

CAPITAL PLANNING COMMITTEE MEETING – CHARLEMONT TOWN HALL

June 20, 2018

Present: Tracy Hall, Ron Smith, Tony Walker, Frank Mooney; also present – Town Administrator Peg Dean

1. The meeting was called to order at 7:13 p.m.
2. There was discussion about the policies of the Capital Planning Committee, as to whether they need to be clarified and/or revised. A document produced by another town was also reviewed. Should the “factors” of the policies be prioritized and re-ordered? It was mentioned that we should have more detailed information about past maintenance costs in the departments, and possible trade-in value of old equipment, if applicable. It was decided that the form sent back to us by the departments should be revised to reflect the additional info we need, such as inventory over \$5,000, age, mileage/hours of use, three years of repair costs, etc.
3. The following deadlines were proposed:
  - September 4 – get letter and form to departments
  - October 1 – Department Heads return the form to the Town Administrator
  - October 5 – Forms forwarded to the CPC
  - October 10 – CPC meets to begin evaluations at 7:00 p.m.
  - October 15 – CPC meets again at 7:00 p.m.
  - January 15 – CPC meets with combined SelectBoard and Finance Committee to discuss recommendations.
4. The minutes of the March 5, 2018 meeting were reviewed and approved.
5. The next meeting is scheduled for July 5, 2018 at 7:00 p.m.
6. The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

Ronald Smith

Documents viewed:

Currents policies of the Capital Planning Committee as approved by the May 2016 Annual Town Meeting

Capital Planning policies of another town

Departmental Capital Expenditure Request Form

This document is a draft until approved by the Capital Planning Committee.