

**Capital Improvement Planning Committee**  
**April 18, 2013**

**Members Present:** Kermit Eaton, Barbara Wilson, Mary Lou Knight, Don Taft, Sheila Frangiamore, and Peter O'Connell

**Members Absent:** Heather Lemieux and Nick Thomo; Jerry Johnson has resigned because of other commitments.

**Others Present:** Beth Coughlin and David Holdcraft

The meeting was called to order at 7:16 PM.

1. **Minutes:** Sheila Frangiamore moved and Barbara Wilson seconded the motion to approve the minutes of March 19, 2013; so voted.
2. **Review of Draft Five-Year Projections of Revenue and Expenses:** Peter O'Connell distributed copies of a five-year projection of revenues and expenses that a subcommittee of Kermit, Peter, Mary Beth and Sheila developed with assistance from Town Accountant Betty Benoit. The figures for FY12 and FY13 were taken from the Recap figures submitted to the Massachusetts Department of Revenue for those years and therefore are known figures on which we can base projections. However, the "Recap" figures are not for fiscal years since they are submitted after the Town sets the tax rate in the fall and therefore include expenditures approved at fall special town meetings. Projections for FY14 and beyond are fiscal year projections.

For FY14, the Committee noted that using current and conservatively estimated free cash, local receipts, new growth, and state aid figures (based on the draft House budget), there would be a shortfall of revenue to cover the most recent Selectmen's operating budget and the list of articles requested for funding. Sheila Frangiamore said that she believed the free cash number to be certified by the DOR would be higher than the \$200,000 used for FY14. After discussion, the Committee approved a motion by Don Taft and seconded by Sheila Frangiamore to forward the following to the Board of Selectmen:

- Recommend to the Board of Selectmen that the Snow and Ice budget line be increased from \$50,000 per year to \$75,000 per year to recognize that winter costs have consistently exceeded \$50,000 and have to be covered from the following year's free cash or stabilization funds, which interferes with good capital planning and budgeting;
- Ask whether the Selectmen's budget reflects \$25,000 - \$30,000 in projected decreases in electricity budgets once the town's solar farm begins generating electricity;
- Recommend to the Selectmen that the budget line for Tax Title work be increased from \$30,000 to a higher sum to be determined by the Treasurer and Tax Collector that would be sufficient to do tax takings on all Tax Collector accounts that are more than 6 months in delinquency and 75% of all Treasurer tax title accounts and to either charge the Capital Planning Committee or a special committee to work with the Treasurer and Tax Collector to implement a plan to secure title to 75% of properties in tax title and to dispose of them through auction, demolition, or other means to generate revenue for the Town.
- Ask Kermit Eaton to ask the Merrick Library to decrease its request for capital spending in FY14 from \$20,000 to \$12,000 with the understanding that the difference be moved into FY15 and FY16 or beyond (a more even level of capital improvements);
- Ask the Board of Health to reduce its request for FY14 to \$8,000 and to discuss changes in its operating expenses, marketing and rate structure so it could pay for capital expenses and operating expenses from revenue generated;
- Ask Kermit Eaton to meet with Highway Superintendent Herb Chaffee to see if he could lower his request for Road Reconstruction funds from \$32,000 given that he has carried over some encumbered funds from previous years.
- Recommend that \$65,000 of encumbered funds approved in previous years at Town Meeting but not spent, now be used to fund FY14 articles. These encumbered funds would come from the following accounts: Town Hall Roof, Elementary School Construction, Saw Mill Pond Dam, Brownfield, Prouty Street Expense, Master Plan, lawnmower account, Town Hall Improvement, and consultants – or other accounts identified by the Board of Selectmen. About \$25,000 of the funds would be used to reduce the amount to be borrowed to fund the Saw Mill Pond Dam reconstruction, \$15,000

to provide funds to match a grant application to the Massachusetts Preservation Projects fund for the Town Hall renovation project, and \$25,000 to fund capital articles.

- Recommend to the Selectmen that the following articles be included on the Town Meeting Warrant as a group with the recommendation from the CIPC that voters approve these articles:
  - a. To see if the Town will vote to borrow a sum of money for the construction of a new Police Station contingent on approval of the project through a debt exclusion vote. (The Selectmen may want to revise this wording).
  - b. To see if the Town will vote to transfer \$10,000 from encumbered Saw Mill Pond account funds, \$15,581 from the unexpended, encumbered construction funds for the school and Highway Barn and to authorize the Treasurer to borrow a sum of money to repair Saw Mill Pond Dam or take any other action relative thereto (\$150,000 to be borrowed).
  - c. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money for the Computer Acquisition Account to be used for municipal computer purchases with related equipment and software, or take any action relative thereto. (\$14,000)
  - d. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to purchase a new copy machine for the Town Hall or take any other action relative thereto. (\$6,000)
  - e. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to pay for legal costs and the acquisition of rights of way for the 148 bridge over the Quaboag River or take any other action relative thereto. (\$15,000)
  - f. To see if the Town will vote to rename the Highway Equipment Capital Purchase Account and the Fire Department Fleet Account to a new account to be named Fleet Replacement and Repair Account; said newly-named account to be included in the Board of Selectmen's line item budget, such funds to be spent for Highway, Fire, and Police Vehicles purchases or major repairs with the approval of the Capital Planning Committee, the Advisory Committee, and the Board of Selectmen or take any action relative thereto.
  - g. To see if the Town would vote to raise and appropriate, transfer or borrow a sum of money to be used to fund the new Fleet Replacement and Repair Account, or take any action relative thereto. (\$100,000)
  - h. To see if the Town will vote to transfer the balances of the Police, Highway, and Fire Department Stabilization Accounts to the new Fleet Replacement and Repair Account, or take any action relative thereto (2/3rds vote)
  - i. To see if the Town will vote to raise and appropriate, transfer, or borrow a sum of money to be used to replace the 2007 Police SUV and to transfer the 2007 SUV from the Police Department to the Fire Department, or take any action relative thereto. **NOTE to BOS, AC:** Contingent article to be passed over if Fleet Replacement and Repair Account is approved and funded).
  - j. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to be used for the Fire Department hydraulic rescue tools, or take any action relative thereto. (Recommended by the Capital Planning Committee); Source of \$8,000: Master Planning Account (\$1,000), Consultant Account (\$5,000), Brownfield Account (\$258), and Prouty Street Property Expense Account (\$1,742).
  - k. To see if the Town will vote to raise and appropriate, transfer, or borrow a sum of money for the Fire Department to replace air tanks and protective clothing, or take any action relative thereto. (Sponsored by the Fire Department and recommended by the Capital Planning Committee); Source of \$10,000: \$10,000 from the Master Planning Account
  - l. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to conduct a preservation assessment of gravestones at the Brookfield Cemetery or take any other action relative thereto. (\$10,000)
  - m. To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money for the purpose of making improvements to Lewis Field by enclosing the ditch that runs along the eastern border of the soccer field, or take any action relative thereto (\$24,000).

- 3. Next Meeting:** The next meeting of the CIPC is at 7 PM on May 16, 2013.
- 4. Adjournment:** On a motion by Mary Lou Knight, seconded by Sheila Frangiamore, the meeting was adjourned at 9:12 PM.

Respectfully submitted,

Peter S. O'Connell, Clerk