

Capital Planning Committee
Meeting Notes for April 7, 2021 6PM
Minutes taken by Julia Peters, Secretary

Members Present: Gil Loud, Bob Cayo, Julia Peters, Melissa Zawadzki, & Charlene Nardi, Town Administrator

Meeting called to order at 6:02 PM.

1. Nomination and Vote of Chair

Gil asked who would like to be Chair. Bob and Julia declined. Bob made a motion to elect Gil Chair of the Committee, Julia seconded, all members were in favor.

2. Nomination and Vote of Secretary

Gil asked who would like to be Secretary. Gil made a motion that to elect Julia secretary, Bob seconded, all members were in favor.

3. Capital Request submissions as presented:

- A. Highway Garage doors replaced as described by Charlene: Request to replace garage doors date back to 1986 in the amount of \$20,792.00, that don't seal tightly, and no longer work properly. Previous request for repairs had been postponed. Gil made a motion to approve funding from free cash, Bob seconded, all members were in favor.
- B. Funding for servers as described by Charlene: Request to replace current onsite town hall server. Option 1 to replace on-site server for \$19,733.10. Option 2 to replace with a cloud-based server costing \$14,507.00 plus a recurring annual cost of \$8,400.00. IT company recommended the on-site server option. Tech Committee will discuss, but this appears to be current recommended version. Julia made a motion to approve the request funding from free cash in the amount of \$19,733.10, Gil seconded, all members were in favor.
- C. Engine 3 firetruck as described by Charlene: Request to replace the Engine 3 fire truck in the amount of \$232,536.00. This rescue truck would replace the current brush truck (29 years old) as it is used frequently for medical calls and would be a more suitable truck.
 - Bob asked where the funds come from. The town usually borrows for purchases of this size through borrowing or debt exclusion. There currently being \$804,000 in free cash before the two previously approved capitol requests.
 - Melissa questioned if the timing of this request on top of the public safety complex is prudent. Charlene pointed out public safety complex vote is April 19 and this would be brought forward at the June town meeting. Fire Chief wanted voters to decide.
 - Bob asked whether we can afford this. Melissa asked whether the taxpayers can afford it. Existing debt FY'22 is \$419,000 in capital planning. It is estimated that this rescue tuck would cost roughly \$50,000 per year thorough borrowing on. After FY'22 Fire Engine 1 is paid for. If we vote this year, borrowing will not show up until 2023 for the rescue truck. Bob asked balance and remaining interest on current fire truck is 53,580. Therefore the borrowing for this truck would take the place of the borrowing for Engine 1 in FY'23.

- Melissa asked if anyone did an impact on tax payers and tax rate from borrowing this amount. Charlene said not yet. Melissa questions tax impact on public safety complex, and the debt roll-off of engine 1 as it impacts tax rate whether this purchase in the context of the public safety complex makes sense at this time. Charlene suggested whether Capital and Finance committees should meet on this question. Melissa makes a motion to table until next meeting so that she can provide tax impact, and debt roll-off, Gil seconded, and all members were in favor. The committee asked Charlene to invite the Fire Chief to the next meeting to further discuss the capitol request.

D. Police vehicle as described by Charlene: Request to replace the 2014 cruiser. Charlene said every six or seven years, which results in a vehicle every two or three years (there are 3 total police vehicles). Melissa said capital plan has built into it buying a new vehicle every two or three years, but as that has been pushed back, we will have more in the next few years. The suggestion is that it be taken from free cash, with approval of police vehicle up to now \$86,000 in free cash. Melissa made a motion to approve the request funding from free cash in the amount of \$46,893.55, Bob seconded, all members were in favor.

4. Review of Capital Plan and Changes to be made for FY'22 as introduced by Gil: Condensing the Public Safety/James School/Town Offices items the into \$1M of stabilization fund and borrowing for public safety complex to reflect the latest plan of action from the OPM Steering Committee. Gil will work with Nate to put the most current numbers into the capitol plan. Sale of Haydenville town offices, fire station, Williamsburg fire station sale are uncertain but not a capitol cost to be tracked at this time. The Highway Super wanted to push the loader backhoe out 1 year for replacement. The Chevrolet pickup is still in limbo because not available for purchase. Charlene said that we borrowed for that vehicle and will be spending when truck is available. Melissa asked if it can be held for three years, a capital account, so we can pay less. Charlene said she will ask Nate. The Greenway design/engineering can be removed from the capitol plan as the Greenway Committee has stated that they will not be needing town funds for this project. Gil asked about old town hall repair, Charlene said \$18,000 is available for repair, but there will soon be the question to the town as to what the purpose for that building which is currently used for the Historical Society. Melissa said the idea was to plan in advance for maintenance and capital planning, and not be so reactive. Charlene recommends leaving it in for now until town has more discussions. Gil wants to push the Meekins Library future request out in time and reduce the current \$64,500 in the plan as it is a hypothetical request. Highway Department insulation expense should be eliminated as it was previously remedied. Gil will review and adjust the capitol plan providing a report to the committee at the next meeting.
5. Next Capital Planning Committee meeting on April 21 at 6PM via. Zoom.
6. Gil moved to adjourn the meeting, Julia seconded, all members were in favor. Meeting adjourned at 7:08 PM.

Respectfully submitted

Gil Loud