

Capital Improvement and Planning Committee
January 30, 2023
Virtual Meeting held via Zoom

Voting Members Present: Jason Malinowski (Chair), Jeffrey Hark, Joseph Palmer, Tony Schoener, Karen Wheeler

Ex-officio members Present: Mr. Purple, Mr. Ballantine

I. Call Meeting to Order

At 7:30 p.m. Mr. Malinowski called the Capital Improvement and Planning meeting to order.

II. Organization of the Committee

Mr. Palmer nominated Mr. Mallinowski for Chair of the Capital Improvement and Planning Committee. Seconded by Wheeler. The Committee voted 4-0-1 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, abstain].

Mr. Malinowski nominated Mr. Palmer for Vice-Chair of the Capital Improvement and Planning Committee. Seconded by Hark. The Committee voted 4-0-1 by roll call vote to approve the motion. [Hark, aye; Palmer, abstain; Schoener, aye; Wheeler, aye; Malinowski, aye].

Mr. Malinowski nominated Mr. Hark for Clerk of the Capital Improvement and Planning Committee. Seconded by Wheeler. The Committee voted 4-0-1 by roll call vote to approve the motion. [Hark, abstain; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

III. Approval of Meeting Minutes from December 19, 2022 and December 20, 2022

Document references were added to the minutes from 12/19/22.

Mr. Malinowski made a motion to approve the 12/19/22 meeting minutes as edited, and approve the 1/20/22 meeting minutes to conform with the Select Board. Seconded by Mr. Hark. The Committee voted 4-0-1 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, abstain; Wheeler, aye; Malinowski, aye].

IV. Chair/Member Reports

a. Neary Building Committee Update

The Town has submitted all relevant materials, and the State is expecting the Neary School Project to be in front of the MSBA at their April meeting. Next is to use enrollment data, and tap the funds already available to determine an appropriate project size and scope.

b. Capital Planning/SHOPC Sub-Committee Update

The Chair is assembling a draft of the final report for the Committee to refine for submission.

c. Community Center Exploration Committee Update

The Committee is working to accommodate a desire by the MSBA to understand the Town's future community center plans, as the MSBA will be evaluating any changes to town's configuration (made possible by the project) in its consideration for funding a new school project at Neary.

d. DPW Aerator

The DPW is currently considering and exploring rental options. A new Aerator would likely be in the \$30k+ range.

V. Assign CIPC member to new PILOT Committee

Mr. Malinowski made a motion to appoint Mr. Palmer as the representative to the PILOT Committee from the CIPC Committee. Seconded by Mr. Hark. The Committee voted 4-0-1 by roll call vote to approve the motion. [Hark, aye; Palmer, abstain; Schoener, aye; Wheeler, aye; Malinowski, aye].

VI. Request from EDC re : Support for full time Employee

The Committee discussed the issue and felt it was not within their purview to make a recommendation on the need for an operational employee.

VII. Vote on use of revolving funds for projects on the Capital Plan

A. Trottier School Parking Lot

The Trottier School Parking Lot bid was \$225,000. Mr Martineau informed CIPC that the School Committee had approved the use of the District's Facilities Revolving Funds for the project, and sought CIPC support.

Mr. Malinowski made a motion the CIPC Committee support the Superintendent's request relating to paving the Trottier School parking lot in conjunction with the overall town road bid package as outlined in the memo using revolving funds. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

B. Golf Course Parking Lot

The Golf Parking Lot bid was \$63,520. Mr. Purple reported the SelectBoard had authorized the use of Golf Revolving Account Funds for the expenditure.

Mr. Malinowski made a motion the CIPC Committee support the use revolving funds for the paving of the golf course parking lot. Seconded by Mr. Hark. The Committee voted 4-0-1 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, abstain; Wheeler, aye; Malinowski, aye].

VIII. Items related to Capital for 2023 Town Meeting requiring action

A. Algonquin Regional Athletic Complex position

The tax implications of the project would not significantly impact the town until FY27. Final tax implications are yet to determined.

Mr. Malinowski made a motion the CIPC Committee support the presentation of the Algonquin Athletic Complex project at the 2023 town annual meeting. Seconded by Mr. Palmer. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

B. Trottier School HVAC Unit Position

There is 100k in state ARPA funds (allocated for an HVAC project) which could be utilized, and another prospective 150K in Town ARPA funds (earmarked for tax relief) which could be used to fund the project. The HVAC Unit would not have to be removed in the event of future roof work.

Mr. Malinowski made a motion the CIPC Committee support accelerating the Trottier School HVAC unit replacement, for a total cost of \$250k with a \$100k coming from State ARPA funding, forward into the 2024 Capital Plan. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

C. Prioritization of capital items for general funds and ambulance fund, including potential vote on town finance team recommendations for reductions or funding source changes

The Committee reviewed changes, and determined to make further changes to the prospective capital expenditures; changes included adding back 100K in sidewalk maintenance funding to the General Fund, exchange a DPW vehicle purchase (now a 50k pickup instead of a more expensive truck, 70% general fund, 30% water), moving fire PPE to the Ambulance Fund, a UTV to APRA funding, moving off new defibrillator pur-

chases, and a Fire Truck 21 expenditure (100k). The cumulative changes would increase the tax rate by less than 1/4%.

Mr. Malinowski made a motion the CIPC Committee support the changes highlighted during the discussion. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

IX. Public Comment

None.

X. Other Business that may properly come before the Committee

None

XI. Adjournment

Mr. Malinowski made a motion to adjourn at 9:09pm. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye].

Minutes submitted by Joseph Palmer Committee Member.

Documents Referenced During Meeting:

- 1) Capital Planning Committee Meeting Minutes Draft December 19, 2022
- 2) Capital Planning Committee Meeting Minutes Draft December 20, 2022
- 3) 1/30/23 Worksheet of potential capital expenses from Mr. Ballantine
- 4) Golf parking lot request update memo
- 5) Trottier school parking lot and HVAC request update memo
- 6) EDC Community Development Director position memo
- 7) Pilot Committee Member request memo
- 8) Pilot Committee Charter Document Article XII