

CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Tuesday

April 28, 2015 Meeting

MINUTES

Committee Members Attending: Tim King, Town Administrator, Chairman; Muriel Kokoszka, Secretary; Brad Brightman, Treasurer; Theresa Provencal, Town Accountant; Richard Spirlet, Board of Selectmen; John Baughan.

Other: Dr. Ann Dargon, Superintendent of Schools

Handouts: Copy of ATM Warrant ART 11, 12, 13 Capital expenditures

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

Minutes: Aug 20, 2014 **Motion** to approve by R. Spirlet, seconded by T. Provencal and all in favor with J. Baughan and B. Brightman abstaining.

Nov 25, 2015 **Motion** to approve by R. Spirlet seconded by T. King and all in favor with J. Baughan and B. Brightman abstaining.

Discussion: Update by T. Provencal on FC recommendations of Art 11 to borrow \$185,000 and \$37,000 free cash. T. Provencal is against that funding as it will increase cost in future years. Alternative would be Stabilization.

Motion: by T. Provencal to take \$185,000 from Stabilization for Parking Lot and High School Well seconded by R. Spirlet. All in favor with J. Baughan no on parking lot. Article 12 Highway, FC recommended \$150,000 from free cash for One Truck with plow. **Motion:** by R. Spirlet seconded by T. Provencal to take \$150,000 from free cash for Truck with plow. Voted unanimously.

Article 13 Police Cruisers FC recommends \$76,000 for two police cruisers from free cash. **Motion:** by R. Spirlet seconded by T. Provencal to take \$76,000 from free cash for two Police cruisers. Voted unanimously.

Update by T. King regarding the **Police Station Building Study** \$25,000

Reinhardt Assoc will draft a facial design for purpose and space need. Selectmen have appointed a Building Comm. Study to be completed before end of FY. Four sites for facility. 1) Police Station up or add on 2) Adjacent to Fire Station, East side Stand alone or attached. 3) North across from Oriental Pearl 4) Building new unspecified location.

Discussion on the Middle School use.

Motion to Adjourn: at 3:48 PM by R. Spirlet, seconded by B. Brightman

Submitted by: Muriel Kokoszka, Secretary

Approved July 15, 2015

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CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday

July 15, 2015 Meeting

MINUTES

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

Other: Michel Raposa, Business School Manager

Meeting called to order at 3:10PM by T. King

Discussion: Update by T. King regard the Police study. 95% complete, need 18,000 sq ft, most suitable site is adjacent to Fire Station. Feasibility study presented to BOS then Town Meeting warrant.

T. King will be sending request for Capital Improvements to the departments at the end of the month. No new sources of Revenue. Highway garage needs new roof, Middle School, if stays open for other uses, no capital money needed. Reimbursement for pot holes, blizzard 75% reimbursement, Solar Farms Agreements on line credit to be received on bill.

Minutes: April 28, 2015 **Motion** to approve by J. McDermott, seconded by B. Brightman, and all in favor with T. Viveiros abstaining.

Next Meeting to be scheduled for Aug 12 at 3PM

Motion to adjourn: at 3:25 by T. Viveiros, seconded by J. McDermott All in favor

Submitted by: Muriel Kokoszka, Secretary

Approved: November 24, 2015

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CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Tuesday

November 24, 2015 Meeting

MINUTES

Committee Members Attending: Tim King, Town Administrator, Chairman; Vice-Chairman; Muriel Kokoszka, Secretary; Brad Brightman, Treasurer; Theresa Provencal, Town Accountant; Richard Spirlet, Board of Selectmen; Antonio Viveiros, School Committee; Richard W. Brewer, Finance Committee.

Other: Dr. Ann Dargon, Superintendent of Schools

Handouts: Updated CIPC 2017-2027 Request List

Meeting called to order at 3:00PM by T. King

Minutes: July 15, 2015 **Motion** to approve by A. Viveiros, seconded by T. King and all in favor with T. Provencal and R. Spirlet abstaining.

Discussion: T. King requested how the committee wanted to discuss capital items. Asked A. Dargon is she was ready to discuss the school? Went thro the Capital Planning List requirements of FY17 and the most important items was MAC Fire Alarm system, WES Kitchen Equipment, WHS Fire Alarm System, WHS Kitchen Equipment. Discussed inviting all the other departments for the next meeting. M. Kokoszka also a Board Member of COA give a general presentation of what was needed for COA with dividing up cost of parking lot into three years.

Status: MAC Parking lot-Need to wait until spring because of cold weather, using cold patch to keep it up.

WHS New Well-Vendor contract in the works

HWY Truck- large truck schedule for delivery in Dec.

FIRE- SUV in service

POLE- 2 Cruisers delivered

Update on Police Station Project: CIPC approved funding for feasibility Study. Article for Dec 1st Town Meeting the BOS recommended borrowing \$580,000 and would require a debt exclusion and Fin COM recommend it from free cash.

Motion by T. Provencal and seconded by B. Brightman in support of the new Police Station adjacent to the Fire Station with the use of free cash. Voted all in favor.

Next Meeting December 8, 2015 at 3PM

Motion to adjourn: 3:55 PM by A. Viveiros and seconded by R. Spirlet All in favor

Submitted by: Muriel Kokoszka, Secretary

Approved Dec 8, 2015

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CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Tuesday

December 8, 2015 Meeting

MINUTES

Committee Members Attending: Tim King, Town Administrator, Chairman; Muriel Kokoszka, Secretary; Brad Brightman, Treasurer; Theresa Provencal, Town Accountant; Richard Spirlet, Board of Selectmen; Antonio Viveiros, School Committee; Richard W. Brewer, Finance Committee; John Baughan.

Meeting called to order at 3:00PM by T. King

Presentation of Department Requests:

FIRE: Chief Legendre Discussion of Priority Items

- 1) Replace 1999 explorer \$37,000
- 2) Water Treatment/Well \$15,000
- 3) Replace 1987 Pumper \$450,000

COA: Beverly Bisch, Director Discussion of Priority Items

- 1) Extension of Parking lot in three stages \$100,000, \$100,000 & \$50,000
- 2) Shingling East, North & West sides
- 3) Van 12 passenger with Wheelchair lift

HIGHWAY: Chris Gonsalves, Highway Surveyor and Sue Menard Discussion of Priority Items

- 1) Fuel Mge & Tank Monitoring system \$46,052
- 2) Highway roof \$132,900
- 3) Bucket Truck \$150,000
- 4) Salt Shed \$140,825 Possible Ch90 could pay for this

Minutes: November 24, 2015 **Motion** to approve by R. Spirlet, seconded by R. Brewer and all in favor with J. Baughan abstaining.

Next Meeting December 23, 2015 at 3PM

Motion to adjourn: 4:10PM By T. Provencal and seconded by B. Brightman All in favor

Submitted by: Muriel Kokoszka, Secretary

Approved December 23, 2015

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CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday

December 23, 2015 Meeting

MINUTES

Committee Members Attending: Tim King, Town Administrator, Chairman; Muriel Kokoszka, Secretary; Brad Brightman, Treasurer; Theresa Provencal, Town Accountant; Richard Spirlet, Board of Selectmen; Richard W. Brewer, Finance Committee.

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

Minutes: December 8, 2015 **Motion** to approve by R. Spirlet, seconded by R. Brewer and all in favor.

Presentation of Department Request:

INFORMATION TECHNOLOGY: Keith Novo Discussion of Priority Items

- | | |
|---|-----------|
| 1) Internet Upgrade (network, switches, routers & firewall) | \$160,000 |
| 2) Fire Station file server | \$ 38,000 |
| 3) Mobile data terminals for police cruisers | \$ 45,000 |

Request to return to Microsoft software, problems with spreadsheet with the current software. K. Novo said if department has the funds for the license and maintenance he will put in Microsoft software.

Reviewing for CIPCs list of priorities:

School: What happens if feasibility study shows different needs then that overlap these projects requested. Set aside for School

	\$100,000	
Fire Station #2 Well	15,000	
Highway Garage Roof	133,000	
Police 3 cruisers	116,100	
Internet Upgrade	160,000	
TOTAL		\$524,100
Fire Replace SUV	37,000	
Senior Center Replace Shingles look for CPC for funding		
Highway Salt Shed Maybe CH 90 funds		
Maybe: Return to Microsoft Office	60,000	
Senior Center Parking Lot	100,000	

T. King will send a letter to departments if the departments would want to further discuss.
Next Meeting January 6, 2016 at 3:00PM

Motion to adjourn: 4:00 PM by R. Brewer and seconded by T. Provencal and All in Favor

Submitted by: Muriel Kokoszka, Secretary

Approved 1/6/2016