



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

***Meeting Minutes for Tuesday, April 30<sup>th</sup>, 2019***

Present: Jeff Kent (Chairman)  
Forrest Smith (Vice Chairman)  
Kateri Clute  
Mark Love  
Carol Riches

Absent: Robert Pelczarski; Timothy Grinham

Additional: Chief Mark Savasta (PPD)  
Assistant Chief Michael Pingitore (PFD)  
Michael Benoit  
Peter Conte  
Guy Bibeau  
Kevin Quinn  
Richard Fenton  
Neil Bagdis  
Julie Pingitore (BoS)

1. Chairman (JK) called the meeting to order at 7:04 PM.
2. The Committee reviewed Meeting Minutes and took the following actions:
  - a. Approved Meeting Minutes for 19 FEB (Motion by ML, 2nd by KC; Passed Unanimous).
  - b. Approved Meeting Minutes for 26 FEB (Motion by ML, 2nd by KC; Passed Unanimous).
  - c. Approved Meeting Minutes for 05 MAR (Motion by ML, 2nd by FS; Passed Unanimous).
  - d. Approved Meeting Minutes for 12 MAR (Motion by ML, 2nd by FS; Passed Unanimous).
  - e. Motioned to pass over Meeting Minutes for 14 MAR and 21 MAR (Passed Unanimous).
3. Chief Savasta (MS) discussed his department's FY 20 Capital Request to purchase/lease to own three Ford Police Interceptor Vehicles. The Committee recommended approval, and MS answered questions why the requested appropriation increased by \$9,000.00.

4. Assistant Chief Pingitore (MP) discussed his department's FY 20 Capital Request to replace Ladder 1 Replacement with a new apparatus. The Committee recommended approval, and MP answered questions regarding the history of the apparatus, KME Frame Warranty, inspections/assessments since MAY 2018, overall procurement costs, and purchase options (new vs used).

5. JK moved the discussion to the two Warrant Articles (CIPC sponsored "Capital Equipment and Building Needs Assessment" and Citizens Petition "Full Operational Audit of the Town of Paxton Public Safety Functions").

a. JK recognized CR for her outstanding work in securing a \$25,000.00 Grant from the Edward J. Collins, Jr. Center for Public Management to conduct a Capital Improvement Plan (CIP) Study. The Center will review our capital processes/procedures, review our capital assets, and develop a comprehensive capital improvement plan. The deliverables include:

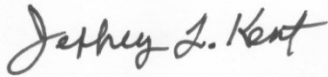
- (1) A comprehensive, Capital Project investment strategy/capital budget & 5-year Capital Plan five-year CIP that is executed and managed via an online/web-based tool kit.
- (2) Capital request forms that describe the capital project(s) they propose, including scope, timing, cost, and justification.
- (3) Vehicle capital replacement tool that has 18 data points in five major categories that contribute to the decision to replace a vehicle.
- (4) Generally-accepted lifespans for common municipal capital assets, including building components.

b. JK stated that with this grant, he felt that the CIPC and Citizens Petition Warrant Articles were no longer necessary, and recommended that they either be passed over or voted down at the ATM. However, JK did point out there is a difference between the Collins Center CIP Study and an operational audit.

- (1) The Collins Center will study/review current assets, and make recommendations regarding a manageable and feasible replacement schedule. We'll receive an outstanding CIP tool that is sorely needed.
- (2) An operational audit will review of each department's organization and functions, assess current and future capabilities needed to meet public services objectives, and provide recommendations on a department "manning, equipping, and training" that best meets Town objectives while recognizing fiscal constraints.

7. The Committee had no new business to discuss. Motion (ML) second (FS) to adjourn meeting at 8:49 PM. Unanimous all in favor.

Respectfully submitted by

A handwritten signature in black ink that reads "Jeffrey L. Kent". The signature is written in a cursive style with a large, stylized 'J' and 'K'.

Jeffrey L. Kent  
Chairman