



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

Meeting Minutes for Thursday, May 30th, 2019

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

Absent: None

Additional: Neil Bagdis

1. Chairman (JK) called the meeting to order at 7:05 PM.
2. The Committee reviewed Meeting Minutes and took the following actions:
 - a. Approved Meeting Minutes for 14 MAR (Motion by RP, 2nd by ML; Passed Unanimous).
 - b. Approved Meeting Minutes for 21 MAR (Motion by RP, 2nd by TG; Passed Unanimous).
 - c. Approved Meeting Minutes for 30 APR (Motion by FS, 2nd by KC; Passed Unanimous).
3. The Committee discussed the results of the Annual Town Meeting and Election:
 - a. Ambulance Replacement: The Town approved replacing the existing 2008 Ford Lifeline ambulance for the Fire Department in the amount of \$285,000, with a first-year lease payment of \$35,102, and the remaining nine yearly payments to be raised and appropriated as part of the Fire Department budget and Holden Hospital Funds.
 - b. DPW Site Plan/Initial Design (Phase 1): The Town approved to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$150,000 to conduct a site Plan and Initial Design (Phase One) of a new DPW Facility.
 - c. DPW Roof Replacement: The Town approved to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$42,000, or any other sum, to replace the existing roof at the Department of Public Works Facility.
 - d. COA Heating Boiler Replacement: The Town approved to transfer the sum of \$17,000, or any other sum, from the Capital Depreciation Fund to replace the existing heating boiler in the John Bauer Senior Center.
 - e. Ladder/Pumper Combination Truck: The Town approved to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$900,000 or any other sum, to replace the Fire Department's 2003 KME Aerial Platform Ladder #1 Truck, contingent upon passage of a Proposition 2 ½ debt exclusion. At the Annual Town Election (13 May 2019), voters defeated Question 1. (*Shall the Town of Paxton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to purchase a new Aerial Ladder Truck for the Fire Department?*)

- f. Police Cruisers: The Town approved to authorize the Board of Selectmen to enter into a three year “lease to own” agreement for the purpose of acquiring three police cruisers to replace the existing vehicles (2013 Ford Utility, Taurus, & Fusion) for the Police Department in the amount of \$99,000, with a first year lease payment of \$33,000 and the remaining two yearly payments to be raised and appropriated.

3. ML inquired why Question 1 did not contain a dollar amount. CR explained that Debt Exclusion questions do not include dollar amounts. JK concurred, stating that IAW MGL, override and capital expenditure exclusion questions include the total amount of additional taxing authority being requested and the fiscal year in which it will be used. This information is not included in debt exclusion questions.

4. The Committee discussed Collins Center Study, in particular to data collection and analysis schedule.

- a. In the month of June, Sarah Concannon (Project Leader) and the Project Team will schedule interviews/meetings and meet with the Town Departments. The objective is to identify capital projects over the next six years.
- b. Prior to the scheduled meeting, each Department will submit a current asset inventory and identify any capital projects over the next six years. The capital projects do not have to be fully-formed ideas yet, just a bulleted list for discussion purposes.
- c. Upon conclusion of the scheduled meetings/interviews, each Department will be directed to an online project request form, with a suspense to complete the online capital project submission by the end of the month (June).
- d. The Project Team will create a draft spreadsheet of capital project requests and forward for review and comment, and schedule a follow-up meeting with the Town Administrator and CIPC Chairman in late June/early July.
- e. Through late summer/early fall, the Project Team will analyze the capital projects and the fleet data, finalize the capital needs assessment, and develop a draft capital investment strategy.
- f. In the October/November timeframe, the Project Team will prepare and present a PowerPoint Presentation that summarizes the results of capital needs assessment, an MS Excel Spreadsheet of all requested capital projects, a proposed capital investment strategy with supporting detail, scoring methodology guide, and fleet assessment tools.

5. There was no new business, and no voting or recommendations were acted on by the Committee.

6. The Committee had no new business to discuss. Motion (FS) second (ML) to adjourn meeting at 7:59 PM. Unanimous all in favor.

Respectfully submitted by



Jeffrey L. Kent
Chairman