

Town of Lakeville
Joint Capital Expenditures Committee and Board of Selectmen
Meeting Minutes
May 5, 2016

On May 5, 2016, the Capital Expenditures Committee held a meeting at 6:30 PM at the Town Office Building. The meeting was called to order by Chairman Michael Petruzzo at 6:37 PM. Members present: Michael Petruzzo, Ryan Trahan and Rita Garbitt. Also present the Board of Selectmen: Miriam Hollenbeck, John Powderly and Aaron Burke, Also present: Christine Weston, Recording Secretary. LakeCAM was recording the meeting. Chairman Hollenbeck called the Selectmen's Meeting to order at 6:36 PM

Approve Meeting Minutes for April 14, 2016

A correction was noted to be made to the time in the first sentence of the April 14, 2016 Meeting Minutes, from 7:00 PM to 6:30 PM.

Upon a motion made by Ms. Garbitt; seconded by Mr. Trahan it was:

VOTED: To approve the Capital Expenditure Committee Meeting Minutes of April 14, 2016, as amended.
Unanimous in favor.

Discuss and Vote on Recommendations for FY17 Capital Plan

Ms. Garbitt began an explanation on the changes that have been made and what needs to be changed on the FY17 Capital Plan. GIS Mapping - Complete Streets, under General Government, has been increased from \$32,000 to \$38,000 to cover all that is needed, per the discussion with Town Accountant. Depending on what is available to spend, the Capital Expenditures Committee (CEC) provides recommendations to the Board of Selectmen, who will ultimately make the final approval for Capital Expenditures for FY17.

Chairman Hollenbeck stated that the total amount in the budget which is available to spend, or to apply to debt service is \$787,000. \$213,000 may potentially not be available, since another payment may need to take place for the Water Tower, so the amount would actually be \$550,000. Free Cash should be used for only one time uses. Money can also be put into the Stabilization Funds. The April Meeting Minutes identify the items that the Committee had been considering last month in the amount of \$217,900.

The updated FY17 Five Year Capital Needs and Expenditure Plan was reviewed. The Selectmen and CEC agreed with the three (3) cruisers for the Police Department in the amount of \$109,500. All were in agreement for the new pumper for the Fire Department in the amount of \$550,000. The Fire Chief would replace his 2008 Command Vehicle in the amount of \$32,000. Ms. Garbitt spoke about the Generator under Emergency Management in the amount of \$50,000, since there is \$17,000 already budgeted towards it. Since the Town has spent a few thousand dollars this year on the present generator, the Chief has indicated that it would be okay to push that out until FY18. From speaking with the IT Consultant, it will be better known at that time what the capacity needs of the generator are to be for next year.

The Selectmen and CEC agreed on the Roof Replacement for the Highway Garage in the amount of \$20,000, a one (1) Ton Dump Truck with Plow in the amount of \$60,000, and a Used/New Backhoe, which could be bought through a five (5) year lease program at \$20,000 a year or through a short term Bond Anticipated Note (BAN). Selectman Powderly explained that he has been looking at prices for a single wide trailer to serve as the offices at the Highway Department. It can be configured with at least two (2) offices for the Superintendent of Streets and the Secretary. A double wide is \$10,000 more with similar square footage. The septic system is estimated at \$20,000, and there should also be a handicapped ramp, estimated to be approximately \$7,000. The total amount is estimated to be \$67,000 for a double wide trailer, approximately 1,200 square feet with a peaked roof. Ms. Garbitt explained that this item will have to go out to bid. Selectman Powderly stated that the manufacturer is passing the exact price and putting in his cost to install the trailer/office. Ms. Garbitt asked if the manufacturer did the specifications taking into consider prevailing wage for the installation. If not, that will need to be included. The cost should then be increased by \$3,000. Another consideration is if the concrete slab that the trailer will based on will have to be poured or is it part of the installation. Selectman Powderly stated that the concrete slab is part of the installation. The Town would need to dig a trench to the PVC pipe. In the future it may cost \$10,000-\$15,000 to move the trailer to an alternate location, if the plans for the Highway Department warrant it. That cost would include pouring another concrete slab and disassembly and reassembly. The \$70,000 should cover everything, so the \$200,000 amount now being budgeted can be decreased.

Ms. Garbitt stated that the Nathan Darling, Building Commissioner, indicated that a trailer would not be as durable as a modular building. Selectman Powderly stated that Mr. Darling reviewed the specifications, and the trailer has a 30 year useful life. Selectman Burke stated that it may be better to spend \$70,000 now, and then if the area gets reconfigured, it would be easier to move a trailer than trying to move a more robust building. It was noted that the Highway Garage Door was moved to the Highway Operating Budget. Selectman Powderly stated that the Highway Department needs to put the bumpers on the sides of the doors when that project is done. The Committee agreed that the Fuel Pump/Data Management Software in the amount of \$25,000 would be pushed off at this time. The CEC recommended at least \$375,000 for roadway projects.

Chairman Hollenbeck stated that the amount in Free Cash is \$1.4 million. There is approximately \$600,000 for Capital Projects, since a good portion will be put into the Stabilization Funds. It was noted that the CEC could justify spending additional money on roadway projects. Selectman Powderly stated that he would not object to putting an additional \$300,000 a year towards roadway projects through some sort of bonding. The Town is under funded by \$5.5 million, which is the amount that it would take to bring the roads up to where they should be. Chairman Hollenbeck stated that she had five (5) items in mind for long term Capital Projects: OPEB (Other Post Employment Benefits), Debt, Stabilization, School Projects, and Roadway Projects. Ms. Garbitt stated that she would like to wait until the Water Tower is sold. There are two (2) road projects: Rush Pond Road and the Great Ponds Industrial Park road, which should be funded with Chapter 90 funds. There is also a small section on Clear Pond Road that should be done with Chapter 90 funds. Selectman Powderly explained that the Town has the reports from BETA Engineering, and it is an enormous amount of money to get the roads in Lakeville up to standards. Though people have different priorities, he felt that the roads with more traffic should be repaired before a road that is a dead end with only three (3) houses on it. Chairman Hollenbeck stated that the matter can be discussed as part of the long term projects discussion and factored in. The Superintendent of Streets can come in and speak on the

condition of the streets. Selectman Powderly mentioned that also under the Highway Department, the Beneficial Use Determination (BUD) pile went from a cost of removal from \$12,000, to \$100,000. Now we are talking about using it on site as a berm, though it will take some money to move the material, but this is a good alternative. The Highway Department may need \$15,000 added into their operational budget for that.

Chairman Hollenbeck stated that the roads are going to be more of a discussion for the Finance Committee. Mr. Trahan stated that the CEC should recommend a figure to the Selectmen so that people are aware of the fact that the CEC is recommending that some work get done on the roads. Mr. Petruzzo stated that the Finance Committee will recommend \$375,000 for roadwork. Ms. Garbitt explained that the Annual Town Meeting Warrant will close on Wednesday, May 11th. The Capital items will need to be listed on the Warrant Article.

A motion was made by Ms. Garbitt to approve \$36,000 for the Animal Control Officer vehicle. The vehicle will need a slider window from the cab to the back. There was no second to the motion. The motion failed. Mr. Trahan disagreed with the motion, since he felt that the money could be applied to something else.

Ms. Garbitt explained that she was in agreement for the \$15,000 requested by the Historical Commission for their Historic and Archaeological Assets Survey Inventory. Their first proposal for a Historic District was to include the area from the Sampson Cemetery to the Pond Cemetery. Now they are looking to include just the Sampson Cemetery, the Old Town House and the Historical Library. Once the Town has a Historic District, it can apply for grants. The condition of the roof on the Historic Town House, which is on the Historic Register, is in bad condition and the cost to repair it would be \$30,000. This will be on the Capital Plan for FY18. It may be necessary to let the Survey Inventory go for this year. Selectman Burke noted that the amount presented from the Historical Commission was from 2007, so the figure may not be accurate or up to date.

Ms. Garbitt stated that the Town really should have the Hazardous Waste Day take place, but it can be pushed out another year. The cost is estimated to be \$35,000 for a Hazardous Waste Day. The higher priority is to repair and paint the Transfer Station Garage in the amount of \$20,000.

Selectman Burke stated that the Police Station Design Review Committee had a good meeting last night. ModSpace does not have the experience to build a Police Station turnkey. Should the Town explore the cost of a stick built building further? It had been hoped to put forth a Warrant Article for money for an architect. The Police Station is a high security building, is open 24/7, and needs to be the command center for the Town. It needs to have a lot of redundancies, and what ModSpace was proposing did not have all the extra features that are necessary to have with a modern Police Station. It has been determined that a Police Station is an expensive build, whether it is a modular or a stick built building. The Committee visited the Marion Police Station, and it is an example of a well done police station. It is the size the Town is looking for and has a lot of great features. Another field trip should be set up to visit it. Chairman Hollenbeck stated that she would like to get an Article in for a ball park cost for an architect. Selectman Burke stated that it needs to be understood what a modern Police Station requires. Being part of the Police Station Design Review Committee has been an eye opener. The cost maybe around \$4 million rather than \$2.6 million.

Chairman Hollenbeck said the \$140,000 will be kept in the budget for the conversion to SoftRight financials, and there is the \$38,000 for the GIS mapping, Complete Streets. Ms. Garbitt stated that she needs a new copier. The present copier has over a 1 million copies. It is used by multiple Departments and requires servicing approximately once a month. The Board of Health would like to have the present copier, since they do not have a scanner. The Town would only receive \$1,000 if the present copier is traded in. A new copier would come with a three (3) year warranty, three (3) tubes of toner and a rack of staples. The CEC approved a new copier in the amount of \$10,000.

Selectman Powderly said that he could not support any of the four (4) Park Department items. They were: Utility Vehicle for Transporting Equipment, \$17,000, Tennis Courts repaired and painted, \$28,500, Irrigation System for two (2) new Fields at TWC, \$26,000 and Parking Lot Lights for \$35,000. The total amount was \$106,500.

The list of items that the CEC approved were: Three (3) Police cruisers - \$109,500; Fire Pumper - \$550,000; Fire Command vehicle=\$32,000; Roof replacement at Highway- \$20,000; One ton dump - \$60,000; Back hoe - \$100,000 or spread over 5 years at \$20,000 per year ; Highway Modular Office - \$70,000; Roadways - \$375,000; Repairs and painting Transfer Station Garage - \$20,000; SoftRight conversion - \$140,000; GIS Mapping, Complete Streets - \$38,000; and Copier - \$10,000. The Police Station is on hold.

Upon a motion made by Ms. Garbitt; seconded by Mr. Trahan it was:

VOTED: To recommend the above list of items to the Board of Selectmen.
Unanimous in favor.

Schedule next Meeting of Committee if needed

Another meeting was not scheduled.

Adjournment

Upon a motion made by Mr. Trahan; seconded by Ms. Garbitt it was:

VOTED: To adjourn the Capital Expenditures Committee meeting at 7:52 PM.
Unanimous in favor.

Upon a motion made by Selectman Burke; seconded by Selectman Powderly it was:

VOTED: To adjourn the Board of Selectmen meeting at 7:52 PM.
Unanimous in favor.