

**Town of Stow - Capital Planning Committee
Minutes of Meeting – March 9, 2017**

7:30 PM: Meeting called to order. Committee members in attendance: Julianne North, Dave Arsenault, and Steve Jelinek.

Alice Deluca, representing the Minuteman School District, briefed the Committee on recent developments with regard to the District's School Building project. She reported that Gilbane Building Company had been the successful bidder for the General Contractor's role for the project, and that the firm had been hired under the Construction Manager at Risk Contract. She also noted that Skanska USA will continue to serve as the Owner's Project Manager and that Kaestle Boos Associates remains the project architect. She explained that the project is on or slightly ahead of schedule, with a school board vote on the 100% project cost estimate scheduled for March 13 and 100% design drawings due to be provided by the architect by March 14. She also reported that an archeological survey of the new school construction site had been completed with nothing of substantial significance having been found. She noted that due to changes in the building design, the District expects to finish the project a year earlier than originally anticipated (the original move-in date was 2020; the current projection is in 2019).

During the ensuing discussion, the Committee requested information about whether subsurface ledge had been found within the site boundary, whether there was any change to Stow's projected Capital assessment, and when the District expected to seek bonding for the project.

8:00 PM: Jesse Steadman and Valerie Oorthuys of the Planning Department presented information about the traffic and drainage improvements planned for Lower Village. Also in attendance representing the Planning Board were Lori Clark and Ernie Dodd.

Mr. Steadman reported that the amount that the Board currently plans to request from the Town at Annual Town Meeting for the Lower Village Project is \$492,000. He explained that the project is intended to address known problems with traffic, storm drainage, pedestrian safety, and to make the Village more attractive to current and prospective businesses. He explained that the current plans call for maintaining a 50 ft wide right of way along Great Road between Bradley Lane on the western end of Lower Village and the Melone & Sons access road on the eastern end. This will necessitate acquisition of easements on the south side of Great Road, some of which had already been acquired through donations. He noted that the project cost includes the cost to acquire the remaining easements.

Mr. Steadman further reported that the total project cost estimate currently stands at \$1,742,000, to be funded as follows: \$400,000 from Chapter 90 highway funds, \$850,000 from the State grant, and \$492,000 raised and appropriated by the Town. He also reported that the Planning Department is actively seeking additional funding from the state and intends to use the current balance of the Town's Sidewalk Fund (approximately \$20,000) to defray the costs associated with the sidewalk repairs associated with this project. As a result of these ongoing efforts, he noted that it was possible that they would be able to request a lower figure at Town Meeting.

Regarding the Department's request for \$50,000 to enable completion of the Complete Streets prioritization plan, Mr. Steadman explained that it was his understanding that funds expended under this project are eligible for 100% reimbursement from the state, which would enable the prioritization project to be completed at no net cost to the Town. The Committee requested that he confirm this prior to Town Meeting.

With respect to the Department's five year capital spending plan, specifically the projected requests for funds to replenish the Sidewalk Fund, Mr. Jelinek offered the opinion that the

Committee would likely be more supportive of the Town allocating funds to construct sidewalks if a maintenance plan for those sidewalks were to be developed.

8:30 PM: Ms. Pat Marone and Mr. Jeff Converse of the Nashoba Regional School District presented information to the Committee about the District's funding requests for FY18. Mr. Converse reported that \$12,000 was being requested to repair a section of the tile floor in the foyer of Center School. He noted that originally this section was intended to be fitted with floor-level lighting, but that this aspect of the design was not implemented and so sections of the floor tile were now broken and creating a hazard for the students. He also noted that the District is requesting \$40,000 to replace one of the Hale School's boilers, which is leaking. In response to the Committee's request, Mr. Converse agreed to investigate reducing the cost of the boiler replacement by filing a claim with the District's insurance carrier.

Relative to the District's request for \$50,000 to complete the Building Information Management System for Hale School, Mr. Converse reported that he had been made aware that a previous District Facilities Manager had completed the first phase of this project (installing sensors and wiring in the school's offices) during the 2005 – 2006 timeframe. The second phase will entail installing sensors in the classrooms. He described the benefits of such a system as being able to alert the Facilities staff to temperature discrepancies during periods when the building isn't occupied. During the subsequent discussion, Mr. Converse acknowledged that completing this project was not a pressing matter and that it could be postponed to enable more complete information about the costs and anticipated financial benefits to be developed.

With respect to the District's five year spending plan, Mr. Converse explained that in his view the most pressing item was the replacement of exterior doors at the Hale School, some of which are no longer functioning properly.

The Committee subsequently agreed to meet on March 23 to begin the process of considering and making recommendations about the Departmental requests for FY18.

9:15 PM: There being no additional business for the Committee to discuss, a motion by Mr. Arsenault to adjourn the meeting was seconded by Ms. North and unanimously approved.

Respectfully submitted,
Steve Jelinek