



TOWN OF PAXTON

Capital Improvements Planning Committee
697 Pleasant Street
Paxton, MA 01612

Meeting Minutes for Thursday, January 23rd, 2020

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

Absent: Kateri Clute

Additional: 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 ML, 2nd by RP; Passed Unanimous).
 - b. Vice Chairman: Mark Love (Motion by FS, 2nd by RP; Passed Unanimous).
 - c. Clerk: Robert Pelczarski (Motion by ML, 2nd by FS; Passed Unanimous).
3. The Committee reviewed Meeting Minutes and took the following actions:
 - a. Approved Meeting Minutes for 30 May 19 (Motion by ML, 2nd by TG; Passed Unanimous).
 - b. Approved Meeting Minutes for 23 OCT 19 (Motion by ML, 2nd by TG; Passed Unanimous).
 - c. Approved Meeting Minutes for 19 NOV 19 (Motion by ML, 2nd by CR; Passed Unanimous).
4. The committee discussed the following Capital Projects approved at the MAY 19 Annual Town Meeting:
 - a. Article 10 - Ambulance Replacement. The lease is signed at a cost of \$284,703.52. PFD received the ambulance and is pending licensing and certification. Ambulance A-2 will be retired once the new ambulance is placed into service.
 - b. Article 11 - DPW Facility (Site Plan & Initial Design). The Town signed a contract with Weston & Sampson in the amount of \$140K. The BoS appointed a DPW Building Committee comprising of four Town Employees and 3 Citizens-At-Large. Next scheduled meeting is 11 FEB 20.
 - c. Article 12 - DPW Roof Replacement. \$42K has been allotted towards the project, but work has not started.
 - d. Article 13 - Council on Aging Heating Boiler Replacement. McDonald Heating completed the installation at a cost of \$16,200.00.
 - e. Article 15 - Police Cruisers (3 ea.). The lease agreement was signed at a cost of & \$99K, with a first-year lease payment of \$33K and the remaining two-yearly payments to be raised and appropriated; The new cruisers have been placed in service, and the 2013 Ford Utility, Taurus, and Fusion were traded in. One cruiser was involved in a vehicle accident and has been taken out of service. The Town is pending a replacement through the insurance carrier.

5. The committee discussed the results of the Special Town Meeting (November 18th, 2019). The Command Car has been procured and placed in service. Ladder 1 is at the KME Repair Facility (in PA); repairs include partial dismantling to access the frame, rust removal, and metal priming/painting. The consensus of the committee was that:

- a. Our process to review and evaluate the Command Car and Ladder 1 was flawed, but our goal is to not repeat this again.
- b. The Command Car was financed using the Reserve Fund, which was approved by the FINCOM, as they have jurisdiction over that fund. But there were alternatives to using the Reserve Account, which included the Capital Depreciation Fund. Regarding the Reserve Account expenditure, several committee members assumed that funds taken out of this account would be fully replenished, and that we need more clarity and come to a collective consensus.
- c. Both the Command Car and Ladder 1 met the parameters of the CIPC Bylaw, should have been evaluated by the committee, and our recommendations should have been forwarded to the FINCOM and BoS. JK took full responsibility, stating that he should not have held a joint CIPC & FINCOM meeting. We had two separate committees looking at the requirements from different perspectives. We can preclude this in the future if we adhere to our CIPC Bylaw and review/evaluation processes. We can learn from this and move forward in a positive direction.

6. The committee discussed the Edward J. Collins, Jr. Center for Public Management Capital Improvement Plan (CIP) Study. The study identified 88 projects received, totaling \$27.8M over six years and the Top Ten & Flagged Projects.

- a. Each committee member will receive the full study after this meeting. This includes a full comprehensive list of the 88 projects, and the following analytical tools:

- (1) CIP - Intro Letter to Dept Heads
- (2) CIP Scoring Methodology & User Guide
- (3) Paxton Fleet Replacement Tool User Guide
- (4) Paxton CIP Draft Project Plan Presentation
- (5) Paxton CIP Draft Project Plan Summary
- (6) Asset Inventory Template
- (7) Paxton Fleet Assessment Tool
- (8) Paxton Capital Needs - Department Input
- (9) Paxton CIP Capital Needs
- (10) Paxton CIP Capital Investment Strategy
- (11) Paxton CIP Project Plan - Financial Strategy

- a. The 88 Capital Projects includes 44 roads and bridge projects, but does not include the Town Hall and Senior Center. However, the committee can vote to add these projects to our Capital Plan, if only as a placeholder for future consideration.

- b. The Top Ten and Flagged Items were based on the CIP Scoring Methodology. But priorities and year of execution can be changed or modified, based on the needs of the Town, recommendations from the CIPC and FINCOM, and the desires of the BoS.

- c. The Collins Center provides the Town a great product, but challenges remain ahead. Specifically, the CIPC will need to:

- (1) Incorporate these tools and update our CIPC Process, Manual and Website.
- (2) Identify the actions, key tasks, and informational manager, which is necessary to sustain the tools & database.
- (3) Identify the steps to prepare for FY22 Capital Solicitations & Requests (tasks, milestones, timeline, etc.).

- d. This is a project separate from the FY 21 Capital Project Review and Annual Town Meeting, and the committee will work on this project through the next six months.

7. JK suggested that we requested BoS Priorities and Planning Guidance, which would be helpful in our evaluation and prioritization of FY 21 Capital Project. JK will draft and CR will forward the following questions to the BoS:

- a. Based on the Collins Group recommendations, what are your Capital Project priorities for FY21?
- b. Are there any FY22-26 Capital Projects that you want to move to FY21; and are there any FY21 Capital Projects that you want to delay/defer to a future FY?
- c. Are there any areas (nominated Capital Projects) where you will assume “No Risk” as it relates to the delivery of Town Services? These are your “must fund/resource/procure” Capital Projects.
- d. Are there any areas (nominated Capital Projects) where you will assume “Risk” as it relates to the delivery of Town Services? These are your “delay/defer/remove from consideration” Capital Projects.
- e. What is your General Fund Non-Excluded Spending Goal for FY 21? For planning purposes, do you have a Capital Budget in mind for FY21?
- f. The Collins Center recommends GF Non-Excluded Capital Spending Goal of 3-4% of Net Budget; do you agree or have a different % in mind?

8. In preparation for the FY21 Capital Project review and evaluation, JK directed that each committee member reviews the FY 21 Capital Projects and analytical tools (see Para 6.a), evaluates and prioritizes the projects using Form E (Capital Improvements Rating Sheet), and be prepared to discuss their recommendations at future meetings. JK stated that he anticipates that the committee will complete the evaluations and be prepared to provide recommendations to FINCOM & BoS no later than 30 MAR 20.

8. Old Business: JK reinforced the rules governing the Open Meeting Law, and provided guidance regarding email communications between committee members.

9. New Business: None

10. Public Session- none

11. Date and Time: Thursday, February 6th, 2020 at 6:30 PM.

12. Motion (ML) second (FS) to adjourn meeting at 8:27 PM. Unanimous all in favor.

Respectfully submitted by



Jeffrey L. Kent
Chairman