

**Capital Improvement Planning Committee**  
**Town Hall**  
**October 24, 2012**  
**Minutes**

**Members Present:** Kermit Eaton, Barbara Wilson, Sharon Mahoney, Jerry Johnson, Sheila Frangiamore, Mary Lou Knight, and Peter O'Connell

**Members Absent:** Heather Lemieux, and Rudy Heller

**Others Present;** Donald Taft and Bill Simpson (Municipal Facilities Planning Committee)

The meeting was called to order at 7:02PM. Kermit Eaton noted that the agenda had changed so that the Committee could vote on capital planning articles proposed for the November 1 Special Town Meeting.

1. **Minutes:** Sheila Frangiamore moved and Jerry Johnson seconded the motion to approve the minutes of September 24, 2012; so voted.
2. **Community Preservation Act (CPA):** Bill Simpson distributed handouts showing how a 3% surtax would generate \$75,000 in state matching funds that over 20 years would fund approximately 40% of a \$3.5 million bond issue at 4% interest to renovate the Town Hall. Mr. Simpson noted that the committee had explored other possibilities (building a new municipal building, including the police in the Town Hall, etc.), but concluded that renovation of the Town Hall ultimately obtained more usable space for about the same cost as a new building. After discussion, Peter O'Connell moved and Sheila Frangiamore seconded the motion to support the passage of Article 9 (3% surtax with \$100,000 property exemption and exemption for low income families), which would put the CPA on the annual election ballot in May, 2013. So voted with all but Barbara Wilson in opposition.
3. **Article to appropriate \$20,000 to hire a consultant to provide services relative to the construction of a new police station:** Don Taft of the Municipal Facilities Committee was present. He indicated that the Municipal Facilities Committee had requested the article, but had not yet voted whether to pass over the article with the expectation that the Committee would come back to the Town at the Annual Town Meeting with a request for 2.5 million dollars for a design-build contract that included all costs. Mr. Taft reported that the committee had reviewed other police stations and determined that a new station would be in the best interests of Brookfield. When asked if a 6000 square foot building was the minimum space needed, Mr. Taft indicated that there was some flexibility in determining square footage.

Bill Simpson indicated that personally he was in favor of the appropriation of the money now, which would allow the Committee to make a more detailed proposal to the Town at the Annual Town Meeting. Mr. O'Connell supported Mr. Simpson's point but argued that the proposal needed to include a full site plan and suggested that perhaps the committee could manage with less money (deferring some costs to the design-build proposal) while also hiring the necessary consultants not only to determine actual square footage needed for the police station, but also to develop the full site plan. Sheila Frangiamore moved and Sharon Mahoney seconded a motion to support the article for a sum not to exceed \$9,000 with the following amendment: "... such funds to be used by the Board of Selectmen and Municipal Facilities Planning Committee, together with other funds under the control of the Board of Selectmen as necessary, to complete a full site plan for the Town Hall and Prouty Street properties that shows the proposed location of (1) the proposed new police station in relationship to the Town Hall, Historical Commission Offices, Fire Station and garage and the EMS Office and garage; (2) a septic system serving all town facilities on the site; (3) a municipal parking area serving the five municipal facilities that provides adequate ingress and egress for fire trucks, police vehicles, and the public, and (4) the location of a WRTA bus stop, should the site provide a suitable location for a bus stop." So voted.

4. **STM article on the Finney Property at 5 Post Road:** Mr. O'Connell summarized the history of the property, including two grants received by the Town through Central Mass Regional Planning Commission to hire Fuss and O'Neill to conduct two environmental assessments that estimated clean-up costs at between \$300,000 - \$420,000, hopefully to be funded by grants from the EPA, as was the case with the recently

completed Mill Street brownfield site. He noted that the Town had to have title to the property before it could apply to the EPA. The article is necessary if the Town wished to accept the property as a gift by the Finneys in lieu of back taxes. However, Town Counsel has advised that MGL makes such a gift illegal because the property carries a lien from Mass DEP. Town Counsel further advised that taking the property as a gift also made the Town liable to clean up the property even if no grant funds were received. Taking the property by foreclosure in land court would not carry this same liability. The Annual Town Meeting has already given the Selectmen the authority to foreclose tax title properties, so this STM article is not needed to give this permission. Jerry Johnson moved and Sharon Mahoney seconded the following motion: "On the understanding that the Town would not be liable for clean up costs if it takes the Finney property through the tax-title/foreclosure process in land court, and with the further understanding that the Selectmen already have the authority to foreclose on tax title properties in land court, the Committee recommends that the Town Meeting pass over this article." So voted.

5. **Assignments from previous meetings:** Kermit reminded committee members of the importance of completing assignments before the next scheduled meeting and circulating material in advance of the meeting so members can be prepared to discuss the various proposals. He noted that the completion of the asset inventory has dragged on because of this issue and asked that members specifically complete their asset inventory assignments and get them to Heather Lemieux asap so she can input them and send the completed inventory out for review prior to the next meeting. He asked that the tasks be distributed to members following each meeting. Listed below is my understanding of what we will need to accomplish prior to the next meeting:

**Kermit Eaton:** Follow up with members on task completion (including checking with Heather on asset inventory status and distribution of last version of the capital plan to members) and get Cemetery Fund balances from Betty Benoit

**Rudy Heller:**

Inventory and Capital Plan from Highway for Roads, Bridges and Dams: If this is not feasible, obtain Herb's proposal for road projects for the next five years and a rough estimate of costs.

Asset Inventory for the Gazebo and Town Buildings

Computer Inventory (Donna Neylon)

**Heather Lemieux:** Update Capital Assets Inventory and email to members; Email the current version of the Capital Plan to members

**Barbara Wilson:** Forward to Heather and Peter the school choice balance as of 6/30/12, the projected school choice revenue for FY13, and the encumbered money for capital projects in FY13.

**Peter O'Connell:**

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Obtain current balances in Stabilization funds from Betty Benoit

Capital Plan for the Ambulance and balance in Ambulance Reserve Fund as of 6/30/12

Input School capital plan and School Choice revenue into Capital Plan

Break out Water Department revenues as a subset of local receipts in capital plan

**Sheila Frangiamore:**

Data on Excluded Debt and Debt Service for FY13 and estimated for FY14-FY18 (assuming borrowing for Town Hall and Police Station)

Estimate revenue from the payment plans on tax title properties and/or auction of foreclosed properties for next five years

Asset inventory on the Water Department

Total funds in Water Department Reserve Account

**Jerry Johnson and Mary Lou Knight:** Work on Capital Planning Trend Analysis for presentation at the December meeting

6. **Capital Plan – Revenue:** Peter O'Connell reviewed briefly the revenue estimates based generally on revenue projects for the FY13 budget with 2.5% increases (an assumption). He noted new revenue sources (solar farm), and one-time revenues (FEMA storm reimbursements) with the potential of other revenues (CPA funding, grants, fundraising, etc.). Although the capital plan does not yet include all expenses or revenues, he pointed out the trends over the next five years, which suggest that either Stabilization or new revenues will be needed if all capital requests are to be funded. Kermit asked that the Water Department,

Cemetery, Elementary School, and the EMS/Ambulance Fund be broken out separately. The capital plan will be discussed at the next meeting.

7. **Agenda for the November meeting:**

**Inventory of Assets – Heather Lemieux**

**Grading criteria for prioritizing capital planning requests – Peter O’Connell**

**Capital Planning Policies and Procedures – Peter O’Connell**

**Updated Capital Plan of Expenditures – Heather Lemieux**

8. **Adjournment:** Jerry Johnson moved and Sharon Mahoney seconded the motion to adjourn the meeting.  
So voted at 9:25 PM.

Respectfully submitted,

Peter S. O’Connell, Clerk