

TOWN OF LONGMEADOW, MASS
MINUTES OF MEETING OF CAPITAL PLANNING COMMITTEE

To: Those attending: January 15, 2003
Steve Gelling
Michael Giampietro cc: Cindy French
Richard Uss
Roger Wojcik
Mark Gold

And to: Roger Cloutman
Michael Salwen - Appropriations Committee

The eighth and final scheduled meeting of the FY2004 Capital Planning committee was held in the Police Department Community room.

The entire meeting was taken up with a final ranking of the requested appropriations as well as the requested appropriations. Rather than distribute a raw list of this ranking and recommendations in this meeting minutes format, the committee will issue the entire report showing both rankings and the rationale behind the decision. A draft copy of that report was generated at this final meeting, and the ranked list and the final recommendations of this committee are expected to be forwarded to the Board of Selectmen on or around February 1, 2003. In that report, we will be recommending funding for ten separate projects from the 34 submitted for consideration.

In addition to this ranking process, several items that were discussed are worthy of particular note by the Board of Selectmen:

- Because the committee will be recommending appropriations by the Board of Selectmen and the Town meeting that will be contingent upon available funding, this committee will be recommending one project to be either fully funded or partially funded based upon the total available funds. The assistance of the Board of Selectmen will be sought in maximizing available funds for FY '04 capital expenditures within the constraints of the Stabilization fund. (This obtuse reference will become clear once the recommended appropriations are received)

- This committee requests that we be notified of the date of the Board of Selectmen's review of our recommendations in order that we be present to clarify any questions that may arise. In the report we will be forwarding to the Board of Selectmen, we anticipate going to greater lengths than in past years to explain the decision process both for projects recommended for funding and those not recommended for funding.

- Because no one from the Appropriations committee was able to directly participate in our deliberations throughout the year, we also ask that we have the opportunity to review these recommendations IN DETAIL with the appropriations committee at the meeting in which these recommendations are to be reviewed.

- The Capital Planning Committee has chosen to communicate its recommendations directly to town department heads at the same time it issues its report to the Board of Selectmen. It was our understanding that the open meeting status of this committee renders our final report public information whether or not we make such direct communications, but we believed that personal communications to the department heads would best close the loop with those individuals who directly participated in the process. Such communications will explain that the committee's recommendations are subject to approval by the Board of Selectmen and the Town meeting, but will solicit their support for this committee's work.

- During this review and deliberation cycle, we identified several "quirks" in the appropriation system that, with proper attention, would serve to maximize the available capital in this and future years. As a result, our recommendations will be VERY SPECIFIC as to wording of each recommended appropriation to assure that funds are spent on ONLY those areas of the department for which the committee found need. In addition, most of the appropriation recommendations will include a clause that requires any unspent funds revert to the Stabilization fund. We ask that the Board of Selectmen review the proposed wordings and, to the extent possible, adopt them as written.

The committee members served with great enthusiasm this year, and as our final report will demonstrate, have been able to recommend funding a broad range of capital requests that serve the various needs of the community. We look forward to the opportunity to review our final report with the Board of Selectmen.

Respectfully Submitted,

Mark Gold