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# TOWN OF WINCHENDON



Capital Planning Board

Telephone (978) 297-0085

## Capital Planning Minutes CAPITAL PLANNING COMMITTEE Monday July 7, 2014

**PRESENT:** Robert O'Keefe, Robert Guenther, Greg Vine, and Michael Barbaro  
Recorder Doneen Durling

**CALL TO ORDER:** 7:04 by Vice Chairman Robert Guenther

**APPROVAL of MINUTES:** April 7, 2014

*Mr. O'Keefe moved to approve/second by Greg Vine*

*Guenther (A) Vine (Y) Barbaro (A) O'Keefe (Y) 2-0-2 Approved*

### REORGANIZATION

*Mr. Guenther nominated Robert O'Keefe as chairman/second by Mr. Vine*

Mr. O'Keefe was asked if he would accept the nomination. He agreed to accept.

*Guenther (Y) Vine (Y) Barbaro (Y) O'Keefe (Y) 4-0 Approved*

*Mr. Vine nominated Robert Guenther as Vice Chairman/second by Mr. Barbaro*

*Guenther (Y) Vine (Y) Barbaro (Y) O'Keefe (Y) 4-0 Approved*

### POLICY AND PROCEDURE DISCUSSION

The chairman noted Mr. Barbaro was a new member, and explained that the Town Charter originally established the committee and the town bylaw, recently written by former chairman John White, outlined how members were chosen, but did not define

how the committee would work. Each department sends its budget to the town manager along with capital requests. The town manager forwards the capital requests to the committee. The chairman said the committee should not be caught up in the budget cycle. Capital needs should be known in advance. He reiterated that they should have an understanding of capital needs before the budget season begins.

The chairman advised that part of the policy and procedures would be figuring out what kind of time table to set., how to communicate to people what is needed from departments, and how it should be presented to the CPC.

The chairman said one idea discussed was the setting of a 25-year schedule. He said 25 were an arbitrary number, but the committee should understand a schedule for capital items that need to be replaced such as an ambulance every 6 years. The committee should be able to address the need every 3 years.

Some expenses could be projected pretty easily. The chairman said the committee would not spend all the money available to them.

The chairman said he would like to take the 25 year plan and put it up on the website.

Mr. Barbaro said he liked the plan but added that he would like to see a 25-year overall plan, but a quick-hit 5-year plan to address the key functions needing attention now. He said that way you could have a short-term plan and a long-term goal.

The chairman said that whoever needs to address needs in the next few years would require more extensive documentation. He said there was a previous discussion concerning the top needs and how they would be presented.

Mr. Barbaro said the school district has developed a 10-year list of capital needs. He said when it comes to windows and items, the school district would apply to the state.

The chairman said that even if the school district applies through the state, the district must still file all capital requests to the Capital Planning Committee.

The committee discussed different ways of finding funding for capital needs for the different departments, including borrowing from a line item against energy savings realized if improvements were made.

The chairman asked the committee when they would like to see all departments file their needs to be inserted into the timetable. He said the departments would assist in determining priorities.

He suggested that at the end of August, a letter should be sent to every department asking for information stating it was required by September. In October and November the committee would do all the meeting and visits needed to help them determine the needs. By December, the committee would produce recommendations.

Mr. Vine said it could be stretched another month for accuracy's sake but that 4 mos. would be set as the minimum.

Mr. Guenther said he believed each department knows what they need and want.

The chairman said they would ask for a projection of 25 years.

Mr. Guenther said the real challenge would be for those submitting to nail down the real cost figures.

The chairman wrapped up the discussion saying in August the letter is sent. In September the committee receives the responses and can contact those submitting if there are questions so that in October, November and December, the committee can begin to consider the projects and how to fund the priorities.

## WINCHENDON PD DISCUSSION

Mr. Guenther asked how the plan for the Police Department was moving forward. The chairman said the architect was selected, the plans were being discussed, and the goal was to have them finalized sometime in July so the town could go out to bid for construction services.

Mr. Vine informed the committee that the Planning Board has a site visit planned.

Policy and procedure continued

The chairman asked what information the committee should receive after the committee has helped a department acquire funding. He said sometimes all funds are not spent.

Would it be used to fund something else?

Mr. Guenther said it would be good to know how the department is maintaining capital item each year and if the department is figuring maintenance cost into the operating budget ?

The committee said it could be a question asked.

Mr. Barbaro said Murdock High School was in need of another boiler. He said structurally it was not going to make it through 2015.

The committee discussed the procedure for submitting requests as it pertains to warranty. The committee talked of requiring yearly information on a maintenance form filled out by maintenance that would help provide estimates on years remaining and eventual replacement costs.

Mr. Barbaro said the boiler was inspected yearly, and was over 18 years old. He said it was during maintenance that cracks were discovered.

The chairman said that having maintenance fill out a service form that includes information each time on longevity and replacement costs would help.

Mr. Guenther said the elevator to be constructed at the library would be inspected yearly.

The chairman said that if one possible source of revenue falls through, the committee would know and be able to address the need.

Mr. Barbaro asked how much was sitting in the capital Planning Stabilization.

The chairman said currently Capital Planning receives \$45,000 per year from a solar farm.

He said all of the FY2015 was spent, and some of the future money was also spent by borrowing against what was promised. He said roughly 1/3 of the money for the next 10 years has been allocated. The chairman said a pilot solar farm that is 3 times larger was recently approved at the last town meeting. He said that would give the town another \$120,000 to go into the capital stabilization account.

The chairman told the committee that the town was talking about allocating funds to capital stabilization yearly,

He said there is an allotment yearly to the debt service account. As the debts are paid off, the funds become available.

Mr. Guenther said there was an issue where departments were expensing capital items, and the money was to be earmarked (BY FINCOM?) although it would come out as an

expense, but there would be a dollar value and it would reduce the expense budget by that much. That money would drop into the capital.

The committee discussed funding that came from departmental budgets for capital that were not viewed as capital spending.

There is no way to perceive how much is spent on capital.

#### **THINGS FOR THE LETTER**

How much is truly being spent?

Over the last so many years, which items have you purchased that meet this requirement that at any point in the next 25 years need to be replaced?

Tell us about the item.

When do you need it replaced?

Is it on a cycle plan?

How many years?

What is the estimated cost?

Where have you been getting the money to pay for it? (Grants? Budget?)

The committee would be responsible for advising how to fund/override/budget/grant etc.

Critical to finance the right way.

Discussion turned to Robinson Broadhurst.

*Greg Vine moved to commit the committee to have in the policies set to paper, and enacted by the end of the current calendar year.*

The chairman said he believed that was fair.

The board discussed new members coming to the committee and an appointment by Rick Morin of one more member.

It was asked if a letter to departments would be written for sending out at the end of August.

Mr. O'Keefe said he would deliver it to the committee next meeting.

*Motion to commit the committee to have policies set to paper and enacted by the end of the current calendar year seconded by Mr. Guenther.*

*Guenther (Y) Vine (Y) Barbaro (Y) O'Keefe (Y) 4 – 0 Approved*

The committee agreed to meet Monday, August 4, 2014 at 7 pm.

The agenda would include the August letter, and everything on the last agenda.

Motion to adjourn by Mr. Barbaro/second by Mr. Vine

*Guenther (Y) Vine (Y) Barbaro (Y) O'Keefe (Y) 4 – 0 Approved*

**ADJOURNED: 8:12**



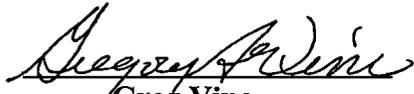
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**Chairman Robert O'Keefe**



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**Vice Chairman Robert Guenther**



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**Greg Vine**

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**Michael Barbaro**