

TOWN OF PAXTON

Capital Improvements Planning Committee 697 Pleasant Street Paxton, MA 01612

Meeting Minutes for Monday, March 5th, 2018

Present: Jeff Kent (Chairman)

Forrest Smith (Vice Chairman)

Kateri Clute Mark Love Carol Riches

Absent: None

Additional: Mr. Tim Grinham

Mr. Richard Fenton, Paxton Finance Committee

Ms. Ms. Marianne Belanger, Paxton Board of Assessors

Ms. Tara Vocino, Correspondent, The Landmark

- 1. Chairman (JK) called the meeting to order at 7:10 PM.
- 2. Reviewed/Approved Meeting Minutes from 22 FEB 18 (Motion by ML, 2nd by CR; Passed Unanimous).
- 3. Reviewed/Approved Meeting Minutes from 28 FEB 18 (Motion by CR, 2nd by ML; Passed Unanimous).
- 4. The committee voted and scored the FY 19 Capital Projects using Form E, Capital Improvements Rating Sheet (*see enclosure*). Below are the projects listed in priority order:
 - 1. Backhoe Loader Replacement
 - 2. Ladder 1 Refurbishment
 - 3. Shuttle Van Replacement
 - 4. Tanker Truck Replacement
 - 5. Car #4 Replacement
 - 6. Parking Lot Paving/ECC-Jefferson Building
 - 7. Forestry 1 Refurbishment
 - 8. Athletic Field Artificial Turf Replacement
 - 9. Ambulance A-2 Replacement
 - 10. Basement Heating System Repairs/JBSC
- 5. ML made a motion to recommend approval of the Utility Truck request from the Water Department, since the department will use enterprise funds and not require town appropriations. Motion was 2nd by FS; Passed Unanimous.

- 6. CR made a motion to pass over the Fire Fighting Gear Replacement request, since the Fire Department applied for a FEMA Assistance to Firefighters Grant. If the grant is awarded, the matching fund requirement is \$7250.00 and is below the \$10K threshold for capital expenditures. Motion was 2nd by ML; Passed Unanimous.
- 7. Due to the time constraints, the committee agreed to adjourn and meet on March 13th to formulate a debt schedule and draft/approve the FY19 Capital Request Warrant Articles. Motion to adjourn was made by ML at 9:10 PM, 2nd by FS; Passed Unanimous.

Respectfully submitted by

Jashey L. Kent

Jeffrey L. Kent Chairman

Enclosure: Form E, Capital Improvements Rating Sheet

Project Name: Backhoe/Loader Sponsor: DPW Purchase or Lease Cost: \$149,300		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
	Score Range								
A. Town Department Priority Classification	40		40	1	1	40	40	I	
Mandatory Maintenance	10 7		10	7	7	10	10		
3. Improve Efficiency	5	8.8		,	<u>'</u>				
4. New Service	2								
B. Priority Ranking									
1. Very High (Critical)	10		10	7	7	7	7		
High (Essential) Medium (Enhancing)	7 5	7.6		/	/	/	/		
4. Low	2								
C. Project's Expected Useful Life									
(Three years or less score zero)									
 20 or more years 10 - 19 years 	10 5	9	5	10	10	10	10		
3. 5 - 9 years	2	3	3						
,									
D. Effect on Operating & Maintenance Costs									
1. Reduce Cost	10		10	10	10	10	10		
2. Cost Unchanged	5	10							
3. Increase Cost	2								
5 5% v v 5 - 10 D v v v % v 1 v v)									
E. Effect on Town's Revenue (tax base)1. Increase Revenue	10								\vdash
Revenues Unchanged	5	5	5	5	5	5	5		
3. Decrease Revenues	2								
F. Availability of State / Federal Grant Moneys									
(If no, score zero) 1. Yes	5								\vdash
2. No	ő	0	0	0	0	0	0		
TOTAL:		40.4	40	39	39	42	42		

Project Name: Ladder 1 Refurbishment Sponsor: Paxton Fire Department Purchase or Lease Cost: \$110,000		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
A. Town Department Priority Classification	Score Range			ı			10		
 Mandatory Maintenance Improve Efficiency New Service 	10 7 5 2	7.6	7	7	7	7	10		
B. Priority Ranking									
 Very High (Critical) High (Essential) Medium (Enhancing) Low 	10 7 5 2	8.2	10	7	7	10	7		
C. Project's Expected Useful Life									
(Three years or less score zero) 1. 20 or more years 2. 10 - 19 years 3. 5 - 9 years	10 5 2	8	10	5	5	10	10		
D. Effect on Operating & Maintenance Costs1. Reduce Cost	10		10	10	10	10	10		
2. Cost Unchanged 3. Increase Cost	5 2	10	10	10	10	10	10		
E. Effect on Town's Revenue (tax base) 1. Increase Revenue 2. Revenues Unchanged	10 5	5	5	5	5	5	5		
3. Decrease Revenues	2								
F. Availability of State / Federal Grant Moneys (If no, score zero) 1. Yes 2. No	5 0	0	0	0	0	0	0		
TOTAL:		38.8	42	34	34	42	42		

Project Name: Shuttle Van Replacement Sponsor: COA Purchase or Lease Cost: \$34,850		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
	Score Range								
A. Town Department Priority Classification 1. Mandatory	10		10		10				
2. Maintenance	7	8.2	10	7	10	7	7		
3. Improve Efficiency	5	0.2							
4. New Service	2								
B. Priority Ranking									
1. Very High (Critical)	10		10		10				
2. High (Essential)	7	8.2		7		7	7		
Medium (Enhancing) Low	5 2								
	_								
C. Project's Expected Useful Life (Three years or less score zero)	•								
1. 20 or more years	10								
2. 10 - 19 years	5	2.6			5				
3. 5 - 9 years	2		2	2		2	2		
D. Effect on Operating & Maintenance Costs									
1. Reduce Cost	10		10	10	10	10	10		
2. Cost Unchanged	5	10							
3. Increase Cost	2								
E. Effect on Town's Revenue (tax base)									
1. Increase Revenue	10	_		10	10				
2. Revenues Unchanged3. Decrease Revenues	5 2	7	5			5	5		
o. Doordage Nevertues	2								
]								
F. Availability of State / Federal Grant Moneys	}								
(If no, score zero) 1. Yes	5		5		5				
2. No	0	2	<u> </u>	0	<u> </u>	0	0		
]								
TOTAL:		38.0	42	36	50	31	31		

Project Name: Tanker Truck Replacement Sponsor: Paxton Fire Department Purchase or Lease Cost: \$360,000		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
	Score Range								
A. Town Department Priority Classification 1. Mandatory	10								
2. Maintenance	7	5.4				7			
3. Improve Efficiency	5	5.4	5	5	5		5		
4. New Service	2								
P. Driority Ponking									
B. Priority Ranking 1. Very High (Critical)	10								
2. High (Essential)	7	5.8				7	7		
3. Medium (Enhancing)	5	5.0	5	5	5				
4. Low	2								
C. Project's Expected Useful Life									
(Three years or less score zero) 1. 20 or more years	10		10	10		10	10		
2. 10 - 19 years	5	9	10	10	5	10	10		
3. 5 - 9 years	2								
D. Effect on Operating & Maintenance Costs									
1. Reduce Cost	10			10		10	10		
2. Cost Unchanged	5	8	5		5				
3. Increase Cost	2								
E. Effect on Town's Revenue (tax base)1. Increase Revenue	10								
Revenues Unchanged	5	5	5	5	5	5	5		
3. Decrease Revenues	2			-					
F. Availability of State / Federal Grant Moneys									
(If no, score zero)									
1. Yes 2. No	5 0	4	0	5	5	5	5		
2.110									
TOTAL:		37.2	30	40	30	44	42		

Project Name: Car #4 Replacement Sponsor: Paxton Fire Department Purchase or Lease Cost: \$48,000		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
A. Town Department Priority Classification	Score Range								
Mandatory Maintenance Improve Efficiency	10 7 5	7.6	7	7	7	10	7		
4. New Service B. Priority Ranking	2								
1. Very High (Critical) 2. High (Essential) 3. Medium (Enhancing)	10 7 5	7.2	5	7	7	10	7		
4. Low	2								
C. Project's Expected Useful Life (Three years or less score zero) 1. 20 or more years 2. 10 - 19 years	10 5	5	5	5	5	5	5		
3. 5 - 9 years	2								
D. Effect on Operating & Maintenance Costs1. Reduce Cost2. Cost Unchanged3. Increase Cost	10 5 2	10	10	10	10	10	10		
E. Effect on Town's Revenue (tax base)	_								
 Increase Revenue Revenues Unchanged Decrease Revenues 	10 5 2	5	5	5	5	5	5		
F. Availability of State / Federal Grant Moneys (If no, score zero)									
1. Yes 2. No	5 0	0	0	0	0	0	0		
TOTAL:		34.8	32	34	34	40	34		

Project Name: Parking Lot Paving/EEC-Jeffer: Building Sponsor: WRSD Total Cost: \$50,000 Paxton Cost: \$4,850		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
	Score Range								
A. Town Department Priority Classification 1. Mandatory	10						10		
2. Maintenance	7		7	7	7	7	10		
3. Improve Efficiency	5	7.6							
4. New Service	2								
B. Priority Ranking	,								
1. Very High (Critical)	10								
2. High (Essential)	7	4.8		-	-	7	-		
Medium (Enhancing) Low	5 2		2	5	5		5		
LOW	-								
C. Project's Expected Useful Life	i								
(Three years or less score zero) 1. 20 or more years	10								
2. 10 - 19 years	5	5	5	5	5	5	5		
3. 5 - 9 years	2								
D. Effect on Operating & Maintenance Costs									
1. Reduce Cost	10		10	10	10		10		
2. Cost Unchanged	5	9				5			
3. Increase Cost	2								
E. Effect on Town's Revenue (tax base)	,								
1. Increase Revenue	10								
2. Revenues Unchanged	5	4.4	5	5	5	5			
3. Decrease Revenues	2						2		
F. Availability of State / Federal Grant Moneys									
(If no, score zero)	_								
1. Yes 2. No	5 0	0	0	0	0	0	0		
2	Ĭ								
TOTAL:		30.8	29	32	32	29	32		

Project Name: Forestry 1 Refurbishment Sponsor: Paxton Fire Department Purchase or Lease Cost: \$25,000		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
A. Town Department Priority Classification	Score Range								
 Mandatory Maintenance Improve Efficiency New Service 	10 7 5 2	6.6	7	7	7	5	7		
B. Priority Ranking	_								
 Very High (Critical) High (Essential) Medium (Enhancing) 	10 7 5	4.8		7	5	5	5		
4. Low C. Project's Expected Useful Life	2		2						
(Three years or less score zero) 1. 20 or more years 2. 10 - 19 years	10 5	3.8	5		5	5			
3. 5 - 9 years	2			2			2		
D. Effect on Operating & Maintenance Costs1. Reduce Cost2. Cost Unchanged3. Increase Cost	10 5 2	9	10	10	10	5	10		
E. Effect on Town's Revenue (tax base)	2								
1. Increase Revenue 2. Revenues Unchanged 3. Decrease Revenues	10 5 2	5	5	5	5	5	5		
F. Availability of State / Federal Grant Moneys									
(If no, score zero) 1. Yes 2. No	5 0	0	0	0	0	0	0		
TOTAL:		29.2	29	31	32	25	29		

Project Name: Athletic Field Artificial Turf Replacement Sponsor: WRSD Total Cost: \$600,000 Paxton Cost: \$58,200		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
A. Town Department Priority Classification	Score Range								
Mandatory	10								
2. Maintenance	7	7	7	7	7	7	7		
3. Improve Efficiency4. New Service	5 2								
B. Priority Ranking									
1. Very High (Critical)	10		10						
High (Essential) Medium (Enhancing)	7 5	6.8		5	5	7	7		
4. Low	2				3				
C. Project's Expected Useful Life									
(Three years or less score zero)									
 20 or more years 10 - 19 years 	10 5	3.2		5	5				
3. 5 - 9 years	2	V. -	2		Ŭ	2	2		
D. Effect on Operating & Maintenance Costs									
1. Reduce Cost	10						10		
Cost Unchanged Increase Cost	5 2	5.4	5	2	5	5			
o. moreage dost	_								
E. Effect on Town's Revenue (tax base)									
Increase Revenue	10								
2. Revenues Unchanged	5	5	5	5	5	5	5		
3. Decrease Revenues	2								
E Availability of Ctate / Fadaral Crawt Marrows									
F. Availability of State / Federal Grant Moneys (If no, score zero)									
1. Yes	5	0							
2. No	0		0	0	0	0	0		
TOTAL:		27.4	29	24	27	26	31		

Project Name:A-2 Ambulance Replacement Sponsor: Paxton Fire Department Purchase or Lease Cost: \$275,000		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
A. Town Department Priority Classification	Score Range								
Mandatory	10								
2. Maintenance	7	4.4							
3. Improve Efficiency4. New Service	5 2		5	5	5	5	2		
4. New Service	2								
B. Priority Ranking 1. Very High (Critical)	10								
2. High (Essential)	7								
3. Medium (Enhancing)	5	3.2		5		5			
4. Low	2		2		2		2		
C. Project's Expected Useful Life									
(Three years or less score zero)	40								
 20 or more years 10 - 19 years 	10 5	4.4	5		5	5	5		
3. 5 - 9 years	2			2		•			
D. Effect on Operating & Maintenance Costs									
1. Reduce Cost	10			10	10	10	10		
2. Cost Unchanged	5	9	5						
3. Increase Cost	2								
E. Effect on Town's Revenue (tax base)									
 Increase Revenue Revenues Unchanged 	10 5	6	5	5	5	5	10		
3. Decrease Revenues	2	· ·	3	3	3	3			
F. Availability of State / Federal Grant Moneys									
(If no, score zero)									
1. Yes	5	0							
2. No	0		0	0	0	0	0		
TOTAL:		27.0	22	27	27	30	29		

Project Name: JBSC Basement Heating Sponsor: BoS Purchase or Lease Cost: \$11,072		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
	Score Range								
A. Town Department Priority Classification									
1. Mandatory	10								
2. Maintenance	7	5.2				7	7		
3. Improve Efficiency4. New Service	5 2		5	5	2				
4. New Service	2								
B. Priority Ranking									
1. Very High (Critical)	10								
2. High (Essential)	7	2.6							
3. Medium (Enhancing)	5	0		5					
4. Low	2		2		2	2	2		
C. Project's Expected Useful Life	•								
(Three years or less score zero)									
1. 20 or more years	10		10						
2. 10 - 19 years	5	4.4		5			5		
3. 5 - 9 years	2					2			
					0				
D. Effect on Operating & Maintenance Costs	•								
1. Reduce Cost	10		10	10		10			
2. Cost Unchanged	5	7.4					5		
3. Increase Cost	2				2				
E. Effect on Town's Revenue (tax base)									
1. Increase Revenue	10								
2. Revenues Unchanged	5	5	5	5	5	5	5		
3. Decrease Revenues	2								
F. Availability of State / Federal Grant Moneys	ŀ							 	
(If no, score zero)	•								
1. Yes	5	0							
2. No	0	U	0	0	0	0	0		
	}								
TOTAL:		24.6	32	30	11	26	24		

Project Name: Utility Truck Sponsor: Water Department Purchase or Lease Cost: \$55,845		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
	Score Range	Motion	to Reco			(ML) 2nd		in Favor/	Motion
A. Town Department Priority Classification		ı		1	Pas	sed	ī	1	
1. Mandatory	10								
2. Maintenance	7								
3. Improve Efficiency4. New Service	5 2								
4. New Service	2								
B. Priority Ranking									
1. Very High (Critical)	10								
2. High (Essential)	7								
3. Medium (Enhancing)	5								
4. Low	2								
C. Project's Expected Useful Life	ŀ								
(Three years or less score zero)	-								
1. 20 or more years	10								
2. 10 - 19 years	5								
3. 5 - 9 years	2								
D. Effect on Operating & Maintenance Costs									
1. Reduce Cost	10								
2. Cost Unchanged	5								
3. Increase Cost	2								
E. Effect on Town's Revenue (tax base)	-								
1. Increase Revenue	10								
2. Revenues Unchanged	5								
3. Decrease Revenues	2								
F. Availability of State / Federal Grant Moneys	}								
(If no, score zero)									
1. Yes	5								
2. No	0								
TOTAL:									

Project Name: Fire-Fighter Gear Replacement Sponsor: Paxton Fire Department Purchase or Lease Cost: \$145,000		Score Average	J. Kent	F. Smith	M. Love	C. Riches	K. Clute	Vacant Seat	Vacant Seat
A. Town Department Priority Classification	Score Range	Motion	to Reco	mmend A	pproval	A AFG (CR) 2nd ssed	(ML); All	in Favor/	'Motion
 Mandatory Maintenance 	10 7								
Improve Efficiency New Service	5 2								
B. Priority Ranking1. Very High (Critical)2. High (Essential)3. Medium (Enhancing)4. Low	10 7 5 2								
C. Project's Expected Useful Life (Three years or less score zero) 1. 20 or more years 2. 10 - 19 years 3. 5 - 9 years	10 5 2								
D. Effect on Operating & Maintenance Costs1. Reduce Cost2. Cost Unchanged3. Increase Cost	10 5 2								
E. Effect on Town's Revenue (tax base) 1. Increase Revenue 2. Revenues Unchanged 3. Decrease Revenues	10 5 2								
F. Availability of State / Federal Grant Moneys (If no, score zero) 1. Yes 2. No	5 0								
TOTAL:									

Town of Paxton											
Form E											
Capital Improvements Rating	g Sneet	1	2	3	4	5	6	7	8	9	10
		DPW - Backhoe Loader	PFD - Ladder 1 Refurbishment	COA - Van Replacement	PFD - Tanker Truck Replacement	PFD - Car 4 Replacement	WRSD - EEC parking Lot	PFD - Forestry 1 Refurbishment	WRSD - Athletic Field Turf Replacement	PFD - A-2 Ambulance Replacement	JBSC - Basement Heating
A. Town Department Priority Classification	Score Range Score Averages										
1. Mandatory 2. Maintenance 3. Improve Efficiency 4. New Service	10 7 5 2	8.8	7.6	8.2	5.4	7.6	7.6	6.6	7.0	4.4	5.2
B. Priority Ranking 1. Very High (Critical) 2. High (Essential) 3. Medium (Enhancing) 4. Low	10 7 5 2	7.6	8.2	8.2	5.8	7.2	4.8	4.8	6.8	3.2	2.6
C. Project's Expected Useful Life											
(Three years or less score zero) 1. 20 or more years 2. 10 - 19 years 3. 5 - 9 years	10 5 2	9.0	8.0	2.6	9.0	5.0	5.0	3.8	3.2	4.4	4.4
D. Effect on Operating & Maintenance Costs											
1. Reduce Cost 2. Cost Unchanged 3. Increase Cost	10 5 2	10.0	10.0	10.0	8.0	10.0	9.0	9.0	5.4	9.0	7.4
E Effect on Townia Boyenia (few base)	ļ										
E. Effect on Town's Revenue (tax base) 1. Increase Revenue 2. Revenues Unchanged 3. Decrease Revenues	10 5 2	5.0	5.0	7.0	5.0	5.0	4.4	5.0	5.0	6.0	5.0
F. Availability of State / Federal Grant Moneys	Moneys										
(If no, score zero) 1. Yes	5										
2. No	ő	0.0	0.0	2.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0
TOTAL:		40.4	38.8	38.0	37.2	34.8	30.8	29.2	27.4	27.0	24.6

FY19 Capital Requests Debt Service Estimates										
Year	DPW Backhoe		COA Van	Fire Ladder 1	Fire Tanker Truck	Fire Car 4	WRSD Turf Fields	WRSD Parking Lot		
	\$150,000	\$150,000	\$31,570	\$110,000	\$360,000	\$48,000	\$58,200	\$4,850		
one	\$33,694	\$24,991	\$7,091	\$24,709	\$44,385	\$10,782		\$4,850		
Two	\$33,694	\$24,991	\$7,091	\$24,709	\$44,385	\$10,782				
Three	\$33,694	\$24,991	\$7,091	\$24,709	\$44,385	\$10,782				
Four	\$33,694	\$24,991	\$7,091	\$24,709	\$44,385	\$10,782				
Five	\$33,694	\$24,991	\$7,091	\$24,709	\$44,385	\$10,782				
Six		\$24,991			\$44,385					
Seven		\$24,991			\$44,385					
Eight					\$44,385					
Nine					\$44,385					
Ten					\$44,385					

	FY19 Capital Requests Tax Inpact Estimates													
Year	DPW Backhoe	COA Van	Fire Ladder 1	Fire Tanker	Fire Car 4	WRSD Turf Fields	WRSD Parking Lot							
	7 Years	1 Year	5 Years	10 years	1 Year	1 Year	1 Year							
Per \$1,000	\$0.05	\$0.06	\$0.05	\$0.09	\$0.09	\$0.11	\$0.11							
Average SFR \$298,474	\$14.92	\$17.91	\$14.92	\$26.86	\$26.86	\$32.83	\$32.83							
Funding	Debt Exclusion	Capital Exclusion	Debt Exclusion	Debt Exclusion	Capital Exclusion	Capital Exclusion	Capital Exclusion							
Alternative	1Year													
Per \$1,000	\$0.30													
Average SFR \$298,474	\$89.54													
Funding	Capital Exclusion													