

**Town of Newbury  
Capital Planning Committee Meeting  
Thursday January 17, 2013 7:15AM Town Hall  
Meeting Summary**

Members present: **Bob Connors (Chair), Frank Visconti, Tracy Blais, attending, Frank Remley, Chair, Newbury Fin-Com.**

**1. December 6, 2012 meeting summary:**

Minutes reviewed and continued to February 14, 2013 meeting pending quorum of members in attendance for the 12-6-12 meeting.

**2. Town Administrator's report:**

Tracy Blais updated the committee on the status of updated equipment inventory list and FY 2014 CIP and/or equipment replacement requests. Facilities Director Sam Joslin and DPW Director Tim Leonard will be attending the 2-14-13 CPC monthly meeting providing update on pending/completed projects and present FY14 equipment replacement requests and CIP requests.

**3, Review capital facilities & equipment inventory list;**

The committee voted to send Harbor Master a written request to attend the next CPC meeting for updated equipment inventory list and FY 2014 CIP and/or equipment replacement requests prior to the February 14, 2013 monthly meeting. Town Administrator will contact Harbor Master directly on behalf of CPC's request.

**4. Review status of previously approved projects;**

The Needs Assessment reports for the Round School and Library and the "20 Year Replacement Reserve Analysis for both facilities was presented to members for review and further discussion at the January 2013 meeting.

- The committee after review of the above referenced Needs Assessment Report recommends a joint meeting with the Board of Selectmen and Finance Committee to update BOS & Fin-Com and discuss next steps with regard to funding.
- Anticipated reserves in the amount of **\$797,308.00 (Library), \$1,468,790.00 (Round School)** adjusted for 3% annual inflation over the next 20 years has been identified. Appropriate methods of funding to be determined.
- **Immediate needs** for the Library and Round School consisting of Roof repairs, Exterior walls and miscellaneous items totaling \$86,000.00 should be anticipated for the upcoming FY2014 spending plan. (Refer to **DMS design, llc. 100 Cummings Center, 423G Beverly, MA, "Capital Needs Assessment & Replacement Reserve Analysis dated: November 27, 2012)**

The committee voted to request the Town Facilities Director and DPW Director to provide update on all outstanding projects, engineering surveys and to provide a status report on volunteer efforts throughout the town. FY13 approved projects listed below

**FY13 CAPITAL IMPROVEMENT PROJECTS**

Project Description	Goals And Benefits	Funding Expenditure & Source
Town building improvements	Upgrade & maintenance	50,000-Capital Projects Fund*
PD electrical system	Upgrade	12,000-Capital Projects Fund*
DPW catch basin repairs	Upgrade	100,000-Capital Projects Fund*
Roadway paving project	Upgrade	160,000-Chapter 90 Funds**
Round School exterior survey	Preventive maintenance	16,000-Capital Projects Fund*
Library exterior survey	Preventive maintenance	16,000-Capital Projects Fund*
<b>Total</b>		<b>354,000.00</b>

**5. Review current capital project requests for equipment or facility improvements (Fire Dept)**

Fire Chief Bill Pearson presented the committee with a written update on the status of town owned equipment and gear, current condition and life expectancy.

Currently, the structural firefighting protective gear worn by fire fighters is approaching the end of its usual life and the immediate need to address replacement was discussed by the committee. The committee voted unanimously to replace protective gear over a 3 year period purchasing 18 sets per year. Further, the committee recommended that the TA seek immediate funding via Reserve Account to purchase 18 sets within the current fiscal year.

Purchase request was deemed as urgent due to the life & safety nature of the protective gear. The committee recommends that 18 sets be purchased in FY14 and the remaining 18 sets purchased in FY15.

The committee reviewed the current condition of the town owned fire alarm system placed into service 1970. No recommendations pending further review.

**6. Review “Project Priority list”;**

No action required at this time

**7. Update of Approved Projects by Town Administrator/facilities director;**

The committee has requested the Town Administrator contact the facility manager to provide written update of all outstanding approved projects with regard to status, percentage of completion and project costs v. approved budget.

**8. Review CIP Planning Schedule;**

The committee discussed preparation of the CPC annual report for 2013 and capital expenditures through FY2014.

**9. Review current Debt Policies for CPC projects;**

BOS has been presented with current draft of II & III and has taken this matter under advisement pending review.

**9. Other Business;**

No action required at this time.

**10. Next meeting date;**

Next meeting scheduled for February 14, 2013, Town Hall, 7:15AM.

**11. Adjourned**

Meeting adjourned at 8:16 a.m.

Respectfully submitted,

Bob Connors,