

**Capital Planning Committee
February 7, 2022
Virtual Meeting held via Zoom**

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

Non-present: Karen Wheeler

Ex-officio members Present: Mark Purple

I. Call Meeting to Order

At 8:02 p.m. Mr. Malinowski called the Capital Planning meeting to order.

II. Approval of Meeting Minutes from January 20, 2022 and January 24, 2022

Mr. Hark proposed an edit for January 20, 2022.

Mr. Malinowski motioned to accept the minutes as edited. 2nd by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Malinowski, aye].

Mr. Malinowski, and Mr. Hark proposed minor edits for January 24, 2022. Edits were made by Mr. Hark in the absence of Ms. Wheeler.

Mr. Malinowski motioned to accept the minutes as edited. 2nd by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Malinowski, aye].

III. Chair/Member's Updates

a. School Research Subcommittee Update

The Subcommittee is expected to deliver its report to the School Committee 2/9, which will conclude its mission, and then expect to be disbanded. Actionable decisions will be made by the School Committee and The Select Board. The MSBA Grant decision is expected to be delivered on March 3.

b. SHOPC – South Union Subcommittee Update

There is no update as the committee has not met since the last update.

IV. Debrief on discussion with ARPA Committee Update and next steps

Mr. Malinowski gave an overview of the Capital policy and Plan to the ARPA Committee, and answered questions about current projects and items upon it. He advised the ARPA Committee that direct submissions to them may also then be brought to the Capital Planning Committee for evaluation after submission if they have not already been before the Capital Committee.

a. Discussion may involve prioritization of requests and specific discussion around Cordaville Hall Sr. Center renovation currently on Capital Plan

The time sensitive nature of the Cordaville Hall Sr. Center project were conveyed to the ARPA Committee, and once again discussed by the Capital Committee.

Mr. Malinowski made a motion for the Capital Planning Committee to submit a letter to the ARPA Committee and Select Board outlining the discussion by the Capital Committee concerning the urgency with which a decision should be made given the potential pressing economics of the decision. 2nd by Mr. Hark. The Committee voted 2-0-3 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, abstain; Schoener, abstain; Malinowski, aye].

Mr. Malinowski advised that there would likely be items submitted to ARPA that are not on the Capital plan, but would fall under the Capital Planning Committee policy.

V. 2022 Town Meeting Warrant Article – Vote Breakneck Hill remediation

There was discussion held about whether to add a \$59,515 item in the FY '23 Capital Plan related to the first phase of a plan to remediate an old farm dump site on the Breakneck Hill Property. It existed before the time the land was given to the town. The clean up is an administrative consent order between the town and DEP, and the DEP could take the money from the town at the end of the year regardless. It was determined after discussion that there does not appear to be another option other than to move forward with the process and endorse the expenditure as requested.

Mr. Malinowski made a motion to support the request from the conservation agent and add the feasibility study for the Breakneck Hill remediation to the FY'23 to the Capital Plan. The Committee specified the amount of \$59,515. 2nd by Mr. Palmer. The Committee voted 4-0-1 by roll call vote to approve the motion. [Braccio, abstain; Hark, aye; Palmer, aye; Schoener, aye; Malinowski, aye].

VI. MTC Town Wide Survey – Committee collaboration and member assignment

MTC is now looking for a member of The Capital Committee to participate in the development of a new survey to the citizenry and stakeholders. Appointment of a member was moved to the next meeting.

VII. EDC Requests – One Stop Grant

Mr. Malinowski informed the Committee that the EDC was pursuing One Stop Grant Applications related to rt 9 planning, and the town should look to add the Cordaville Rd. Project to it this grant cycle. It might be in the purview of the Selectboard to handle the process. Mr Purple confirmed the Select board were handling the One Stop Grant submission process at the moment.

VIII. Discussion of Space Needs Presentation from January 20, 2022 and any required next steps

There was feedback received about the Space Needs Study, some concerned whether the full library could move into Woodward. Is there any other purpose the current library be used for? It will be investigated.

The School Sub-Committee has also briefly discussed relocation options of the school administration.

IX. Ongoing Capital Project Updates

a. Town House

The Select Board awarded Spencer Sullivan to act as Designer for the Town House.

b. Fire Department Tender

Purchase of the fire tender has been delayed, it will not be available in 2022. It will also use the entire budgeted allotted during initial purchase. The Chief has expressed that he will try to find funds for additional equipment to outfit the truck within his current budget when the time comes.

c. Library Interior Renovations

The Library will be finishing the carpet installation in the coming weeks.

X. Capital Planning standing committee bylaw –update on status and whether further edits are necessary

Advisory did not advise any changes to the proposed bylaw currently. Should the Capital Planning Committee have stronger language in its mandate concerning the oversight of building projects ? Given that the town does not have a standing building committee. Such was discussed briefly without decision.

XI. Public Comment

None

XII. Meeting Schedule

2/28/22

XIII. Other business that may properly come before the Committee

None

XIV. Adjournments

Mr. Malinowski made a motion to adjourn at 9:23pm. Seconded by Mr. Palmer. The Committee voted 5-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Malinowski, aye].

Minutes submitted by Joseph Palmer Committee Member.

Documents Referenced During Meeting:

- 1) Capital Planning Committee meeting minutes for 1/20/2022 & 1/24/2022
- 2) DRA Space Needs Study
- 3) Breakneck Hill Remediation Study