

TOWN OF LUNENBURG
CAPITAL PLANNING COMMITTEE
July 31, 2024

Bilotta Meeting Room
Lunenburg Town Hall
17 Main Street
Lunenburg, MA 01462

Present Members: Vice Chair Tom Alonzo, Chair Peter Beardmore, Clerk Matt Brenner, Member-at-large Rob Bowen

Absent Member: Finance Committee Representative Chris Menard
Agenda

1. Call to order
The meeting opened at 7:30 PM
2. Review and approve minutes
There were no minutes to review.
3. Public Comment
 - a. Members
The Committee welcomed a new member, Rob Bowen.
 - b. Public
There were no comments from the public.
4. Proposal and discussion for capital planning presentations and meeting schedule
Peter Beardmore hasn't received any specific information about the availability of any department heads. Peter Beardmore plans to reach out to the Interim Town Manager to work on accelerating the presentations from the department heads.
5. Standard information, criteria for capital planning presentations
Peter Beardmore believes there should be some sort of overview of the needs and a slide emphasizing any key points that are not already covered in the clear gov submission. The Committee reviewed the clear gov submission form and its categories for criteria.

There needs to be discussion about whether or not projects could potentially be supported by any Green Communities grants.

Tom Alonzo requests documents be printed on 8 ½ x 11 sheets. PowerPoint presentations should not be in PDF format. There should be a title for each request and a short description of the reasoning including

pricing, maintenance price, why it is wanted, why it's needed, how's it going to be helpful.

Matt Brenner wants to know how the request fits into the department's future. Additionally, there must be some level of cost benefits analysis. Many departments have very repetitive capital needs.

Peter Beardmore requests financial plans for new equipment. For general requests for items that represent new inventory there needs to be some sort of cost benefit analysis. These include items that represent replacements of aging inventory.

Tom Alonzo states all department heads need to know this is a sales pitch. They are selling to the Board to then have the Board sell it at the Town Meeting.

6. Discussion on Draft Financial Policy Manual and possible follow-up

Peter Beardmore states if the financial policy manual is followed it would make things a lot clearer.

The Capital Planning section is a 4-page document. Peter Beardmore notes there are no major objections but questions if this would have to be adopted as a replacement to the existing policy. Tom Alonzo states if there is something to be changed in the manual, then there would have to be a change in the charter, or a bylaw would have to be added. If this manual isn't consistently updated, then it will become useless rather quickly.

Peter Beardmore requests the Committee read the document and have a discussion at an upcoming meeting.

7. Schedule and topics for future meetings

Peter Beardmore suggests completing the annual workload earlier than usual.

It's anticipated that there will be 5 to 6 weeks of presentations followed by 2 to 3 meetings to nail down the priorities list. Peter Beardmore believes presentations could start as early as September 11th.

Historically the Capital Planning Committee must submit a prioritized list to the Town Manager. Then the Town Manager will investigate available funds from free cash and other available resources to come up with a number to support the capital. The Town Manager does have the ability to reprioritize the list.

The next anticipated meeting is August 21st at 6:30PM.

8. Public comment

a. Members

There were no comments from the members.

b. Public

There were no comments from the public.

9. Adjourn

There was a motion to adjourn by Tom Alonzo, seconded by Matt Brenner.

All in favor.

The meeting closed at 8:25 PM.