

**Town of Newbury
Capital Planning Committee Meeting
Thursday March 8, 2012, 7:15AM Town Hall
Meeting Summary**

Members present: Bob Connors (Chair), Kathleen Pearson, Frank Wetenkamp, Frank Visconti and Chuck Bear, (liaison to Board of Selectmen)

1. February 9th meeting summary:

February 9, 2012 Minutes was unanimously approved as written.

2. Town Administrator's report:

Director of facilities (DF), Sam Joslin updated the committee on numerous previously completed projects consisting of Capital Improvement Program (CIP) projects and the Comprehensive Maintenance Plan (CMP) projects during FY12 and identified several FY13 projects for consideration. See attachment "A"

The DF has identified and prioritized FY13 projects that address corrective maintenance and preventive maintenance tasks. The Town of Newbury, which is recovering from a history of inadequate maintenance, is currently developing maintenance management programs that correspond to the number and age of its facilities.

3, Review capital facilities & equipment inventory list;

The committee reviewed all previously submitted Capital Project Requests to evaluate each request for consideration as FY13 expenditures.

4. Review status of previously approved projects;

No update or action required at this time.

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

The committee unanimously approved/recommended the following projects, vehicles and equipment expenditures through FY13.

CAPITAL IMPROVEMENT PROJECTS

Project Description	Goals And Benefits	Funding Expenditure & Source
Town building improvements	Upgrade	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
Total		354,000.00

CAPITAL EQUIPMENT & VEHICLES

Description	Goals and Benefits	Funding Expenditure & Source
PD-Police Cruiser	Replace car #24	26,500-General budget
DPW-Rubber Tire Backhoe	Replace 1999 model	113,000-Certified Free Cash
Total		139,500.00

6. Review “Project Priority list”;

No action required at this time

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

. No update or action required at this time

8. Review CIP Planning Schedule;

No action required at this time

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. BOS review and action is anticipated to be completed at the next BOS meeting.

9. Other Business;

No action required at this time

10. Next meeting date;

FY13 budget process is underway and Committee members are asked to reserve Thursday, March 29, 2012 as a place holder meeting in anticipation of the FY13 budget needs.

11. Adjourned

3-8-12 meeting adjourned at 8:17 a.m.

Respectfully submitted,

Bob Connors,

ATTACHMENT "A"



Town Of Newbury
Office of

Inspectional Services

Newbury, MA 01951-4799

Phone: 978-465-0862 x309

Fax: 978-465-3064

TO: Capital Planning Committee

FROM: Sam Joslin, Facility Manager

DATE: March 8, 2012

SUBJECT: Annual Report

To date the following projects have been completed and paid for out of capital funding accounts for

FY 2012:

Town Hall

- Strip and replace roof
- Replace meeting room ceiling
- Repair front step railing
- Renovate front entry – new doors, floors, bulletin boards and paint
- Replace all lighting with high efficiency fixtures and bulbs
- Refinish meeting room floor
- Replace meeting room chairs, flags and rugs
- Replace windows and doors in PD trailers
- Replace heating system in PD trailers
- Install bulletproof glass in PD reception
- Clean gutters, windows and chimney cleanout
- Patch floor and install floor drain in PD
- Install new flooring in TA office
- Replace entry door on PD
- Install fire rated ceiling in PD
- Convert heating system from oil to gas

DPW

- Install 5 new garage doors
- Strip and re-roof main building

- Cover all trim with aluminum
- Re-roof salt shed
- Install exhaust vents with mechanical openers
- Replace all doors with compliant fire rated doors
- Fire rate and paint ceiling
- Install fire dampers in vents
- Replace all lighting with high efficiency fixtures and bulbs
- Increase service size and rewire entire building
- Rewire "other building" to prep for new bays
- Install new alarm system
- Replace all windows
- Repair HVAC system
- Insulate attic space
- Replace unsafe tools and lift

Transfer Station

- Replace exterior door
- Replace heaters

Woodbridge

- Replace and re-point bricks at rear of foundation
- Remove tree at front of building
- Secure doors window wells and roof hatch
- Patch hole in building

Yellow School

- Replace fascia on side entrance
- Secure bulkhead covers and side entry doors

Lower Green Schoolhouse

- Repair, re-glaze and repaint windows and doors

Proposed for the remainder of FY 12' and FY 13' funded from capital funding accounts:

Town Hall

- Strip and reside
- Repaint and stain exterior
- Paint interior

- Update electrical service and repair deficiencies
- Install central air and air exchanger
- Insulate attic space
- Replace retaining wall and re-grade around septic
- Replant in front of building
- Define islands with granite curbing and repave lot
- Install pylons in front of dispatch
- Install bulletproof windows on exterior of dispatch

DPW

- Raze and rebuild two bay garage
- Replace existing fueling station tank
- Salt shed storage addition
- Repave lot

Lower Green Schoolhouse

- Repair chimney

Library

- Repair and repaint trim
- Repaint structure
- HVAC repairs/alterations
- Install heat coils on front of building for ice dams

Larkin Mill

- Raze structure

NES

- Repair seems on EDPM roof

I am currently exploring 3rd party agreements with energy suppliers including solar contractors and Load Response programs to further reduce the cost of the utilities to the town. I have also become involved in MMA, MVPC, MMEG and MIIA to utilize the expertise of other groups and organizations in our efforts to reduce cost and be environmentally friendly.

Please be aware the list of completed items and the list of proposed items, mostly if not completely, are a result of volunteerism of citizens of the Town of Newbury and others who work closely with them.

This volunteerism has resulted in cost savings in the tens of thousands of dollars which has allowed the Town to make further capital improvements. The Town has also realized a considerable cost savings on our utility bills as a result of a number of improvements.

Respectfully,

Sam Joslin

Newbury Building Commissioner