

**Capital Planning Committee
November 28, 2022
Virtual Meeting held via Zoom**

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

Voting members not present: Lisa Braccio, Tony Schoener

Ex-officio members Present: Mark Purple, Brian Ballantine

I. Call Meeting to Order

At 7:34 p.m. Mr. Malinowski called the Capital Planning meeting to order.

II. Approval of Meeting Minutes from November 14, 2022

Several Committee members had minor edits. Mr. Malinowski made a motion to approve the minutes as amended. Seconded by Mr. Palmer. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

III. Review of current debt schedule and ambulance fund balance

The Committee discussed the mechanics of the schedules and noted the balances.

IV. Review and vote on all proposed capital articles for 2023 Town Meeting

The Committee reviewed the proposed capital items being funded by the General and Ambulance funds.

DPW: Mr. Malinowski moved that CIPC support the replacement of Truck 43, put placeholders for road maintenance and sidewalk maintenance subject to the pavement management program and placeholder for the operations supervisor's vehicle with the understanding that a more formal vehicle replacement program will be presented by both current and future DPW superintendent prior to annual town meeting. Seconded by Mr. Hark. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

Facilities: Mr. Malinowski indicated that Facilities Director, John Parent, has reduced the requested library security cameras from \$25K to \$15K. Mr. Purple will be working on a policy for security cameras at town buildings. Mr. Malinowski acknowledged that Mr. Parent has indicated that elevator repairs may be needed, approximating \$25K. Mr. Malinowski moved that CIPC support the facilities capital improvements as presented. Seconded by Mr. Hark. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

Fire: Mr. Malinowski recommends that we keep \$100K as placeholder for fire truck maintenance/repairs; funding source is the Ambulance fund. Mr. Malinowski moved that CIPC support the fire capital as presented with two updates, removal of the defibrillators for \$12K and moving to FY25, and increasing the defibrillator paramedic to \$100K. Seconded by Mr. Palmer. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

For purposes of discussion, Mr. Malinowski reflected that further discussion and analysis needs to be performed on the tower before bringing that forward to town meeting, but it is prudent to carry forward with the Chief's placeholder given that it shouldn't impact the financial budget modeling exercise that we're looking into; and also realizing that Mr. Purple has a warrant to be posted in the not too distant future.

Police: Mr. Malinowski moved that the Committee support the two police cruisers as presented and the body camera program as presented. Seconded by Mr. Hark. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

The Committee reserves the right to add the police radios with a source of the Ambulance fund, once the appropriate math is presented.

Recreation: The Committee noted that the Recreation capital budget items are open and to be determined.

V. Review and vote on presentation for Select Board and Advisory

Mr. Malinowski moved that the Committee authorize the Chair to finalize the draft presentation with the Treasurer and Town Administrator. Seconded by Mr. Palmer. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye].

VI. Public Comment

None.

VII. Meeting Schedule

The next meeting is scheduled for December 20, 2022 at 6:30pm with the Select Board and Advisory Committee.

VIII. Other business that may properly come before the Committee

None

IX. Adjournment

Mr. Malinowski made a motion to adjourn at 8:49 pm. Seconded by Mr. Palmer. The Committee voted 4-0 by roll call vote to approve the motion. [Hark, aye; Palmer, aye; Wheeler, aye; Malinowski, aye]

Minutes submitted by Karen Wheeler, Committee Member.

Documents Referenced During Meeting:

- 1) Capital Planning Committee Meeting Minutes Draft November 14, 2022
- 2) Draft CIPC Presentation of FY23 Capital Recommendations for Select Board and Advisory meeting on December 20, 2022
- 3) Current Capital Plan – November 2022
- 4) Debt Outstanding Current w Lease – November 2022
- 5) Ambulance Fund Current Data