Capital Planning Committee
Wednesday, October 28, 2026
Town Hall

Members Present: Ellen McKay - chair, Frank McGinn, Nate Longcope and George Arvanitis; Absent: None; Non-Members Attending: None

Meeting called to order at 5:08 p.m.

I. Reviewed and approve meeting minutes of September 23, 2026
- Voted to approve the meeting minutes as amended. Motion by Frank, Nate Seconded. George: aye, Ellen: aye, Frank: abstain, Nate, aye

II. Report on Capital Planning Workshop in Greenfield on October:
- Frank and George attended the workshop.
- Outline of meeting presented by the MA Department of Local Services.
- Discussion of guides, templates and tools available from the DLS:
    i. Criteria rating form will apply objective scoring to each project request.
    ii. Request summary sheet – we will customize and implement.
    iii. Asset report is comprehensive and will be compared to Shutesbury's to improve Shutesbury's asset report.
- The Shutesbury asset threshold of $5,000 is too low and should be raised.
- Other resources (web links) presented by the DLS was shared with the committee.

III. Long Range Capital Plan:
- The school committee created a capital planning sub-committee for all school capital projects:
    i. They will compile an assets list.
    ii. Their meetings regarding the school parking lot will include all stakeholders (i.e. the Fire Chief, Energy Climate Action Committee…).
    iii. The Capital Planning Committee can expect to receive the school's asset list by year end.
- Plan to complete the plan and present it at the next annual town meeting.
- Building Committee will provide their asset list by year end.
- Discussed the departments that haven't provided data and how to follow up.
- Will need to add the dam and consider the culverts for the capital plan.

IV. Report of Departments' Capital Budget Requests:

- The Police Chief will be asking for a new Cruiser (Hybrid) this year. He is considering trading in the 2016 Ford Taurus which is in bad condition. The new cruiser will Include a personal computer.
- The chief expects to request another cruiser in the following year.
- There are no other requests at this time, but the request deadline is December 15.

V. Other Business:

- The School Committee is considering a proposal to replace mechanicals for the curtain in the school cafetorium. This would be just over $2,000 more than the amount approved for the curtain at annul town meeting. The Building Committee will review this proposal with the school Capital Planning Subcommittee.

Next meeting November 12, at 5:00 p.m. at Town Hall.

Meeting adjourned at 6:09 p.m.
Motion by Frank, Nate Seconded. George: aye, Ellen: aye, Frank: abstain, Nate, aye

Exhibit Summary

- Meeting minutes of September 23, 2026