

Capital Expenditure Committee
Meeting Minutes
Monday, November 19, 2018, 6:30 PM
Town Hall, Second Floor Conference Room

Members in attendance:

- Brian Bartkus (BB)
- Tony Battaglia (TB)
- John Carbone (JC)
- Mary Ellen Carter (MEC)
- Eric Dahlberg (ED)
- William Moonan (WM)
- Barbara Perry (BP)
- JoAnn Santiago (JS)
- Stephen Steele (SS)

Members not in attendance:

- None

Other attendees:

- Victor Garofalo- Finance Director
- Michael Rosen (MR)- Assistant Town Manager
- Sarah Stanton- Town Manager

TB called the meeting to order at 6:30 PM, noting that a quorum was present.

1. Discussion of FY 2020 Capital Project and Rankings process

- a. MR provided the CEC with an overview of the process for ranking the 45-projects presented for approval for FY20:
 - i. To date 3 of the 45 projects have yet to be presented to the CEC: Finance-Copier Replacements; Finance- IT Equipment & Projects; Town Clerk-Election Equipment. Presentations for these projects will be made on November 28th. Rankings on these projects can be omitted until after their presentations. The consolidated rankings for these projects will be added to the overall list and presented for discussion in the December 5th meeting.
 - ii. Projects should be ranked based on the legend at the bottom of the ranking spreadsheet.
 - iii. Completed Excel spreadsheets indicating project rankings for the 42-projects should be emailed to MR by Monday, November 26th. MR will consolidate the rankings and provide 2-lists to CEC members: the first list will rank projects by average ranking. The second list will rank projects by their standard deviation.
 - iv. Projects should be ranked based on the individual merits of the project and not on the source of funding.

Questions and Responses

1. MEC stated that when the question of the bus shelters came up there was a discussion of how much the DPW could accomplish in FY20. She then asked that if all of the DPW projects submitted this year were to be approved, would the DPW have the capacity to complete them in FY20?

Ms. Stanton stated that, as the Town Manager, it is her responsibility to ensure that approved projects are completed in an appropriate time. The Town Manager will determine if a department has the capacity to complete a project in a year as well as what resources will be necessary to do so. She also noted that not all projects that are approved are capable of being completed in a year. Additionally, she stated that every municipality is faced with the same issue of approving projects, taxing its citizenry and then not completing the project(s) in the same year. She stated that if a project is deemed to be a priority by the Town then she and the Department heads will view them as a priority as well. In the instance of the DPW, Ms. Stanton said that the reorganization of the department this year was done specifically to address this specific issue.

2. BP asked if the CEC should consider adding an additional level of ranking to separate ranking #3 into two categories: one category for projects to be deferred and one for canceling a project?

The CEC came to a consensus that a proposed fifth category (#4-cancellation) should not be added but that the name of category #3 be changed and limited to "deferred to a later fiscal year". The CEC agreed that it is not the Committee's function to cancel projects that are presented for approval by the various Department heads. The Committee agreed that a ranking of #3 would mean that a recommendation to move forward for that project could not be made for that year. This would give the Department head the opportunity to reevaluate the project and to work on the proposal for resubmission in the current year, time permitting, or in a future year.

3. JC stated that he was having difficulty ranking the "Large Equipment Replacement" category requests. Bundling the request for 3-vehicles in one project category prohibited him from voting on each vehicle as a stand-alone item. His recommendation was that each vehicle should be broken out into its own category so that each request could be voted based on its own merits as opposed to the vehicles in entirety.

MR pointed out that this is the first time that multiple large vehicle purchases were being presented in a single year. He also noted that this issue will occur in subsequent years as well.

The CEC agreed that the project should be split into three individual projects on the ranking list. The number of projects for FY20 approval would move from 45 to 47-projects. The CEC agreed that the "Vehicle and Equipment Replacement" category for smaller vehicles should remain bundled.

MR will change the categories on the Excel spreadsheet to reflect this decision.

JC stated that the CEC request for a list prioritizing the "Road Improvement" projects had yet to be received.

MR will request the information from Mr. Manugian and forward the detail to the CEC.

4. SS asked if the status of the Springs Brook Park filtration project has been determined: is it on or is it off?

MR stated that it was still on at this point. The project's status should be finalized on December 3rd by the Selectman. This will provide the CEC with time to finalize its vote in preparation for the final project ranking meeting scheduled for December 5th.

5. JS asked if the financial benefit of purchasing the sweeper could be identified and quantified? Also, can the freeing up of the second worker be quantified in terms of cost savings and/or added efficiency by having that individual work on other projects?

MR will request information concerning these questions from Mr. Manugian.

JS asked for the details of the "School Fence and Tennis/Basketball Courts". Does the project include re-paving of the tennis/basketball courts or is it only replacing the fence? JS also noted that the fence, while not attractive in some areas due to oxidation, was functional and in fairly good condition. She noted that it appeared that only a small area needed to be fixed.

MR will clarify with Mr. Manugian what is included in the project plan.

JS noted that it appears that the justification for the pickleball courts was based on 140-individuals who receive a newsletter and that these individuals expressed interest in having dedicated courts. She asked if the capacity for pickleball courts has been measured as part of the project proposal process? Additionally, will the capacity of the request meet the needs of the community making the request?

Ms. Stanton informed the CEC that the pickleball court project request has been deferred for this year. The DPW and those interested in this project will be looking for alternatives, possibly pilot programs, that will help to more fully frame the project before being requested for approval in a future year.

MR will remove the project from the ranking list.

6. ED recommended that, if possible, Mr. Manugian be available for a future meeting as there appears to be a need for further clarification and explanation on several projects.
MR will contact Mr. Manugian to see if he is available to attend the November 28th meeting.

Ms. Stanton asked that providing questions to Mr. Manugian in advance of the meeting will help him to prepare his answers for the Committee.

7. BB asked if the bus shelters were considered a priority?

Ms. Stanton confirmed, that from her meetings with the Selectman, that it is her understanding that they are a priority.

8. SS asked if the School Department had completed the CEC's request for an inventory of IT components.

MR will request the information from the School Department if it has not already been sent. He will then forward the information to the CEC.

9. TB asked what areas were being considered for the new sidewalk construction?

MEC responded that the plan included new sidewalks at the following locations:

- a. Top priority: Pine Hill between North Rd. and Heritage Dr.
- b. Second Priorities:
 - i. South Rd. between Hartwell Rd. and Liberty Rd.
 - ii. Page Rd. between Shawsheen Rd. and Hemlock Lane
- c. Third priorities:
 - i. Concord Rd. between Caesar Jones Way and Davis Rd.
 - ii. Carlisle Rd. between North Rd. and Winterberry Way.

2. Review and approve minutes

No minutes were presented for review and approval.

3. New Business

No new business issues were presented for discussion.

4. Next Meeting Dates

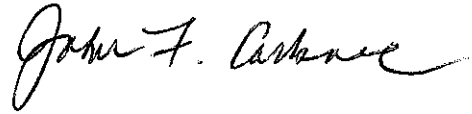
Next scheduled meeting dates: **November 28th** and **December 5th**.

5. Adjournment

Motion to adjourn made by MEC and seconded by SS: approved by a vote of 9-0-0.

The meeting was adjourned at 7:21 PM.

Respectfully submitted by John F. Carbone, Clerk.

A handwritten signature in cursive script that reads "John F. Carbone". The signature is written in black ink and is positioned to the right of the typed name.