

Capital Planning and Investment Committee Minutes  
January 22, 2015

Members present: Debbie Ricci, Keith Cheveralls, Alan Frazer, Ken Swanton, Pat Wenger, Lorraine Leonard, Tim Bragan  
Guest: Rich Nota and Chief Sicard

Meeting called to order at 8:18 am by Debbie Ricci

Minutes of January 8<sup>th</sup> reviewed.  
Keith motioned to accept the minutes as amended  
Ken Swanton seconded and all in favor

Debbie updated the committee on projects approved by CPC.

**Fire Chief Sicard met with committee to give an update on Engine #2.**

Crack down the main frame of the truck. Estimate to repair the truck is approximately \$114,000.

Sterling Fire Truck fixed the tank cradle which cost \$21,000

The actual cost to repair the truck will most likely be significantly more than \$114,000  
Finance committee discussed the truck and feel it would be more cost effective to accelerate the purchase of a new truck at a cost of \$500,000 that had been planned for FY20..

The committee agrees that the town needs both the Tanker truck and the Pumper truck and now look to find funding mechanisms for both vehicles.

**DPW Rich Nota updated the committee on the Catch Basin Crane project**

The committee and Mr Nota discussed the options of rehabbing the catch basin crane or outsourcing the work. It would be approximately \$10,000 per year to outsource the work but it would free up the employees in the town to do other jobs and avoid spending \$30,000 on a 30 year old piece of equipment.

The catch basin crane would be transferred to a 1999 truck so it is possible that this process would have to be repeated in 5 years.

Decision made to defer the catch basin crane until 2017 and get more information on outsourcing and determine if that is the best option for the town.

Chapter 90 funds for DPW

Harvard is now receiving an additional \$170,000 in Chapter 90 funds FY15.

Could those funds be used for the roads and reduce the amount requested from CPIC?

Rich spread those funds over five years to reduce the amount requested each year for a total reduction of \$280,000.

This will reduce the request by \$40,000 this year.

Rich noted that we are underfunded for roads every year. Stone sealing is the cheaper option but over paving would be beneficial to the roads.

Fuel Dispensing System at \$35,000.

Debbie felt the amount could be only \$30,000 based on the quote provided to us. Rich is going to get a more accurate quote and get back to us.

He agreed he could use \$30,000 until then.

Committee agreed that we should move forward with the Pumper truck and delay the decision on the catch basin crane until 2017.

### **Consideration of funding FY16 Capital articles**

Debbie presented an update on funds available and suggestions for which items to fund.

Capital debt is at 195,000 and it would save approximately \$10,000 if paid off now.

What is the best number to draw down the total of the Capital Debt Fund?

Committee members discussed this at length with many proposals and ideas.

Hildreth House would be debt exclusion

Science Labs would be capital exclusion

Tanker truck would be debt exclusion

Motion made by Ken Swanton that the following items be funded from CPIF:

Police Radios	\$85,000
School VOIP phones	\$100,000
DPW Fuel Dispensing System	\$30,000
Wooden Dock Replacement	\$18,000
DPW Dump Truck	\$175,000
HES Bathrooms (not Kwing)	\$30,000
Fire Dept – Pumper Truck	\$500,000
Debt Payment	\$90,513
BAN	\$71,376
Total	\$1,099,889

Seconded by Keith Cheveralls

All in favor

Motion made by Keith Cheveralls that Hildreth House be financed by excluded debt of amount not to exceed \$1,331,000

Seconded Ken Swanton

All in favor

Motion made by Keith Cheveralls that the Tanker truck be financed through excluded debt for the amount of \$350,000.

Second Alan Frazer

All in favor

Motion made by Keith Cheveralls that the science labs be financed through a capital exclusion for the amount of \$315,000

Seconded by Ken Swanton

All in favor

### **Review of FY17-20**

Remove trash compactor and move catch basin crane to FY17

Change "recurring capital" to state "alternate funding"

Remove SCADA system

Motion made by Ken Swanton that we recommend that SCADA system be removed due to not fitting qualifications for CPIC funding and that they find alternate funding.

Seconded by Alan Frazer

All in favor

The committee discussed and agreed upon removing items from the list that don't meet criteria of the CPIC funding bylaws. The list will be updated and distributed appropriately.

Pat will go back to School Committee and the superintendent to get firmer numbers (if possible) on the requests left on the Capital major project submissions.

Next meeting will be February 5<sup>th</sup> at 8:15am in Town Hall.

### **Prepare for FinCom Meeting Saturday January 24<sup>th</sup> 8:30 am**

Clean up document and give the documents to Fin Com.

Let FinCom know our recommendations and share our rating system with them

Discuss the decision for funding the Pumper truck

Well Request

Keith requested that the water commissioner explain to CPIC the need for their well field request.

### **Discussion of Report in FinCom book**

Debbie distributed an outline of the draft of the report that will be put in the book.

She asked the committee to review the document and send comments back to her by January 29<sup>th</sup> so she can write a draft for the next meeting.

The final report will be due by February 28<sup>th</sup> to be ready for printing.

Summaries to be written as follows:

Hildreth House	Ken
Tanker	Alan
Pumper	Alan
Police Radios	Debbie

Science Labs	Pat
School Phones	Pat
Fuel Dispense	Keith
Boat Dock	Debbie
Dump Truck	Keith
HES Bathrooms	Pat

Motion to adjourn by Ken Swanton and seconded by Alan Frazer at 12:10 pm  
All in favor

Respectfully submitted

Patricia Wenger