



TOWN OF PAXTON
Capital Improvements Planning Committee
697 Pleasant Street
Paxton, MA 01612

Meeting Minutes for Tuesday, February 26th, 2019

Present: Jeff Kent (Chairman)
Forrest Smith (Vice Chairman)
Mark Love
Kateri Clute
Robert Pelczarski
Timothy Grinham

Absent: Carol Riches

Additional: Mr. Mike Putnam, Superintendent, Department of Public Works

1. The meeting was held at the Department of Public Works, 107 Holden Road. Chairman (JK) called the meeting to order at 7:00 PM.
2. The Committee met with Mr. Mike Putnam (MP) to discuss his department's FY 20 Capital Requests:
 - a. Phase I Site Assessment for New DPW Facility / \$150K
 - b. DPW Garage Roof / \$42K
 - c. Sidewalk Plow/Sweeper / \$152K
3. MP met with the committee in his office to discuss a feasibility study for a new DPW Facility. JK noted that the feasibility study was approved at the 2017 Annual Town Meeting, but was defeated at the Annual Town election.
4. MP presented an informal brief on the DPW Facility requirement. MP discussed why the current facility is inadequate and provided the following justification(s):
 - a. The current DPW Facility is well over 50 years old and was not designed for its current use.
 - b. The garage lacks the necessary square footage to perform necessary DPW operations (fleet maintenance/storage; tools, equipment, parts rooms; etc.).
 - c. Lack necessary administrative staff office space and employee facilities, including separate male/female bathrooms and employee breakroom.
 - d. Current garage is not OSHA and ADA compliant.
 - e. The current heating system is outdated and unreliable; it is unsafe and caused a fire in the past couple of years.
 - f. All windows and doors are no longer energy efficient and needs to be replaced.
 - g. Current outbuildings are adequate and will remain in place, regardless if the

- project is approved for new construction or renovation.
- h. The roof leaks and must be replaced.
5. MP provided the Phase I Site Plan/Initial Design Breakdown:
- a. Survey: \$15K
 - b. Geotechnical Survey: \$20K
 - c. Preliminary Permitting: 18K
 - d. Design Package: \$87K
 - e. Independent Cost Estimate: \$10K
6. The overall Project Cost Estimate reflects current market conditions. The revised total project cost is \$9.6 million compared to the 2017 estimate of \$8.9 million. This increase is primarily related to escalation in the construction market. The current estimate includes one (1) year of escalation. If construction is not initiated by 2020, the Town should adjust the Total Project Cost presented in this report by adding 5% - 8% per year to account for future construction market escalation. For example, if construction is anticipated to start in 2021, the Total Project Cost should be increased by \$480,000 - \$770,000 (depending on market conditions at the time of the adjustment).
7. MP then discussed the condition and requirement to replace the DPW Garage Roof. MP stated that his staff could make short term repairs if the DPW Facility Phase I Site Plan/Initial Design is approved at the Annual Town Meeting and Election. It would be a “stop-gap measure” until a new DPW facility is constructed.
- a. Current Condition:
 - (1) The roof leaks in numerous areas, and it continues to deteriorate.
 - (2) During the past two winters there has been numerous instances of water dripping (and literally running) inside the building during rainstorms and snow melt.
 - (3) Water soaked ceiling tiles are falling on office equipment & furniture.
 - (4) Created an unsafe and unhealthy work environment.
 - b. Scope of work includes:
 - (1) Demo & replace existing rubber membrane and roof decking.
 - (2) Install new fascia board, drip edges, and flashing.
 - (3) Note: *For years DPW has patched/repared, but each year the conditions worsen. An estimate was obtained in 2018 to repair 25% of the rubber membrane, but was advised to replace the entire roof. There is major heaving of the particle board roof decking, which makes a repair economically unfeasible.*

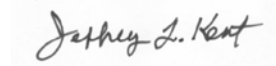
8. MP discussed the requirement for Sidewalk Plow/Sweeper, and emphasized that the Town currently outsources (contract) sidewalk snow removal around the Town Center and to Paxton Center School. MP stated the Town currently does not own this type of equipment, and DPW would be able to expand its snow removal/sidewalk sweeping service. In addition to removing snow from sidewalks in the winter, it would also be used to sweep sand, gravel or other debris from sidewalks and confined areas. JK asked if “more utility” type of equipment could do the same job, stating that a new tractor (Kubota, 4WD, 35-40 HP w/HST, Heated Cab, FEL, Backhoe, Snowblower, Sweeper) costs about \$60K new. MP stated that this recommendation may not work, due to the requirement to conduct snow removal in confined/restricted places, but said he would research alternate solutions and provide said information to the CIPC.

9. JK thanked MP for his time and information provided, and asked for his priority for the upcoming FY. MP stated the following priority: (1) Phase I Site Assessment for New DPW Facility; (2) DPW Garage Roof; (3) Sidewalk Plow/Sweeper.

10. No voting or recommendations were acted on by the committee. The information gathered during the site visit will be discussed and reviewed in depth when the committee evaluates and prioritizes FY20 Capital Project requests.

11. The Committee had no new business to discuss and moved to close the meeting. Motion (FS) second (RP) to adjourn meeting at 8:35 PM. Unanimous all in favor.

Respectfully submitted by



Jeffrey L. Kent
Chairman