

Town Of Longmeadow, MA
Capital Planning Committee
Meeting Minutes
November 17, 2005, 2005

The capital planning committee met on November 17, 2005 for its fifth meeting of the Fiscal Year 2007 planning cycle. In attendance were members:

Mr. Steven Gelling
Mr. Roger Wojcik

Mr. Mark Gold
Mr. Nicholas Katsoulis

Mr. Roger Cloutman

Also attending: Mr. Suresh Samant – Finance Committee Liaison

Mr. Gold brought the meeting to order. Minutes of the November 8th meeting were unanimously approved. An updated spreadsheet of all projects was distributed as well as a copy of an e-mail from Robin Crosbie to Mr. Gold updating the committee on the status of the fire engines and Park and Rec requests. Mr. Wojcik noted that our next scheduled meeting conflicts with a Special Town Meeting (December 6th) and our committee meeting on that day was therefore cancelled.

The committee focused the meeting on determining which capital requests require additional information in order to properly evaluate the priority of the item. It was agreed that we would evaluate the need and justification for all requested capital items, including those not prioritized by the Town Manager. We also intend to evaluate and prioritize projects regardless of the potential source of funds (e.g. Capital Stabilization, Ambulance, Water, and Sewer). We will send a letter to the Selectboard notifying them of this decision in order to assure that they have no concern about this approach.

Fire / Safety Items: The committee reviewed the list of fire / safety items. It was noted that Fire Engine 1, replaced in the FY04 planning cycle, was fully paid prior to last year. The status of the \$35,000 appropriation by the town last year for this item is uncertain, and Mr. Gold was asked to inquire to the Town Accountant (Mr. Pasterczyk) about this appropriation. We reviewed the previously proposed fire engine replacement schedule as well as last year's request for a command vehicle. The committee is also seeking to understand the status of the current ambulance. For these reasons it was determined that we would invite Chief Madison to our December 13th meeting to review these four items. Mr. Wojcik was asked to invite Chief Madison to our December 13th meeting.

Park and Recreation: The committee reviewed the list of Park and Recreation department requests. Based on a similar request last year, we understand the work being requested for Greenwood Center. Our discussions focused around the pools, including the future of having two pools in town. Several committee members reported getting a survey in the mail about the town pools that indicated a possibility of closing one of the two pools. We also wanted to make sure that the decision to request the purchase of a van for transportation of students to after school programs that was not handicap accessible was properly considered. For these issues, Mr. Cloutman was asked to invite Mr. McCarthy to attend our December 13th meeting to review these issues.

Buildings: In order to be sure that the exterior upkeep of Storrs Library is properly addressed, the committee asked Mr. Gold to contact Mr. Carignan of the School Department facilities group and ask that he accelerate his review of the Library and report to us on the status needs of the exterior. Mr. Sturgess (Storrs Library) will also be informed of this action.

Police: The members of the committee believe they have enough information to properly evaluate the request for the trunked radio system.

DPW: Total capital requests from the DPW, including water, sewer, and items not prioritized as well as items suggested for alternate funding, total over \$1.31 million. Several of the requested items represent substantial commitments and indicate a significant shift in resources compared to last year. Specific questions in the committee arose about snow plows (should we be developing a replacement schedule similar to the fire engine replacement schedule we established three years ago) street sign replacements (what are the consequences of not complying with the Federal mandate?) and the brush chipper requests. In order to review these items, as well as to meet the town DPW superintendent, the committee will seek to meet with Mr. Wrabel at the DPW town yard some time within the next two weeks. Mr. Gold was asked to call Mr. Wrabel to schedule a visit by the committee.

Schools: The committee appointed Msrrs Cloutman and Gold as a subcommittee to meet with Dr. AndersEn and Mr. Carignan to visit the High School and Center School to review the specific requests for those buildings. Mr. Cloutman was asked to schedule such a meeting.

Other New business:

The committee reviewed two previously funded projects and determined that additional status report is requested. These projects are the ADA compliant restroom for Town Hall and the town-wide accounting software system project definition. Committee members will follow-up with department heads and report on the status of those projects at the December 13th meeting.

Next meeting: The next meeting of the committee will be Thursday, December 1st at 2:30 PM at the DPW to review DPW items and tour the town yard. Subsequent meetings have been set for:

December 13, 2005 - 7:00 PM Police Community Room:

Meeting with Chief Madison and Mr. McCarthy

January 10, 2006 - 7:00 PM Police Community Room - Deliberations

January 24, 2006 - 7:00 PM Police Community Room - Deliberations

Submitted,

Mark Gold
Chairman,
Capital Planning Committee