

CAPITAL PLANNING

10/13/11

Present: Alan Slavin, Jim Giberti, Mark Andrews, Dave Trudell, Charles Klueber (late 09:30 A.M.)

Absent: Judy Lauzon, Mary Jane Driscoll

2 people are recording this meeting. J. Giberti until C. Klueber arrives at meeting

The committee needs assistance from John Foster re: recommendations on paying for items in order to inform the TA. The committee needs finalization with recommendations on payment method.

The TA indicated using the meals tax for capital funding. It is anticipated this will generate approximately \$400K per year. With the motel tax a 70%/30% split with community affairs was mentioned.

Request for expenditures in 2012 are \$1.7m and for 2013 they are \$2.6m.

In order to survive we either have to have a 21/2 override or cut expenses.

The TA feels that the Gov. will increase our Ch. 90 funds 29% this year.

No money has been borrowed for a generator for the school.

C Klueber arrived at meeting and took over recording minutes @ 09:30 A.M.

J. Giberti

Approved
12/6/11
C. Klueber



**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,
Charles Klueber, Planning Board, Clerk
Alan Slavin, at large Member, Chair
Mary Jane Driscoll, at large Member
James Giberti at large Member Vice Chair
Town Accountant
Cara Winslow, Selectman Liaison

Capital Planning Committee Meeting Minutes 10/13/2011

NOTE: C. Klueber, clerk, arrived to this meeting late at 09:30 A.M. J. Giberti took the meeting minutes prior to my arrival.

Members Present: A. Slavin, D. Trudell, J. Giberti, T.A. M. Andrews, C. Klueber

Guests: E. Begley, C. Smith, F. Heath

Joined discussion with Town Treasurer, John Foster, on possible funding options for Capital Item requests.

Committee then discussed the document entitled "A Wareham basic primer on Capital Planning" that was provided by member D. Trudell dated 07-13-2011. T.A. M. Andrews complimented D. Trudell on this document. He also commented on existing problems with roadways and catch basins.

Chairman Slavin noted that he would be having a surgical procedure soon and would not be available to work on 5 yr. plan until after the procedure. It was noted that this plan needed to be prepared by Nov. 15th. per Charter.

D. Trudell explained his 5 yr. plan spreadsheet. Gary Buckminster, Harbormaster, explained several of his requested items. D. Trudell noted that, in his 5 yr. plan, there were items with a question mark (?) and that he need help from the T.A. and Dept. Heads to see if these items were still needed or were they funded by other means. A. Slavin explained C.O.A. requests and current projects in spreadsheet. D. Trudell noted that Comm. members must work hard, on this plan, to get it ready for Nov.15th. David T. also suggested putting his document "A Wareham basic primer on Capital Planning" on the Town's web site. A. Slavin suggested that Comm. members contact their assigned Town Dept's and obtain answers to (?) items on 5 yr. spreadsheet. He also noted that we keep, for now, the 95M figure but also noted that this figure could be as little as 60M.

T.A. Andrews suggested changing the (?) on spreadsheets to (*) and then make notes explaining how Town used other methods of funding for these items. (CPC, Grants etc.)

D. Trudell suggested that after Spring T.M. we take copies of Dept. requests and copies of his "Primer" and provide these to each Town Dept. so that each Dept. would have a much better idea of how the Capital Planning process works.

It was noted by T.A. Andrews that this 5 yr. Plan is, and should be considered, a living document. It needs to be constantly reviewed and updated.

A. Slavin explained the history of the last few years and the timing of Capital Requests. He noted that last year all Capital Requests were held off until Fall T.M.

Chair Slavin explained the Committee's duty to make a report to T.M. and he asked Town Moderator, C. Smith, what she thought should be done this T.M. C. Smith explained that she could ask for a report from Capital Planning due to having items on the T.M. Warrant. She noted that the report should be done, item by item, as these items were called for discussion. A. Slavin noted that he would like to do a 3-4 minute report and explain Cap. Planning process. He asked if copies of David's document " A Wareham basic primer on Capital Planning" could be made available to persons attending T.M. as M. Andrews answered "Yes". Alan thanked C. Smith for all that she's done to help everyone understand the T.M. process and Articles.

A. Slavin asked C. Smith if the Art.#1 & 3 problem had been settled. She said she was awaiting an answer from Town Council on the issue.

Alan then discussed a request by a citizen on Capital Planning procedures and asked Committee members for their feelings on these types of requests. D. Trudell suggested that the Chair of the Committee be allowed to answer these types of requests unless he felt that the response was needed by the entire Committee. F. Heath noted that he would suggest, to person, that they read the available Committee meeting minutes or come before the Committee to discuss any items that needed further explanation.

Committee then discussed the timing of the 5yr. plan and the timing of dates for Capital requests. M. Andrews explained that Capital requested, when approved, were just authorizations and did not lock him into making these purchases immediately. He noted that there were other thing that could influence the timing of purchases. He noted that things such as other sources of funding may come up that negate the need for certain purchases. F. Heath explained that the timing of many items may need to be adjusted as the budget process evolves and that tough choices must be made. D. Trudell explained that the Capital planning committee has tried to make notice of upcoming capital items, in our plan, so that everyone is informed of all possible future town or school needs.

Alan asked committee members what their feelings would be about providing a Capital Planning Monthly Report in order to help to educate the public on upcoming Capital requests. D. Trudell suggests that this be done quarterly, not monthly. T.A. Andrews agreed with David's suggested quarterly format.

Next Committee meeting set for 11/7/2012 @ 9:00 A.M.

Meeting Adjourned @ 11:10 A.M.

