



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

***Meeting Minutes for Monday, February 5<sup>th</sup>, 2018***

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

Absent: Kateri Clute

Additional: Mr. Richard Fenton

1. Chairman (JK) called the meeting to order at 7:00 PM.
2. Nomination/Election of Committee Members:
  - a. Chairman: Jeff Kent (Motion by CR, 2<sup>nd</sup> by FS; Passed Unanimous).
  - b. Vice Chairman: Forrest Smith (Motion by ML, 2<sup>nd</sup> by CR; Passed Unanimous).
  - c. Clerk: Mark Love (Motion by CR, 2<sup>nd</sup> by FS; Passed Unanimous).
3. Reviewed/Approved Meeting Minutes from 14 FEB; 07 MAR; 21 MAR 2017 (Motion by CR, 2<sup>nd</sup> by ML; Passed Unanimous).
4. Reviewed the CIPC Annual Report (Fiscal Year 1 July 2017 to 30 June 2018) and Capital Program-Project Summary. JK requested an electronic copy of the project summary to post on the CIPC website.
5. JK discussed the FY19 Capital Project submissions. In January 2018, the CIPC received 12 capital requests totaling \$1,261,323. Below is a summary of the capital projects.
  - a. Board of Selectmen: Basement Heating System Repairs/JBSC; Estimated Cost: \$11,072
  - b. DPW: Backhoe/Loader; Estimated Cost: \$149,300.
  - c. Water Department: Utility P/U Truck; Estimated Cost: \$55,485.
  - d. Council on Aging: Shuttle Van; Estimated Cost: \$28,756.

e. WRSD:

- I. Athletic Field Artificial Turf Replacement: \$500,000 project; \$48,500 – Paxton contribution.
- II. Parking Lot Paving/ECC-Jefferson Building: \$50,000 project; \$4,850 – Paxton contribution.

f. Paxton Fire Department:

- I. SCBA Replacement: Estimated Cost: \$145,000.
- II. Ladder 1 Refurbishment: Estimated Cost: \$110,000.
- III. Forestry 1 Refurbishment: Estimated Cost: \$25,000.
- IV. Car #4 Replacement: Estimated Cost: \$48,000.
- V. Tanker Truck Replacement: Estimated Cost: \$360,000.
- VI. Ambulance A-2 Replacement: Estimated Cost: \$275,000.

6. CR provided the committee a copy of the capital submissions referenced above. JK asked each member to continue to review the requests, begin to formulate questions, and be prepared to gather relevant information during the future meetings with the project sponsors. No voting or recommendations were acted on by the committee at this time.

7. JK discussed the timeline to meet with the project sponsors. The committee agreed to meet on Tuesday and Thursday evenings for the next four to six weeks in order to meet with the project sponsors, review/evaluate/prioritize each project, and prepare committee recommendations for the Annual Town Meeting. JK stated that the next tentative meeting is Tuesday, 20<sup>th</sup> February.

8. The Committee had no new business to discuss. Motion (ML) second (FS) to adjourn meeting at 8:30 PM. Unanimous all in favor.

Respectfully submitted by



Jeffrey L. Kent  
Chairman