

**TOWN OF WESTPORT
CAPITAL IMPROVEMENTS PLANNING COMMITTEE**

Wednesday

November 30, 2022 Meeting

Minutes

Committee Members Attending: Richard Brewer, Chairman, Board of Selectmen; James Hartnett, Town Administrator; Muriel Kokoszka, Finance Rep.; Susan Brayton, Treasurer; Nicole Pearsall, Town Accountant; Theodora Gabriel, Assessors; Melissa Pacheco, School Committee; Brian Valcourt, Construction Rep.

Absent: Brian Valcourt, Construction Rep Gary Carreiro, Finance Committee Rep

Handout: Requests from Treasurer, Accountant, Board of Health, Library, and Recreation

Meeting called to order at 4:05 PM by R. Brewer

- 1. Committee Reorganization: Motion** to appoint R. Brewer as Chair by J. Hartnett, seconded by S. Brayton. The committee voted 6-0 in favor. M. Pacheco arrived just after the vote.

The committee did not elect a new vice-chair or recording secretary.

2. Presentation of FY 2024 Capital Requests

Treasurer – S. Brayton requested \$500,000 be put into the stabilization fund to maintain and/or improve the Town's bond rating. There are two stabilization funds, the general fund that has \$1.325 million and the capital that has \$45,000. Borrowing is going to get more expensive in the future and having the ability to use funds from the stabilization accounts will reduce future borrowing costs. R. Brewer stated that the need for a robust stabilization account has been discussed before, and needs to be considered.

Accountant – N. Pearsall requested \$120,000 for software upgrades to the Town's accounting software. This product is used by most of the departments including the school department. The existing software version is old and not supported on the new operating systems. S. Brayton noted that the software also includes tax collection and water billing.

Board of Health – J. Hartnett stated that the Board of Health does not have any capital projects for this year.

Library – G. Ripley Director of the Library is requesting funding to replace the HVAC systems at the library. Maintenance costs since 2009 are about \$5,500 and increasing yearly as they operate beyond the typical lifespan. Last year the

building was without heat for 2 days while the units were being repaired. Mr. Ripley is requesting \$65,000 to replace the existing system. S. Brayton suggested that a Green Communities Grant may be appropriate for this project.

Cemetery – J. Hartnett stated that the cemetery is looking to replace the small tractor that is old and tired, the cemetery department is having a difficult time finding replacement parts. Ronald Porte is looking at prices and will get back to the committee at a future meeting.

Recreation Department – Dana Stewart was present and is requesting funds for the two playgrounds, one located at the Annex and one at Bicentennial Park. Stewart has been working with a number of vendors to get some pricing and estimate are between \$200,000 and \$550,000 for each playground. The Annex is a wooden playground built in the early 1990's that needs to be replaced and the Bicentennial playground should be replaced but part may be repaired to buy some additional time. M. Pacheco asked about grants and other funding sources. Stewart stated that she has looked into the PARK Grant and has requested ARPA funds and CPC funds.

3. **Review Unfunded Requests from FY23** – J. Hartnett listed the previous requests, many are on the list again for this year and will be discussed by the departments. Hartnett will distribute the spreadsheet to the committee for review.
4. **Other Business** – There was no other business. D. Brewer suggested that this item be listed as Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting.

M. Pacheco asked if the meeting could start at 4:00 pm instead of 3:00 pm. The committee agreed to schedule the next meeting at 3:30 pm

5. **Approve Minutes of February 8, 2022 Meeting - Motion** to approve the minutes by M. Pacheco, seconded by S. Brayton. The committee voted 7-0 in favor.

Motion to Adjourn: 4:30 PM by M. Pacheco and seconded by S. Brayton. The committee voted 7-0 in favor.

Submitted by: James Hartnett

Approved: December 7, 2022 meeting