

**Town of Stow
Capital Planning Committee
Meeting Minutes
March 5, 2015**

7:30 PM: Call to Order

- After a duly published notice, the Capital Planning Committee convened at the Town Building and the meeting was called to order.
- Committee members in attendance: Dave Arsenault, Charles Kern, Steve Jelinek, Ross Perry
- A motion by Mr. Perry to recommend the Committee approve the minutes of the February 11 meeting was seconded by Mr. Kern and approved
- Mr. Perry presented a brief synopsis of the Town Administrator's Financial State of the Town meeting that he attended on the Committee's behalf on February 25

7:35PM Highway Department FY16 Capital Requests and Five Year Plan Review

- Scott Morse, Assistant Highway Superintendent, presented an overview of the Department's requests for FY16. Highlights included:
 - The loader for which the Department is requesting funding is to augment (not replace) the existing loader, which will be used as a backup unit
 - Cost breakdown: loader \$164,000; brush cutting attachment \$65,000
 - The department is considering purchasing a snowblower attachment for the unit at an additional cost of \$125,000
 - Renovation of the bathroom in the Highway barn is necessary because the current bathroom is in poor shape and is not ADA-compliant
 - The estimated cost (\$20,000) includes new walls, grab rails, fixtures, and plumbing (including some plumbing under the slab floor that must be redone)
 - Funds being sought for resurfacing Gates Lane (\$70,000) because current state Chapter 90 funds are only enough for the Department to complete the large projects, which means small but critical projects like Gates Lane don't get done
 - The Department has a total of fifteen similar projects that it intends to seek funding for over the next 10 years
- The Department's five year capital plan was reviewed. The plan covers both equipment replacement and roadway improvements.

8:15PM Highway Department FY16 Capital Requests and Five Year Plan Review

- Police Chief Bill Bosworth and Administrative Assistant Darlene Trefry presented an overview of the Department's requests for FY16. Highlights included:
 - The Department is seeking \$27,000 to replace the administration vehicle with an unmarked Ford Interceptor SUV.
 - Estimated cost of the vehicle is \$31,382.75; estimated trade-in value of the vehicle the Department intends to replace (2011 Ford Fusion hybrid) is \$4,900 for an estimated net price of \$26,482.75

- Chief Bosworth commented that the Ford Fusion has not worked out for the Department and that he would feel very comfortable explaining why to the voters at Town Meeting
- The Department will not need funding to carry out the parking lot and sidewalk repairs at the Police Station; these projects were already carried out with assistance from the Highway Department
- Chief Bosworth explained that at the request of Building Inspector Craig Martin, the Department has not yet replaced the HVAC system in the Police Station.
- The Department's five year capital plan was reviewed.

8:45PM

Stow TV/LACAC FY16 Capital Requests and Five Year Plan Review

- Anne VanTine explained Stow TV's requests for FY16. Highlights included:
 - Both of the projects that Stow TV is considering implementing are eligible to be paid for using the capital accounts that LACAC has, which are funded from surcharges on residents cable bills
 - The most likely project to be undertaken first is to install fixed cameras and microphones in the Community Center at Pompo

9:00PM

There being no additional business to consider, a motion by Mr. Arsenault to adjourn the meeting was seconded by Mr. Perry and unanimously approved.

Respectfully submitted,
Steve Jelinek