

RECEIVED AUG 25 2014

CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Monday January 27, 2014 Meeting

MINUTES

Committee Members Attending: John McDermott, Vice-Chairman; George Foster, Treasurer; Richard Spirlet, Board of Selectmen; Antonio Viveiros, School Committee; John Miller, Finance Committee; Muriel Kokoszka.

Other: John Healey, Town Administrator; Keith Pelletier, Police Chief; Brian Legendre, Fire Chief; Gary Sherman, Shellfish Constable.

Meeting called to order at 3:06 by John McDermott, Vice-Chairman

Minutes: December 10, 2013 Motion to approve by J. Miller no second Table

December 18, 2013 Motion to approve by J. Miller seconded by J. McDermott
All in favor

Discussion: J. Healey: purpose of this meeting is there is a change of priority in School and Town also need to address shellfish boat which needs immediate replacement. Discussions with Police Chief and Fire Chief and Shellfish Constable.

The following discussed:

\$ 75,000	School-High School Well	From: Free Cash
110,000	Macomber Parking Lot	Free Cash
60,000	Elementary Roof Repairs	Free Cash
25,000	Elementary & Middle Schools	
	Student Desks & Chairs	Free Cash
	Sub Total \$270,000	
\$37,000	Fire replace Car 2	Free Cash
76,000	Police two cruisers	Free Cash
78,000	Highway Truck with plow	Free Cash
14,000	Highway Waste Oil Furnace	Free Cash
25,000	Animal Control-new van	Free Cash
11,000	Board of Health-Retaining wall at Dump	Receipts Reserved for Appropriation
7,000	Shellfish Boat	Waterways Fund
	Sub Total \$248,000	

Grand Total \$518,000 With \$500,000 from Free Cash, \$11,000 Receipts Reserved and \$7,000 Waterways Fund.

Motion: to amend Capital Improvements Planning Committee Capital budget to the above list by J. McDermott, seconded by R. Spirlet. All in favor unanimously.

Motion to Adjourn: at 4:00 PM by R. Spirlet, seconded by G. Foster. All in favor.

Submitted by: Muriel Kokoszka, Member and Volunteer Secretary

Approved August 6, 2014

RECEIVED SEP 15 2014

CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday

August 6, 2014 Meeting

MINUTES

Committee Members Attending: John McDermott, Vice-Chairman; Tim J. King, Town Administrator; Chris Sylvia, Treasurer; Theresa Provencal, Town Accountant; Richard Spirlet, Board of Selectmen; John Miller, Finance Committee; Muriel Kokoszka.

Forms: Asset Inventory Form and Capital Improvement Request Form

Meeting called to order at 3:08 P.M. by John McDermott, Vice-Chairman

Minutes: December 10, 2013 **Motion** to approve by R. Spirlet with condition that the People are no longer on committee, seconded by J. Miller. Moved January 27, 2014 **Motion** to approve by R. Spirlet, seconded by J. Miller All in favor with T. Provencal abstaining.

Motion: by J. Miller to have Tim King Chairman, John McDermott Vice-chairman Voted all in favor

Motion: by T. King to have M. Kokoszka Secretary, seconded by R. Spirlet Voted all in favor

Discussion:

T. King Inventory of assets form and request form. Need list of roads. T. Provencal has a complete inventory list which may need updating. Need deadline for equipment list \$10,000 or more by departments by 8/19/2014. Get capital request and review with department heads then put on a spreadsheet and submit to CIPC by Mid October. Then we can have the departments in and come up with a 10 year list or longer. Proposed budget for FY16 submit to BOS and FC mid November. Need funds paid out of operating budget and larger items debt service. T. Provencal that takes a lot out of the budget. T. King Right now election is first then town meeting. If proposing debt need the election after town meeting. R. Spirlet bring up to BOS. Need change in by law. J. Miller we passed article \$50,000 to do needs assessment. T. Provencal Have \$40,000 left. Police used first \$10,000. R. Spirlet Middle School is it going to revert back to town? How does that effect overall buildings. T. King recommend that the committee vote to do needs analysis of police station. Will have Police over in next meeting in regards to Police Station. Need study of all buildings.

Next meeting Wednesday August 20, 2014

Motion to Adjourn: at 4:00 PM by T. King and seconded by T. Provencal

Submitted by: Muriel Kokoszka, Secretary

Approved August 20, 2014

CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday

September 3, 2014

MEETING MINUTES

Committee Members Attending: Tim King, Town Administrator, Chairman; John McDermott, Assessor, Vice-Chairman; Muriel Kokoszka, Secretary; Chris Sylvia, Treasurer; Antonio Viveiros, School Committee; John Miller, Finance Committee.

Other: Dr. Ann Dargon, Superintendent of Schools

Handouts: Request for Qualifications Designer Services for Westport Police Station Needs Study

2:30 PM Police Station tour led by Keith Pelletier Police Chief

At Town Hall 3:05PM

Discussed the RFQ prepared by T. King

Includes a) required space, special requirements (cells, security cameras, interrogation room, interview rooms, public space

b) Detail Analysis of Building

c) Cost estimate of each option

If a new Station where should it be located?

Invited by Ann Dargon to meet with School Committee and Building Usage Committee on Monday September 8, 2014 4:00 PM at Middle School to tour the building.

Next Meeting September 8, 2014 at 4:00 PM at Middle School, Old County Road

Adjourned at 3:40 PM

Submitted by: Muriel Kokoszka, Secretary

Approved November 25, 2014

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CAPITAL IMPROVEMENTS PLANNING COMMITTEE

**Monday
September 8, 2014
MEETING MINUTES**

Committee Members Attending: Tim King, Town Administrator, Chairman; John McDermott, Assessor, Vice-Chairman; Muriel Kokoszka, Secretary; Antonio Viveiros, School Committee; John Miller, Finance Committee; John Baughan.

4:00 PM Meeting with Building Usage Committee

General discussion of the building.
Questions and comments.

Tour of the Middle School

Adjourned at 5:50 PM

Submitted by Muriel Kokoszka, Secretary

Approved November 25, 2014

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CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday

August 20, 2014 Meeting

MINUTES

Committee Members Attending: Tim King, Town Administrator, Chairman; John McDermott, Assessor, Vice-Chairman; Muriel Kokoszka, Secretary; Chris Sylvia, Treasurer; Theresa Provencal, Town Accountant; Antonio Viveiros, School Committee; John Miller, Finance Committee; John Baughan.

Other: Dr. Ann Dargon, Superintendent of Schools

Handouts: Westport Action Plan 2004 & Section 11-1 thru 11-6 from J. Baughan
Asset Inventory Form and Capital Improvement Request Form

Meeting called to order at 3:05PM by T. King

Minutes: August 6, 2014 **Motion** to approve by T. King seconded by J. Miller
All in favor with J. Baughan and A. Viveiros abstaining.

Discussion: Regarding the Police Station. Some work has been done. Need feasibility study of the existing building. Balance in our account of \$46800 can be used for this. Middle School not on table yet as the school has made no decision. They are waiting for the Statement of Interest from the State. We need the Police study to determine what they need. T. King recommend to the committee to undertake a feasibility study of the Police Station. (RFQ)

Motion: to undertake a feasibility study of the Police Station by J. McDermott seconded by T. Provencal. All in favor unanimously.

Walk through of Police Station for next meeting to be arranged by T. King.

J. Baughan explained the Action Plan the is being updated.

A. Dargon, School Committee on 27th discussing the buildings.

Next Meeting Wednesday September 3, 2014 at 2:30 PM to include draft RFQ and Police Station visit.

Motion to Adjourn: at 4:00 PM By J. McDermott and Seconded by T. Provencal

Submitted by: Muriel Kokoszka, Secretary

Approved April 28, 2014

RECEIVED MAY - 4 2015

CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Tuesday

November 25, 2014 Meeting

MINUTES

Committee Members Attending: Tim King, Town Administrator, Chairman; Muriel Kokoszka, Secretary; Chris Sylvia, Treasurer; Theresa Provencal, Town Accountant; Richard Spirlet, Board of Selectmen; Antonio Viveiros, School Committee.

Handouts: Capital Improvements Plan 2016-2016 memo from Tim King
Ten Year Capital Improvements Plan
Schools Capital Needs List

Meeting called to order at 3:05PM by T. King

Discussion: by T. King includes Software Upgrades, Town Road Improvements, Storm Water Structures Upgrade, Sidewalk Repair, Police Station Repairs/ Construction/ Design Services, Middle School Environmental Remediation or Demolition, Town Hall & Town Hall Annex Feasibility Study, Highway Garage Waste Oil Heater, Highway Truck Heavy, Highway Pick Up Truck, Shellfish Truck, Police Cruisers, Fire Pumper Truck, Fire Dept SUV, and Motor for Shellfish 24' Boat and Trailer.

Money left in article for computers of \$47,000, Ambulance revolving account. Police Qualification committee reviewing.

Minutes: Sept 3, 2014 **Motion** to approve C Sylvia seconded by T. Viveiros
All in favor unanimously

Sept 8, 2014 **Motion** to approve T. Viveiros seconded by M Kokoszka
All in favor unanimously

Motion to Adjourn: at 4:00 PM by R Spirlet, seconded by T. Provencal

Submitted by: Muriel Kokoszka, Secretary

Approved April 28, 2014

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