



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

*Meeting Minutes for Tuesday, February 20<sup>th</sup>, 2018*

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

Absent: None

Additional: Mr. Joseph Scanlon, Director of Business and Finance, WRSD  
Mr. Richard Fenton

1. Chairman (JK) called the meeting to order at 7:04 PM.
2. Reviewed/Approved Meeting Minutes from 05 FEB 18 (Motion by FS, 2<sup>nd</sup> by ML; Passed Unanimous).
3. Mr. Scanlon attended the meeting to discuss the following WRSD FY19 Capital Projects:
  - a. WRSH Athletic Field Artificial Turf Replacement: \$500,000 project; \$48,500 – Paxton contribution.
  - b. Parking Lot Paving/ECC-Jefferson Building: \$50,000 project; \$4,850 – Paxton contribution.
4. Mr. Scanlon (JS) gave a brief overview of the requirements and referenced the project proposal documents, facts sheets, and projects quotes that was submitted to the committee on November 10<sup>th</sup>, 2017.
  - a. WRSH Athletic Field Artificial Turf Replacement key discussion points:
    - 1) Per the Regional Agreement, capital requests as a warrant article require 3/5 approval of the member towns.
    - 2) The field is in poor condition and has exceeded its life expectancy. Both the WRSD insurance carrier (MIIA) and artificial turf supplier/installer (Field Turf) have stated the field remain safe to play on, but recommend replacement within one year.
    - 3) The use schedule of the field is high; it is used to host varsity and junior varsity sports activities (practices & games), health and fitness classes, extracurricular activities, and outside (i.e. tournament) sporting events.

- 4) It is the recommendation of the WRSD Administration and School Committee that this requirement be a “separate question” on the Annual Town Warrant, by allocating costs to each member town (based on student percentages).
- 5) The estimated project cost is \$500K, but could rise to \$630K. The increase would be due an engineering study to assess the field drainage, and if a shock pad is necessary to reduce the risk of concussions.

b. Parking Lot Paving/ECC-Jefferson Building:

- 1) It has been decades since the rear parking lot has been paved. It is in poor condition and has drainage issues, and needs to be excavated and reconstructed. Due to the proximity to wetlands, an underground storm-water detention and filtration system is necessary.
- 2) Project costs will be prorated to the member towns per student enrollment

5. The committee had no questions regarding the parking lot. but did have questions about the athletic field. JS stated he would do the research and provide the answers to the committee with 5-7 business days. The questions that require follow-up are:

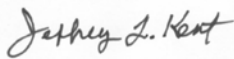
- a. Is the Massachusetts Interscholastic Athletic Association safety certification authority for athletic facilities? Can (or will) WRSD have a third party inspect the field and provide those inspection results to the committee?
- b. What is the historical usage schedule of the field? (by sport, # of students, formal games, practices, etc.)
- c. How many (and by type) grass practice fields are there at WRSH?
- d. What is the current balance of the Athletic Revolving Fund? Will any funds be used to offset the project costs?
- e. If the field is replaced, will the insurance premium be reduced?
- f. When will there be a determination if an engineering study is required?

6. JK thanked JS for the presentation and asked him to prioritize the two projects. JS stated the field turf replacement is the first priority, and that there could be alternative construction and financing solutions for the parking lot. No voting or recommendations were acted on by the committee at this time.

7. JK discussed the requirement to meet with the Fire Department, with a proposed date of February 28<sup>th</sup> at 6:15 PM, pending coordination with the Assistant Fire Chief. The members concur with the tentative date/time. JK stated that the next scheduled meeting is Thursday, 22<sup>nd</sup> February.

8. The Committee had no new business to discuss. Motion (ML) second (FS) to adjourn meeting at 8:25 PM. Unanimous all in favor.

Respectfully submitted by



Jeffrey L. Kent  
Chairman