



Selectboard Meeting June 21, 2024

The meeting was called to order at 10:00 AM, with the following individuals present: Sean Curran , Town Administrator; Kenneth Murray, Assessor; Doreen Black, Planning Board; Maureen Longobardi, town resident; Tamarin Laurel-Paine, Selectboard Member; Adair Laurel-Cafarella, Finance Committee; Dianne ???; Curt Robie, Selectboard Member on ZOOM; and Ann Marie Visconti, Chair of Selectboard on Zoom. Eric Weiss and Ira Brezinsky from PVPC were also present via Zoom.

The purpose of this meeting was to continue to address the formation of a Capital Planning Committee. Ira Brezinsky went over a draft of the By Law for creating a Capital Planning Committee. The definition of Capital per DLS is from \$10,000.00 to \$25,000.00, but could be lower for smaller towns such as Middlefield. Ira stated the dollar amount should be decided by the Town. A Capital item is outside of the Town's standard operating budget. The Town currently feels \$10,000.00 is an agreeable amount for Capital Items.

The role of the Capital Planning Committee (CPC) versus the Selectboard (SB) is that the CPC is an advisory board to make sure capital items are following the plan. The CPC and By-Law can only be formulated at an Annual Town Meeting per Chapter 41 sec 106b of the MGL.. Until then, the CPC is an ad hoc committee.

Questions were raised why the committee is an elected committee, but Ira explained it is an advisory committee with no authority. The Police Department and the Highway Department are part of the committee, but they won't have voting rights secondary most capital items are for those two departments.

Further questions were raised about the dollar amount for a Capital item. Ira explained that if you define a dollar amount at \$10,000.00, you can choose to put any items on the plan.

Discussion of membership to the Ad hoc Committee was held. The various boards concerned with the CPC will let the Selectboard know who the representative is from each committee. It was also stated that it is the responsibility of the CPC members to keep lines of communication open with CPC and their respective boards.

Points made by Ira including that a Capital Plan is for 5 years but a Capital Budget is the current year. Ira also stressed that economic development is not part of a Capital Plan. Ira also reported that funding for Capital Projects can include grants. Ira also recommended that the By-law be finalized by the end of July

2024. He recommends that templates begin being formulated for Capital items, and Ira will work with Curt because Curt has already done some of the work necessary. Maureen Longobardi referred to Financial Review DLS 2010 that has a detailed plan. She will forward that information to Ira.

No further business to come before the meeting, it was closed at 11:15 AM.

Respectfully Submitted,
Mark W. Doane,
Administrative Assistant

Ann Marie Visconti, Chair

Curt Robie, Member

Tamarin Laurel-Paine, Member