

**Capital Planning Committee Meeting  
Tuesday, October 15, 2013 7:00 AM Town Hall  
Meeting Summary**

Members present: **Bob Connors (chair), Tracy Blais, Town Administrator, Frank Visconti, Larry Guay. Also present Selectmen Walker and Selectmen Bear, Linda Allen and Sam Joslin, Director of Facilities.**

**•September 19, 2013 meeting summary:**

No action taken, to be reviewed at the 10-17-13 meeting

**•Town Administrator’s report:**

**No update.**

**•Facilities Manager’s report:**

No update.

**•Equipment & CIP requests:**

<b>Request</b>	<b>Dept</b>	<b>Amount</b>	<b>Additional Information</b>	<b>Recommendation</b>	<b>Funding</b>	<b>Contact</b>
Grange Hall Roof & Window Replacement	Facilities	57,000.	Pending review, roof released due to active leaking	Reduced to 20,000.00	Surplus land	Sam Joslin
Document Storage Sys	Facilities	27,000	State law compliance & operational necessity	27,000.00	Free Cash	Sam Joslin
Subtotal October 2013		84,000		47,000.00		

**EQUIPMENT PURCHASE REQUEST:**

The committee has received an equipment purchase request for “Document Storage System” in the amount of \$27,000.

CPC recommends by unanimous vote. **(Warrant Article #6)**

**RATIONAL:**

Previously, Newbury stored records at the Woodbridge School which has been sold. No additional storage area has been identified and the Town is required to retain records, purchase of this system is required to comply with state law and operational necessity.

**CAPITAL IMPROVEMENT REQUEST:**

The committee reviewed the current \$57,000 CIP request for the Grange Hall; this request is currently under review. To protect this town owned asset from active water damage pending full review, a motion was made by Frank Visconti and seconded by Larry Guay to recommend the sum of \$20,000 for roof replacement to protect the capital investment in this property pending full review of this building's known and anticipated capital improvement needs.

CPC recommends by unanimous vote the sum of \$20,000 be appropriated for Grange hall roof replacement. A motion from the floor at the October 22, 2013 STM is recommended to reduce warrant article #3 from \$57,000 to \$20,000. **(Warrant Article #3)**

**RATIONAL:**

It is in the best interest of the town to prevent further water penetration of this structure while providing additional time to complete the full review of known and anticipated needs of this facility pursuant to the CPC bylaw.

**ANNUAL REPORT OMISSION:**

Pursuant to Capital Planning Bylaw 12-3, the above-mentioned equipment purchase and capital improvement are recommended at this time due to current needs and operational necessity and the reason for the omission from CPC's annual report for FY14.

**5. Review current policies and goals for FY14.**

No update.

**6. Review/establish roadway pavement/improvement policies.**

No update.

**7. Review "Project Priority list";**

No update.

**8. Update of Approved Projects by Town Administrator/department head;**

No update.

**9. Review CIP Planning Schedule;**

No update.

**10. Other Business;**

No action required at this time.

**11. Citizen's concerns;**

No action required at this time.

**12. Review CIP Funding v. Cash reserves for CPC projects;**

No update.

**13. Public Hearings**

No action required at this time.

**14. Communications:**

No action required at this time.

**15. Next meeting date;**

Next meeting scheduled for October 17, 2013, Town Hall, 7:00 AM.

**16. Adjourned**

Meeting adjourned at 8:20 a.m.

Respectfully submitted,  
Bob Connors, Chairman