

Town of Ludlow, Massachusetts
Capital Improvement Planning Committee

Minutes of the January 23, 2023 Capital Improvement Planning Committee.

Meeting began at 5:30pm.

Members present Marc Strange, James Gennette, Kim Collins, Luis Vitorino, Josh Carpenter,
Tony Sanches, and Kathy Demetrius.

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Mr. Gennette: No visitations tonight, but I'd like to go over the stabilization account. The free cash goes through several expenses and obligations that we've made in previous years. We try to put a certain amount of money into stabilizations every year to increase that. Kim, would you mind going down our stabilization?

Ms. Collins: Basically, these are the estimates for FY 24. You started with \$4.4M at the beginning of July 2022. Stabilization you are looking at putting \$1M into stabilization, \$100,000 into the finance committee's reserve, \$100,000 into infrastructural article, and there's \$100,000 basically reserved for police overtime. Typically, they do have it every year. Last time that we met the amount looking to be put into OPEB was \$500,000. That was reduced to \$250,000 due to some issues with town hall roof coming in at a much higher amount than anticipated. The next three items are all leases from prior years. \$134,000 for the fire engine, that's the last year of that. 410,348 for a DPW ground master that's the last year of that, \$335,000 for a fire tower engine that's the second year, then the remainder amount are all the requests that you are looking at tonight and making decisions on.

Mr. Gennette: Does anybody have any questions? The police OT usually comes in higher than one hundred.

Ms. Collins: It's typically one hundred, one hundred and twenty.

Mr. Gennette: OPEB. Can you explain that please. I know that it's health insurance, but I don't understand how we're negative \$250,000 on it.

Ms. Collins: It's Other Posts Employee Benefits. It is basically the town's obligation to pay retirees. To pay the retirement and health insurance for retirees. Currently the liability is close to ninety million. We typically put \$50,000 into the OPEB fund every year in our general budget. We have \$499, 713 in that fund. This \$250,000 coming out of free cash is going to be added to that fund so it will bring it up to \$750.

Mr. Gennette: This is just another fund to stabilize that, to make sure that we've always got enough for retirements and things like that.

Ms. Collins: We are trying to put money away to someday reach that \$80M of liability.

Mr. Strange: I think it's an issue statewide. Our outstanding obligations are more than \$90M. We have \$500,000 in our account. The impact of that is that's why our bond rating is what it is. We should obviously be a lot more than \$500,000 considering our outstanding obligations of more than \$90M. Most towns and cities are not even close to covering their obligations. We are particularly low; we are like half a percent or something like that. The thought was we had some money in free cash, and I think the initial estimate was something like \$700,000 or \$800,000 so put it into OPEB. If we are going to put in \$720,000 now, we are at \$1.2M out of \$95M. What value does that create for the town, it's not going to get us to go from a double A negative to a double A written bond rating. We got the HVAC for the town hall, the HVAC for public safety. Our facilities assessment is coming inspecting the first gap at the end of this week. There's going to be so many things that we need to do in terms of the facilities and other stuff. You have to weigh the value in putting the extra \$250,000 into an account versus funding things like HVAC systems.

Mr. Gennette: How much is drawn out on that account every year?

Ms. Collins: Nothing is drawn out of that account every year. We pay all of the retirement benefits, and our health insurance benefits out of our general funds. In order to pay our current people, it's coming out of our general fund budget. This is just a reserve that is sitting there in hopes of covering future liabilities.

Mr. Gennette: That's what I'd like to know if we have to help that general fund somewhere. Could it come out of that? That's the safety net for the retiree.

Ms. Collins: Yes. But you don't take money out of OPEB. The whole point is to build it up. I honestly don't have an answer for that I would have to find out.

Mr. Sanches: So OPEB is just a reserve account? That's it?

Ms. Collins: Yes.

Mr. Sanches: It doesn't make any sense to keep putting money into it then.

Mr. Gennette: If it's going to affect our bond rating and it's required by the state to have it. You have to cover the losses. This part of the reason I wanted to discuss this in advance, some of this stuff is going to get adjusted in the process. This will change how you decide whether you are going to approve something or not, or whether we have money or not.

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Mr. Gennette: Let's get into our items. Kim, do you want to read them off?

Ms. Collins: Just looking at the capital ones, right? The first one is replacement of CPUs at the town hall from the Board of Selectmen, \$44,000 would be a onetime purchase.

Mr. Gennette: I'm going to bring up the school as an example and we will get back to the school. The school had put in a request for doors and a sound system. In capital planning procedures and stuff, we have certain criteria that allow us to fund certain things. In particular eliminate the hazard to public health and safety. When talking about the doors the fire department can't access without busting them open or letting somebody in those types of things. It meets the requirement to eliminate hazards to public and safety or a state law federal law. The sound system is more of a want versus the needs. The reason I bring this up is because if we don't take care of the sound system because it doesn't pose a hazard to health risk it's not anything on this list. How do we approve the computers for the town?

Mr. Vitorino: How many computers are there?

Mr. Strange: Forty-four.

Mr. Vitorino: So, they are \$1,000 apiece. The police request for the request for firearm and body armor. To me it falls under bulk purchases. The definition of capital improvements bulk purchases of similar items like software or furniture with expected useful lives five or more years in aggregate costs exceeding \$20,000. The computers, if you were buying one it's not a capital buy forty-four that's a bulk purchase. Same thing with the guns, those are bulk purchases.

Mr. Strange: I can clarify. You are looking at the financial policy. We made a change in the bylaw, which further defined the bulk purchase as a single project at a single location. That was the change up.

Mr. Sanches: The CPUs would meet the criteria.

Mr. Stange: The whole town needs new computers, we did it just for one location for this year and then we will do another department next year and so forth.

Mr. Vitorino: Getting back to the doors, I'm don't know how many doors there are, we could just call that a safety time but the bulk purchases I was bringing up, as far the CPUs it's a bulk purchase unless I'm missing something.

Mr. Gennette: I do think it meets it but loosely. That doesn't mean that all purchases have to be bulk purchases.

Mr. Strange: Just to reiterate according to our bylaws, a capital purchase of at least \$20,000 with at least five-year self-life, unless it's a bulk purchase. If it's a bulk purchase an individual item can be less than \$20,000 as long as the purchase is aggregated as long as those purchases are for a single item at a single location.

Mr. Gennette: What do you think about the computers?

Mr. Strange: I think it qualifies.

Ms. Collins: I don't see doors.

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Ms. Demetrius: The doors are on the second page; I believe if you look at the high school; buzzers. Each location would qualify for \$20,000.

Ms. Collins: It's a card access door buzzer and a handicap.

Ms. Demetrius: I don't know how many doors there are at each location. I believe East Street for some reason had a lot more doors than other buildings.

Mr. Sanches: If it hasn't been approved by the Attorney General is it still acceptable?

Mr. Gennette: I believe, and we can double check with the Town Administrator, I think the Attorney General approved it this week.

Mr. Carpenter: Is there another specific reason other than they are outdated?

Mr. Stange: The new software upgrades the computers are running slower now. For me personally if I try to open up certain spreadsheets the computer can't handle it. It's an efficiency and productivity thing.

Moved by Mr. Carpenter to approve the \$44,000 for the 44 new computers for the Town Hall, seconded by Ms. Demetrius. Vote 5-0

Ms. Collins: Also, for the Board of Selectmen a used vehicle for \$50,000.

Mr. Strange: We put in this request we have a pickup truck that the building inspector typically uses, and we have a 1997 Dodge Charger that was handed down from the police department. We now have a health inspector and a facilities director both which need vehicles to go around town. We put in the request for the \$50,000 for a vehicle which I think we still need, although I've been told we are getting another Dodge Charger from the police department a hand me down 2015/16 relatively new. I'm not sure if we would need to pull vehicles but we definitely will need one. We had requested one for this year and one for next year.

Mr. Gennette: The Dodge hand me down, is that the old canine vehicle?

Mr. Strange: I don't believe so. It was the detective vehicle.

Mr. Carpenter: Can those vehicles come off of surplus, be auctioned off. I guess my question is what is happening with that second police vehicle that is being taken out?

Mr. Strange: There's only one.

Mr. Carpenter: But there's two cruisers.

Mr. Gennette: I think you are getting them confused with the police cruisers. I think because we didn't do the police department first.

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Mr. Vitorino: The item now a 2024 used pool vehicle for \$50,000, that's a \$50,000 budget for a used vehicle?

Mr. Strange: It's intended to be a new vehicle. It should just say pool vehicle.

Mr. Gennette: Now all of this sent me into a question. If one of them is going to get handed down from the police department, we're going to buy a new one. Then we won't need one next year because you're going to get both this year.

Mr. Strange: Most likely I don't know if the Dodge Charger is going to be sufficient for the health inspector or the facilities director in terms of what they need to store in the vehicles. We are assuming that one of those, the Dodge Charger, is going to be sufficient for one of those and then with the capital money we will buy an SUV or something that is more appropriate for an inspector.

Moved by Mr. Carpenter to approve the one pool vehicle of \$50,000 for the town hall, seconded by Mr. Sanches. Vote 5-0.

Ms. Collins: DPW, I don't believe that we received the request for them in time, but they did request a vehicle for the director and a utility truck which were placed into 2025. They are not for this year but are sitting there for next year.

Mr. Gennette: There request did not come in in time. I don't know if there was confusion with email or going through a lot of things at town hall and stuff, but the request didn't come in in time. We're going to hold off until next year and bring it back as part of that vehicle purchasing program that we're going to go through the procurement for.

Ms. Collins: For next year. I do want to mention for the DPW there is still the Grand Master Cab, for \$41,348 payment which it is the last year of the lease and we do have to take a vote on that. To recommend sending that to town meetings, you might want to do DPW.

Moved by Mr. Carpenter to recommend the final year of a three-year lease for the Ground Master with Cab for the DPW in the amount of \$41,348, seconded by Mr. Vitorino. Vote 5-0

Ms. Collins: Now the fire department, this one is an ambulance. It's \$300,425 and it's coming out of the Ambulance Fund.

Moved by Mr. Carpenter to recommend that \$300,425 for a new ambulance for the fire department to be taken from the Ambulance Fund, seconded by Ms. Demetrius. Vote 5-0

Ms. Collins: The next one is a replacement vehicle. It's replacing a 2013 Chevy for \$62,000.

Mr. Carpenter: Is this one of those vehicles that will go through the procurement office to see if we can group together to see if we can get a better deal on purchasing?

Mr. Strange: Yes.

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Moved by Mr. Carpenter to recommend \$62,000 for a replacement vehicle for the fire department, seconded by Mr. Sanches. Vote 5-0

Ms. Collins: The next two are both leases from the prior year. Fire tower engine for \$345,000 and fire engine for \$134,000.

Mr. Gennette: For anyone that's listening, last year we approved the fire tower engine and that's over a five-year lease. The only thing we are doing is approving the continuation to pay the lease of the fire truck that we have spread out over five years. The 2020 fire engine that was replaced is on its last year.

Moved by Mr. Carpenter to approve the final year of the fire truck that was purchased in 2020 for \$134,000, seconded by Mr. Sanches. Vote 5-0

Moved by Mr. Carpenter to pay the second year of a five-year lease in the amount of \$345,000 for the tower engine that was approved in FY 23, seconded by Mr. Sanches. Vote 5-0.

Ms. Collins: Two patrol vehicles, those were the two patrol vehicles that were in their general fund budget and have been in prior years. This year we're moving them to the capital plan. You'll see two patrol vehicles in twenty-four, twenty-five, twenty-six, twenty-seven, twenty-eight, and twenty-nine. For a total of \$95,000.

Mr. Gennette: Do we know how many vehicles they have? What their total commitment of vehicles is?

Mr. Strange: I have that information, I'm not sure but I have the list.

Mr. Gennette: Do we have a lot more vehicles than we do police officers?

Mr. Strange: I don't know the answer to that.

Mr. Gennette: I'm just wondering if we are replacing vehicles that may not need to be replaced just yet.

Mr. Strange: I did speak to the Chief about this. It's more of an idling time thing than it is necessarily a mileage thing. The older police cruisers are 2016, I think. Which in my mind is why they qualify in capital items. But they do try to cycle them out every five years or so.

Mr. Carpenter: Do we know the idle time on those vehicles?

Mr. Strange: I'm not sure.

Mr. Sanches: It's the standard to cycle out every five, you can't cycle out at seven?

Mr. Strange: It's discretionary.

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Mr. Gennette: This is the first time that it's funded out of capital, normally they are funded out of their budget. I think we are funding other vehicles out of capital I don't see why these wouldn't qualify.

Mr. Vitorino: I believe from Chief McGowan showed us maintenance records tires, transmissions and other parts that needed to be replaced, and I believe that's why it's two of them every year. I think I would be in favor of the two vehicles.

Moved by Mr. Carpenter to approve \$90,000 for two new cruisers for the police station, seconded by Mr. Sanches. Vote 5-0

Ms. Collins: The next two items are the two items that were in question before. The nine-millimeter Glocks for \$76,630 and replacement body armor, for \$30,478. The only thing that I will point out about these, in the past you have deemed them not capital items. I did not include them in your free cash utilization. That's \$106,000 if you approve those and everything going forward it leaves you instead of \$96,800 it's going to leave you with \$106,000 less.

Mr. Gennette: Just so that everyone knows. This Board doesn't decide what goes into stabilization, what goes into OPEB, and everything like that. The town accountant figures that out along with the town manager and that goes to the selectmen and finance committee. Our responsibilities today are to either approve or deny these requests.

Mr. Carpenter: Are we allowed to change the number that we approve?

Mr. Gennette: Most of these are estimates and after they are approved or denied they have to go out to bid so this probably isn't going to be the final anyway. You can always send stuff back for another estimate, you can question, you can ask for follow ups, you can hold your approval off, but I don't think you can change the amount.

Ms. Demetrius: I believe that was brought up at the last meeting and I believe the chief explained that they need to roll it all out at once. Everybody gets the new same gun.

Mr. Vitorino: Marc, he left the last time with the impression that we weren't in favor of it, we're not in jurisdiction. Did he have a discussion with you whether he has it in his budget or not in his budget, did he have any discussion with you?

Mr. Strange: We haven't had a discussion with it.

Mr. Vitorino: I think we should table this for last because it's a big number.

Mr. Carpenter: The discussion they had last year looks like it was denied. Then we had the discussion last meeting about it being one purchase, one single project, I would be in favor of approving it.

Mr. Sanches: These weapons are more than \$20,000 and they will be in use for longer than five years. I believe it meets the requirements. In my opinion.

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Mr. Gennette: I agree that we should fund this. It's not just the weapons, it's the training that goes with the weapons the participation and a whole environment that has to get paid for out of this and for me that makes it able to fund out of capital. That brings the question as far as defining the things that we're going to cover next time. We are covering computers we are covering these weapons. We have to follow our policies, follow our bylaws. Marc, do you feel that this is legally covered by our bylaws?

Mr. Strange: If you are asking me whether these fall in the bylaw, I would say no. These are bulk purchases and if you make a bulk purchase to go over \$20,000 it has to be for a single project at a single location. That was the language that we all hammered out last year for this particular purchase.

Mr. Gennette: Last time we were here we talked about an alternative funding method for this. That was to approve free cash to go to the police department in their budget to be able to pay for these.

Ms. Collins: If it doesn't qualify under here you wouldn't be giving them recommendations, the police department would request to put a special article to purchase those two items with free cash.

Ms. Demetrius: The town took out \$90,000 out of the general fund for the police. Out of the budget so now that is going to be free cash. I'm guessing there's not \$90,000 or \$70,000 that would go back into their budget for something else.

Ms. Collins: No. Honestly, we're only going deeper and deeper into our deficit on the budget. Just because of health insurance, retirement, things like that. There's not really much more room to play.

Moved by Mr. Carpenter to deny the capital request for the police department in the amount of \$76,630 for nine-millimeter Glocks as it is not in our jurisdiction, seconded by Mr. Sanchez. Vote 5-0

Moved by Mr. Carpenter to deny the capital request for the police department in the amount of \$30,478 for new body armor because it is not in our jurisdiction, seconded by Mr. Sanchez. Vote 5-0

Ms. Collins: The rest are for the school. Ludlow High School office HVAC, \$78,732. There's also an HVAC for the library and an HVAC for the band room. The library is \$78,732, and the band room is \$ \$62,370.

Mr. Gennette: Ms. Demetrius, are these all the same that we approved last year?

Ms. Demetrius: These are different. We approved one last year, and then I believe another one the business manager was able to find some money. So those were two. So, these are the three that are the most pressing. Then it goes on year by year as to the ones that are most pressing.

Mr. Gennette: That's the main gym, heat only?

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Ms. Collins: The school gave us their requests all the way through 2027.

Ms. Demetrius: For this year it's the high school office, the library and then the band room at the high school. The office and the library were quoted together, and the band room is a little smaller unit than the other two.

Mr. Gennette: I asked the Town Administrator to send these quotes over to the Ludlow Facilities Director to get his recommendation on it. The quote came from Kleeberg, which they are not a cheap company but they are the best in the area for something like this. He was happy with the estimate.

Mr. Carpenter: The only thing that bothers me with these quotes are marked up 17.5% for inflation.

Ms. Demetrius: The quotes are older and the plan is to get new quotes. We did get approved last year for a unit and by the time it came around July, time to do the process and buy it, we had to find close to \$14,000 to actually pay for it. We tried to be a little more prepared this year.

Mr. Gennette: This is definitely a capital item, I'm just not sure if I would approve all three of them this year. Maybe do two this year. Is there a preference to these?

Ms. Demetrius: They are in order LHS 1A is the most important LHS 1B and LHS 1C would be the third. We do quite a bit of HVAC work through some ESSR funds at Baird, that might be why there's not as much need there. The middle school looks like only has some above the cafeteria. I don't have the full list that Mr. Bertini gave us, there are other parts, but they don't fall under capital.

Mr. Gennette: We are looking at next year the school department coming back in and asking for another two gyms. Do you know how many there are in total?

Mr. Carpenter: How many HVACs are there at the high school gym?

Ms. Demetrius: There are two at the main gym and one at the back gym.

Mr. Gennette: This has to be part of a plan going forward also. When we start figuring out our strategy, we will incorporate this in as well.

Mr. Sanches: Why did you separate them?

Ms. Demetrius: Because I wasn't sure what this committee was going to approve.

Mr. Gennette: For conversation I would approve two not the third.

Ms. Demetrius: I think we should do all three just because they are over twenty years old.

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Ms. Collins: It might make sense to look at all of the school's requests together. You may deem doing all the HVAC at once may be more beneficial than approving some of the other items.

Mr. Gennette: Let's table it until the end of the conversation.

Ms. Collins: The next three items I combined, I did not realize that they were separate items. The first one, the LHS upgrades the total is \$57,887, \$33,887 of that makes up the doors and the buzzers. \$24,000 is the displays. Baird Middle School \$ 60,977. \$36,977 for the doors and buzzers and \$24,000 for the displays. The same with East \$81,371. \$57,371 are the doors and buzzers. \$24,000 for the displays.

Mr. Gennett: I think the doors are very important. I think if the fire department or police department can't get in in an emergency because they don't have access with the swipers and the buzzers those kinds of things. I think we are doing our school system and students a disservice if we don't take care of these doors. The school is over \$20,000 all in itself for each one.

Moved by Mr. Carpenter to recommend approval on capital request for the amount \$128,235 for access updates at East Street, middle school, and the high school, seconded by Mr. Sanches. Vote 5-0

Mr. Gennette: Next are the classroom upgrades, displays and sound systems. This is going to be a total of \$96,000 per school spread out over four years. They wanted to do three classes per. We are only approving for FY 23 \$24,000.

Moved by Mr. Carpenter to recommend the approval for \$72,000 for classroom upgrades at the East Street School, middle school, and the high school for the year 2024, seconded by Mr. Vitorino. Vote 3-2

Mr. Gennette: Back to the HVAC units.

Moved by Mr. Carpenter to recommend approval for \$78,732 for the school department for office HVAC listed as HSL 1A on our sheet, seconded by Mr. Sanches. Vote 4-0-1

Moved by Mr. Carpenter to recommend approval for \$70,732 for the library HVAC system at the high school listed as LHS 1B, seconded by Mr. Sanches. Vote 4-0-1

Moved by Mr. Carpenter to recommend approval for \$62,370 for the band room HVAC unit listed as LHS 1C, seconded Mr. Sanches. Vote 2-2-1

Mr. Gennette: The third unit fails. The schools are done.

Ms. Collins: The golf. The first thing is the parking lot security cameras \$26,731.59.

Mr. Carpenter: It was approved by the Selectmen in 2019 and it was going to be followed up with the insurance company to see why it didn't happen.

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Ms. Collins: I believe there was a conversation with MIIA to see if there were any grants. I know that they provided the fobs that are outside the town hall, so I believe they did give us a grant for that. I'm not sure about cameras.

Mr. Strange: We asked, they are not funding cameras.

Mr. Gennette: Can they buy one straight out then do two leases and offset those because we don't want to do all their leases they get all their equipment. Then you'll run not the fact that you'll have to replace them all.

Ms. Collins: If you say you are going to buy number one, lease number two, and lease number three and add the cameras. You'll have \$135,559 for FY 24 and then you'll be looking at leases for next year at \$255,654 unless you add something else to it.

Moved by Mr. Carpenter to approve the one-time purchase of security cameras for the Westover Golf Commission in the amount of \$26,731.59, seconded by Mr. Sanches. Vote 5-0

Moved by Mr. Carpenter to recommend approval of one of a three-year golf cart lease for the Westover Golf Commission for in the amount of \$88,689.98, seconded by Mr. Sanches. Vote 5-0

Moved by Mr. Carpenter to approve the purchase amount for the Torro Real Master in the amount of \$83,264.04 for the Westover Golf Commission, seconded by Mr. Sanches. Vote 5-0

Moved by Mr. Carpenter to recommend the year one of a three year lease for the Ventrac in the amount of \$16,126.68, seconded by Mr. Sanches. Vote 5-0

Moved by Mr. Carpenter to recommend the year one of a three-year lease for the Sand Pro in the amount of \$9,438.12 for the Westover Golf Commission, seconded by Mr. Sanches. Vote 5-0

Moved by Mr. Carpenter to decline the Green Master Pro in the amount of \$15,177.36 for year one of a three year lease and the Toro Ground Master in the amount \$32,698.80 for year one of the three years, seconded by Mr. Sanches. Vote 5-0

Ms. Collins: If you approve this it will leave you with \$861,765 in free cash.

Mr. Strange: The capital committee approved \$300,000 in FY 23 that amount was not based on any formal estimate of any sort. Earlier this year or last year we engaged with an architect who took a look at the roof to do an inspection report and get an opinion of costs. In October of 2022 the opinion of cost for the roof was \$480,000 or so. The project is a multi-faceted project. It's the replacement of the town's roof and the remediation or replacement of the asbestos ceiling tiles, which are on each of the three floors of the town hall. That was the original vision of the project. When the architect when up into the attic, he realized a couple things. One is that there's no air gap barrier above the ceiling tiles. Essentially when we heat the building the heat goes through the ceiling tiles into the attic through the roof. The suggestion was to install an air gap barrier to make it more energy efficient. In doing so they will also replace asbestos ceiling tiles that ate on

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the third floor. That is a second sort of project, and that estimate came in at around \$150,000. That was not originally envisioned in the scope. We are also replacing the carpets. Carpeting on the second floor and the third floor is another piece of it that estimate is another \$50,000, which we have another bucket of money for. For the sake of the project, we have kept it in the estimate. You are looking at \$480,00 plus another \$50,000 for the carpets which brings it to \$530,000, plus the air gap barrier is another \$150,000 which brings us to \$680,000. In order to do the asbestos remediation, they are going to have to take everything out of the Town Hall. Everything will be put in the temporary storage facilities in the back here. There is an added cost for that. The architect was here today and said the bathrooms are not ADA compliant so the bathrooms are going to have to be wrapped into the cost of the project. The entry way to the attic is not big enough for the HVAC project/equipment that is going in. There's a lot of details at this point and I'm sure that I've lost you at this point. It's an ever-evolving project. We are at \$800,000 right now for the work, plus a 15% contingency which is \$120,000 which brings us to \$920,000 plus 10% for architectural services engineering which is another \$80,000. The construction itself is estimated at \$800,000 and then there's \$200,000 for contingency and architectural engineering costs which brings it to \$1M. That amount again will change once we get the information on the bathrooms, it's been a moving target.

Mr. Gennette: This really has escalated because this has been going on for a couple years now that we've been talking about ceiling tiles, rugs, the roof, the cupola. We have to take the cupola off to get the roof off, you take the roof off, so the water doesn't destroy the ceiling tiles, has asbestos and it just this whole thing has just been a mess. I'm glad that we have some context around the entire project and at least have some kind of scope of work. I'm not really happy where it is, the number of things that we have to do to get there. For me this sounds like a bond project. This seems a little too extreme for a capital project.

Ms. Collins: I just wrote this to the capital project fund. You can fund a capital project in a lot of different ways. You can fund it with free cash, you can fund it with bonding. It's going to have to be short-term borrowing and that is going to have to be paid out of your general fund, so I think it's a conversation that you also have to have with Elsa to determine what does that look like as far as payments if we go out for bonding on this.

Mr. Gennette: I don't know what to do with it. I want to say to send it up to the Board of Selectmen and have Elsa meet with them and have them make the decision.

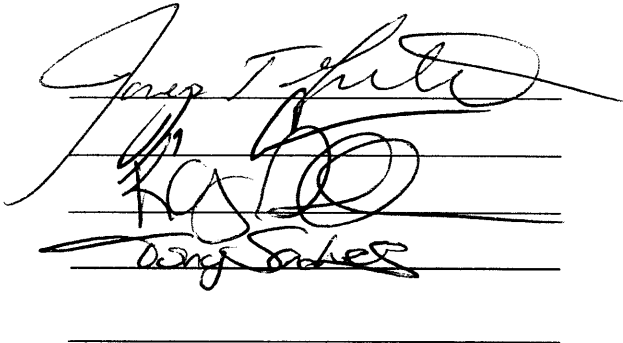
Mr. Strange: It's probably not the end of it.

Mr. Carpenter: We approved \$300,000 for this, what happened to that?

Ms. Collins: There has been money already spent out of it to do the studies that needed to get done. Whatever is not spent will go to funding the project or go back to general funds. I have a feeling you'll do something similar to the radio communications. It will have to go to town meeting to approve the bonding, he'll determine how much that is and if it makes sense to include the HVAC in it, and have all that done and bond for it. I think that would be the direction you'd be heading.

Mr. Strange: We can get him in on February 15th to bring him up to speed and he can start doing his due diligence.

Moved by Mr. Carpenter to adjourn meeting at 8:07 p.m., seconded by Mr. Sanches. Vote 5-0



Three handwritten signatures are present on a set of horizontal lines. The top signature is the most legible and appears to read 'James T. White'. The middle signature is more stylized and appears to read 'KASTO'. The bottom signature is also stylized and appears to read 'Tony Sanches'.

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Mr. Strange: We can put together your approvals for the Selectmen to consider and put an asterisk on this one. David Eisenthal is going to be coming in at some point, we coordinate his visit, he'll have some information on the bonding.

Mr. Gennette: We are going to table that for the time being. We'll send it up to the Selectmen and wait for them to get it back to us. The joint meeting for Capital Improvement and the Board of Selectmen was slated for February 13th, I want to nix that. We are going to meet back here. I do want to have a joint meeting with Capital Planning and the Finance Committee and that's when I wanted to bring in Eisenthal. I figured that would be a good place to meet.

Mr. Strange: When do you want to do that?

Mr. Gennette: We'll go visit them.

Mr. Strange: I'll get the schedule from Dolly and see when they're having a meeting.

Mr. Gennette: All of this would normally go up to the Board of Selectmen at the same time. I just want to get the requests in now and do what we are supposed to do and get them in on time. Then we can reconnoiter and come back and work on the big picture. Work on our long-term strategic planning, our CIP annual reporting because we don't have enough time with the request to get it all in together. Let's get the requests in and then we can come back and revisit and start that on the thirteenth. They don't have to be submitted until the town hall meeting. I'd like to make it our goal that we have those items in before the May town meeting.

Mr. Carpenter: Two- twenty one was our committee to have recommendations to the Selectmen but this will be going up at the end of this meeting. Then we have a meeting on the thirteenth which is to start discussing all that. Three thirteen is the next meeting we continue to work on that. Then April tenth is our final meeting before town meeting, we want to finalize our situations there.

Mr. Gennette: It actually looks like the Finance Committee meeting is on the fourteenth?

Ms. Collins: They meet on the third Wednesday of the month.

Mr. Gennette: I have March 14th Finance Committee 24 FY budget. For now, we will leave our three-thirteen meeting for us unless otherwise we find a time to meet with the Finance Committee at the same time.

Mr. Strange: The three thirteen meeting with finance and capital is that the meeting that you want David Eisenthal at?

Mr. Gennette: Yes. So we can talk about bonds, definitely I want to get information about the bonds so that we have a good working knowledge of what's going on.

Mr. Sanches: Finance has a meeting on February 15th.

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