

MINUTES
Capital Planning Committee
February 23, 2017 at Town Building

Present: Steve Jelinek, Chair, Julianne North, Jim Salvie, Dave Arsenault

Mr. Jelinek called the meeting to order at 7:30 p.m.

Mr. Arsenault moved to approve the minutes of the January 19, 2017 meeting. Mr. Salvie seconded. Mr. Jelinek, Mr. Arsenault and Mr. Salvie voted in favor, Ms. North abstained, and the minutes were approved.

Ms. North moved to approve the minutes of the February 16, 2017 meeting. Mr. Salvie seconded. Mr. Jelinek, Ms. North and Mr. Salvie voted in favor, Mr. Arsenault abstained, and the minutes were approved.

Mr. Jelinek noted that the Town Administrator's annual budget joint boards meeting would be held at the Selectmen's meeting this coming Tuesday, February 28.

Ms. North reported that she had attended yesterday's meeting of the town building re-use task force and that it was tentatively agreed that the cemetery department's equipment presently at the old fire station would stay there, and that the highway department would move equipment presently at the old fire station to its main facility on So. Acton Road. There is talk of a Quonset hut type building for cold storage.

I. Building Department.

A. Craig Martin, building inspector, presented his plans for updated HVAC equipment at the police station. Town Meeting had previously approved \$150K for this project in 2014, of which \$146K is remaining. However, new cost estimates from the vendor place the cost at approximately \$371K. Mr. Martin made clear that he could make up much of the difference using Green Community grant funds and unexpended amounts from prior warrant articles, and is looking for a new appropriation at ATM for this project of only \$38K. In response to the Committee's questions Mr. Martin said that, on advice of the vendor, he was taking a different approach than had been contemplated three years ago. Whereas three years ago he had intended to rely mostly on mini-splits, he and the vendor now favored a "variable refrigerant system" that, among other things, allowed more temperature control in individual rooms and offices. This system is similar to a heat pump.

The Committee asked Mr. Martin for more reasons why the new system presented a meaningful, qualitative difference over the old. The Committee asked Mr. Martin to speak with the vendor and consider what kind of system could be purchased for approximately \$250K (representing the amount left in the 2014 warrant article and the Green Community grant) and noted that this amount was still \$100K more than what was approved three years ago.

B. Mr. Martin presented his request for \$16K to replace sprinkler heads and some pipe in the Town Building sprinkler system. The system is 26 years old and he feels it is

beyond time to replace these parts. The project contemplates replacement of all 230 sprinkler heads and some pipe in the selectmen's office and town administrator's office.

C. Mr. Martin presented his request for \$25K for build out of the lower floor of Town Building to provide office, storage and meeting space for the Historic Commission, Finance Committee and Capital Planning. The members of the Committee agreed that build out and use of the space was necessary, and that there was need for capital planning records to be stored at Town Building rather than at the chair's home, but questioned the need for an actual dedicated office. Mr. Martin agreed to examine how much cost savings there would be from one less office.

II. Library

Sharon Brownfield from the Library Restoration committee met with the Committee and reviewed the status of the project. The restoration of the second floor of the Randall library is, in general, designed to make it an "adult space". The cost, including add alternates of storm windows and historic wall lighting fixtures bring the cost to \$363K, to be funded by the CPC. There was discussion of how the CPC's approval has been held up because there is confusion about what will happen to Historical Society artifacts on the second floor. Ms. Brownfield and a representative from the Friends of the Randall library said that conversations were ongoing, that Dot Spaulding had some ideas on resolution, as did Melissa Fournier, the library director.

III. Community Preservation Committee.

A. CPC chair Cortni Frecha and Administrator Krista Bracci presented two plans to acquire conservation restrictions on the Carver Hill orchard and small farm. Bob Wilber from the Stow Conservation Trust joined them. The Carver Hill project is larger. Mr. Wilber stated that the appraised value of Carver Hill, with development rights, is approximately \$3.7 million. The property has the potential for 30 house lots. The appraised value without development rights is \$1.3 million, meaning the conservation restriction has a value of \$2.4 million. That value was negotiated with the Lord family down to \$2 million. Of that, the CPC would contribute \$1.4 million, a state grant would fund \$500K, and Stow Conservation Trust would contribute \$100K. The CR would restrict future use to farming, and would allow the construction of one house lot for the Lord family that is not there now.

The appraisal for small farm is not complete but will be completed before ATM. Mr. Wilber was confident, however, that the value of the CR on that property will be well in excess of the \$300K that Dwight Sipler has agreed to sell it for. It is uncertain how many house lots could fit on small farm. That figure will be part of the appraisal.

B. SMAHT has requested \$150K to be paid to Habitat for Humanity for development of a three bedroom duplex on Pine Point Road, at the corner with Sudbury Road, covered by an affordable housing restriction. Habitat supplies the labor and finds the family, and requires only that the cost of materials to be covered. SMAHT has also requested \$200K to augment its fund for buying deed restricted properties in danger of foreclosure where the foreclosure might invalidate the deed restriction.

C. Ms. Frecha explained the request for \$280K for development of 323 Great Road into a park. She noted that the Recreation Commission had not yet approved this request but that they were expected to do so when they next met. She also said that informally it was expected that the Recreation Department would manage the property once developed. The Committee inquired into who would act as project manager of the development and it was assumed that Conservation Coordinator, Kathy Sferra, would do so.

Ms. Frecha said that the CPC has approved all the projects except the park (because Recreation has not approved it) and library (because Historic has not approved it) and had balances of \$314K in the open space account; \$678K in the historic account; \$272K in the affordable housing account; and a balance of \$3.7 million in its unrestricted account. This year's proposals represent about half of these balances. Total appropriations for last year were \$650K, including the 29% match from the Commonwealth.

Mr. Jelinek stated that next week the Committee will meet with the police, fire, and highway departments.

There being no further business, at 9:32 p.m. Mr. Salvie moved to adjourn, Ms. North seconded, and all voted in favor.

James Salvie, Clerk