

**Town of Stow
Capital Planning Committee
Meeting Minutes
March 14, 2013**

7:40 PM: **Call to Order**

- After a duly published notice, the Capital Planning Committee convened in the Warren Room at the Town Building and the meeting was called to order.
- Attendance: Committee members: Dave Arsenault, Charlie Kern, Ross Perry, Myie Yvanovich, Steve Jelinek. Associate members: Michelle Mase, Ed Steinfeld
- The minutes of the February 28, 2013 meeting that were distributed to Committee members via email prior to the meeting were reviewed. Myie will amend the minutes to include the names of the cemetery commission members. A motion to accept the meeting minutes as amended was made by Charlie Kern, seconded by Dave Arsenault and unanimously approved.
- The Committee welcomed new Associate member Michele Mase

7:45 PM **Review of Capital Requests**

Planning Department – Karen Keliher

\$150K Lower Village Traffic Study

- Requesting funds to complete construction drawings/plans for Lower Village Traffic planning in preparation of submission of MassWorks Grant (to fund construction)
 - Grant application – September 2013/shovel ready for March 2014
 - Plan will improve drainage, sidewalks and address traffic issues
- Total expenditure to date for traffic study approximately \$100K/\$40K granted last year/\$10K remaining
- Primary benefit to the taxpayer?
 - Better economic area in Stow
- Can this be delayed or phased?
 - A delay may mean missing an opportunity for a MassWorks grant
 - Delay may affect other improvements to the lower village
 - Cannot be phased as the funds are intended for construction drawings

Purchase of land – 323 Great Road

- Listed price \$369K/assessed value \$250K
- Planning Department is having property appraised
- Prime location/center of town
- Public meeting was held – potential uses include well site for municipal use; Fire Department; affordable housing; open land
- Discussion of use of CPC funds

NHRS – Bill Cleary

2013 summary: Hale AC complete

Roof on well station – work will be completed this spring/have three bids for work in \$9.9 – 11.5K range

Hale Smoke Detector Replacement - \$35K

- Includes replacement of duct detectors annunciators and batteries
- Existing equipment is over 15 years old
- Equipment cleaned last year
- 4 – 5 trouble alarms this school year
- Bill will look into separating annunciator and detector work
- Consider this to be top priority

Hale Driveway – Hartley Road - \$90K

- Repair Hartley Road – responsibility of school per lease agreement
- Two options:
 - \$56K to repave/repair – short term solution to problem
 - \$90K to grind surface/repave including small parking area on left as you approach the school
- Bill Cleary will consult with Highway Dept.
- Priority #2

Hale Elevator Repairs \$15K

- Elevator shut down between floors with students in car
- Elevator board is obsolete
- Equipment needs to be evaluated and repaired
- Priority #3

Windows/Exterior Sheathing \$20K

- Classroom ring mildew odor warranted investigation found sealant on edge of aluminum windows and the stucco is gone water is penetrating building
- Seal windows in critical areas/second floor windows
- Critical areas mainly on north side of building
- Priority #4

Underground Oil Tank Removal \$18K

- Gas boilers/no longer using oil
- 8,000 gallon tank needs to be removed/over 15 years old
- Believes tank is in a vault
- Will investigate option of abandoning tank in place/will contact conservation commission
- Priority #5

9:30PM Meeting will be held March 28 at 7:30 PM to review capital requests

9:25 PM A motion was made by Ross Perry to adjourn the meeting; Dave Arsenault seconded the motion. The motion was unanimously approved.

Respectfully submitted,

Myie Yvanovich