

CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Thursday December 14, 2023

Meeting Minutes

Committee Members Attending: Richard Brewer, Chairman, Board of Selectmen; Cindy Brown, Finance Comm; James Hartnett, Town Administrator; Muriel Kokoszka, Finance Representative; Susan Brayton, Treasurer; Theodora Gabriel, Assessors, Melissa Pacheco, School Committee and Nicole Pearsall, Town Accountant

Absent: Brian Valcourt, Construction Rep;

Handouts: Information Technology Request& Capital Improvement Spreadsheet

Meeting called to order at 3:35PM by Richard Brewer

Next Meeting January 4, 2024 at 3:30 PM

Presentation of FY2025 Capital Requests:

1. Presentation of FY 2025 Capital Requests

- **IT Department**

Keith Novo participated remotely and presented his capital requests. Mr. Novo stated that he had three requests:

1. \$65,000 – New Firewall, Mr. Novo stated that the existing fire wall is about 7 years old and should be upgraded, this is a critical piece needed to ensure protection of the Town’s computer and phone systems. He has designed dual redundancy for most of the systems and the fire wall would be the last component of this project.
2. \$550,000 – Fiber Cable Design, Mr. Novo stated that the Town has completed a number of loops with grant funding and cable funding. These loops tie in the existing municipal buildings and schools. There is a fourth loop that was constructed in the north end of Town and was funded with grant money. The study would be the next phase for the project and would design the system for the additional loops as well as connections to the end users. By having a design plan in place, the Town would be able to submit more competitive grant applications for construction. Ms. Brown asked how this would be tied into the Municipal Light Plant that was approved at Town meeting. Mr. Novo stated that this would allow the Municipal Light Plant or other management system to operate the fiber optic network.
3. \$1,192,505 – Mr. Novo stated that the project would provide funding to install the remaining fiber loops throughout the Town. The cost for each section is broken out as follows

East Ring	\$159,190
Southeast Ring	\$462,375
Southwest Ring	\$277,595

West Ring

\$293,345

- **Town Hall & Town Annex**

Mr. Hartnett reviewed the projects listed for the Town Hall Annex, the Cemetery and the Town Hall Building. Projects include painting, upgrading of HVAC systems, vehicles and major projects such as an addition to the Town Hall, or rehab of the old high school, with costs in the millions.

Ms. Pacheco noted that most businesses are taking advantage of hybrid or remote work options that would minimize the use of new office space. This is an option that should be considered to see if there is financial savings.

2. **Review and evaluate Capital Requests** – The committee agreed to review the requests prior to the next meeting.
3. **Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting.**
4. **Approve Minutes
November 16, 2023**
Motion to approve the minutes by Mr. Hartnett and seconded by Ms. Pearsall. The committee voted 7-0 in favor.
5. **Adjourn**
Motion to adjourn at 4:28 by Ms. Gabriel and seconded by Ms. Brayton. The committee voted 7-0 in favor.

Submitted by: James Hartnett

Approved January 4, 2023