

Capital Planning Committee Minutes

October 19, 2021

The Capital Planning Committee met in the Ritter Building as scheduled with the following members present: Tom Alonzo, Dave Passios, George Martin, Paula Bertram and Brian Lehtinen. Town Manager Heather Lemieux was also in attendance.

1. **Call to Order** – Chairman Lehtinen called the meeting to order at 5:32.
2. **Public Comment: Comment from the Committee, Comment from the Public** – The Committee welcomed George Martin.
3. **Approval of Minutes**- Dave Passios made a motion to approve the minutes of September 14, 2021, motion seconded by Tom Alonzo. Passed unanimously.
4. **Review Capital Requests Submitted by Departments** – Heather Lemieux reviewed the projects submitted by Departments and explained that new projects have not assigned a CIP number yet. George Martin questioned the amount allocated for capital needs. Town Manager, Heather Lemieux, explained that funding comes from different sources; in the operating budget, the special purpose stabilization fund and certified free cash. The budget process has not yet begun, free cash has been certified at 2.6 million. Ms. Lemieux added that there may be an additional item, an IT consultant has been engaged to review and identify Town Departments technological needs, including infrastructure and equipment. Cost of the consultant was funded through the operating budget. Ms. Lemieux then went over the new projects that have been submitted.

New Projects FY23

Department	Project	Est. Cost	Notes
Town Manager	Records Retention Project	40,000	
Planning	Master Plan	110,000	No bids were received in August for 2 chapters of the master plan. After consulting with vendors, it was determined that funding was not sufficient for 2 chapters of the master plan, however if the entire project was put out to bid that savings would be realized total cost is estimated at \$153,000, funds remaining in prior capital item will be utilized.
Town Facilities	PSB Eng. Design for drainage & pavement repairs	25,000	
Town Facilities	Senior Center ADA Patio	100,000	
Town Facilities	Senior Center HVAC Upgrade	25,000	
Town Facilities	Town Hall, remove, replace, repair electrical, phone & cable wiring	50,000	A site visit may be appropriate for this project.
Police	K-9	24,250	K-9 Jerry is retiring
Police	Police vehicle, marked new	67,805	
Highway	Two Way Radio System	35,000	

New Projects Future Years:

Department	Project	Estimated Cost	Year
Town Facilities	PSB repair drainage & pavement rear of building	150,000	FY2024
Town Facilities	PSB,HVAC and Window Assessment		
Schools	THES electrical distribution		
Schools	THES sprinkler system		
Schools	THES,classroom technology		
Schools	THES, elevator replacement		
Highway	Northfield Road Culver survey/design/permit	90,000	FY2025
Highway	Northfield Road Culvert Construction	750,000	FY2026

George Martin questioned the status of the Flat Hill Road culvert project. Heather Lemieux explained that the project is on hold since the allocated funds are not sufficient for the project (based on the bids received). The Town will be applying for funding under the small bridge program.

Ms. Lemieux noted that there are ongoing discussions with Unitil regarding acquisition of streetlights.

Dave Passios informed the Committee that an additional \$25,000 for surveying Marshall Park should be included in the FY23 Capital Plan, it was his understanding that the Parks Department and DPW Superintendent were submitting the necessary paperwork.

George Martin asked if Departments can still submit projects for inclusion in the FY23 Capital Plan. Heather responded that the deadline was Thursday and unless there is an emergency, additional applications will not be accepted.

Town Manager will review and finalize the documents with departments (several projects do not have timeline and or costs) .

5. **Review Timeline to meet with Departments** – Committee will meet with Departments between end of October to the beginning of December. In mid-December the Committee will review all requests and begin the prioritization process. Committee recommendation should be finalized by mid-January. In late January the Town Manager will provide the Capital Planning Committees recommendation to the Select Board. In order to meet the schedule, Committee will meet every Tuesday between now and November 30, 2021 (except November 16th, due to Special Town Meeting). Town Manager will schedule Departments.
6. **Action & Agenda Items for Next Meeting** – Dave Passios questioned when the Committee would like to schedule site visits. Consensus was to hear from various departments and then schedule site visits in early December.
7. **Set Meeting Dates** - Committee will meet every Tuesday between now and November 30, 2021 (except November 16th, due to Special Town Meeting). Town Manager will schedule Departments. Meetings will be held in Town Hall or Ritter depending on availability. Dave Passios asked if the meetings could be videoed. Town Manager responded that if desired, a request should be submitted to PAC and it will be dependent on availability of videographers.

8. **Public Comment: Comment from the Public, Comment from the Committee** – Heather Lemieux informed the Committee that the Special Stabilization fund should have sufficient funds to cover the replacement of Squad 3 and Rescue 1.
9. **Adjournment** – At 6:16 p.m. Paula Bertram made a motion to adjourn, seconded by Dave Passios, passed unanimously.

Respectfully submitted:

Paula Bertram

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