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MEETING MINUTES  
**CAPITAL PLANNING COMMITTEE**  
 Wednesday, January 2, 2019 6:00PM  
 SELECTMEN'S UPPER TOWN HALL  
 TOWN HALL, 21 SOUTH MAIN STREET

**COMMITTEE MEMBERS PRESENT:**

Marsha Petrillo  
 Rob Dandrade  
 Jeanne Daley  
 Barry McCloskey

**OTHERS IN ATTENDANCE:**

Angie Ellison Town Manager

**1. Call to Order:**

It being 6:04 PM, the meeting being properly posted, duly called and a quorum being present, the meeting was called to order by Rob Dandrade, Vice Chairman.

**2. Previous Meeting Minutes Review:**

December 13, 2018 on hold.

**3. Five year Plan Preparation.**

**a) Submission Required by 1/7/2019.**

Angie promised ("guaranteed") \$400,000 for capital (similar to last year)

Angie said that the special town meeting on February 5, 2019 will only affect current spending, not next year (2020)

Angie insisted that she had to have FY2020 Capital number's by January's end.

Marsha Petrillo wanted to clarify, and said that at Town meeting there was a no vote to transfer any remainder from overage of the 2.5 for stabilization to the capital account.

She was not clear as to where the money comes from? Angie said that the \$400,000 to Capital Fund Account is part of the budget, it has been built into the budget for the FY2020. Barry asked the Town Manager what we were working with for stabilization.

What amount needs to be kept in that account? Angie told the committee that the amount is \$2.5 million and anything above that kicks into the capital account. She also said at this time no free cash will be certified until some of the issues in the finance department have been resolved.

All departments were asked to submit their 5-year plan with the exception of the Library and Council on Aging, who will submit a 2-year plan. Any department who has not submitted a plan will not be considered.

Barry and Rob noted that what was missing (promised by town manager) - fleet listing; need listing by department, by type of vehicle and standard useful life.

Rob said that making a decision tonight without having all members present including the chairman should not be considered. The committee will vote on decisions at the next meeting. He discussed the budget calendar that the Planning Committee had. To clarify the questions, Angie said the priority and capital program has to be submitted to her by the end of January 2019. She told the committee to discontinue using the calendar that DLS gave us and she explained to them it is not the time line she wants us to use.

Marsha asked if the Senior Center submitted a request for the parking lot. There was \$25,000 awarded through a grant for that project and they were asking for an additional \$70,000. Town Manager asked the members to make a decision tonight on the requests that were submitted with the money we have (\$400,000). The five year plans will not be touched until she can come up with a more sustainable capital improvement plan. Barry commented that the committee is happy to hear that she is confident that the amount of money can be honored with the chaos surrounding the finances and special meetings.

Angie said financially speaking the town is in good shape, there is still money coming in and we can pay the bills. The issue is in management of it internally. Reporting's have not been completed and there are a lot of deficiencies that affected our ratings. The Treasurer/Collector and Accountants positions have been outsourced and they are available only two days a week to us. Angie talked about the reasons for the February 5, 2019, Town Meeting. Angie said the vote could impact the accounting company working for the town. They would not be able to continue the work because we would not be able to pay them.

The committee discussed at length Taft and Whitin School sidewalk renovations, Taft School doors exterior / interior and the Whitin School doors exterior/ interior.

Senior Center - Parking Lot – This topic was discussed and the committee planned to fund \$70,000. However, when the committee began reviewing the DPW projects, they realized the funding for that was also a project listed in DPW. Town Manager contacted Benn who advised that the number in his package was correct. The committee started to review the DPW projects and stopped. Hartford Ave water main replacement was \$700,000. Water well study and design cost \$200,000. This will be taken up at the next meeting. Police review and committee discussed the fleet list from the town and how the vehicles need to be compared for vehicle life and usage. They also discussed the door locks at the Police Station. Fire – Cardiac Units - the plan was to refurbish their old cardiac units but the manufacturer no longer produces these and parts will be hard to find raising the costs of repair. Committee decided it was in the best interest of the Fire Department that they set aside \$80,000 a year for the purchase of a new ambulance by FY2022. There was no further review; no review of other school items. The library's

request for the 3<sup>rd</sup> floor AC was rejected because it did not meet the safety and/or security criteria.

Cursory review- looking for safety and security items - 2020 budget items (prioritize up to \$400K)

The committee discussed the projects considering safety and security issues. Reviewing the projects the following were the ones that were isolated to be shared with other committee members at the next meeting to be voted on.

- School- sidewalk renovation \$20,000
- School – Taft doors/ interior \$35,000
- School – Whitin doors/ interior \$31,000
- Senior Center - Parking Lot (use DPW estimate) \$150,000
- Police – Access controls \$12,000
- Fire – Cardiac Units \$75,000
- Fire – (set aside) for Ambulance \$80,000 (assumes set-aside 2021 and 2022 as well before buy)

**Total cost of projects \$403,000**

Next steps:

Full committee should review the (large) 2020 budget packages (from December meeting), especially the DPW and School budgets and be prepared to add/ subtract from the list above.

**Reserved Lower Town Hall 6:00 PM January 23** (with backup date of Jan 30 if needed already reserved)

Rob will be in Texas on that date.

Jeanne to provide December 05, 2018 (or Dec 13) and January 05, 2019 meeting minutes for the January 23<sup>rd</sup> session

b) **Old business / New Business.**

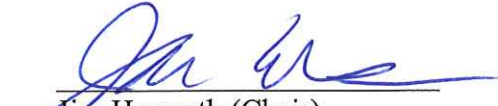
c) **Adjournment at 7:08 PM**

- a. Motion by: Barry McCloskey
- b. Seconded by: Jeanne Daley
- c. Motion approved 4-0-0

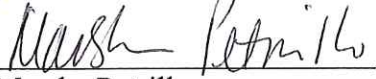
Minutes respectfully submitted by **Jeanne Daley**.

Minutes approved by the Capital Planning Committee

Date Approved: \_\_\_\_\_

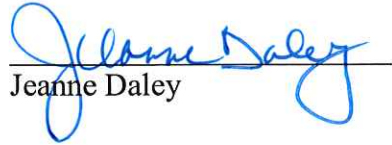


Jim Horwath (Chair)



Marsha Petrillo

Rob Dandrade

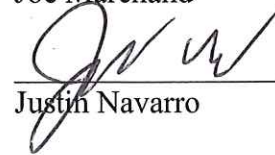


Jeanne Daley



Barry McCloskey

Joe Marchand



Justin Navarro