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TOWN OF WINCHENDON

Capital Planning Board

Telephone (978) 297-0085

109 Front Street
Winchendon, Massachusetts 01475-1758

MEETING MINUTES
February 21, 2014
Robinson Broadhurst Conference Room

Present: Timothy Martell, Robert Guenther, Robert O'Keefe
John Deline, Julia White Cardinal, Susan Rader, Linda Daigle
Doneen Durling Recorder
Absent: Michael Niles
Materials: Agenda February 21, 2014
Requests; DPW Highway (sander & roof), Water and Sewer (backhoe), and Cemetery (dump truck with plow and sander)
Library (accessibility, renovation, parking lot) w/ backup documentation
Town Hall (Server) and backup information
Presentations by; DPW Superintendent John Deline, Librarian Julia White Cardinal and Susan Rader, Town Hall Executive Assistant Linda Daigle.

REORGANIZATION
Robert O'Keefe nominated acting chair Tim Martell as new chairman/second Robert Guenther. Mr. Martell agreed to take the position.

VOTE
Guenther (Y) O'Keefe (Y) Martell (Y) 3 – 0 APPROVED

Mr. O'Keefe nominated Robert Guenther as Vice Chairman/ second Martell

Mr. Guenther agreed to serve

VOTE
Guenther (Y) O'Keefe (Y) Martell (Y) 3 – 0 APPROVED

The board discussed there was a vacancy and the planning board was entitled to send a member. Committee Policy and Procedure was held until applicants were heard

Robert O'Keefe requested that Superintendent John Deline be heard.
John Deline presented his requests. He said the roof on the town garage was the priority. (admitted to presenting them backwards on the list)

Mr. O'Keefe told Mr. Deline that even Robinson Broadhurst requests should be presented to Capital Planning so the committee would understand the needs and be prepared if the request is denied through Robinson Broadhurst.

Town Sign (Robinson Broadhurst request) $20,000
Mr. Deline said the LED sign would be something beneficial to the town. It would be placed at the intersection of Route 12 and Glenallen Street, and would inform people about upcoming events or when taxes are due.
Robert O'Keefe said the sign would market the town.
Mr. Deline said the sign would cost between $17,000 to $18,000 with all electrical hookups and landscape.

Roof Town Garage $200,000
Going through capital requests, Mr. Deline said the roof and insulation at the town barn was the most important item. He said the roof currently leaks. He said there is ice build-up along the edges and there is too much spent for energy and heat. He explained there would be an exchange when Cumberland Farms purchases the back building to the Town Hall, there would be another building constructed in the town garage area to store equipment.
Mr. Deline said the whole roof which contains sky lights will be removed.
The board agreed they could find a way to pay for the roof just in what was saved in heating costs.
Mr. O'Keefe pointed to the rise in cost for the roof request from what was submitted last year. He said a year ago people voted no for the roof. He wanted cost increase defined for town floor.
He requested compelling information on the need and the increase that would justify bringing it up for vote.
John Deline said he could put it together. He said it is at a point where the leaks are beginning to affect the metal structure. He said each year the cost of materials and work goes up. He predicted $40,000 could be realized in energy savings per year.
Mr. O'Keefe said they would speak to the town manager about finding a way to take some of the savings and put it towards a bond to cover a portion of the costs. If they could go back to the voters and cut the cost from $200,000 to $100,000, it would give voters a better reason to say yes.
Mr. Deline said he would run the energy numbers and what would be saved. He spoke of waste oil heaters and infra red heaters that are being considered to address energy costs.

Sander for the 10 Wheel Dump Truck $42,000
Mr. Deline said there has been a lot of materials used this winter for the roads. He explained many towns are using a sander with a computer controlled distribution system. He said they cost more but realize savings in materials. He said rear distribution currently used wastes materials and distributes them onto the road unevenly. The computer driven front distribution system hits the ice evenly.
Mr. Martell asked for data produced showing savings.
Mr. O'Keefe said the community would realize savings in less time spent sanding roads.
Mr. Deline said another savings would be realized in time because the sander would not need to be removed in order to complete another job such as working on a water main. He said it takes a half hour to remove the sander to haul material, and an hour to put it back on the truck. The new sander would not need to be removed when hauling snow or other materials. He said the town gets up to 10 years on the older sanders. The new sander would be good for 12 or more years.
Mr. Martell asked if the old sander would be wholesaled. Mr. Deline said the old sander was at the end of its life.

One Ton Dump Truck $65,000
Mr. Deline said it was more efficient for the back roads than the larger trucks. He is looking to replace the 2003 truck.

Backhoe Loader $130,000
Mr. Deline said he was not sure but believed there may be enough in the Enterprise Fund to cover the backhoe.
Current backhoe has close to 6,000 hours. Its reliability is beginning to decrease. He said there needed to be something reliable for water main breaks. He said a loader down at the transfer station is useable. He would move the loader from water and sewer to the transfer station and trade in the loader towards the backhoe.
Mr. O'Keefe advised caution when moving anything from the enterprise to the town because the water sewer enterprise is a different entity.
Mr. Deline said he understood, and was attempting to save money and benefit all with the trade and have a backhoe that was reliable for water main breaks etc.

Mr. Martell asked how the requests would be presented to the town. Mr. O'Keefe explained that they would be presented with the appropriate funding source to the voters.

He said part of the committee's charge would be to determine the funding source. He said some requests might require a bond, others may require some funds come from the general budget. Very large items may require Proposition 2 ½ override.
Mr. O'Keefe said there were 3 items requiring action from the committee. He asked which item was a priority.
Mr. Deline replied that the Town Garage roof was the first priority. The cemetery truck would be 2nd and the sander would be 3rd.
Mr. O'Keefe said that the more items put forward, the less likely there would be anything likely to succeed. He cautioned that things truly needed would be harmed by putting forward too many requests. The committee spoke of the community needs last year not met because the fire truck took the vote. They did not place the fire truck high in community needs, but did consider the town garage roof and school generator was the higher need.

Town Hall Server/Hardware - software $25,000/ $19,000
Linda Daigle said after consultation, there was consideration that a server was not needed but outside services would be something to research, analyze and consider. She is looking into further information and would leave the cost of the server on record in case there is still a need. She informed the board of Robinson Broadhurst funds she can transfer for the server. ($13,000) She would only be looking for $14,000 if the other option was not viable.
Ms. Daigle said she applied to Robinson Broadhurst for computer upgrades but appeared before the board so the town would know there was a need for the capital requests. She said 10 computers in town hall would be obsolete. There is also the need for specific hardware and software.
Ms. Daigle said she would include an update at the next meeting.
She asked if the warrant article could be written that if funding was not realized from Robinson Broadhurst, funding would come from another source. Mr. O'Keefe said if it was a 2 ½ funding issue, the election could be held off until Robinson Broadhurst releases news on what the trust will fund.

BOARD RECESS: 6:18
Mr. Guenther left to make a call.

CALL BACK TO ORDER : 6:19

Capital Planning Defined
Mr. O'Keefe said the bylaw that gives the committee its charge states that no capital request should be acted upon by the town that has not been submitted to the Capital Planning Committee. If it is going to go through Robinson Broadhurst, it must still go by the committee.

Library Accessibility FY15 $1,147,000
Ms White-Cardinal delivered information regarding revenue, operating expenditures, Capital expenditures, Capital expenses paid out of individual grants and bequests, revolving accounts, and stocks.
She explained funds from the Churchill bequest were used for plans, drawings and schematics. The trustees were working with planner Gerald White in hopes of receiving a Community Development Block Grant. It was not a viable option. The building still needs to become accessible. It is no more accessible than it was 100 years ago.
Ms. White-Cardinal said the proposal still needed work. There are 2 sections, one part possibly CDGB fundable.
The plan calls for an entrance that looks as though it belongs to the building. There should be a stairway and elevator. Currently there are 2 stairways...wooden. She said there should be two sets of egress more to code.
Some money can be used from the Churchill fund, some from the Library Building Fund. All the money has been donated for the building project.
The board discussed the multiple grants, gifts, and bequests listed. Trustees get to vote where funds are expended.
Some funds are restricted
Mr. Martell said in December the board considered portions of the request. Trustees came up with the top figures working with the historic commission. They wanted the building to look as nice as it can. They want the new entrance to look a little more modern.
Mr. O'Keefe said the town should have a library that shows how much the town cares about services provided.
Mr. O'Keefe said the quick total of unrestricted money totals approximately $625,000. He said it was foolish to tap into the whole thing. There would be no cushion for emergency.
It has been close to 13 years since the library has asked for funding for construction.
There needs to be some reserve for catastrophe.

Tim Martell said the question is if Robinson Broadhurst comes through with $286,000, where would $700,000 come from?
Mr. O'Keefe said that at a prior meeting it was determined Robinson Broadhurst would fund one quarter, The Library funds would add one quarter, The committee working with the Capital Stabilization account would fund one quarter, and the town would hopefully vote a 2 ½ override for one quarter ...approximately.
Ms. White-Cardinal said what she would want from the board was a response to the Robinson Broadhurst letter stating funding has been discussed thoroughly with Capital Planning and where approximate funding would be sought. She also sought help with drafting the articles for town meeting

so she could show those articles to Robinson Broadhurst. She said the prior request was for an addition. This request would be different since they were not adding space but reusing what is already there and making it accessible.
Mr. Guenther asked how much was in Capital Stabilization. Mr. O'Keefe said this next fiscal year after town meeting, there should be approximately $90,000. Currently there should be (unencumbered) $55,000.
Mr. O'Keefe said because Robinson Broadhurst would like funding more defined, there should be a more definite plan in the library plan's funding sources.
Mr. Martell said there were needs the committee had not considered yet.
Mr. Guenther asked if there was a way to have the account report delivered from the town accountant multiple times a year.
Mr. O'Keefe said the library has already spent $50,000 on plans. It was actually a $1.2 million project. $400,000 is assigned to the library. That means the library and all its sources. They have already spent $50,000 so there is an additional $350,000.
Subtracting $350,000 plus $286,000 requested from Robinson Broadhurst leaves $511,000.
The $511,000 will fall to town.
Money is already in Capital Stabilization. Some is promised that can be bonded against. There is a proposition 2 ½ override.
He asked the committee to bring to town meeting articles that would outline where $511,000 would be found.
Ms. White-Cardinal said it would fit their needs.
Mr. Martell asked if there was a way to assign $13,000 to the library to make the number less than half a million.
Mr. O'Keefe said he did not think the symbolism would matter.
Mr. Martell said his concern was that Robinson Broadhurst may not consider funding because they would predicate the decision on the town's acceptance or defeat of over half a million dollars.
Mr. O'Keefe asked if the share from the library was increased to $365,000, dropping the town's share under $500,000, he asked if it would make a difference to Robinson Broadhurst.
Mr. Martell asked if the letter required a motion from the board, or just a specific plan.
Ms. White-Cardinal said it would be stronger with a motion defining what the board would support.
She said the trustees and town were asking Robinson Broadhurst to take a leap of faith.
Ms. White-Cardinal said it would look better to ask the library to come up with the $365,000, dropping the town's share to under $500,000.
The bottom line for the town would be $496,000.
The letter may refer to the up to $90,000 in stabilization, but may not say what percentage might be used.
Ms. Rader asked who would submit the articles. Mr. O'Keefe said the board writes and submits what it recommends.

MOTION

R. O'Keefe motioned that as a committee, commit to presenting $496,000 towards the library project through various appropriation methods available to us for next town meeting/ second B. Guenther

VOTE

Guenther (Y) O'Keefe (Y) Martell (Y) 3 – 0 APPROVED

Board agreed to meet next Thursday (Feb. 27) 6 pm. And have a plan for the articles to be written.

MOTION TO ADJOURN
R. O'Keefe/ R Guenther

VOTE
Guenther (Y) O'Keefe (Y) Martell (Y) 3 – 0 APPROVED

ADJOURNED 7:38 pm

Chairman Timothy Martell

Vice Chairman Robert Guenther

Robert O'Keefe