

**Capital Planning Committee
September 12, 2022
Virtual Meeting held via Zoom**

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

Ex-officio members Present: Mark Purple

Non-Member Speakers : none

I. Call Meeting to Order

At 7:31 p.m. Mr. Malinowski called the Capital Planning meeting to order.

II. Approval of Meeting Minutes from 8/10/22 and 8/15/22

Minor edits were made to the minutes.

Mr. Malinowski made a motion to approve both sets of minutes as edited. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

III. Chair/Member Reports

a. Neary Building Committee Update

The Superintendent relayed that the attorney for the MSBA has accepted some of the documentation due for the Southborough proposal within the 270 day submission window.

b. SHOPC - South Union Subcommittee Update

The Committee is working on the rough draft of their report for the Select Board.

c. Pavement Management Program Update

Bids have been submitted for the Pavement review program and are being investigated by Ms. Galligan before submitting a recommendation.

d. DPW Road Maintenance Bid and Process Update

The Select Board accepted the recommendation of the Capital Planning Committee, and are moving the process forward to get bids for all recommended roads.

IV. Fire Department - Review of 10 year capital plan, including FY23 requests

The committee started by discussing specific items. Although process and financing methods of items were briefly discussed concerning particular items, decisions were deferred till all paths could be considered, and actual costs attained. Items included for

discussion were a UTV, durable medical supplies, Power Stretcher, Defibrillators, restoration of the tower truck, and new radios.

The Chief expressed the Department could have used a UTV this year, and had to call other towns for assistance when needed, delaying rescue service to injured parties. The Select Board left it unlikely to fund it through ARPA funds. It could possibly be purchased by the Ambulance Fund. It currently is scheduled in FY24 on the Capital budget unless moved up.

The Power Stretcher and Defibrillators will replace ambulance equipment; the chief recommended delaying defibrillators until new models are released by the manufacturer, they are overdue to be released.

The Tower Truck needs chassis and restoration work to insure longevity till retirement. Further bids and replacement options will be explored before approval.

The Current radios are over 10 years old and due for replacement. Radio replacement options and methods of financing will be explored due to the potential cost, and interdepartmental discussions will be undertaken about synergy and potential collaboration.

The delayed delivery of a new ambulance was discussed, and how that issue might be mitigated in the future through improving the town decision and purchase processes.

V. Request for addition to Capital Plan - Golf Course tee reconfiguration

The Golf Course Committee endorsed 6k dollars from the Golf Revolving Fund to be spent upon a redesign of golf tees to address errant ball issues in the neighborhoods surrounding the course. The Committee was looking for the Capital Planning Committee to endorse 30k more dollars from the Golf Revolving Fund to complete the project.

Mr. Malinowski made a motion to support the expenditure of 30k dollars from the Golf Revolving Fund to complete the project. Seconded by Mr. Hark. The Committee voted 4-0-1 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, abstain; Wheeler, aye; Malinowski, aye].

VI. Review of Q4 Capital Progress Report

The Chair addressed that there will be funds for projects that will carry over into FY23, and the Committee should try to identify and review them.

VII. Review of compliance with capital policy and consideration of messaging related to historic CPC balances

The Chair asked (at the behest of Town Treasurer, Mr. Ballantine) if there was an interest in aiding the CPC to close out old projects and/or reclaiming unused funds still left outstanding on the town books. The committee agreed to let the Chair express those sentiments to the CPC Board and wait to see if the CPC Board would appreciate aid.

VIII. Public Comment

None.

IX. Meeting Schedule

Next meeting scheduled for Oct. 17, 2022.

X. Other Business that may properly come before the Committee

None

XI. Adjournment

Mr. Malinowski made a motion to adjourn at 9:32pm. Seconded by Mr. Hark. The Committee voted 5-0 by roll call vote to approve the motion. [Braccio, aye; Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

Minutes submitted by Joseph Palmer Committee Member.

Documents Referenced During Meeting:

- 1) Capital Planning Committee Meeting Minutes Draft 8/10/22
- 2) Capital Planning Committee Meeting Minutes Draft 8/15/22
- 3) Fire Department Capital Summary
- 4) Fire - Durable Medical Equipment FY 24
- 5) Fire - Durable Medical Equipment Quote
- 6) Fire - Lifepak Brochure
- 7) Fire - Lifepak FY24
- 8) Fire - Lifepak Quotes
- 9) Fire - Portable Stretcher FY24
- 10) Fire - Power Stretcher Brochure
- 11) Fire - Power Stretcher Quote
- 12) Fire - Tower Repairs FY24
- 13) Fire - Tower Repairs Quotes
- 14) Fire - Portable Radio Quotes

- 15) Fire - Portable Radio Request FY23
- 16) Fire - UTV Quote
- 17) Fire - UTV Request for FY23
- 18) Fire - UTV_Project_overview_for_public_o