

**Town of Stow
Capital Planning Committee
Meeting Minutes
March 10, 2016**

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, Ross Perry, Steve Jelinek
- A motion by Mr. Perry to recommend the Committee approve the minutes of the March 3 meeting was seconded by Mr. Jelinek and approved

7:35PM Planning Board FY17 Capital Requests and Five Year Plan Review

- Karen Kelleher, Town Planner, presented an overview of the Department's request for FY16 (\$10,000 for the Town Sidewalk account). Ms. Kelleher explained that the funding source for the Sidewalk Account for the past few years has been from residential developers, who are required to either construct sidewalks in their developments or contribute to the Sidewalk Account. With the completion of Villages at Stow and the Arbor Glen development, there have been no contributions to the account for several years. The balance on the account is now approximately \$10,000. Ms. Kelleher further explained that the Planning Board does not yet have a definitive plan that prioritizes where in Town sidewalks are needed, and that the Planning Board Sidewalk Subcommittee had started the process of prioritization about four years ago. She explained that with the Town voting to join the Complete Streets program, it is eligible to apply for funds to hire a consultant to assist in filing for grant money for sidewalk construction funds. She further explained that the current estimated cost for building sidewalks is \$75 per linear foot, which suggests at the Board's current rate of funding requests for the Sidewalk Account (\$10,000 per year) it will be quite a number of years before the Account will contain sufficient funds to construct all of the sidewalks where they are needed.
- The Committee requested that Ms. Kelleher provide a copy of the Town Master Plan that pertains to sidewalk development.
- The issue of maintenance of the Town's sidewalks was discussed.
- The Department's five year capital plan was reviewed. In addition to the Sidewalk Account request, the Board expects to request \$150,000 in FY18 to fund the development of construction plans for the Gleasondale Streetscape project
- The Committee thanked Ms. Kelleher for her many years of service to the Town, and wished her well in her retirement.

8:15PM Police Department FY17 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 FY17. Highlights of the discussion:
 - The Department is seeking \$37,000 to replace its remaining Ford Crown Victoria patrol vehicle with a Ford Interceptor SUV.
 - Chief Bosworth explained the Department's rationale for maintaining a seven vehicle fleet, and noted that he had received several questions from residents lately about this subject. He explained that this allows them to spread the

usage out, thereby reducing the mileage accumulation on each vehicle, which reduces repair costs and wear and tear on each vehicle. He noted that several times a year the Department has need for all seven vehicles to be in service simultaneously, including Springfest and other Town events.

- Chief Bosworth also explained that the Department will be taking delivery on a three year old Ford Interceptor sedan that had never been put into service. This vehicle will replace the Ford Crown Victoria patrol vehicle that had previously been involved in an accident. The Department had received approval from the Finance Committee for a Reserve Fund Transfer to make up the difference between the insurance settlement received on the damaged vehicle and the cost of the new vehicle.
- The Department's five year capital plan was reviewed. Chief Bosworth noted that they expect to continue their practice of replacing a vehicle every year. He believes this allows them to adequately rotate the use of each vehicle and retire the vehicles before they start to develop expensive mechanical problems. In addition, the Department expects to request funding in FY18 for a new copier and funding in FY19 to paint the Police Station.
- In response to a query from Mr. Perry, Chief Bosworth and Building Inspector Craig Martin noted that the HVAC upgrade to the Police Station, for which funding was approved in FY15, has not yet been completed. Mr. Martin explained that the town now expects to be eligible for up to \$30,000 in grant funding to offset a portion of this upgrade now that the Town has met the criteria to be included in the Green Communities Program. Mr. Martin further explained that there are currently two options under consideration for the HVAC system upgrade, and that a portion of the grant money is expected to be used to hire a mechanical designer to recommend the best solution.

8:45PM 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