

CAPITAL IMPROVEMENT PLANNING COMMITTEE
Minutes October 19, 2015

The meeting began at 2:05 and adjourned at 3:40 pm.

Attending: Chair Erin Battistelli, Carrie Arnaud, June Michaels, Linda Sanders, Wilhelmina Sheedy, Bill Wagner

Guests: Library Director Cindy Grove, DPW Director Joe Parisi, DPW Commissioner Bruce Reed, Town Clerk Pat Brown, Millbrook Meadow Committee members Barbara Sparks, Sam Coulbourne, Shannon Mason and Laura Hollowell.

Minutes

Minutes of August 12 and August 20 not yet approved.

Structural Deficit

Linda Sanders described the efforts to analyze and recommend ways to reduce the Town's structural deficit, which amounts to \$650,000 for FY2017 and grows from there. If this is not controlled, there will be no Free Cash available for capital outlay. The Finance Committee is recommending no new debt for the next few years, except for urgent items which could be funded with a debt exclusion.

Debt Service

Carrie Arnaud said that she is ready to issue bonds in December for \$4million of the \$5 million authorized. This starts the clock running for issuing long-term bonds in 2-3 years. The largest piece of this is the Pigeon Cove sea wall repair, which may begin in December. The committee decided to hold a special meeting to discuss debt issues November 10th.

FY2007 Capital Requests

Library, \$17,500 for consultant to assess space needs. Director Cindy Grove explained that both real and virtual space needs should be analyzed by a professional. She has three quotes. ADA requires redesigning the library website to make it easier for handicapped persons to use. We have a children's room but no area for young adults.

Library, \$18,091 for software and computers. Director Cindy Grove has prepared a five-year plan for replacing computers. She would like to acquire Envision software to monitor computer and printer usage by the public.

Millbrook Meadow Committee, \$600,000 for restoration of the park and ponds. Barbara Sparks said the MMC has been working on this for five years and want to go out to bid after Town Meeting. \$600,000 has also been requested from the Community Preservation Committee, but it is uncertain how much they will approve. The whole project totals \$1,291,000 **with no contingency**. MMC has \$163,996 remaining from the Laura Philips gift and private donations. The design and permitting phase will be completed in March, providing solid numbers. CIPC members said this is rather late in our capital planning cycle.

The project has been divided into two phases, the first of which is considered most urgent. Dredging the pond, if the work is properly contained, will not destroy earlier work on the stream and meadow.

Phase One: culvert, stream bed, frog pond, meadow
 Phase Two: dredge pond, boardwalk

In addition, there is a wish list, for spending more than the budgeted amount on several pieces of the design. This wish list would appear to add a total of \$348,000 to the project. Bill Wagner asked what if the project costs much more than \$1.2 million? Barbara Sparks said additional cuts would be made, for example, only putting in the footings for the boardwalk.

	<u>Budget</u>	<u>Wish</u>
Boardwalk	\$100,000	\$300,000
Granite terrace	10,000	35,000
Entry Plaza	10,000	20,000
Play Scape	10,000	45,000
Skating area	10,000	35,000
Walls	10,000	25,000
Kids' Access to Brook	10,000	40,000
Safety bollards	<u>2,000</u>	<u>10,000</u>
	\$162,000	\$510,000

NOTE: why does everything cost \$10,000?

NOTE: what do we get for \$10,000 in playground equipment?

Town Clerk, Elections \$13,000 for Voting Booths. Pat Brown obtained a quote for \$1,300 for each 4-booth module, including curtains, lights (she receives complaints about dim light in current booths), covers and shipping. Ten modules would be purchased, four for largest precinct, three for the other two.

Town Clerk, Elections \$96,000 for Audience Response System (electronic clickers). Pat Brown felt the cost was too high for the benefit, but will continue to research this technology in response to the Moderator's desire to speed up Town Meeting voting. Belmont is using this system and she has a video of how the clickers are used.

Next Meeting

- November 2 – School Department and Information Services
- November 10 – Discussion of debt service
- November 16 – Public Safety, Police, Fire, Harbor, EMS, Islands
- November 30 – D P W
- December 7 – Review and prioritize requests
- December 14 – send recommendations to Board of Selectmen