

**Capital Planning Committee**  
**August 10, 2022**  
**Virtual Meeting held via Zoom**

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

Ex-officio members Present: Mark Purple

**Call Meeting to Order**

At 7:32pm, Mr. Malinowski called the meeting to order.

**Approval of Meeting Minutes from June 27, 2022, and July 18, 2022**

Mr. Hark had comments on both sets of meeting minutes.

Mr. Malinowski motioned to accept the meeting minutes for June 27, 2022, and July 18, 2022, with the edits as discussed; seconded by Mr. Hark.

The Committee voted 6-0 by roll-call vote to approve the motion [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye]

**Chair/Member's Reports**

*a. Neary Building Committee Update*

Mr. Malinowski noted that the Town has successfully entered the eligibility period. There was a kick-off meeting on August 10<sup>th</sup> with MSBA on action items, although most items had already been submitted. The Superintendent set a September deadline for items not complete, although 270 days are allowed.

*b. SHOPC –South Union Subcommittee Update*

Mr. Palmer provided the Committee with an update, noting that the South Union Subcommittee has a general horizon for issuing a report.

*c. Pavement Management Program update*

Mr. Malinowski noted that the Select Board took action, and that as of this morning, an RFP was out to market to receive responses. Responses are expected by the end of August.

*d. Update on items received for FY23 Capital*

Mr. Malinowski provided an update, noting that certain departments are complete, other departments are a work in process, and other departments have not responded. Mr. Malinowski will reach out to make sure departments are on track for submission deadline.

*e. Capital and Finance Software*

The Select Board's goal for this year is to find a new software package or go back to the old software since improvements have been made. This is likely a future budget cycle item.

### **Review of DPW Road and Sidewalk Maintenance Allocation by street for upcoming RFP**

Ms. Galligan joined the meeting at 7:43pm. Mr. Malinowski provided the Committee with an overview of the process, explaining various funding sources and highlighted that the goal should be to work on a recommendation to allocate no more than \$1.3M of almost \$3M of identified streets. It was also noted during the introduction that Mr. Hark would recuse himself from any discussions on Stockwell and Fitzgerald [further on during the discussion, Mr. Schoener identified a personal conflict for any discussions on Constitution since he is a resident of that road].

Ms. Galligan indicated to the Committee that in an ideal world, she would go out to bid in September, but the way in which bidding is going this year, she does not expect any work would get done until next spring.

Committee members had specific questions for Ms. Galligan, including questions on Newton Street, the Hopkinton connection, Lovers Lane, Pinehill Road

Ms. Braccio asked Ms. Galligan to follow up with Town Counsel and the Planning Board on removal of island on Davis Road.

Mr. Schoener proposed that Ms. Galligan develop her recommendation on which roads to include, and the Committee would then opine on such recommendation. Ms. Galligan responded in the affirmative that she would put together a memo on what she would recommend.

Mr. Malinowski opened the conversation to public comment.

Ms. Patricia Burns Fiore had multiple questions and comments and noted that she drove through every road on the list, rating all roads based on conditions and usage/need of road. Ms. Burns Fiore expressed significant concerns about some streets that are on the list.

Next, Mr. John Tobin offered up public comment. It is noted that Mr. Hark was removed from the meeting prior to Mr. Tobin's public comments on Stockwell and Fitzgerald. After Mr. Tobin's comments and discussion by the Committee, Mr. Hark was readmitted to the Committee's meeting.

### **Request for addition to Capital Plan -Fire/Police Shelter Relocation for radios**

Mr. Malinowski asked Mr. Purple if the Committee should weigh-in on this topic. Mr. Purple noted that last fall, the shed was taking in water and could potentially damage equipment. The total cost to repair was \$20K (2 vendor quotes); however, one vendor had a price increase, so the estimate is now between \$23K and \$24K.

Mr. Hark asked if the Ambulance Fund could be used for this project. Mr. Purple suggested that the Committee take a look at recommending the project and on a parallel track look at the use of the Ambulance Fund.

### **Request for addition to Capital Plan -Trails crosswalk (potential ARPA expense)**

Ms. McKee joined the Committee's meeting and provided an overview of the two capital request forms that were submitted.

Mr. Malinowski motioned that the Committee approve the recommendation of Stonybrook crosswalk addition to the capital plan for an amount up to \$15k, with the understanding that the funding source will be ARPA funds and that the Trail Committee will continue to work with Mr. Purple and Town Counsel on securing any and all agreements for use of that private property; Mr. Palmer seconded. No further discussion.

The Committee voted 6-0 by roll-call vote to approve the motion [Braccio, aye; Hark, aye; Palmer, aye; Schoener, aye; Wheeler, aye; Malinowski, aye]

### **Public Comment**

None noted

### **Meeting Schedule**

Next meeting is August 15<sup>th</sup> at 7:30pm

### **Other business that may properly come before the Committee**

Ms. Braccio asked about the article on software for the assessors. Mr. Malinowski noted Mr. Cibelli submitted something for consideration and it will be a future agenda item.

### **Adjournment**

At 9:30pm, Mr. Malinowski motioned to adjourn; seconded by Ms. Wheeler.

The Committee voted 6-0 by roll-call vote to adjourn [Braccio, aye; Hark, aye; Schoener, aye; Palmer, aye; Wheeler, aye; Malinowski, aye]

Minutes submitted by Jeffrey Hark, Committee Clerk.

### **Documents Referenced During Meeting**

- 1) Draft Meeting Minutes – June 27, 2022
- 2) Draft Meeting Minutes – July 18, 2022
- 3) DPW List of FY23 Roads – Maintenance
- 4) DPW Road Correspondence Emails
- 5) Trails – Stonybrook Crosswalk Submission
- 6) Trails – Additional Crosswalk Submission
- 7) Trails – Additional Crosswalk Details
- 8) Trails – Stonybrook Crosswalk – VHB Quotes