

Bedford – Capital Expenditures Committee Minutes

Date: Wednesday, October 22, 2014 in the Town Hall 2nd Floor Conference Room

Capital Expenditure Committee (CEC) Attendees: Jon O'Connor (OC), Jim O'Neil (JO), Barbara Perry (BP), Abbie Seibert (AS), Jean-Marc Slak (JM), William Moonan (WM), Brian Bartkus (BB), and Tony Battaglia (TB)

Absences: Karen Dunn

Other Attendees: Jessica Porter (JP) - Assistant Town Manager , Victor Garofalo (VG) – Finance Director/Treasurer, Roy Sorenson (RS) - DPW Director, Adrienne St. John (AJ) - Town Engineer, and April Delano (AD)- Business Manager

Meeting called to order by OC at 7:30

OC asked CEC about a process CEC could follow to make the presentations move quickly as well as not get tied up in details. There was a discussion over whether CEC could save questions by writing them down to then to give to presenters for answers. Another was for the presenters to get back in writing with the answers to the questions. JO felt that hearing the answers would allow CEC to ask other questions; especially topics CEC are not familiar with. BP felt it was helpful to have discussion to talk about the line item. JP described how maybe CEC could get into the habit of year round meetings to research and have questions. AS suggested following the way FINCOM performs it sessions with follow up questions in an orderly fashion. OC asked RS if he had an opinion as a presenter. RS felt there was a lot of material to cover and that spending the energy to write out answers to all the questions would take up more time then to address them live in the session. OC stated that CEC will address the topic at another CEC session but CEC will follow the plan of going around the table in an orderly fashion to ask questions of the presenters.

RS thanked his staff for being at the meeting. RS described that the detail sheets of each of the capital expenditure line items provide the information behind each of the expenditures. He also included a summary of the capital expenditures referenced to each detail sheet. RS presented a synopsis of what is in detail sheets and included in VFA (handout). RS – discussed the attached presentation. The presentation addressed DPW's Mission Statement, Assets under management, Projects Summary for single year and multiple years. RS illustrated what the DPW's Capital spending is projected to be over the next 6 years. It represents \$24.5M of the town's \$52. 5M (47%) of the Total Capital Plan. RS then discussed the capital spend by year which is projected to be just under \$5M in FY16. RS addressed what the capital spend is projected to be by major category. All of the information is in the handout.

JO asked about the Springs Brook sidewalk and if it could be diverted to another project. RS described that it was for another fiscal year and can be considered at that time.

BB inquired over the proposed field projects. RS stated that they are recommending 2 natural turf fields adjacent to one another. JO made note that someone from the town should notify St. Michael's about the proximity of the new field to their parking lot. It would be a fair to let them know that people going to the field might possibly park in their lot.

There was discussion over the lighting requirements for the football field and fence. RS stated that they recommend replacing the lighting and that the fence would not be a security type of fence.

There was discussion over the street lights. RS described that any additional grant funding has not been released yet. There could be an opportunity to obtain grant funding versus the use of the requested funds. There was discussion over the energy savings related to the new street lights. AD described that Bedford was able to achieve a 23% savings in the electric cost related to the new street lamps. RS made note that NSTAR calculates the electrical cost via an estimate versus use of a meter. The savings would eventually flat line out once all of the street lights are replaced.

The discussion then shifted to the pipe projects. WM wanted clarification over what the work entailed. AJ described how the lines will be cleaned and then lined. That the storm water permit has been on hold since 2008 and has just been approved so that work can begin.

AS inquired as to the Field Maintenance work being in the capital plan. RS stated that the upkeep is in maintenance but that the turf and grounds costs are in the capital plan.

JM inquired about the DPW security light and camera system at the Town Dump located on Carlisle Road. JM asked RS to describe what the area is currently outfitted with regards to lighting, security and gates. RS also mentioned that the new camera system would be accessible via a smartphone/tablet/laptop.

JM inquired about the water/sewer projects and made comment that the comprehensive plan was good for CEC to review.

JM placed into motion that the 10/1/14 Minutes be approved. BB seconded the motion. BP discussed several edits for amendment. As amended Vote 8 Yes 0 No.

JM placed into motion that the 10/8/14 Minutes be approved. BP had edits for amendment. As amended 8 Yes 0 No.

OC placed into discussion the basis for how CEC would proceed with approval of the capital expenditures. There was discussion over the timing of a process review session. It was determined to move the next several CEC sessions to allow for CEC to conduct a process review meeting on 10/29/14.

JP would discuss with the various staff members the timing of when they could present their capital projects.

WM reviewed and discussed the Civil Discourse guidelines outlined in the 11/6/14 Warrant document.

Adjourned at 9:51pm

Prepared by

Tony Battaglia

Minutes approved on October, 29, 2014