

**Capital Planning Committee
Remote Meeting #2
July 19, 2023**

Members present: Jim Johnson (Chair), Roger McPeek (Vice Chair), Helen Philliou, Chris Nixon, Diab Jerius, John Miller, Mark Twogood (Staff), Meg White (Staff), John Fallon (Select Board), Mike Towne (HR), Nick Cacciolfi (Recreation), Matthew Schuman (Engineer), Beth Rudolph (Town Manager), Christine Bordonaro (Public), Tom Dunn (Public), Cheryl Lauretano (Public), Aniko Lazlo (Public), William Band (Public), Kim Song (Public), Ferenc Vajda (Public), Christine Goodyear (Public), Diane Deperna (Public), Donna Pomponi (Public), Kwa Lee (Public), Christine Hollenhorst (Public), Anne Sharp (Public), Rick Bullock (Public), Nancy Bigelow (Public), Horacio Caperan (Public), Robert Schroff (Public), Riaz Rock (Public), Corne Beimans (Public), Barry Fishman (Public), Mark Herlihy (Public), Paula Spencer (Public), Tom Ho (Public), Kristoff Vajada (Public), Peter Clifford (Public), Alexandra Karasic (Public), Rose Knox (Public), Laurie Gold (Public), Nancy Kneiss (Public), Lisa Matrundola (Public), Dudley Blodget (Public), Paula Carme (Public), Dena Madden (Public), Charlene Band (Public), Dick Santos (Public), Michael Romero (Public), Glen Doyle (Public), Vishal Romeo (Public), Patrick Ariniello (Public), Marilyn Mullane (Public), Philip Coonley (Public), Josh Kapp (Public), Carol Backs (Public), Kristine Kamikawa (Public), John Bonacorso (Public), Jim Tilley (Public), Gauri Bhide (Public), Leo Laurentano (Public), Kathleen McKool, Jayne Carlos (Public), Carlos Hoyt (Public), Alicia Hintlian (Public), Beth Caplow (Public), LeeAnn Baker (Public), Don C (Public),

Remote meeting due to COVID-19 Pandemic The meeting was called to order at 7:08 pm

Approval of the 5/17/2023 Minutes

Motion: That the Committee accept the 5/17 meeting minutes as presented. Made and seconded.

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

Public Comments

Mr. Johnson welcomed everyone to the meeting and opened the floor for public comment. Mr. Vajda of West Sharden Road spoke on behalf of the Winchester Tennis Association regarding funding the tennis court.

ADA FY25 Request

Mr. Towne presented his request for the continuation of the ADA transition plan. They are continuing to address the long-term projects. An immediate project is making the signage in the Town Hall ADA compliant. Mr. McPeek stated that last fiscal year, there were revisions/closeouts of \$18,000 on the Parkhurst elevator and stage elevator. By default, this went back into the

Building Stabilization Fund, which then would be provided back to the ADA during this current capital cycle. Mr. McPeek added that he would like CPC to move an additional \$18,000 beyond the \$125,000 back into the ADA fund. Ms. Matrondola thanked the Committee for their request to allocate this back to the ADA fund. She added that the funds would be put forth for the Town Hall ADA project. Mr. Nixon shared the reasoning behind the \$125,000 for ADA with the Committee and public. He asked if the DAC is comfortable with this amount going forward. Mr. Towne stated that it is likely that more will be needed and he is looking into funding from the Massachusetts Office on Disability. Ms. Philliou asked if there is a report available to show what has been funded and what still needs to be funded for ADA projects.

Recreation FY25 Requests

Mr. Cacciolfi presented his requests for the recreation department's projects. The first request is for the engineering and design for the facility improvements to the Packer Ellis Tennis Courts. The second request is for the Gynn lights project. Mr. Cacciolfi added that he is working with Mr. Lawson on two additional projects that Mr. Lawson will bring forward to CPC next week for Mystic School (window replacement and heating system). Mr. Cacciolfi stated that there are between 450-550 members as well as day pass people. membership brings in about \$100,00 to \$110,000 per year with more added for lessons, which brings to a total of around \$200,000 to \$225,000. Members are 80% Winchester residents Sponsorships for the tennis courts generate \$3,000 to \$5,000 a year as well. Mr. Johnson asked Mr. Cacciolfi provided the committee with a funding amount. He stated that it would be in the million dollar range. For grants, a design needs to be in place before it can be touched. Without the scope and design, it is hard to get the funding. Mr. Cacciolfi also described the facade of the courts to the committee to provide them with a better understanding. Mr. Nixon asked questions surrounding accessibility access to the courts and Mr. Cacciolfi provided a detailed explanation of this. Mr. Jerius asked if the condition of the courts was described as poor due to lack of maintenance funds or something else. Mr. Cacciolfi confirmed that, based on what he has seen in his role, maintenance has been lacking. Mr. Jerius added a follow up question regarding the amount of funds needed for yearly maintenance or if that would be something feasible. Mr. Cacciolfi explained that he has done well with keeping the recreation department maintained since taking on the role he is in and feels that some improvements in the tennis court would be helpful. Mr. McPeek noted that funding the whole recreation needs would be outside the scope in terms of the Maintenance Fund amount, but that this could be taken to the Select Board as a presentation in mid-August. Ms. Philliou asked for the cost of yearly memberships. Mr. Cacciolfi provided the committee with a breakdown of costs, which includes \$210 a year for 70+ years of age, regular adult age \$250 for Winchester residents and then children and youth are \$60-\$75 a year.

Mr. Cacciolfi presented his second request, which was for the Ginn field lights project. The amount of funds requested would be \$250,000. Questions were asked by the committee regarding new locations to light or other methods of lighting. Mr. Cacciolfi added that the recreation revolving accounts as the synthetic turf account are collecting funds at a high rate, which could be used to lessen the amount needed for this project from CPC. It was suggested by several members of the public to have CPC go to the fields/courts to take a look at the conditions of them in person, as the photos do not provide an adequate look into this. Mr. McPeek asked about the plan to change the

lighting to a more energy-efficient option, but this was not recommended due to needing to re-do the entire field/complex. The current lighting system is over 30 years old and functions by utilizing a key. Mr. Johnson has asked Mr. Cacciolfi to get back to the CPC with potential options of outside funding as well as more information from DPW/Energy Commission.

Engineering FY25 Requests

Mr. Twogood introduced and welcomed Mr. Schuman to the committee as the new town engineer as well as Ms. Rudolph, who is the town manager.

Bridges

Mr. Schuman presented his requests for funding requests for two bridges that are currently undergoing inspection/just finished inspection. The first ranked bridge is the Everett Ave bridge and the second ranked is the Shore Rd bridge. The first bridge was said to be in good shape, but requires maintenance. Looking to do design for improvements and permitting to prepare bid documents as a future request. The second bridge was recently inspected in ~2022 and some investigations will need to take place based on the findings of the inspection. Mr. Johnson asked what the cost formula is to repair them. The estimate received for Everett Ave bridge was around \$300,000-\$350,000. The want is to do Everett Ave bridge for Fall Town Meeting and Shore Rd bridge for Spring Town Meeting.

Stormwater

Mr. Schuman presented his requests for the funding of three stormwater projects. The first is the MS4 year 7 permit for \$150,000. The town has a permit from the EBA and has had it for at least 20 years. Looking at the year 7 permit as well as additional costs. This is an important request due to making sure that the department is on track and compliant with permitting requests. The second request is for Wedge Pond for \$100,000 and the third request is \$100,000 for Winter Pond. The funding being requested from CPC this evening would be supplemental or additional funding for the program for Winter Pond. For Wedge Pond, there was \$35,000 received for the study and a similar program is being created. Ms. Rudolph added that for Wedge Pond, the \$35,000 was received at Spring Town Meeting and the project could begin after 7/1. Working with BHB to put together a scope. After the study is complete, the plan is to put together a list of projects and lay them out in a timeline/priority order. It is unsure at this time what sources these will come out of. Mr. Twogood added that if the project(s) were to be moved over to the operating budget, it would belong in the Water/Sewer Operating Budget. The reason that it was kept as is, is because it could lead to construction or capital projects that are required.

Transportation/Traffic

Mr. Schuman presented his requests for the funding of four transportation/traffic projects. These projects would all start as studies. The first ranked project for \$100,000 would take place at the Symmes Corner Rotary. The second ranked project for \$100,000 is for traffic studies at three locations including Park Ave, Kenwyn Rd, and Palmer St. These came up as high priority based on the transportation plan. Mr. Schuman provided the committee with details and reasons why these locations were chosen to be worked on/further studied. The third ranked project for \$100,000 is Ridge and Lockland and the fourth ranked project for \$270,000 is Westland Rd at Wildwood St Construction.

Draft Ranking Sheet

Mr. Twogood provided the committee members with the draft ranking sheet, which contained all of the projects that have been presented to CPC thus far. At the next meeting, Mr. LAWson will be coming to share the update on the four roofs that CPC funded last town meeting and will have a preliminary report. Mr. Twogood took the liberty of putting ADA at the top of the sheet to be unrankable, similarly to last year. He shared the same for other unrankable projects as well, which are still being discussed with staff. Mr. Nixon added that the committee might want to consider raising the current funding amount of \$350,000 for roads and sidewalks to \$375,000 or \$400,000 due to cost of inflation.

Mr. Twogood added that he listed Lynch traffic, Ms. Rudolph had submitted the regular project forms on this. It can be removed from the list if the committee wants. He added that for Muraco Culvert, will need to go back to Town Meeting due to originally going with over nine million dollars, but the most recent estimate is most likely around ten million. This would require a warrant article. Hopefully will be covered by the previous debt exclusion question that passed, as the scope of work has not changed.

Other Business

Mr. Johnson proposed that there be a CPC meeting on 8/2 to look at the preliminary ranking. Mr. McPeek and Mr. Johnson have a meeting on 8/14 Select Board meeting and there should be a CPC meeting to get more into the ranking process. Mr. McPeek suggested that in order to be ready for the 8/14 meeting, the CPC should do the preliminary ranking on 8/2, meet again on 8/9 to discuss how this should be presented to the board as well as the unified message/suggestions.

Next Meeting

The date of the next meeting of the Capital Planning Committee is Wednesday, July 19th. It was motioned by Mr. McPeek for the meeting to be adjourned, seconded by Ms. Philliou with a roll call vote of unanimous to end the meeting at 9:20pm.

Submitted by Kolby Stiles, Recording Secretary

Documents

Doc 1 - CPC Agenda 7/19/23

Doc 2 - ADA Capital Requests Form Packet

Doc 3 - Recreation Capital Requests Form Packet

Doc 4 - Engineering Capital Requests Form Packet

Doc 5- CPC Minutes 5/17/2023