

## CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday

January 4, 2017 Meeting

MINUTES

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

**Handouts:** FY18 CIPC Updated list  
FY18 Source of funds list & recommended items  
FY18 School Updated Priority List

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

**Minutes:** December 14, 2016 **Motion** to accept R. Brewer seconded by T. Provencal Unanimously

**Discussion:** Ann Dargon, Supt of Schools List of priority including health, safety and security. WES-Kitchen Equip., Main Entrance Door Repl, JR/ High -Intercom/Bell System, MAC- Fire-rated doors in hallway/classrooms, WES- Replace Gym Floor and Infinite Visions Acct /Payroll Software totaling \$320,989.44.

Discussed where the source of funds were including Borrowing, General Fund Revenue, Ambulance Receipts, Cable TV Receipts, and Free Cash. Free Cash number to be released Friday. Other source could be the Overlay Account. Accountant and Assessor to look into it and come back with recommendation for next meeting.

**Motion:** By T. Provencal to recommend to BOS & FC a debt exclusion for the Fire Truck seconded by R. Brewer, Passes with T. King opposed.

Next Meeting January 18, 2017

B. Brightman: Coll/Treas postage machine needs replacing around \$3,500. As under \$10,000 not CIPC item, should seek funds from Fin Com Reserve to replace.

**Motion to Adjourn:** 4:00PM by T. King and seconded by R. Brewer. All in favor

Submitted by: Muriel Kokoszka, Secretary

Approved: January 18, 2017

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## CAPITAL IMPROVEMENTS PLANNING COMMITTEE

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January 18, 2017 Meeting

MINUTES

**Committee Members Attending:** Tim King, Town Administrator, Chairman; John McDermott, Assessor, Vice-Chairman; Muriel Kokoszka, Secretary; Theresa Provencal, Town Accountant; Antone Vieira, Board of Selectmen; Antonio Viveiros, School Committee; Richard W. Brewer, Finance Committee.

**Handouts:** FY18 CIPC Updated List  
FY18 Updated Source of Funds List & Recommended items

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

**Minutes:** January 4, 2018 **Motion:** to approve by A. Vieira seconded by R. Brewer Unanimous.

Discussion: Reviewed recommended list of changes.

**Board of Health,** William Harkins, BOH Board Chairman, Nancy Paquet, Principal Clerk, Fred Ponte, Transfer Station.

The need to replace Transfer Station Dumpster/Roll-off Truck. The truck is 2006 Freightliner. It needs a lot of repairs, body is rusting (showed committee pictures) has 138,000 miles, tarp has to be lowered manually which is a safety issue, and many more problems. Revenue for this would be Receipts reserved for Appropriation. Cost of new truck would run from \$160,000 to \$174,000 depending on the kind you bought.

**Motion:** A. Vieira and seconded J. McDermott to move the truck from FY2020 schedule to purchase to FY 2018. All in favor

**Discussion of funding:** Free Cash 1.34 million, Overlay Reserve can release up to \$900,000.

**Motion:** T. Provencal seconded by A. Vieira to recommend to use available funds for the fire truck instead of borrowing. Unanimous.

**Motion:** A. Vieira seconded A. Viveiros to take \$900,000 from Overlay Surplus and apply Capital Improvements \$500,000 and apply \$400,000 to Capital Improvements Stabilization. All in Favor.

T. King would update Source of Funds List & Recommended items and e-mail to all.

Next Meeting February 1, 2017

**Motion to Adjourn:** 3:40 PM by R. Brewer seconded by J. McDermott All in favor.

Submitted by: Muriel Kokoszka, Secretary      Approved: August 2, 2017

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## **CAPITAL IMPROVEMENTS PLANNING COMMITTEE**

**April 12, 2017 Wednesday**

**Meeting**

**MINUTES**

**Committee Members Attending:** Tim King, Town Administrator, Chairman; Muriel Kokoszka, Secretary; Theresa Provencal, Town Accountant; Richard W. Brewer, Finance Committee.

**Handouts:** FY18 CIPC Revised 4/4/17 CIPC Request List

**No Quorum**

**Informal Discussion:** \$779,429 Overlay Reserve, Left over money related to Solid Waste Backhoe Article in the amount of \$12,461. Check with BOH to use left over money to pay for rollover truck. Article 32 in ATM a petition to buy a bucket Truck for the Highway Dept.

Adjourned 3:30 PM

Submitted by: Muriel Kokoszka, Secretary

Approved: August 2, 2017

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## CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday August 2, 2017 Meeting MINUTES Page 1 of 2

**Committee Members Attending:** Tim King, Town Administrator, Chairman; Muriel Kokoszka, Secretary; Michael Castro, Board of Assessors; Brad Brightman, Treasurer; Theresa Provencal, Town Accountant; R. Michael Sullivan, Board of Selectmen; Antonio Viveiros, School Committee; Richard W. Brewer, Finance Committee.

**Handouts:** Town Meeting Action May 2017, Guidelines for CIPC Requests, Request Form, Vacancy Agricultural/Open Space Preservation Trust Fund Council and Schedule BAN due FY19.

**Reorganization/Election of Officers. Motion:** R. Brewer nominates T. King for Chairman seconded by T. Viveiros. All in Favor. **Motion:** T. King nominates M. Kokoszka for Secretary seconded by R. Brewer. All in Favor.

**Setting of Meeting Schedule:** 4PM a good time on Wednesdays.

**Discussion** T. King reviewed list of funded items at May 2017 ATM which totaled \$1,491,166. Free cash closes 6/30/2017 and will have to be recertified in the fall. Senior Center Parking Lot Expansion ready for bid, Fire Station Well completed and tested excellent, IT project complete includes switches server upgrade, wire and installation of Microsoft office, Police cruisers purchased.

R. Sullivan asked that departments create a list of items they have, when purchased, mileage, how long expect to last as a way to help prioritize what the Town needs. FY19 projects: School trying to focus on WES because that school we are keeping. New School Process moving forward as planned, estimates at the end of Aug, bring it to SBA, Fall STM, Ballot?.

Police Bldg under way footings as we speak.

B. Brightman Debt Service- Need vote of CIPC. We did not vote. Bond Council wants report of CIPC Art 22 under which bonds was authorized, each bond separate for new Police Station

**Motion:** R. Sullivan to present to the committee to consider the report of the Police Station to complete whatever task necessary and call emergency meeting if vote is needed seconded by R. Brewer All in favor

Have BAN note of \$710,000 with \$200,0000 plus interest will be due 8/10/2018.

Next meeting Sept 6, 2017 at 4PM

**Motion:** by R. Sullivan and seconded by A. Viveiros to appoint M. Castro as the Representative on The Agricultural/Open Space Preservation Trust Fund Council

**Minutes:** April 12, 2017 **Motion:** to approve by R. Brewer seconded by T. King and all in favor with R. Sullivan & M. Castro abstaining.

**Minutes:** January 18, 2017 **Motion:** to approve by R. Brewer seconded by A. Viveiros and all in favor with R. Sullivan & M. Castro abstaining.

**Motion to adjourn:** by T. King and seconded by T. Provencal All in favor

Submitted by: Muriel Kokoszka, Secretary

Approved: September 6, 2017



## CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday

September 6, 2017 Meeting

MINUTES

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

**Handouts:** WCS Memo 9/5/17 Update on funded Capital Items at ATM 5/2/17

**Minutes:** August 2, 2017 **Motion:** to approve by R. Brewer seconded by R.M. Sullivan and All in Favor

T. King Project request has been sent out due back by Sept 29 and already received Fire Dept. **Discussion:** Would like more information from departments including list of all capital items, mileage if vehicle, when purchased when would they need replacement. Review of condition of buildings, needing any projects ex. electrical, shingling septic. so that a 10 year plan can be produced.

**Joint meeting** with Finance Committee and School Building Committee to discuss the proposed new 5-12 school Oct 10, 2017 at Town Hall.

**Reuse Committee meeting 9/11/17** comments from public on what to do with High School if new building is approved.

Reuse of Police Station, use of outside consultant was discussed at Selectmen's meeting. RM Sullivan engage Real Estate agent opinion to see what High School is worth.

B. Brightman Financing of Police Station Issues resolved and moving forward with a bond.

### **Status of Projects:**

Fire truck on order due next spring

Police cruises not yet

Highway dump truck out to bid

Fire SUV purchased

COA van not yet

Parking lot Out to bid.

Ambulance on order will be 3 year lease

BOH Roll off ?

Highway Fuel Pump Replacement working on specs and software to pumps

School Projects see attached Memo

Annual report budget due by Feb 1 in by-laws

**Next Meeting** September 20, 2017 at 4PM have Fire Dept and Keith Nova

**Motion to Adjourn:** 4:45PM by RM Sullivan seconded by T. Provencal All in favor

Submitted by: Muriel Kokoszka, Secretary      Approved September 20, 2017

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## CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday

September 20, 2017 Meeting

MINUTES

**Committee Members Attending:** Tim King, Town Administrator, Chairman; Muriel Kokoszka, Secretary; Michael Castro, Board of Assessors; Brad Brightman, Treasurer; Theresa Provencal, Town Accountant; R. Michael Sullivan, Board of Selectmen; Antonio Viveiros, School Committee; Richard W. Brewer, Finance Committee.

**Handouts:** FY19 Fire Department Capital Plan, FY19 Information Technology CIPC Request Form, Draft Project: Municipal Building Physical and Operational Assessments.

**Meeting called to order at 4:00 PM** by T. King

**Minutes:** September 20, 2017 **Motion:** to approve by R. Brewer seconded by M. Castro and All in favor with T. Viveiros abstaining.

**Discussion: Inf Tech Keith Novo:** To run fiber optic cables that we will own between all the town buildings, including the schools, new police station and police communications towers.

- Options: 1) Continue status quo connects most buildings annual maintenance cost \$30,000 per year. Price could increase. Spend money to connect the new Police Station. \$30,000 from Police to Fire,  
2) \$200,000 directly from Town Hall to Fire Station. Still \$30,000 maintenance. This would be properly connected.  
3) \$425,000 to connect everything except Transfer Station, Harbor Master and St. Vincent Property.  
4) \$1,025,000 to do everything. We will own. Will still have to have a maintenance agreement to keep up the lines.

**Police Department: Chief Brian Legendre:**

- Priorities: 1) Shingle Briggs Road Station Roof, \$40,000 estimated based on 2016 contractor Quotes.  
2) Replace a portion of outdated Firefighting PPE & SCBA air tanks, \$30,000 based on Mass state bid.  
3) Replace Pickup truck with plow, \$45,00 based on Mass state bid. which will be replacing the 1999 Chev Pickup.

**Projects:** Briggs Street Water Supply completed and tested and adequate  
Ambulance 4 to 5 weeks to receive  
Fire truck March/April 2018

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## CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Wednesday

October 18, 2017 Meeting

MINUTES

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

**Handouts:** CIPC Request forms for projects T. King responsible for.  
FY19 CIPC List by T. King

**Meeting called to order at 4:05 PM** by T. King

**Minutes:** September 20, 2017 **Motion:** to approve by R. Brewer seconded by A. Viveiros All in favor.

**Discussion: COA Parking Lot:** Termination letter sent to TTI Environmental since the moved to New Jersey to end the contract without completing the final task, Construction Phase. Project bid was opened and awarded to Century Paving. **New Police Station:** Underground structure complete and expected completion of building next May, on budget on time.

Reviewed the FY19 CIPC List generated by T. King of the entire town.

**Reviewed following request of T. King and estimated cost:** Beech Grove Cemetery Expansion \$150,000, Demolish Old Police Station \$250,000, Purchase residual value of the leased electric vehicle \$14,000, Purchase 177 LED Streetlights and replace existing streetlights \$60,000, Town Hall Elevator Refurbishment \$100,000, Pick up Truck for Maintenance \$31,000.

**Next Meeting:** November 1, 2017

**Motion to Adjourn:** 5:05 PM by R. Brewer seconded by A. Viveiros All in Favor

Submitted by: Muriel Kokoszka, Secretary

Approved November 1, 2017



**CAPITAL IMPROVEMENTS PLANNING COMMITTEE**

**Wednesday**

**November 1, 2017 Meeting**

**MINUTES**

**Committee Members Attending:** Tim King, Town Administrator, Chairman; Muriel Kokoszka, Secretary; Michael Castro, Board of Assessors; Brad Brightman, Treasurer; Theresa Provencal, Town Accountant; R. Michael Sullivan, Board of Selectmen.

**Handouts:** CIPC Request forms from all Departments prepared by T. King  
COA Inventory for CIPC

**Meeting called to order at 4:03PM** by T King No Quorum

**Department Heads:**

**Marine Services** Chris Leonard

Lists: 2016 Pickup Chevrolet Silverado  
2000 & 1993 & 2016 Boat Trailers  
30 yrs old 17' Flat Bottom board  
1989 24' Privateer Main R1 rescue boat  
Pump Out & Patrol Boats 2

Have quorum

Request new R-1 Rescue Boat Estimated Cost \$200,000 27' Boat with walk around cabin

**Highway:** Chris Gonsalves & Apryl Oliveira

Request replacement for 1994 Bucket truck boom of 35' with a Bucket truck with 75' boom Estimated Cost \$158,000. Would be good to provide the cost of a 35' boom for comparison. Also would need future pickup truck and salt shed. Ch90 will pay some of the salt shed. Need list of equipment that you have.

**Police:** Keith Pelletier, Chief of Police

How fleet operates. Each officer has their own cruiser that they take home. Easier to respond to major incidences and vehicles last longer.

Request replacement of 3 cruisers Estimated cost \$145,000 and each car will have a car camera system.

**Next Meeting:** November 15, 2017 COA and School

**Minutes:** October 18, 2017 **Motion:** to approve by RM Sullivan seconded by T. Provencal All in Favor with M Castro abstaining

**Motion to Adjourn:** 4:50 PM by T Provencal seconded by RM Sullivan All in Favor

Submitted by: Muriel Kokoszka, Secretary

Approved November 15, 2017

**CAPITAL IMPROVEMENTS PLANNING COMMITTEE**

**Wednesday November 15, 2017 Meeting MINUTES Page 1 of 2**

**Committee Members Attending:** Tim King, Town Administrator, Chairman; Muriel Kokoszka, Secretary; Michael Castro, Board of Assessors; Theresa Provencal, Town Accountant; R. Michael Sullivan, Board of Selectmen; Richard W. Brewer, Finance Committee.

**Handouts:** FY19 CIPC List by T. King dated 11/15/2017

**Meeting called to order at 4:03PM** by T. King

**Minutes:** November 1, 2017 **Motion:** to approve by RM Sullivan seconded by T. Provencal All in favor with R. Brewer abstaining.

**School:** Michelle Rapoza, Business School Manager

**Macomber:** Intercom System/Master Clock System- \$75,000 not working well and no more fix to it and it does not go to Modular units.

Remove remaining asbestos floor tiles (replace with VCT ) Material Only \$80,000. Whenever funds left over have been doing some classrooms. How many classrooms left, cost of each?

Classroom Desks & Chairs (500 each) \$62,500. Why not in operating budget? School used the money for other purpose and did not allocate to this expenditure. They plan in future to do it some each year.

**Westport Elementary School:**

Roof replacement (roof is 31 + years old) \$1,250,000 They will apply to MSBA Statement of Interest for major repairs to pay part of the cost.

Classroom Desk & Chairs (875 each) \$109,375

**District Wide:** Desktop Computers & Monitors (Upgrade 200) \$100,000. Last year did a network upgrade but the new computers are 8 to 10 years old does not operate well with the new network, very slow.

**COA Beverly Bisch, Director**

Building Shingles-Contacted Diman and they did a site visit, no need to replace shingles suggested powerwashing. Diman will scrape, sand, replace and paint all soffits, fascia boards, trim and front 2 stairways in the spring of 2018. Seeking to use left over funds from CPC for shingling of \$6608.64 and applying to CPC for any additions funds needed.

Replace the entire roof of Senior Center Roof new 12/1996. Has some leaks Planning for 2021 \$150,000

Parking Lot-Funded Base and Alternate 1 start in the spring.

Van- Award a by DOT a 14 passenger handicap van will be available probably July 2018

Need Replacement for 2004 Nissan mini van. Would like to replace with a conversion mini van \$65,000. It would allow 1 wheel chair and 4-5 passengers with 1 driver.

FWCOA usually contribute a portion.

Asked B Bisch to do a schedule of what years van will be needed.

**Next Meeting:** November 29, 2017 BOH, School Building Project, setting project priorities and funding source

**Motion to Adjourn:** 5:00 PM by T. Provencal seconded by RM Sullivan All in favor

Submitted by: Muriel Kokoszka, Secretary

Approved November 29, 2017

## CAPITAL IMPROVEMENTS PLANNING COMMITTEE

**Wednesday November 29, 2017 Meeting MINUTES Page 1 of 2**

**Committee Members Attending:** Brad Brightman, Treasurer Acting Chairman; Muriel Kokoszka, Secretary; Michael Castro, Board of Assessors; R. Michael Sullivan, Board of Selectmen; Antonio Viveiros, School Committee; Richard W. Brewer, Finance Committee.

**Handouts:** Updated FY19 CIPC List by T. King dated 11/29/2017  
Memo Capital Project Prioritization by T. King

**Meeting called to order at 4:00PM** by Brad Brightman

**Minutes:** November 15, 2017 **Motion:** to approve by R. Brewer seconded by M Castro Unanimous with B Brightman and A Viveiros abstaining.

### **Board of Health** William Harkin

Roll-off Container/Dumpster \$15,000 Was looking to purchase 3 uncovered and 3 covered roll-off containers. Will have funds in their budget to purchase 3 uncovered and if they get grant for mattress recycling it will come with one. Still need 2 roll-offs. Containers they have are rotted and allow recyclables to escape and not able to be repaired. New containers will last longer has in the process of pouring cement under them. Questions Was this on our prior lists in prior years. No. Why not? Otherwise we are circumventing the system. We need to set up a procedure for when large items are purchased with operating budget funds.

Large Plan Scanner/Copier/Printer \$10,000 Used to copy plans to be able to e-mail plans and supporting documents. Question Could this be postponed to another year. Have J. Hartnett look what is needed in the building has their is a large plan copier upstairs.

Discussed Memo Capital Project Prioritization

RM Sullivan need to add Consideration for proper planning and maintenance of department equipment. Will e-mail T King. Letter needs more discussing with T King.

### **School Building** Dianne Baron, SBC Chairman

Proposed \$97.5 million 186,000 square foot building on Old County Road.

Funds will be final when they meet with MSBA on December 13, 2017.

Special Town Meeting Tuesday January 23, 2017

If affirmative vote Selectmen will set February 27, 2017 for an election to finalize the vote.

If voters approve the election ballot question, Project to start March 1, 2018, April 3 Bids, Construction to be completed spring 2021.



Discussion: This will cost the people in town a lot of money and makes hard for people who can not afford it. The cost would be appropriately 13% with the new Police station would bring us to 20% increase in taxes. After doing the Police Station this is replacing 2/3 of our facilities. If we wait the cost of a new school goes higher. If we do not take the state money now we will have to get back on the MSBA list, if we can. Our tax rate now is 21 from the bottom of 351. Also MSBA is paying some to get rid of the middle school, if we wait we may have to do it on our own. If we wait we will have cost factors to repair the high school. We should support the article on STM which would create ballot question for voters and let the voters of the town decide.

**Next Meeting:** December 14, 2017 Will be on Thursday so that SBC has an answer from MSBA Need new 5-12 Prosposed School Building as an agenda item.

**Motion to Adjourn:** 5:36PM by R. Brewer seconded by RM Sullivan All in Favor

Submitted by: Muriel Kokoszka, Secretary

Approved December 14, 2017

## CAPITAL IMPROVEMENTS PLANNING COMMITTEE

Thursday

December 14, 2017 Meeting

MINUTES

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

**Handouts:** Updated FY19 CIPC List by T. King dated 12/14/2017

**Meeting called to order at 4:04PM** by T. King

**Minutes:** November 29, 2017 **Motion:** to approve by R. Brewer seconded by M Castro Unanimous with T. Provencal abstaining.

**School Building:** Dianne Baron, SBC Chairman

Met with MSBA on December 13 and they awarded Grant with Total cost of \$96,884,896 of which they will pay \$37,418,779

**Motion:** R. Brewer to approve the project with seconded by B. Brightman.

Comments: regarding tax implications, would bring to 20% increase in taxes.

Lawsuit against Monsanto for PCBs. Lost because the suit was to prove that Monsanto new of the PCBs. If we don't approve the project their will be a cost to keep modular units, costs of renovating the High School, cost to get rid of the old Middle School and may not be able to get back on the MSBA list for help with costs of doing something else. R. Brewer to revise Motion.

**Motion:** R. Brewer recommends CIPC approve building new 5-12 school with article for STM to include the total cost of the project of \$96,884,896 and seconded by B. Brightman.

**Motion** Approved: 5 in Favor, 1 Opposed, no abstentions

**Capital Project Prioritization:** Example Chairs & Desks Should this be in operating budget and buy some each year. If not in operating it should show up on the CIPC Request list. Computer Desktop & Monitors if replaced in large batches, makes it easier and less expensive to maintain. Highest priority is Health & Safety. Proper planning, schedule of maintenance. CIPC should have list of all equipment, vehicles of each department listed when required replacement in the ten year schedule.

**Update Highway** Salt & Sand Shed repairs within operating budget.

**Beach Committee:** Retained Earnings high-They want to met with us to explain use.

**Next Meeting:** December 28, 2017 Thur at 4PM

**Motion to Adjourn:** 5:05PM by B. Brightman seconded by T. Provencal All in Favor

Submitted by: Muriel Kokoszka, Secretary Approved: January 10, 2018

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