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CAPITAL PLANNING COMMITTEE  
July 10, 2024

Ritter Building, Upper Conference Room  
960 Massachusetts Ave.  
Lunenburg, MA 01462

Vice Chair Tom Alonzo, Chair Peter Beardmore, Clerk Matt Brenner, Finance Committee Representative Chris Menard

- Call to Order

The meeting opened at 8:00 PM.

- Public Comment

- a. CPC Members

Tom Alonzo states there are vacancies on the Board. Anyone who is interested should fill out an application online and submit it to the Town Moderator to then address with the Select Board.

- b. Public

Dave Passios, 56 Whiting Road, has previously suggested to the Committee and the Select Board that any remaining funds that have not been allocated or need to be allocated should be put towards smaller infrastructure projects that remain on the capital planning list. Tom Alonzo and Chris Menard agree.

- Reorganization

Tom Alonzo nominated Peter Beardmore for Chair. All in favor.  
Matt Brenner nominated Tom Alonzo for Vice Chair. All in favor.  
Tom Alonzo nominated Matt Brenner for Clerk. All in favor.

- Discussion of 5-Year Capital Plan

This year will be different because there is now a budget task force in charge of the capital plan and there will be a new Town Manager.

Tom Alonzo states Heather Lemieux sent an email of a drafted budget calendar to all Committee and Board chairs.

The facilities director is going to be out on paternity leave and that department does have a lot of capital requests.

Tom Alonzo suggests having a review and discussion of years 2, 3, and 4 that were made last year to determine where they are on the priority level.

Chris Menard questions if all department heads are trained in putting together a 5-year plan. An estimate needs to be put together as part of their forecast including how much should be spent on capital planning over the next 5 years along with balancing what can be afforded.

Tom Alonzo wants to formalize and create a standard revolving around the Collins scoring. Matt Brenner suggests providing the department heads with examples because there are very wide areas for interpretation.

Chris Menard suggests we have brand guidelines.

Chris Menard states if someone is saying their efficiency increases by procuring capital equipment, that he wants to see the productivity increase associated with the labor. If hundreds of thousands of dollars are being sent to save efficiently then it needs to be presented.

Tom Alonzo says we are lacking tools that would be helpful. Specifically budgeting software needs to be implemented as opposed to Excel.

Chris Menard discussed projects that may be eligible for a grant with the additional help from grant writing services. Peter Beardmore suggests organizing potential projects into groups. These projects should be grant fundable, possibly sourced through Chapter 90 or free cash.

- Discussion of Capital Planning Process going into FY26  
Peter Beardmore intends to create a proposed guideline over the next few weeks for the capital planning process.  
Tom Alonzo suggests asking for information from department heads in the summer as opposed to the traditional October.

Capital planning presentations include – Public Safety, DPW, Schools, IT, Facilities.

- Action Items for Next Meeting  
The Committee wants to create and bring forward a plan of what input is needed from the department heads for the upcoming capital planning process. Peter Beardmore will reach out to department heads and town manager for input. The ideal is to come out from that meeting with a standard.  
Additionally, a calendar needs to be created.

- Confirm Subsequent CPC Meetings (Date, Time and Location)  
July 29<sup>th</sup> at 7PM – location is TBA

- Public Comment

- a. Public

Ana Lockwood, 91 Main Street, questioned if all the population is being reached with our priorities. Suggests delaying some of the large capital

projects to help some of the less popular requests.

Dave Pasios, 56 Whiting Street, every committee involved with finances in town going into the next budget season needs to identify the needs outside of the available revenue. Once the needs are identified for the next 5 years there needs to be serious discussion about where revenue is going to come from to accomplish those needs.

b. CPC Members

There were no Committee comments.

- Adjournment

There was a motion to adjourn by Tom Alonzo seconded by Chris Menard. All in favor.

The meeting closed at 9:11 PM.