

**Town of Wareham
Capital Planning Committee
54 Marion Road Wareham Ma. 02571
508-291-3100 – fax 508-291-3116**

Committee Members:

Mark Andrews, Town Administrator
David Trudell, Finance Committee, co-chair
Charles Klueber, Planning Board
Alan Slavin, at-large Member, co-chair
Mary Jane Driscoll, at-large Member
, at-large Member-vacant
, Town Accountant
Cara Winslow, Selectman Liaison

Minutes of Meeting:

4-21-11 9:00 am conf. room 23

Present – Alan Slavin, David Trudell, Charles Klueber, Mark Andrews

Guests – Ellen Begley BoS, Donna Bronk, Frank Heath, Richard Paulsen Fin Com, Dr. Rabinovitch

Meeting opened 9:22 am

Minutes – motion made by David, 2nd by Alan to approved 4-7-11 minutes 2-0-1, motion made by David 2nd by Charley to approve minutes of 4-14-11 3-0-0

Alan spoke on Town Buildings, Town Meeting and further action after Town Meeting. Alan presented the latest draft for 2012 Capital items. The total now stands at \$4.3 mil. Alan also spoke on the need for Capital Planning to be 3 to 5% of total budget per DOR. The latest draft of the Capital 5 year plan now total \$94.5 mil.

Committee reviewed Capital Plan letter to Town Meeting. Particular time was spent on the SCADA and School Bus portion.

Donna Bronk asked to speak on the Virtual Computer system approved at last fall's Town Meeting but not yet ordered. Alan said it was on the agenda to discuss with the Town Administrator during the meeting. David brought up the need for both a Town purchasing agent and personnel director.

At 9:50 am both Mark Andrews and Dr. Rabinovitch arrived. Alan asked about the purchase of a school bus planned by the School Department. Dr. Rabinovitch explained it was an emergency situation and was using \$\$ from a replacement of equipment fund. Alan was concerned that the purchase could be construed as a breach of the Town Charter. Discussion ensued and it was agreed that this need was emergency in nature. Since the purchase had not been completed proper notice and action was agreed to.

Then the Chair asked the TA (Mark Andrews) to explain why the delay on awarding the virtual computer system to a vendor? The TA explained that he wanted to make sure it included an emergency disaster recovery system. Alan stated that Matt Underhill (ITS Director) had already put that into his plan. Alan questioned where was the additional employee for the ITS department that would be needed. The TA answered; on the delay costs are going down but Alan offered that the cost savings and productivity would more than offset any decreases in price. In fact costs are starting to rise due to the ripple effect of the events in Japan. On the additional employee the TA talked about using the outside vendor approach. Committee expressed its doubts due to usual excessive costs vs. performance. Position may be reposted.

The Committee then went back to the School Bus issue. Dr. Rabinovitch reminded the Committee that the School has been waiting a long time for new bus's to replace the older ones. The Committee agreed that the delay in replacing bus's in an orderly manner is a

direct cause of the fleet's current condition. The Committee said it would bring forth a recommendation to replace 6 buses per year for 7 years to reach a 3.5 year average age. You would then have the School Department run the Sped, Athletic Trans, Field Trips programs using their newest bus's and sell off the remaining. Then continue to turn over 6 buses each year going forward. One real problem is that some buses could reach 12 to 14 years old before being replaced! Dr. Rabinovitch maintained that the School could run the full transportation system for less than what was being proposed. Dr. Rabinovitch then asked if the Committee would meet with the School Committee and work out the issue together. All parties agreed that was the best way to go. The meeting will comprise the Superintendent, the School Committee, Capital Planning, Director of Transportation, TA and BoS liaison to Capital Planning. Meeting will be May 7th at 7:00 pm middle school auditorium.

Short discussion held about the proposed increase in the meal tax and that all the \$\$ would go to both School and Town Capital items only. Both Mark and Barry will support this.

Frank Heath asked to speak and questioned whether Capital Planning had a list of low value items, and was there a policy and procedure program in place. Alan answered no!! but this was on the Committee's list to tackle next.

David brought up the issue of insurance asked the TA to allow for a member to sit in on negotiations on risk diction and assessment portion of the insurance process.

Alan stated that the Committee will meet again after Town Meeting possibly the 5th or 12th of May. Notice will go out by the 28th of April.

Motion to adjourn by David, 2nd by Charley vote 3-0-0

Next Meeting TBD 9:00 am room 23

Meeting adjourned 10:40 am

David Trudell
Alan Slavin
Acting Clerks

