



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 08/11/2011

Meeting called to order @ 09:03 A.M.

Members Present: Alan Slavin, David Trudell, Charles Klueber, T.A. Mark Andrews

Guests: Matt Underhill, Angela Dunham (CPC), David Walton, Frank Heath

Minutes of meeting on 7/28/11 were discussed, amended and accepted.

Chairman Slavin discussed this committee's review of any future capital purchases with Angela Dunham of the C.P.C. Committee. He explained that it is our responsibility to review these capital purchases and to make a recommendation on them to the T.A. Angela stated that she welcomed any assistance and input from other Boards and Committees. She invited members to attend the upcoming CPC committee meeting on Wed. Aug. 24th. @ 06:30 P.M. @ Town Hall Auditorium.

David Trudell questioned the ever decreasing levels of State funding & its impact on present projects like the Tremont Nail & Bryant Farm projects.

At 09:15 A.M., T.A. Andrews and Derek Sullivan arrived at the meeting. Angela Dunham left the meeting.

T.A. Andrews discussed the new computer system project. He stated that he

would probably be making his final decision on this project later today (08/11/11) Alan Slavin asked if all these projects go thru RFP's. Mr. Andrews explained that this vendor is a "state certified vendor" and therefore they have gone thru a competitive bidding process to be awarded the state bid.

Alan Slavin asked about a 1993 B.O.S. Memo regarding "computer purchases". Matt Underhill explained the history of this "Memo" and the reasons for it. Mr. Andrews advised the committee that this purchase was in compliance with this.

09:26 A.M. Mary Jane Driscoll arrived at meeting.

D. Trudell discussed bar coding of Town's computer assets. Matt Underhill explained that, although not bar coded, he has a fairly complete inventory of all of the Town's computer equipment. T.A. Andrews noted that a "bar coding project" would be a good goal for the future.

09:33 A.M. Selectmen Walter Cruz arrived at the meeting.

T.A. Andrews then discussed capital items for the upcoming Fall T.M. The deadline date is 08/31/11 for Department Heads to submit items and update their requests. Mark stated that he would provide the Committee an updated list, when its available, for our review. Mr. Andrews went on to say that his present priority is still public safety items.

Chairman Slavin asked about the Boom truck & Scada system requests by the Water Pollution Facility. Mr. Andrews said that he would speak to Department Head regarding the boom truck. Also the Scadia system is still being considered.

T.A. Andrews that he had met with Chief McDuffy, re: Ambulance Services, and that the Town has no plans to move EMS to the Fire District.

A discussion of a new Public Safety Complex ensued. David Trudell asked if the funding (50K) was going to stay in the 5 year plan. T.A. Andrews answered yes it would. All agreed that this would give the Town some flexibility and would show that the Town was serious about this important project.

T.A. Andrews was asked about the status of School Bus requests. Alan explained the need was for 20 large buses and 12 smaller (SPED) type buses. He stated that replacing only 5 would not fix the problems. T.A. Andrews noted that the "Braintree Program" (leasing) was still being considered and that he agrees that although 5-6 buses is not the total solution to this problem, it is a start. He went on to say that he was exploring a project of collection of back taxes owed to the Town. He commented that he considers school buses a public safety problem and therefore will be addressed, as needed, for the safety of the children.

Mark Andrews, Derek Sullivan & Matt Underhill left the meeting @ 10:06 A.M.

David Trudell stated that the 5 year plan is in the process of being updated

but we must wait until after 8/31 to complete. Chairman Slavin suggested the adding of the new vehicle for the Water Pollution Facility. He also questioned whether the new boon truck & Scadia system should be funded by the "Enterprise Fund" or Town's "General Fund". He suggested sending a letter to the Sewer Commissioners asking them if Enterprise Fund or General Fund would be used for these projects. Motion by David Trudell to send letter to Sewer Comm. 2nd. Mary Jane Driscoll. Committee voted 4-0-0 to send this letter.

Alan Slavin handed out a "proposed" Article for Fall T.M. regarding distribution of Town's new 0.75% local option meal excise. It proposes distribution of funds between the School Dept. & the Town. David Trudell suggested a 50/50% split between School Dept. & Capital Purchases.

David Trudell made a motion to accept T.M. Article on meal excise as was discussed with the 50/50% split. 2nd. Mary Jane Driscoll. Vote 4-0-0

Charles Klueber suggested exploring other means of funding Capital purchasing funding. He stated that some Towns take a % of "new growth" and use it to fund Capital purchasing programs. Alan suggested placing this on a future agenda for discussion.

The committee then discussed Capital Planning responsibilities. David Trudell had given the members a handout at the meeting on 7/28/11, and Chairman Slavin suggested all members read the document and he will place the subject on the agenda for the next meeting.

Alan discussed timetable for future Capital requests. T.A. must submit Capital Plan by 12/15/11 & submit this plan to B.O.S. and Finance Comm. by 11/15/11 per Town Charter.

Next meeting date 09/08/2011 @ 9:00 A.M. Same location.

Meeting Adjourned @ 10:50 A.M.

APPROVED ON 9/8/11

Chairman Klueber

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