

Capital Improvement Planning Committee
Town Hall
September 27, 2012
Minutes

Members Present: Heather Lemieux, Barbara Wilson, Sharon Mahoney, Jerry Johnson, Sheila Frangiamore, and Peter O'Connell and Don Taft from Municipal Facilities Planning Committee

Members Absent: Kermit Eaton and Rudy Heller

Others Present; Mary Lou Knight, future representative of the Advisory Committee, Donald Taft and Bill Simpson (Municipal Facilities Planning Committee), Herb Chaffe, (Superintendent of the Highway Department), Mike Blanchard (Chief of Police) and Jeff Landine (Recreation Committee).

The meeting was called to order at 7:02PM

1. **Minutes:** Sheila Frangiamore moved and Jerry Johnson seconded the motion to approve the minutes of August 23, 2012; so voted. Abstained: Peter O'Connell.
2. **New Members:** Jerry Johnson has been appointed by the Board of Selectmen as an at-large member; he anticipates that at the next meeting of the Advisory Committee will select Mary Lou Knight as its ex officio member of the Capital Improvement Planning Committee.
3. **Meeting dates:** After discussion, the Committee agreed on the following meeting dates in the Town Hall unless space is unavailable on Wednesday nights:
 - Wednesday, October 24
 - Wednesday, November 28
 - Wednesday, December 19
 - 4th Wednesday of the month in January through March
4. **Inventory:** Heather Lemieux summarized information that she has received and inputted into the inventory. She is still waiting for information on a couple of items from the Brookfield Elementary School and clarification from the Brookfield Housing Authority about whether the Town has any responsibility for capital improvements on the Housing Authority house on Hayden Ave.. She will email the complete inventory and an updated version of the draft capital expenditures plan to members prior to the October meeting.
5. **Recreation Committee:** Jeff Landine, one of the chairs of the Recreation Committee, presented a five year capital plan calling for the following:
 - FY13 (to be approved at the November, 2012 Special Town Meeting): \$24,000 for the purchase of a three-way diffuser and 400 feet of 48" CVC pipe needed for the Highway Department to bury the open ditch that runs along the east side of the soccer and baseball fields at Lewis field. If approved by voters, the work to install the pipe and to bury the ditch would be done in FY14. The Highway Department will use stockpiled asphalt grindings to repair the current driveway, which should be sufficient to keep that driveway in repair for 3-4 years during which a new driveway and parking area would be created east of the existing soccer and softball fields.
 - FY14: Bury the existing ditch: No expenditure of additional funds by the town. Labor and equipment provided by the Highway Department
 - FY15: Create a new secondary entrance to Lewis Field east of the existing ditch. The entry point has been selected by Chief Blanchard to ensure good line of sight for exiting vehicles
 - FY16: Create a new parking area on the east side of the ditch. Preliminary estimates from the Highway Department put the cost at \$10,000 - \$15,000 (in 2012 dollars) for materials. A paved walkway will be

discussed to connect the parking area to the "circle" that abuts the softball, baseball and refreshment stand to provide handicapped access.

FY17: Pave the existing access road down to the existing circle, but restrict access to deliveries and for handicapped access drop-off. Estimated costs are \$30,000 (in 2012 dollars) based on three quotes solicited in 2012.

The recreation committee justified the proposal in terms of increased safety of children arising from the separation of the driveway and parking from the play areas. The proposal has the support of the Highway Department and the Police Department.

Peter O'Connell moved and Sheila Frangiamore seconded the motion to (1) request that the Board of Selectmen include an article on the November Special Town Meeting for \$24,000 as requested by the Recreation Committee and to indicate on the warrant the Capital Planning Committee's support for passage of the article, and (2) to support the inclusion of the requested expenses in the Capital plan for phases 2-5. Mr. Landine indicated that the Committee had withdrawn its original capital planning request and will attempt to raise funds through grants and donations to cover the items in that early request. So voted without dissent.

6. **Highway Department:** Superintendent Herb Chaffee submitted his written request for Committee approval of the submission of an article on the November Special Town Meeting Warrant to appropriate, transfer, or borrow funds to replace the 1997 1 ton truck. He noted that the rusting of the driver's side door and cab was very advanced and could not wait until FY14, (his original request was request voter approval at the June, 2012 Annual Town Meeting). Peter O'Connell moved, seconded by Sheila Frangiamore, to request that the Board of Selectmen include an article on the November Special Town Meeting for funding to replace the 1-ton truck as requested by Highway Superintendent and to indicate on the warrant the Capital Planning Committee's support for passage of the article.
7. **Police and Fire Department:** The Committee considered the request of Police Chief Mike Blanchard and Fire Chief Peter Martell for funds to purchase a replacement SUV Police cruiser one year early (the Chief originally requested that the SUV cruiser be replaced in FY2014) and that the used SUV be transferred to the Fire Department to replace the Chief's old SUV. After checking with Chief Blanchard and Assistant Fire Chief Chaffee, the Capital Improvement Planning Committee concluded that the current SUV could wait for replacement until FY14.

However, should FEMA/MEMA reimbursements be received by the Town, the Committee felt that any funds left over after reimbursing the Town for the \$75,000 of emergency storm relief funding to remove trees from the October, 2011 (surplus estimated at \$125,000) should be used to set up special purpose funds for the purchase of new or used equipment for the Police, Fire, and Highway Departments and to so indicate in the final capital plan. The Board of Selectmen would need to consult with Town Accountant Betty Benoit to see (1) where surplus funds would go to (free cash?) when received, (2) how to word these articles, and (3) when such articles could be placed on a Town meeting warrant.

8. **Municipal Facilities Planning Committee:** Don Taft presented a request for funding for a new police station for between \$2.25 and 2.65 million, for a 5,000- 6,000 square foot facility, design costs, site development, and equipment/furnishings for the new facility. He indicated that the committee had originally requested that an article be placed on the September, Special Town Meeting for \$20,000 to pay for a consultant to develop site plans for a new police station, to conduct seismic studies, and to complete other tasks preliminary to presenting to the town requests for funding, but that the Selectmen had not included the article. The Municipal Facilities Committee had not yet decided whether to ask the Selectmen to include that article on the November Special Town Meeting warrant. The Committee expressed general support for the new police station, but could not take a vote because no specific requests were presented. The Committee asked that the clerk draft a memo to the Facilities Planning Committee requesting a specific proposal specifying square footage, basic design and site work, funding needed for furnishings and equipment, building, a total estimated cost of each of these elements, and a proposed financing plan. The Committee could then take a vote to approve or disapprove the inclusion of the plan in the capital plan.

Bill Simpson described the basic elements of the renovation to the Town Hall, but indicated that the Facilities Planning Committee had not yet come to final agreement on the details of the plan, the location of the septic system or traffic pattern relative to the proposed police station, the estimated costs, and the final

net cost if grant writing and fundraising efforts meet their targets. He gave a general estimate of between three and four million dollars. He indicated that the Committee had discussed a general timeline for bringing the proposal to the town for a debt exclusion ballot vote and to the Town Meeting for approval, but had not yet decided whether to bring both the Town Hall and the Police station proposals to the town at the same or different times.

The Committee was generally in support of the idea of renovating the Town Hall and had suggestions for seeking voter approval for a debt exclusion at the Annual Town Election and town meeting approval for funding at the Annual Town Meeting. However, because the Facilities Planning Committee had not made a specific proposal, the Capital Planning Committee directed the clerk to draft a memo to the Facilities Planning Committee, for signature by the Chair or Vice Chair, requesting that the Committee's vote on a specific proposal that specifies what would be included in the renovation of the building, the specifics of the site plan development, the costs of the project, the net costs to be presented to the taxpayers, and a plan to finance the debt. The Committee could then take a vote to approve or disapprove the inclusion of the plan in the capital plan.

9. Assignments and Agenda for the October meeting:

Inventory of Assets: Kermit Eaton (Housing Authority property) and Barbara Wilson (Elementary School) will send information to Heather Lemieux, who will distribute the completed inventory to members. A vote will be taken to approve the inventory at the October meeting.

Grading criteria for prioritizing capital planning requests: Peter O'Connell will re-email the draft grading policies distributed during the summer. Members should be prepared to discuss and vote on these criteria or to present an alternative set of criteria.

Draft Capital Plan of Expenditures: Heather Lemieux will change the Highway 1 ton truck replacement from FY14 to Fy13, change the replacement of the Police Department SUV from FY15 to FY14, and change the replacement of the Chief's cruiser from FY14 to FY15. She will then email this draft to members for discussion at the October meeting. Sheila Frangiamore will seek information from bond counsel the annual cost of financing new debt of \$5 million and \$6 million over 20 years and 30 years.

Draft Capital Plan of Revenues: Peter O'Connell will prepare alternative revenue assumptions for the five years of the capital plan to be presented at the October meeting with the expectation that more detailed discussion would occur in the November meeting. Sheila Frangiamore will present information on potential revenues from the disposal and/or redemption of tax title properties in the next five years.

Capital Planning Policies: Peter O'Connell will email draft capital planning policies to members again. Everyone should be prepared to take votes on these proposed policies at the October meeting.

10. Adjournment: Sheila Frangiamore moved and Jerry Johnson seconded the motion to adjourn the meeting. So voted at 9:39 PM.

Respectfully submitted,
Peter S. O'Connell, Clerk