



## **Town of Middlefield Board of Selectmen**

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### **Selectboard Meeting May 24, 2024**

The meeting was opened at 10:00 AM by Ann Marie Visconti, Chair and Curt Robie and Tamarin Laurel-Paine, members, also in attendance. Other individuals present were Sean Curran, Town Administrator; Mark Doane, Administrative Assistant; Skip Savery, Highway Superintendent; Adair Laurel-Cafarella, Eric Weiss from PVPC; and Ira Brezinsky (on zoom) from PVPC.

The purpose of this meeting was to be laying the foundation for a Capital Plan for the Town of Middlefield. Eric and Ira recommended that the plan has to be a living document, so that changes can be made as need arises. The Town needs to consider a By-law to create a capital plan committee, the town needs to decide who is part of that committee, with Eric and Ira recommending a 5-person board. With a representative from the Selectboard, Finance Committee, Planning Board, Schools, and if you want more, add community members, as part of that 5-person committee. They also recommend that the Town distinguish between a Capital Plan and a Capital Budget. The Town should also define what a Capital Item is and the price point of a Capital Item. The State uses \$25,000.00 for a standard 5-year Capital item. Being a smaller Town, Ira and Eric feel the town should determine what is best for us. Capital expenses in Middlefield also must include joint meetings periodically with the school as we are in a Regional School District. Ira also felt that the department heads need to put on the Capital Plan what they need, not necessarily have the funding for. Ira stated, again, that the Plan is a living document and items will be added and subtracted as time progresses.

Skip Savery also supplied a listing of vehicles he has and when he anticipates needing to replace them.

In summary, Ira and Eric recommend that the Town begins capital planning by:

- 1 Establishing a By-law for a Capital Planning Committee
- 2 What the Town feels the time frame for a Capital item is
- 3 What amount does the Town consider a Capital Item to be
- 4 Who will be on the Capital Planning Committee

Sean will meet with Ira and Eric within the next two weeks to continue working on laying the foundation of the Capital Planning project, and the Selectboard will reconvene on June 21, 2024 at 10:00. Eric and Ira will also be present for that meeting.

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

Respectfully Submitted

Mark W. Doane, Administrative Assistant

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Ann Marie Visconti, Chair

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Curt Robie, Member

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Tamarin Laurel-Paine, Member