

Capital Planning Committee Meeting

Thursday, September 19, 2013 7:15AM Town Hall

Meeting Summary

Members present: **Bob Connors (chair), Frank Visconti, Nick Orem(vice chair), Larry Guay. Also present Frank Remley, chairman-Finance Committee and Sam Joslin, Director of Facilities.**

- **June 20, 2013 meeting summary:**

Minutes reviewed and unanimously approved.

- **Town Administrator's report:**

No update.

- **Facilities Manager's report:**

Sam Joslin provided the committee with an update on previously approved projects. Good progress has been made with several projects which have been completed and the balance of projects underway.

Newbury has made great progress on differed maintenance items and now focusing on preventive maintenance tasks.

The condition of the metal roofing at the elementary school was in worse condition than previously identified. Scope has increased on repainting metal roofing. Sam did not anticipate additional funding as other tasks at the elementary school came in under budget.

The committee recognized Sam Joslin's efforts. A quarterly report is being prepared on outstanding projects identifying completed projects and percentage of completion on remaining projects. Report should be available for review at the November meeting.

- **STM proposed warrant articles review:**

Request	Dept.	Amount	Additional Information	Status	Funding	Contact
Turn out Gear	Fire Dept.	36,000.00	2 of 3 year replacement schedule	ATM 2014	Free Cash	Chief Pearson
Newbury Elementary School	Facilities	50,000.00	Sys Replacement Schedule	C.N.A. report-under review	Land Sale Fund	Sam Joslin
Newbury	Facil	59,4	Sys	C.N.A.	Land	Sam

Public Library	ities	10.00	Replacement Schedule	report-under review	Sale Fund	Joslin
Police Cruiser	Police Dept.	33,000.00	Scheduled replacement	Anticipated request-under review	TBD	Chief Reilly
Hot Top Roller	DPW	15,495.00	Proposal with trade-in offer	Under review	TBD	Tim Leonard
Septic System install Manter Field	Rec Dept.	50,000.00	Complete plan set & analysis	Under review	TBD	Rebecca Takesian
Central Fire Alarm receiving sys	Fire Dept.	80,000.00	Complete plan set & analysis	Under review	TBD	Chief Pearson
Grange Hall Roof & Window Replacement	Facilities	57,000.00	septic-lease-sprinkler sys	Under review	TBD	Sam Joslin
Professional services	CPC	15,000.00	ongoing needs/system analysis	STM warrant article	Free Cash	Capital Planning Committee
Subtotal September 2013		395,905.00				

The committee has received a number of equipment and capital improvement requests for review. At the June meeting, the committee voted unanimously to accept all equipment/ project requests with a cutoff date of November 1st pursuant to bylaw/manual and will review all requests at the January meeting providing time for review and completion of Form D "Capital improvement Program Detailed Project Description" and Form E "Capital Improvement Rating Sheet" to prioritize and rate all requests and review available funding and grant monies. No warrant article requests for equipment/projects requests for the STM in October.

The committee reviewed the need for ongoing professional services to assist and identify the current and future needs of the community. A motion to submit a warrant article for \$15,000 for professional services fees was unanimously approved with the recommendation that funding be sourced via "Certified Free Cash". The chair will prepare sample warrant article for Fin-Com and BOS review/action.

5. Special municipal Employees status:

The committee requested the BOS to designate CPC board members as “Special municipal Employees” pursuant to the Mass Conflict of interest statute and Mass Ethics Commission. See attachment “A” for Ethic’s commission fact sheet. BOS may want to consider extending similar designation to all other appointed board/committees. Town Administrator has previously informed the committee that town attorney has reviewed this request and no legal concern for status with regard to CPC members was presented. The Chair will request this matter be placed on the next BOS meeting agenda for action.

6. Selection of CPC fire company liaison;

The committee recognized the valuable contribution that the Private fire companies provide to the community and unanimously voted to appoint Bob Connors, chair as its liaison to the board of Fire Engineers to improve communication between CPC and the fire companies and to assist in the identification of current and future needs of the fire department with regard to operational-facility-equipment/vehicle needs-funding. Protection #2 provided a current schedule of equipment apparatus.

				<u>List of Apparatus</u>	<u>PROTECTION #2 2013</u>	
<i>Call Sign</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Configuration</i>	<i>Purpose</i>	<i>Life*</i>
Engine 9	1995	Pierce	Dash	2000gpm Waterous pump 750 gallon poly tank	Primary Fire Suppression	20**
Engine 10	1989	Ford	C8000	1250gpm Hale pump Holmatro Rescue Tools 1000 gallon poly water tank	Primary Motor Vehicle Accident Rescue Primary Forestry Pumper Secondary Fire Suppres	20**

				50 gallon foam tank	sion	
Ladder 3	1 9 8 5	Sea grav e	~	100' Rear Mount Ladder	Primary Fire Rescue, Ventilat ion & Salvage	25
Rescue 20	2 0 0 6	Ford	E45 0 SD	MedTe c Ambul ance Box	Primary Transpo rting Ambula nce	20
Rescue 21	1 9 9 8	Ford	E45 0	Horton Ambul ance Box	Second ary Transpo rting Ambula nce	20
Tanker 2	1 9 9 1	Mac k	Max idim e	750gp m Alscot pump 5000 gallon steel tank	Water Supply Tanker/ Tender Operati ons	25
Forestry 2	1 9 9 9	Ford	F45 0	8hp Hale pump 300 gallon poly tank	Primary wild land/for estry urban fire suppres sion	25
307	1 9 4 1	Whi te	M2	Halftra ck w/winch	Antique Ceremo nial Unit (No longer in service as fire suppres sion)	N/ A
K1	1	Che	Taho	Z71	Inspecti	N/

	9 9 9	vrol et	e		on and Daily Use Secondary Medical Support Vehicle	A
Squad 1	1 9 9 8	Ford	F25 0	w/Plow and Plow Frame	Fire Support Vehicle	N/ A
* Life expectancy of Fire apparatus. These average values are based on nationally recognized values based on the recommendations and studies from NFPA 1901, NFPA 1500, the Occupational Health & Safety Standards Association & MA OEMS recommendations						
** The recommended average life expectancy of front line pumper in communities with Rural demographics is 15-20 years. However, due to the split roles of the two engines we have in Newbury, the average life recommendation is ultimately prolonged and listed as the latter						
<p>7. Review current policies and goals for FY14. CPC bylaw requires all requests to be submitted by November 1st of each year. Requests made after November 1st will be held over to the following fiscal year for action. The committee will review FY14 requests at the January 16, 2014 meeting providing department heads sufficient time to submit additional information if requested. The committee has taken under advisement/review 15 action items for consideration at the October meeting. See attachment.</p> <p>8. Review/establish roadway pavement/improvement policies. A general discussion was held and the recommendation to establish a roadway policy in conjunction with the Board of Selectmen, DPW and Town Administrator during the FY14 Fiscal year.</p> <p>9. Review "Project Priority list"; No action required at this time.</p> <p>10. Update of Approved Projects by Town Administrator/department head; No action required at this time.</p> <p>11. Review CIP Planning Schedule; No action required at this time.</p> <p>12. Other Business;</p>						

No action required at this time.

13. Citizen's concerns;

No action required at this time.

14. Review CIP Funding v. Cash reserves for CPC projects;

Cash reserves v. CIP funding n

ds Cat	gory V	lue Re	erve Var
d Free	Certifie Cash \$ 848,26		
0	Stabilization F	d * \$ 391,12	
48	Land sale account (w/PI sa	e)** \$ 1,063,87	
0	CIP	Bond \$	
fun	Potential CIP	ing \$ 1,912,14	
	C.N.A. & Replacement Expendi		
	s (Identified- Anticip		
)	Newbury Elementary C.N.A. (identi	ied) \$ 1,468, 79	
0	Newbury Library C.N.A. (identi	ied) \$ 797, 30	
0	Newbury Police HQ replacement (anticip	ted) \$ 3,148, 24	
0	Pending FY14 CIP requests under r	view \$ 395 ,9	
00	T	tal \$ 5,810, 24	

short	Funding		11 \$ (3,898 ,
and free cash comm	Certified	\$	
Fund comm	Stabilization	\$	
comm	Land sale account	\$	

* Stabilization Funds are typically reserved for emergency shortfalls with regard to school funding and/or snow-ice deficits.

**Restricted funds for capital projects-improvements

15. Public Hearings

No action required at this time.

16. Communications:

No action required at this time.

15. Next meeting date;

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

9. Adjourned

Meeting adjourned at 8:40 a.m.

Respectfully submitted,

Bob Connors, Chair