

Minutes
Capital Improvement Committee
November 5, 2018

Attending: Kathy Logue, Cindy Mitchell, Greg Orcutt, Leah Smith, Bruce Stone, Richard Knabel, Joe Tierney

Absent: Michael Colaneri

Also attending, the members of the Facilities Management Committee: Manny Estrella, Richard Olsen, Jen Rand, Pat Mitchell, Scotty Young, Louis deGeofroy

The meeting opened at 4:30 pm.

The committee asked Richie Olsen to present his 3-5 year plan for Town roads. Richie provided a written summary of the regular duties of the highway staff as well as copies of White-Lynch quotes for proposed repaving work on three roads.

Roads. Richie considers the portion of Indian Hill Road from State Road to South Indian Hill intersection (behind Cronigs, estimated at \$181,477.50) as the most pressing. He said it first needs extensive drainage work, which is not included in that estimate. Second priority would be the portion of Indian Hill Road from the South Indian Hill intersection west to the first big curve by Arrowhead Farm (estimated at \$147,693.75). And last priority would be Panhandle Road from the sharp curve by the Ag Hall west entrance to the State Road intersection (estimated at \$76,286.25). Some drainage work done recently has improved the area a lot, which moved the priority of this work down on the list. Pricing is still pending for the drainage work.

Kathy and Bruce noted that there should be a balance sufficient in the Ch. 90 funds to tackle these projects, as long as they are spread out over a couple of years, to allow for more funds to come in for the drainage portion of the work.

Facilities. Jen Rand reported that there was a combined total of between \$70,000 and \$86,000 still unspent in previously authorized warrant articles. Presently, the very pressing need is for a new generator at the Public Safety Building, as the current one failed over the summer. Special parts had been ordered to keep it running, but when it turned out after some wait that they would not work, it was determined that the current generator could no longer be repaired. They are currently looking into some sort of temporary rental arrangement to get us through the winter storm season until after town meeting.

The plan for the April 2019 town meeting is to request a \$100,000 warrant article for the replacement of this generator, and to use the remaining unspent funds on other maintenance needs. In addition, Jen will again be increasing the centralized maintenance budget and looking to the departments to reduce their own where possible, with a goal to fully migrate the maintenance budget to one central one for FY2021. Part of that process is developing a more precise definition of what is maintenance and what is more like departmental supplies (lightbulbs, cleaning supplies, etc.). The more difficult part is developing an accurate annual combined

budget that is appropriate to keep up with repairs, regular maintenance, and painting on an ongoing basis.

Jen also reported that for the Howes House they are currently doing what is absolutely necessary, as the building is in need of a lot of work. Kathy reminded the Facilities Committee that Capital Improvements had already recommended in last year's report the need for beginning a needs assessment for Howes House in FY2020 in anticipation of a renovation within five years.

Jen stated that the other major expense currently on the horizon is the Town Hall phone system in particular, and the goal for a town-wide integrated phone system. Currently, there is a mish-mash of different systems that not only are different, but probably also costing more than they should because it is decentralized. She has found a consultant to help with the development of an RFP and a solid cost estimate for a full system, but he recently had a stroke, so the deliverables have been delayed somewhat. The hope is to get responses that may allow the town to implement the new system in steps.

Leah inquired as to the status of a centrally managed schedule of regular maintenance. Jen responded that Louis is working toward this, but has had to spend most of his time in the last year or two on managing the big and pressing projects. They are also looking at a software system designed for this kind of work, to pull together things such as elevator inspections and maintenance, HVAC maintenance cycles, painting specifications, etc. One big difficulty, especially with painting, is the lack of bidders responding.

Kathy suggested that rather than returning to funding the building maintenance stabilization fund after FY2020, perhaps we should consider continuing with annual warrant articles for emergency needs, such as arose from the generator this year. This would eliminate the need for a special town meeting to release stabilization funds. Leah asked what was the magnitude need to be for such an emergency fund? Bruce suggested instead that this is the express purpose of the Finance Committee's Reserve Fund, and this might be the incentive to increase the amount of that line instead.

In response to a question on the three leased Nissan Leaf vehicles, Jen said that she is pricing out the various alternatives of buying out the leases, or returning them and either entering into new leases or purchasing new vehicles outright.

The next meeting of the committee will be held on December 3rd, with a possible meeting also on December 17th if needed.

The meeting was adjourned at 5:25 pm.

Respectfully Submitted,

Kathy Logue

Approved December 3, 2018