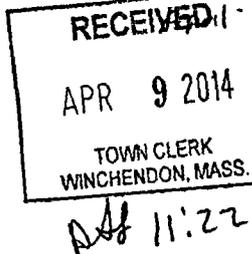


# TOWN OF WINCHENDON



Capital Planning Board

Telephone (978) 297-0085

109 Front Street  
Winchendon, Massachusetts 01475-1758  
Capital Planning Minutes  
February 27, 2014

**PRESENT:** Tim Martell, Robert Guenther, Michael Niles, Robert O'Keefe  
Recorder Doneen Durling  
Superintendent of Schools Salah E. Khelifaoui  
Susan Rader, Library Trustee

**MATERIALS:** Agenda Capital Requests for the School District, Fire Department, DPW, and Town Hall.

## CALL TO ORDER: 6:04

School Districts Capital Requests

Mr. Martell called the Dr. Khelifaoui forward taking New Business out of order in the interest of time. Mr. Niles, appearing as school committee chairman, and the superintendent explained there was no supporting documentation for their capital needs plan, and had moved the generator for Toy Town Elementary to the top of the list. He explained that after suffering multiple power outages the district had been forced to close down TTE because of no power. He said because Toy Town Elementary houses the district's central office, there is loss of productivity not only on the educational side, but also on the administration side. He said the school district has been asking for the generator for years. He said although capital needs were presented to the Capital Planning Committee, the School Committee prioritized the generator and decided to present it as the only consideration.

Mr. Guenther said he agreed with Mr. Niles.

Mr. Niles explained TTE was the only building without a generator. He said the generator has been on the list somewhere ever since he has been on the school committee.

Mr. Martell asked for a more current quote. Mr. Guenther asked if the quote was Turn Key.

The superintendent said it was turn key. He added the generator needed to be three phase power. He said recently the school lost one phase and was forced to make a \$12,000 out-of-pocket repair.

Mr. Guenther advised a propane fuel powered generator. The superintendent said the facilities manager had advised that it would be difficult to get the town to approve propane.

Mr. Martell reminded the board that the school district was forgoing all capital requests for a solution to a generator at TTE.

Mr. Niles said someone would be contacted for a new quote for the generator the next day. The listed quote was from a previous year. He said he would forward the information to the board.

Mr. Martell asked if any data could be provided to show historical reference concerning number of closures per year and resulting problems..

Mr. O'Keefe asked if there was a plan to make TTE an emergency shelter.

Mr. Niles said the high school was a shelter, but TTE was more accessible for people.

Mr. O'Keefe said a shelter was a more compelling reason.

The superintendent said TTE is the hub of the school district. He said that is where the communication center is located and when TTE goes down, the whole district goes down.

Mr. O'Keefe asked about grant (SBA) applications for a generator.

Mr. Niles and the superintendent said there were requests for each building. They believed the generator was the priority for TTE and if a grant request was granted through the state, the difference in the amount required by town vote would be reflected in the final request on town floor.

The superintendent said the schools also requested grants for retaining walls at Memorial School, and a boiler for MMHS.

Mr. Martell asked that the updated quote for the generator be supplied.

Mr. O'Keefe asked that a breakdown also be supplied of the state grant and the town's portion should the grant be approved for the TTE generator so that he may write an article for the warrant that adequately defines the town's portion.

#### Town Hall Boiler

Mr. O'Keefe said the board had yet to hear from the fire department and town hall about the boiler. He said the town hall boiler for \$91,000 was a great example definite savings should it be voted.

Mr. O'Keefe said he reached out to Kevin Cormier; the person presenting the request, to determine how much would be saved.

He said if the savings was \$10,000 he would move to reduce whatever line item the \$10,000 expense was coming from and move it to debt service, and use it to pay for a big chunk of the boiler. Mr.

O'Keefe said the town might see a five year bond as opposed to a ten to twenty year bond needed for the generator or the library.

The board discussed policy and procedure in the coming years for starting the capital request process in the summer.

## **FIRE DEPARTMENT**

### Ambulance

Mr. O'Keefe said the current ambulance they are looking to replace is 7-8 years old. He said a rig was replaced less than two years ago. The current one is not falling apart. He said the life span is 8 years and he would like to see this request moved out to 2017 so that the town is not buying two in a two year cycle and nothing for 6 years. He hopes that maybe he can get it one more year out to balance the cycle.

### Roof

Mr. O'Keefe said the roof was problematic and leaking.

Mr. Guenther asked where the capital for \$15,000 the department received last year for the roof went.

Mr. O'Keefe said the question is why \$15,000 last year and \$80,000. He said the \$80,000 is for the replacement of the roof. The \$15,000 got them through a year. He said the roof protects multi million dollar equipment.

One roof is protecting extremely expensive assets; the town's DPW is protecting stuff that could sit outside.

They board agreed they cannot meet every need and needed to prioritize and pit departments against each other.

Mr. O'Keefe said he would see the fire station roof going in over the DPW roof.

Without the chief present, it was difficult to say where the numbers came from.

### **Policy and Procedure Discussion.**

Mr. Martell said his prospective on the committee is that they are holding the people accountable for

the requests they are making to the town so it is not just a blank check from the taxpayers. He said the board was ensuring due diligence was taking place so people can make intelligent decisions at town meeting.

Mr. O'Keefe said maybe there should be quotes four years ahead for items on the capital lists, knowing cost increases as the years moved forward.

Mr. Guenther suggested that applicants get at least two opinions on needs and cost.

Mr. O'Keefe said the board will provide thresholds to applicants outlining what information and documentation is needed for capital item requests gauged by dollar amount.

"Then we are not just guessing while prioritizing...we have data."

Mr. Martell said it just sums up accountability.

## **OLD BUSINESS**

### **Library**

Sue Rader told the board Julia White Cardinal sent the letter to Robinson Broadhurst. Turnaround time should be late spring.

Mr. Martell said the board will not know anything by the time it makes its recommendation.

Ms. Rader said Robinson Broadhurst was just looking for clarification so when they sit down to talk about the grant request, they have answers to help them when they are making their decision.

Mr. Guenther asked if the fire chief would be contacted. He said there was no submitted from the police.

Mr. O'Keefe said that none of the capital requests sent to Robinson Broadhurst appeared on the lists from each department, though it was requested.

Mr. Niles asked if the committee as a group will decide what will be sought as a funding source for capital item requests.

Mr. O'Keefe said there have been no written procedures, but his opinion was all capital passes through the committee. If a capital item is not a request to the town for funding, yet has another possible source, it would still be placed on the capital needs chart. If it is a critical need that is denied grant funding, the town would still be required to fund that critical need.

He said the committee would look at needs and figure out a potential source.

Mr. O'Keefe said that the committee should decide which items they wished to promote at town meeting.

Mr. O'Keefe said the board could use the savings projection from the new boiler at town hall for partial coverage of the boiler, and determine where the funding source for the remainder can be found.

Mr. O'Keefe said there is money in the Capital Stabilization account, and money targeted into that account each year, the town can bond future receipts into the capital stabilization account, and the town can go for a two and a half override.

Mr. O'Keefe said that the town depends on the override now, but with planning, the town could build capital stabilization and rely less on the override by increasing targeted revenue into capital stabilization.

Mr. Guenther said the amount I capital stabilization is zero.

Mr. O'Keefe said that was an error. He said if one looks at the bank account they see Zero. He said money is still in the town's account and has not been moved.

Mr. O'Keefe said the money is brand new. We are taking pilot revenue. Pilots are brand new. Pilots do not receive tax bills. They just mail checks. The first check arrived in the spring of last year based on an agreement the town signed with a solar developer. The money comes quarterly. All at alternative energy

pilot money goes into capital stabilization. He said there are other projects with developers that will increase the funds.

Mr. Niles left.

Mr. Guenther said capital requests that are grant funded are not always listed as assets of the town.

Mr. O'Keefe said the recent car purchases for the PD was an example of departments purchasing without public awareness. He said the board needs to capture the data.

#### DISCUSSION

DPW--Superintendent John Deline Town Garage roof \$200,000, Cemetery dump truck, \$65,000, Sander, \$42,000

Fire Department --- Ambulance \$185,000, roof \$80,000

Town Hall Boiler, \$91,000

Library --- \$496,000

Town Computers -- \$19,000

Schools \$100,000 generator

What the board considers priority for the Annual Town Meeting Capital Requests

Critical (only non critical is ambulance)

#1) Town Hall Computers (pay outright)

#2) Generator TTE

#3) Cemetery Truck

Mr. Guenther requested a quote on the fire roof.

Mr. O'Keefe said they could still write

#4) roof (capital cash)

#5) Town Hall boiler (all agreed Great data)

Tim Martell asked why the generator is now a critical need. He asked what they have done in the past.

Mr. O'Keefe said the generator would need to be sold at town meeting.

Mr. Martell said there are possibly critical needs not brought to the table because the generator was determined a need.

Mr. O'Keefe said last year the schools received nothing and have probably decided to only seek one this year.

Town Hall computers and Fire Station roof taken from capital stabilization cash \$99,000

Mr. Guenther asked if the money was already committed to the library.

Mr. O'Keefe said they had not committed anything.

Generator, cemetery truck, Town Boiler and library --- 2 ½ override debt exclusion

Mr. Martell said the board still needed to know the cost of the boiler

Mr. O'Keefe said they could Bond against future capital stabilization library

Where does boiler go?

Boiler needed/library wanted

The board decided to break library request into two figures. (arbitrary)

Currently have \$44,000 going into the capital stabilization account. Mr. O'Keefe said the town could bond for 20 years on library. Do not want to spend all the money for the next 20 years so they can't meet other needs. Maybe 25% is committed. If done for 20 years it would be \$196,000 leaving \$300,000 for

2 ½ override asking voters for ¼ of the cost.

Boiler paid for 5 years at \$18,000 a year. Fuel was \$21,000 this year. The town would bond against the savings.

Mr. O'Keefe said the board would go to town meeting with articles to authorize the spending of capital stabilization for the fire department and computers for town hall.

The board will also authorize to spend from the capital stabilization account for the library and the boiler.

A debt exclusion for the school generator and cemetery truck will be advised.

The article will be written for the generator to include verbiage that will take into account moneys received (if received) from the state.

The board discussed alternative energy and future hypothetical sources.

Mr. O'Keefe said there is a way to increase the capital stabilization through a 2 ½ override for \$50,000 per year.

***Mr. O'Keefe made a motion to write the articles based on the breakout the Capital Planning Committee completed, and submit them on behalf of Capital Planning to the Board of Selectmen who will ultimately submit them to town meeting/Second by Mr. Guenther***

***Guenther (Y) Martell (Y) O'Keefe (Y) 3 - 0 approved***

Next Meeting

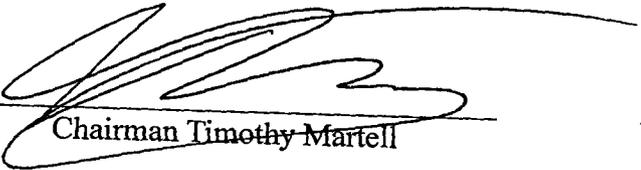
**Resume regular meeting schedule.**

**April 7, 2014 at 6p.m.**

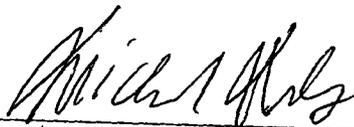
***Motion to adjourn O'Keefe/Guenther***

***Guenther (Y) Martell (Y) O'Keefe (Y) 3 - 0 approved***

**ADJOURNED: 8:04**

  
Chairman Timothy Martell

  
Vice Chairman Robert Guenther





Robert O'Keefe

Michael Niles

