

MINUTES
Capital Planning Committee
February 16, 2017 at Town Building

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

Mr. Jelinek called the meeting to order at 7:31 p.m.

1. Town Clerk. Linda Hathaway, Town Clerk, presented her fiscal 18 capital requests and five year capital plan. The Clerk's Office is requesting \$85,000 in fiscal 18, to be funded by the Community Preservation Committee (CPC), to continue its work on preservation and digitization of town records. Ms. Hathaway brought preserved selectmen's minutes and other records to illustrate the work performed so far from prior years' funding. Ms. Hathaway has obtained an estimate for a scope of work totaling approximately \$59,000 but maintains her \$85,000 request because she anticipates adding to that scope. In response to the committee's questions, she clarified that the result of the work is that the tangible documents are preserved in binders with mylar sleeves, and the records are digitized to be put on-line as well as onto CDs. Only two vendors in the Commonwealth perform this work. She pointed out that revisions to the public records law encourage electronic access to documents.

The Clerk's Office is also seeking \$15,000 to purchase two new ballot tabulation machines. The office currently owns two, one from 2000 and the other purchased used in 2010. Ms. Hathaway maintained that the machines are obviously old and past their expected life span and new parts are difficult to come by. In response to questions, she noted that the machines have only broken down once during an election, in 2008. However, she fears that it will happen again, during a big election like last fall's. Because the tabulators for the two precincts must be identical, two must be purchased at the same time. She noted that reserve tabulators of the "old" model can be rented for about \$900, and she does that now, but points out that the machines will have to be replaced sooner or later.

2. Stow TV. Anne Van Tine of Stow TV joined the committee and said Stow TV is seeking to spend \$12,000 on an "anycast" video mixer to install at Pompo, to relieve the necessity of lugging the portable mixer there. The portable mixer is usually at Hale and a non-portable one in town building. If they bought another, the current portable one would stay at Hale. There was some discussion of the likely frequency of events at Pompo that would be recorded. Stow TV is also seeking to spend \$29,000 on recording equipment for Pompo. Any money spent by Stow TV would be from its reserves, not the tax levy. Nonetheless, it was the committee's understanding that changes in the law require such amounts to be approved by town meeting, unlike in the past. Ms. Van Tine estimates that Stow TV's reserves have a balance of approximately \$380,000.

3. Cemetery. Cemetery Superintendent GH Gledhill and Cemetery Commissioner Kenny Banks met with the committee to review their revised requests. GH made clear that the Cemetery Department is no longer seeking to build their proposed new building in fiscal 18, though they were requesting \$50,000 to pursue a concept design. The committee suggested that the request may be premature because of the ongoing

work of the Space Use working group, which could very well present a solution to the Cemetery Department's equipment storage needs. GH and Mr. Banks made clear how unacceptable the old Highway Barn has become, and were skeptical that even the old Fire Station would meet their needs. GH and Mr. Banks stated that they could see the unlikelihood of this item's approval after the discussion.

GH presented information on the Cemetery Department's request for \$60,000 for a "skidsteer," i.e. a "bobcat" type of small front end loader. GH said the skidsteer could be used for lifting heavy "cover" at grave sites and building roads in the cemeteries, but its primary anticipated use was for snow removal at Pompo, a duty that the Cemetery department has taken on. GH maintained that the skidsteer would free up some Highway vehicles that presently are used for snow removal at Pompo, and would allow snow removal to proceed more quickly so the crew could get down to the police station and remove snow there. This led to inquiries about why the Highway department was not presenting this request and to the Town Administrator's current plan to fold the Cemetery Department into the Highway Department. The committee suggested to GH that the request for the skidsteer might be premature and perhaps should wait for these organizational changes to occur.

Mr. Jelinek reminded members of the committee that next week we would meet with the Library, CPC, and Building Dept.

There being no further business, Ms. North moved to adjourn at 9:12 p.m, Mr. Salvie seconded, and all voted in favor.

James Salvie, Clerk