



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

***Meeting Minutes for Thursday, March 21<sup>st</sup>, 2019***

Present: Jeff Kent (Chairman)  
Kateri Clute  
Mark Love  
Timothy Grinham  
Robert Pelczarski  
Carol Riches

Absent: Forrest Smith (Vice Chairman)

Additional: None

1. Chairman (JK) called the meeting to order at 7:00 PM.
2. The meeting was a follow-up to the 14 MAR 19, where JK introduced a Capital Request and presented a briefing titled "Public Safety Study." The study would provide an assessment of the efficiency and effectiveness of Public Safety operations, to identify strengths and improvement opportunities relating to organization, operations, staffing, and management. The objective of this study, conducted by an external auditing firm that specializes in municipal operations.
3. ML stated that the study should not be focused on operations, but should be expanded to include:
  - a. Capital Equipment Needs Assessment – to focus principally on Police, Fire, EMS, DPW, and Boards/Committees.
  - b. Town Building Needs Assessment - to focus on all town buildings; principally on the Town Hall, DPW Building, Senior Center, Public Safety Complex, Richards Memorial Library; and other town-owned properties.
  - c. That such funding be not less than \$25,000 but not more than \$50,000 in total for both studies.
4. Background on the initiative:
  - a. Capital requirements are outpacing the Town's annual revenue stream by a wide margin.
  - b. Such is the condition perennially; constantly and consistently each year; the forecast is that such conditions will not change anytime soon, if at all.
  - c. As a result, many critical capital needs are being deferred.

- d. Such a condition is not good public policy; deferment adds appreciably to annual repairs and maintenance costs; and more significantly, it could expose the Town to certain public safety risks to both town employees and town residents alike.
- e. The matter cannot be solved simply; Proposition 2½ Overrides and Debt Exclusions are not the answers; neither are they the long-term solution; and such policy is flatly unsustainable.
- f. The capital requirements, including matters involving vehicles, equipment, and town buildings is currently estimated to be between \$18,000,000 and \$20,000,000.

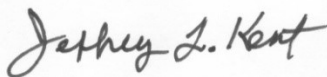
5. Rationale:

- a. Capital Improvements Planning Committee (CIPC) is dedicated to its responsibilities and the present committee makeup includes a full complement of members each of whom are eminently qualified in executing the duties and responsibilities of the CIPC.
- b. However, because no members are actual experts, acutely so, in such capital needs matters, the risk of favoring a certain capital request over another; deferring a certain request over another; overspending; buying new when used would suffice; purchasing when leasing would be better; misinterpretation, misunderstanding, or lack of information are inherent risks of the CIPC's role each year.
- c. To be sure, there are equally talented and dedicated town department heads each of whom serve the Town well and each of whom knows his/her operations well; plus the Board of Selectmen and Finance Committee opine and vote on CIPC recommendations each year; nonetheless neither of those bodies are the subject matter experts in all Capital Projects that are reviewed and approved.

6. JK concurred with the expansion of the initiative, ML, and requested a motion to accept the Capital Request as discussed. ML made the motion, and recommended naming the Capital Request "Capital Equipment and Town Buildings Expert Studies"; 2nd by RP; Passed Unanimous. JK stated that he would attend the BoS Meeting on 25 MAR to answer any questions related to the Warrant Articles recommended by the CIPC.

7. The committee agreed to adjourn, and that JK and CR would draft and submit to the BoS the Capital Equipment and Town Buildings Expert Studies Warrant Article. Motion to adjourn was made by ML at 8:03 PM, 2<sup>nd</sup> by RP; Passed Unanimous.

Respectfully submitted by



Jeffrey L. Kent  
Chairman