

**Town of Newbury  
Capital Planning Committee Meeting  
Thursday December 8, 2011, 7:00AM Town Hall  
Meeting Summary**

Members present: Bob Connors (Chair), Kathleen Pearson, Frank Visconti, Tracy Blais

**1. November 10th meeting summary:**

November 10, 2011 Minutes was unanimously approved as written

**2. Review of Committee Charge:**

- The committee reviewed the current draft of the proposed CPC manual and recommendations from the finance committee chair, Frank Remley, Fin-Com recommendations for the most part have been incorporated into the CPC manual and was unanimously approved as amended.

The approved manual shall bear the date: 12-8-2011. The committee authorized the town administrator to make minor corrections in font-grammar- reference to Mass State law or Town of Newbury Bylaws.

- The committee reviewed the current draft recommendation implementing a facility preventive maintenance program and creating a part time position to help implement and oversee all maintenance activities in regards to town owned real estate, all construction projects, compliance with contracts, local and state construction codes and occupational safety standards. A copy was forwarded to finance committee for review/comments regarding financial impacts/funding stream. No recommendations/concerns from the Finance Committee. The recommendation creating a facility preventive maintenance program was unanimously approved as written. The committee has offered assistance presenting this recommendation to the appropriate town boards and committees required to adopt this recommendation.
- The committee has requested Town Counsel to issue a written legal opinion regarding funding of the part time position referenced above from the capital funding account or the reserve account.

**3. Review capital facilities & equipment inventory list:**

The committee has identified the following town owned capital facilities

- Byfield Public Library
- Newbury Elementary School
- Newbury Transfer Station

- Woodbridge School Building
- Newbury Town Hall
- Newbury DPW Garage
- Byfield Yellow School
- Byfield Grange Building

The committee has unanimously recommended that the Town administrator initiate “Request for Proposal” to evaluate the exterior building envelope of town owned facilities to ensure that our buildings are as water-tight, energy-efficient, and safe as possible.

The RFP should investigate and evaluate the building envelope (roof, walls, windows, waterproofing and structure) to identify, define and resolve existing problems as well as to eliminate future problems, thereby extending the service life of the building. RFP should contain projected costs of corrective solutions.

Committee has prioritized each facility as listed above based upon the age, outstanding debt and known conditions of unoccupied structures.

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

No action required at this time.

**5. Review current capital project requests for equipment or facility improvements:**

No action required at this time.

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

No action required at this time.

**7. Update of Approved Projects by Town Administrator/department head;**

No action required at this time.

**8. Review CIP Planning Schedule;**

No action required at this time

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

No action required at this time

**10. Other Business;**

A potential project request was brought to the committee’s attention regarding town owned land located at 6 Kent Way. The Byfield Pioneer League is interested in developing this site for recreational fields, privately raising the necessary funds.

The committee applauds this effort and would recommend the review by town agencies for zoning, wetland and public use compliance.

- Planning Board Review/waiver;

- Conservation Commission Review/waiver
- Building Department Review/waiver
- Town Counsel written legal opinion on project request
- Recreation Committee review
- Finance Committee review financial impacts/funding stream if applicable

Kathleen Pearson provided an update to the committee on “Municipal Information Mapping Access Program” (MIMAP) available to Newbury departments and the importance of creating a centralized data base cross-referencing inter-departmental information.

A workshop/meeting has been scheduled at the Triton Regional High School for Tuesday, December 13th at 2:30 pm regarding benefits-use and implementation of the MIMAP system.

Finance Committee review should be considered to determine financial impacts/funding stream if applicable.

**11. Next meeting date;**

Thursday, January 12, 2012 @ 7:15 am at Town Hall.

**12. Adjourned**

12-8-11 meeting adjourned at 8:10 a.m.

Respectfully submitted,

Bob Connors,