

Capital Planning Committee Meeting Minutes October 22, 2015

In attendance were:

Steve Andrew
Charles Foskett
Diane Johnson* (Olivia Deacetis)
Anthony Lionetta
Eve Margolis
Mike Morse*
Brian Rehrig
Barbara Thornton
Richard Viscay

Also in attendance: Jennifer Susse

* Denotes those not in attendance

- **Meeting Opened:** CPC Packets were distributed. Charlie Foskett opened the meeting and presented the Agenda. Minutes of the October 1 meeting were reviewed and approved. Eve Margolis will arrange for visits by Mike Rademacher, Public Works Director, and Ruth Bennett, Director of the new Facilities Department at the next CPC meeting. Also planned, in the future, is a visit by a representative of the Treasurer's Office. There are no additional departmental requests and no updates on on-going projects other than Community Safety Building (see report by Brian Rehrig below). Also noted is that the CPA Committee has been appointed and their first meeting is scheduled for next week.
- **Financial Reports:** Richard Viscay will be providing reports on 1) prior year capital budget balances by department for use by the CPC members in its interviews with department heads (also needed for Capital Carry Forward line item) and, 2) an updated debt report. Richard Viscay noted that the Town will be going out for Bond Sale in about two weeks (S & P call to take place on Monday).

Richard Viscay also made the CPC aware that the current version of Munis used by the Town will not be supported after April 2016. The Town will be evaluating which of two the available versions of Munis will be selected to replace the current version. Richard was recently made aware of this and is planning to investigate the options and costs.

- **Community Safety Building:** Brian Rehrig reported that he toured the ongoing project at Community Safety. Overall, things are going well with the exception of some asbestos issues which required changes in the execution schedule. Also noted was the presence of a "surprise" bearing wall which required certain unplanned actions.

The capital budget requested for this project was in the amount of \$8.1 million. The bid was very favorable and the current project budget is tracking at \$6.4 million. This is inclusive of the

asbestos change order (\$180k), as well as some additional items that were added back into the project such as new lockers and an emergency generator. The Contractor is performing well.

- **Fire Department Requests:** Brian Rehrig reported on the subcommittee's interview with Chief Jefferson (written memo provided). Highlighted Items include:
 - ✓ Ladder Truck: Request revised from \$1.1 to \$1.2 million (FY2017). This additional amount is for the purchase a tower truck instead of a standard ladder truck.
 - ✓ Ambulance Replacements: (\$220k in FY2018 & \$240k in FY2021) Tony Lionetta asked if these numbers are inclusive of salvage/trade value or not. Brian will inquiry. This item was not voted on pending this clarification.
 - ✓ CPC voted to approve the following requests, Copier, Ladder Truck, Boat, and Extrication Tools. The CPC also voted to approve future year requests for a Pumper, Fitness Equipment, Pick-up Truck, Radio replacements, and a Staff Vehicle. These votes are subject to final budget preparation and availability of funds.

- **Parks Requests:** Tony Lionetta reported on Park Requests (written memo provided). Highlighted comments are as follows:
 - ✓ Joe Connelly noted that a Field Summit Meeting was conducted with User Groups. The concept of a "field complex" was raised under which certain fields would only have one type of use. Currently, fields are used for more than one sport. The notion is that with single use complex the respective user group would take on a caretaker role (assuming some capital costs as well as and maintenance)
 - ✓ Annual ADA Compliance Requests: The Subcommittee approves this, subject to the submission of specific list of projects intended by year for the next 3 – 5 years. Joe Connelly is to provide to the CPC by January.
 - ✓ Spy Pond Bleachers: The CPC requests that the Town Manager act to address possible safety issues with the condition of the Bleachers. Subcommittee will also discuss with Mike Rademacher.
 - ✓ At Robbins, Charlie would like an email confirming that the area of the former tennis court is safe. Tony Lionetta will request this of Joe Connelly.
 - ✓ CPC voted to approve the following requests for: Complex Feasibility Study, Robbins Farm, Reservoir and Hurd Field. A vote on the ADA compliance request will be taken after the requested list of projects is provided by Parks. Votes are subject to final budget preparation and availability of funds. These items are anticipated to be shifted to CPA funding and CPC votes are subject to the actions of the CPA.

- **Town Manger Requests:** Barbara Thornton reported on the Town Manager's Requests (written memo provided). A key discussion point was on the request for two Electric Vehicle Charging Stations at Russell Commons Parking lot. The issue is on who absorbs the cost of charging (Town or User). More information is needed. Also discussed was the centralization of the purchasing of copiers. This needs to be raised again and addressed.

Next Meeting: November 5, 2015.

Adjournment