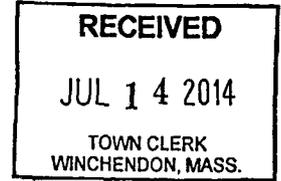


approve
7-7-14
DMD

TOWN OF WINCHENDON



Capital Planning Board

Telephone (978) 297-0085

Capital Planning Minutes

Monday, April 7, 2014

PRESENT: Chairman Tim Martel, Bob O'Keefe, Michael Niles, Greg Vine,
Doneen Durling Recorder
Linda Daigle
John Deline
Sue Rader

ABSENT: Robert Guenther

MATERIALS

Town Warrant

Call to Order: 6:04

Linda Daigle and John Deline said they came before the committee because they noted that the Capital Items on the Town Warrant were on the agenda. They came to inform the committee that they were withdrawing Article 30 from the Town Warrant concerning the property at Ingleside. They said the comments from the Board of Selectmen and the public indicated that the committee should postpone until there is more information. Ms. Daigle said the Robinson Broadhurst steering committee was mindful of the other capital items being sought on the warrant, and they wanted to be respectful of that as well. Mr. O'Keefe told them not to wait until the next cycle, but to come to the board and tell them what they want to do.

Mr. Deline said he believes it is an opportunity the town shouldn't miss. He said he did not want it to go the same way as White's Castle. He said it is a nice piece of property that could benefit the town for many generations to come.

Sue Rader came to discuss the article for the library expansion project. She asked the article's number and was given a Town Warrant as reference.

PRESENTATION FOR TOWN MEETING DISCUSSION

Mr. O'Keefe asked the committee if they would wish to present capital items on the town floor.

He said that there are \$400,000 worth of articles that are not Proposition 2 ½. He said there could be an explanation on town floor of what the Capital Committee is trying to do in order to move away from overrides.

Mr. O'Keefe said he would ask the Town Moderator how the committee might be introduced before article 23 to present the capital articles.

Mr. Niles asked if capital articles should be assigned.

Mr. O'Keefe said that because members wore dual hats, he would advise someone else introducing the school articles and Mr. Niles, wearing the hat of the school committee chairman, explain why the capital item was needed.

He said it would mean that two voices would be speaking for the particular article.

The chairman said that he would present 23 and 24 with an explanation on what the Capital Planning Committee was all about. Mr. Vine would present article 25 (generator TTE) Mr. Vine was told that the original request for the generator was \$100,000, but the school committee "sharpened their pencils and came back with the smaller figure, pushing everything else that was needed aside because the generator was the most urgent need. Mr. Vine would also present Article 26.

Mr. Vine was asked to explain that TTTE is the center for the school district and power outages create multiple problems

Mr. O'Keefe would present Articles 27 and 28.

Mr. Guenther was appointed to present Article 29.

Article 27 would need some background. Ms. Rader said she would be there with a power point presentation.

Mr. O'Keefe said he would stress the numbers for the library more than the look. He said the numbers are amazing because it is a \$1.2 million dollar project, and the override sought would be \$300,000. \$196,000 would come from the capital Stabilization account. Neither Article 28 nor 29 talk about the Capital Stabilization account. The reason it is not seen in the final figures is due to an account not yet officially created by town vote. Article 22 creates the capital stabilization account officially, petitioning the state legislature in order to create it. Since it was never created legally, all money is sitting in the general account.

A vote taken one year ago at town meeting called for the solar pilot program funds to go to Capital Stabilization. Mr. O'Keefe said the town manager honored the vote, and the funds were still sitting there.

Mr. Martin asked for clarification saying the town meeting vote has to approve the request to the legislature for the creation of the account.

Mr. O'Keefe said the vote would empower the select board to petition the state.

Articles 23 and 24 ask for the \$99,000 currently in the account. Articles 28 and 29 tap into money coming into that account in future years. \$91,000 will be borrowed against that account.

Ms. Rader was told she could explain that more than half the funds were being allotted through funds the library trustees have access to and other foundation funds.

Mr. O'Keefe said Article 31 is another pilot program where funds would go to the capital Stabilization account.

The chairman asked for final comments,

Mr. O'Keefe said that there were 2 items to let the moderator know: 1) That CPC Chairman Martin would like to introduce the first Capital Article, but prior to that, talk about the Capital Committee's purview. 2) The presentation of the library information.

Ms. Rader asked if there should be an architect present. Mr. O'Keefe said, "No...I think less is more."

He said the numbers are more important, and they did not want to debate design.

Mr. O'Keefe said that he could alert the town moderator during the meeting and request that the floor be turned over to the chairman of the capital Planning Committee who will introduce the Capital Planning Committee and the first capital article.

The members would be seated with Finance, school committee, select board, and in the audience, modeling cooperation to the town.

OLD BUSINESS...POLICY AND PROCEDURE

Mr. O'Keefe said he would like to see budget discussions begin in early fall. He said building a chart with capital needs for the whole town should begin even sooner. He said as soon as town meeting is over, the chart should be created.

Mr. Martin asked if it should be a public chart and should it be listed on a public website or private. Mr. O'Keefe said he thought it should be public. He said the chart should include buildings, fire equipment and equipment needed for each department.

He said the life cycle of an ambulance is 6 yrs. The chart would stagger what was needed so that every 3 yrs and ambulance might be addressed. The grants administrator could chart grants so that the timing might include the availability of a grant in that time frame.

Mr. O'Keefe said they already have requests to plug into the chart. The head of each department could plug items into the chart that know what equipment or capital needs are important.

It would outline current assets and look at what might be needed up to 20 to 30 years out. If something were coming up as a need in the next 3 years, detail would be required along with estimated cost.

Estimates would be updated annually.

After town meeting an asset review request letter should go out.

Every August an asset review reminder letter should be sent out.

Submission should be due by October 1 with all additions and changes to CPC.

Put on public calendar.

Maybe the public can come in with input.

Mr. Martin said we should create a way for people to request information on who to approach for an idea. (Skate Park)

Mr. O'Keefe said they could direct them to a town department that could help them to develop it.

Mr. O'Keefe apprised the board on the request by a citizen to address the underground tank issue with an article. A discussion ensued concerning said article.

Mr. Vine asked if a precedent was set in the writing of the citizen's article.

Mr. O'Keefe said help was requested, and the town is there to assist the public.

Mr. O'Keefe said he was modeling the 30-year chart off of the MJTC TIP chart where community projects are listed and estimated costs. He said sometimes a project was moved forward solely because it was the right dollar amount that matched dollars available.

Mr. Martin said the three-year plan could be available for the public.

Mr. Vine said Athol follows some type of plan.

It would be up to the committee to define where funding is coming from.

Mr. Niles said they should look into other communities to find out if they follow this type of plan so they would not be reinventing the wheel.

The chairman suggested that ideas be discussed at the next meeting after everyone has compiled what others are doing. Then they can decide what is the actual framework of the master chart.

Mr. Niles suggested reading the Charter and the Bylaws, and coming back to the next meeting to create policy and procedure for the board.

Mr. O'Keefe said he would email everyone the MJTC TIP so they could see how everyone else is doing it.

The board decided to wait until after town meeting to decide when to call a meeting.

MINUTES

February 21, 2014

Niles moved to approve as written

The chairman asked if there would be any discussion, changes/revisions

Hearing none, called the vote

O'Keefe (Y) Niles (A) Vine (A) Martin (Y) Approved

February 27, 2014

O'Keefe moved to approve/second Vine

The chairman asked if there would be any discussion, changes/revisions

Hearing none, called the vote

O'Keefe (Y) Niles (Y) Vine (A) Martin (Y) Approved

Mr., O'Keefe made a motion to authorize the chairman to sign any and all expense reports now and in the future/second by Vine

The chairman asked if there was a discussion.

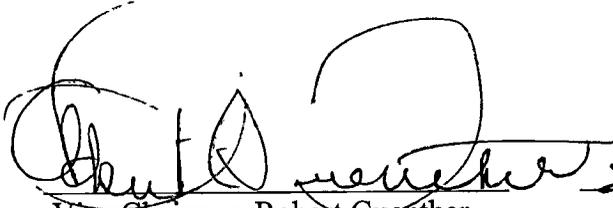
He called the vote.

O'Keefe (Y) Niles (Y) Vine (Y) Martin (Y) Approved

Mr. O'Keefe said funds come from an account set aside by the selectmen. The account is only good until the end of the fiscal year.

*Mr. O'Keefe made a motion to adjourn/second by Mr. Vine
O'Keefe (Y) Niles (Y) Vine (Y) Martin (Y) Approved*

ADJOURNED 7:46 p.m.



Vice Chairman Robert Guenther



Robert O'Keefe



Greg Vine



Michael Barbaro