



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

Meeting Minutes for Thursday, March 14th, 2019

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

Absent: None

Additional: None

1. Chairman (JK) called the meeting to order at 7:00 PM.
2. The committee voted and scored the FY 20 Capital Projects using Form E, Capital Improvements Rating Sheet (*see enclosure*). Below are the projects listed in priority order with average score:

- (1) A-2 Ambulance Replacement (39.71)
- (2) DPW Phase 1 Site Plan/Initial Design (39.286)
- (3) DPW Roof Repair (39.14)
- (4) JBSC Boiler Replacement (39.00)
- (5) Ladder 1 Replacement (37.57)
- (6) Police Patrol/Utility Vehicles (31.71)
- (7) Tanker Truck Replacement (31.29)
- (8) Car #4 Replacement (25.00)
- (9) DPW Sidewalk Snowblower/Sweeper (24.71)

3. It was the consensus of the committee to forward the top six Capital Requests as Warrant Articles to the FINCOM and BoS for inclusion at the Annual Town Meeting, and to defer Items 7,8, and 9 to subsequent Fiscal Years. ML made a motion to recommend approval of the water line replacement request from the Water Department, since the department will use enterprise funds and not require town appropriations. Motion was 2nd by CR; Passed Unanimous.

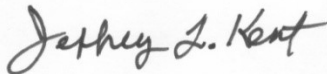
4. JK introduced a Capital Request and presented a briefing titled “Public Safety Study.” The study would provide an assessment of the efficiency and effectiveness of Public Safety operations, to identify strengths and improvement opportunities relating to organization, operations, staffing, and management. The objective of this study, conducted by an external auditing firm that specializes in municipal operations, is to:

- a. Obtain maximum value for limited tax dollars.
- b. Identify and help manage the risks associated with public safety functions.
- c. Raise public awareness of the value and professionalism of their public resources.
- d. Assist Town leaders to develop and execute plans that best meet their community’s needs, given the resources available.
- e. Estimated cost for such study would be not less than \$25,000 but not more than \$35,000.

5. ML stated he supports this initiative in concept, but recommended that it not be focused on “operations”, but rather on Capital Equipment and Town Buildings. ML further stated this initiative should be further researched and refined. JK concurred and recommended that the committee meet on Thursday, 21 MAR to discuss and vote on this initiative.

6. Due to the time constraints, the committee agreed to adjourn, and that JK and CR would formulate a debt schedule and draft/approve the FY20 Capital Request Warrant Articles. Motion to adjourn was made by ML at 9:35 PM, 2nd by FS; Passed Unanimous.

Respectfully submitted by



Jeffrey L. Kent
Chairman

Enclosure: Form E, Capital Improvements Rating Sheet