



**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 01/03/2012

Meeting called to order @ 09:30 by A.Slavin

Members Present: A. Slavin, J. Giberti, C. Klueber, M. Andrews, M.J. Driscoll

Guests: F. Heath, C. Smith, D. Sullivan, E. Begley, W. Cruz, M. Flaherty, D. Walton, M. Gifford, C. Winslow.

Agenda Item#4c: A. Slavin explained that M. Flaherty, Wareham Library Trustee, would be allowed to address our committee first as he had other commitments he needed to get to. Mr. Flaherty provided Committee members with an updated list of Capital Requests and their priorities. M. Andrews agreed that work was needed on the exterior of Library building. A. Slavin suggested lumping some projects together to allow project to be a capital item project, not expense project. M. Flaherty, with help from M. Gifford, to get updated project cost projections and return these to our committee.

Agenda Item#2: C. Klueber provided members with the minutes of our last meeting on 12/15/11. Committee discussed the proper way to keep committee minutes. It was agreed that we should follow "Roberts Rule's" suggested format, but that we should provide some note of discussions where necessary. Motion by M.J. Driscoll to approve committee minutes of 12/15/11. Vote: 5-0-0 Minutes approved.

Agenda Item#3: M. Andrews provided committee members a printed copy of Town's 5 Year Capital Request Spreadsheet. Committee members discussed this printed list and some of the items priorities and year needed.

Agenda Item#3b: A. Slavin noted that D. Trudell had gone to WCTV to tape his "Capital Planning Primer" but that no one was there that day.

Agenda Item#4a: A. Slavin noted that on 01/23/2012 @ 6:30 P.M. the School Dept. was having a meeting, to review the physical properties and review bids received from these companies interested in improvements at school department properties, and that he requested J. Giberti to attend this meeting as a representative from Capital Planning Comm. Member M.J. Driscoll suggested that she be sent as our representative but A. Slavin noted that there may be some perceived conflict with her attending this meeting. He noted that he had made up his mind and would be sending J.

Motion by J. Giberti to not send anyone from Capital Planning Committee to the School Committee's meeting on 01/18/2012. Vote: 4-0-1 Motion passed.

Agenda Item#4b: Powers & Sullivan audit report issues. Not to be discussed at this meeting but will be discussed at a future meeting.

M. J. Driscoll noted that she has problems with spreadsheet on School transportation costs that was provided to us and she requested, thru A. Slavin, that this item be placed on a future meetings agenda.

Agenda Item#5a: Not discussed, no information on this request had been provided.

Agenda Item#5b: A. Slavin explained his problem with the procurement of capital items, ie; motor vehicles. He also stated that he had contacted several members of the original Town Charter Committee. (W. Roby & Phyllis McGraw-Decas) about their opinion of the Town Charter's intent regarding having the Town Accountant being a member of the Capital Planning Committee. M. Andrews provided committee members an opinion, from Town Counsel, stating that "a member of the accounting firm may hold the Town Accountant seat on the Committee". J. Giberti questioned whether Counsel noted, in his written opinion, that this person would be a voting member of committee? M. Andrews answered that the issue of voting, or non-voting, was not requested of Town Counsel. J. Giberti made a motion that M. Andrews get an opinion from Counsel on this "voting" issue. Vote: 5-0-0 Motion passed.

NOTE: Appointing Authority Committee requested that it be noted, in our minutes, that their Committee had opened their meeting @ 09:30. C. Smith, W. Cruz, F. Heath.

C. Smith explained to our committee that, in her opinion, Town Counsel was representing the Town's interests on these issues.

Agenda Item#6: Next meeting: 01/19/2012 @ 09:30

Agenda Item#7: Motion to adjourn by M.J. Driscoll @ 10:42. Vote: 5-0-0 Motion passed

MS 3-10-12