

**Capital Planning Committee
Remote Meeting #4
March 8, 2023**

Members present: Roger McPeek (Chair), Jim Johnson, Helen Philliou, Chris Nixon, Diab Jerius, Hafiz Adamjee, John Fallon (Select Board), Peter Lawson (DPW), Mike Wise (DPW), Richard Rohan (Public), Mark Twogood (Staff), Meg White (Staff), Kolby Stiles (Recording Secretary).

Remote meeting due to COVID-19 Pandemic The meeting was called to order at 7:00 pm

Public Comments

No public comments

Review/Approval of Minutes from February 8, 2023

Motion: That the Committee accept the 2/8 meeting minutes as amended. Made and seconded.

**McPeek – Yes
Philliou - Yes
Adamjee – Yes
Jerius– Abstained
Johnson - Yes
Nixon - Abstained**

Parkhurst Gym HVAC Project

Mr. Lawson shared with the Committee his request for funding for the Parkhurst gym HVAC repairs to be included in the Spring Town Meeting budget. He provided a memo to the Committee prior to the meeting so that they would have the information needed to make an informed decision. The floor was opened up for discussion for the CPC members and they asked several questions of Mr. Lawson and town staff.

Motion: That the Committee include Parkhurst gymnasium heat pump funding in the Spring Town Meeting capital budget \$32,000 from the Capital Stabilization Fund. Made and seconded.

**McPeek – Yes
Philliou - Yes
Adamjee – Yes
Jerius - Yes
Johnson - Yes
Nixon - Yes**

DPW Maintenance Fund Request

Mr. Wise on behalf of the DPW presented to the Committee his request for funding for the rubbish packer truck. He provided a memo to the Committee prior to the meeting so that they would have the information needed to make an informed decision. Once his presentation concluded, the CPC members were able to ask Mr. Wise questions regarding this request. Per request of the Committee, Mr. Wise will be speaking with the vendor International regarding an extended warranty.

Motion: That the Committee postpone the voting of this request to the next CPC meeting pending more complete information from the DPW. Made and seconded.

Mr. Wise will return to CPC with more information regarding the truck and an extended warranty. He will present this information at the next CPC meeting on March 22nd.

Warrant Articles

Mr. Twogood provided the CPC with the articles prior to the meeting. These articles include the revised Capital plan, leadnecks, and the joint sponsorship for the Lynch traffic study. Mr. Twogood added that in the last few days, the town staff received revised cost estimates on the Lake Street Bridge project, which are close, but higher than what the available balance is, which is just under 2 million dollars. The estimates are slightly above this. Bids will be opening March 22nd; however, the warrant is closing on Friday. It was recommended by the Town Manager and Assistant Town Manager that an article be put on by CPC to increase the funding if necessary for this project. The work would get started right away, as it is a lengthy project. There is an account closeout that could be utilized (~\$60,000) and a second that was ~\$4,000. It is important that Mr. Twogood knows this evening if the CPC votes for this article to be added to the warrant. There would be flexibility when putting the motion forward so that it can be done as an increase in the borrowing authorization or a utilization of the Capital Stabilization Fund or a utilization of Free Cash, etc.

Motion: That the Committee support warrant articles 11, 12, and 14 as presented. Made and seconded.

McPeek – Yes
Philliou - Yes
Adamjee – Yes
Jerius - Yes
Johnson - Yes
Nixon - Yes

The Committee would like to discuss article 28. Mr. Nixon stated that he believed this article would be funded through the Stabilization Fund. Mr. Twogood stated that CPC would not be appropriating funds from the Capital Stabilization Fund at this point in time. This is going to be a borrowing authorization and the payments will be coming out of the Capital Stabilization Fund at a future time. The intent is to have a motion that is very specific that would state that it would be a borrowing authorization. Funding sources are not stated in borrowing authorizations. When the first payment is due, which would be in FY25. Mr. Nixon added that he would move that free cash should be eliminated from the language. Mr. Nixon asked Mr. Fallon if he understood and had a sense of if this language would be problematic. Mr. Fallon stated that he is not an expert in this,

but the intent is not to use free cash as a funding source. Mr. Twogood added that town staff need to adhere to the policies that Bond Council put in place on the wording.

Motion: That the Committee support warrant article 28 as drafted as a placeholder for the warrant with the understanding that the Chair will have the opportunity to speak to article 28 along with the Select Board as co-sponsors. Made and seconded.

McPeek – Yes
Philliou - Yes
Adamjee – No
Jerius - Yes
Johnson - Yes
Nixon - Yes

The CPC came back to the discussion of the funding for Lake Street Bridge. Mr. Twogood stated that this would be the CPC's article to increase the funding for the Lake Street Bridge project. The article would be broad enough to be used as a borrowing authorization or available fund.

Motion: That the Committee will place an article on the warrant that would be sponsored by the CPC to increase the previously authorized funds for the Lake Street Bridge. This would be by either borrowing or use of available funds. Made and seconded.

McPeek – Yes
Philliou - Yes
Adamjee – Yes
Jerius - Yes
Johnson - Yes
Nixon - Yes

Revised CPC Report

Mr. McPeek will be working on this with Mr. Twogood and Ms. White. As of now, the items that will most likely be in the report include the Lake Street Bridge project, revised cost on the two pieces of DPW equipment (sweeper and trailer), Parkhurst School project, Lynch Traffic Study, and it will be clearly stated that it is CPC's understanding that the funding will be via the Capital Stabilization Fund override that the town approved. Mr. Adamjee asked if there should be a response or action plan to the Titanic presentation from the Fall. Ms. White added that it could be a good opportunity to talk about all of the great things that have been completed in the past 2-20 years through the capital planning process. Mr. Adamjee added that in other town writings, it was mentioned about the town being severely constrained financially.

Mr. Twogood mentioned that the VFA product has been discussed and there is an opportunity for the School Committee and others to see what the VFA tool does. The idea is that if it looks like it would do the job, town staff would go to the Select Board as early as next week to secure funding for the project. It is something that town staff are very excited about, as it is the start for creating a long-term capital plan. Another positive piece is the vehicle inventory, which DPW will do a

presentation on this soon. There was a bit of a problem with pavement management due to the vendor responding and a new product might need to be selected. The new DPW director, who will be starting on 3/20, will decide this. It is unsure of where this will all land in terms of debt exclusions and general overrides where funds are supplemented, ARPA money, etc. Mr. Twogood and Ms. White will be recommending ARPA funds to get this going. Mr. Nixon added that the VFA has been very well used and Town Meeting would benefit from knowing the power of this tool and positive effects of it. Mr. Adamjee agreed with this. He added that a message should come from CPC in the report that acknowledges that CPC knows there is a problem and here is what the plan is try to address it at a minimum it should be understood what the investment is that is required to get the town back to where it needs to be, which is what the VFA database will help to do. Mr. Twogood added that there is a dedicated warrant article to give a revised Capital report. Mr. Adamjee stated that he would like to make sure that it is known that it should not be assumed that the standard approach is to go debt overrides and to make sure that the town considers how to monetize the assets better as well as cutting services.

Other Business

Mr. Twogood stated that Ms. White and he will return to CPC with motions for all of the articles and Ms. White, Mr. McPeek, and he will work on the revised report. It will be voted on.

Mr. Johnson stated that he would like an update from the Capital Maintenance Funds for ongoing projects that are still in the works as well as the fund balances. More specifically a balance on outstanding items that are not completed yet as well as a balance of the amount set aside, but not spent and the net balance. Mr. Twogood stated that in the January meeting, the balance was around \$150,000 and there was an allocation after that. Mr. Twogood will have this updated.

Mr. Johnson stated that in the revised Capital report, it should be mentioned how the pre-Capital Maintenance account does overall help the Capital budget in going forward and what it does to help preserve the assets of the town.

Next Meeting

The date of the next meeting of the Capital Planning Committee is Wednesday, March 22nd. It was motioned by Mr. Nixon for the meeting to be adjourned, seconded by Mr. Johnson with a roll call vote of unanimous to end the meeting at 8:37pm.

Submitted by Kolby Stiles, Recording Secretary

Documents

- Doc 1 - CPC Agenda 3/8/23
- Doc 2 - 2/8 Minutes and 2/15 minutes
- Doc 3 - DPW Memo
- Doc 4 - Parkhurst Memo
- Doc 5 - Draft Warrant Articles