

**Capital Planning Committee**  
Longmeadow, Massachusetts

Minutes of the meeting of November 29, 2007

Members attending: Mark Gold, Stephen Gelling, Stephen Metz, Roger Wojcik.  
Finance Committee Rep. attending: Mark Barowski

Absent: Nicholas Katsoulis, Ned Steiger,

In the Gallery: No one.

The minutes of the November 7<sup>th</sup> meeting were approved with one correction.

Item One

Mark Gold reported that...

The School District was advised that they may submit curriculum related projects (i.e. of the type that would be acceptable to the landlord in the landlord/ tenant relationship) such as replacement furniture, A/V equipment, etc.

The Town Manager prefers to handle any project proposals to the CPA Committee.

The Town facilities report being compiled by an outside vendor is not yet available.

Stephen Metz reported on his discussion with Jahn Hart, School Superintendent, and her business manager, Thomas Mazza, regarding the proposed school district capital projects for FY2009. Some highlights...

The capital plan as we currently know it stands for this year... no changes will be made based on Mark's discussion of curriculum related projects.

Tie in to the five college fiber optics system is the top priority project. (The proposed 295,000\$ school project for the fiber optics tie-in includes hook ups and terminations and requires 48,000\$/yr in ongoing costs.)

Resolution of the issue of the excessive effort needed to maintain the inter school communication system is essential, as is moving away from the existing Comcast system.

It is recommended that we interview Kevin Warendra, technology manager for the school district.

Steve Gelling reported that he and Roger Wojcik met with Mike Wrabel and proposed that Mike develop the concept of a 'preferred fleet' of wheeled vehicles for the DPW, that is for those vehicles which are likely to have straight line depreciation and a predictable useful life. This preferred fleet would be used by Capital Planning as a basis for developing a block grant of capital to be awarded annually to the DPW for major maintenance and vehicle replacement. (The transition from the current fleet to the preferred fleet would take place over time.) Mike said he would meet with his staff starting the week of 12/3 to develop the DPW's preferred fleet. We further asked Mike to categorize each current vehicle as either...

- a part of the preferred fleet (to be replaced in kind when worn out), or
- an item that would not be replaced when worn out, or
- an item that would be replaced with something similar, but not identical, when worn out.

In addition he was asked to define and include entirely new types of vehicles if needed. Mike was told that the CPC would protect any capital unspent in one year so that it was available for future use. Further it was pointed out that the DPW's annual capital vehicle requests would continue be subject to CPC review, but perhaps not as rigorously, and that annual purchases would still need to be approved at a town meeting. A question was raised as to how much vehicle funding would come from the water and sewer accounts each year to help fund these block grants.

The CPC discussed many of the projects on the current proposed project list. The following are highlights of this discussion...

#### Fire Safety EMS

The point was made that in this coming fiscal year we must reimburse the ambulance fund with the 35,000\$ of fire truck funding which was borrowed in FY 2007.

The proposed town wide communications system (430,000\$) was discussed, with questions raised regards project scope, relatedness and compatibility with the 110,000\$ communications request for the fire department.

The proposed emergency generator for the high school (245,000\$) was discussed. The basic concern about this project is how much practical good it would do in an 'upset' situation (defined as?), as the capacity of the high school as a shelter may be grossly inadequate for the town's population and the capability of the high school to service many people (heat, light, food, etc.) may be very limited Also, what are the continuing maintenance costs associated with the installation of this unit.

#### DPW

The purchase of a Sewer Jet at 255,000\$ was discussed. Questions...Could this be a shared item with other towns? Can the current seven year old equipment be modified and improved to do the job?

A GIS? How does this device relate to the GPS that was funded last year?

A request for funding to handle undefined drainage problems that cannot be addressed by Chapter 90 funds was discussed. What happened to the Chapter 90 funds accumulated over the last three years ?

A request for 150,000\$ for sidewalk repair/replacement, citing insufficient Chapter 90 money, was discussed. What happened to the Chapter 90 funds accumulated over the last three years ?

#### Non-School Buildings

The request to reroof Greenwood Center for 375,000\$ was discussed. Project size was questioned as perhaps too big for the CPC budget. Discussed also was the need for a long range facilities plan to help define the allocation of future capital monies for such as roofs, parking lots, furnaces, etc.

The Greenwood Pool building roof and pool area projects were discussed. Questions were raised regards the redundancy of the pool service building roof requests, the bundling of various bits and pieces of work together and the request for more pool filter work.

A request for snow guards and gutter repair appeared to be bundling

### School District

The proposed tie into the five college fiber optics system in town was discussed. Committee members want to hear more specifics about the project. (Can we spend ten percent more money and establish a basis for a town wide wi-fi system.) What value can be attached to that part of the project which links all other town locations to the same network. Is this proposal to spend 295,000\$ a phase of the total project or the total cost.

The expansion of the school security system (for 160,000\$) was discussed. Question.. Does this project money complete the system; if not, what is the final estimated cost of the system?

The school district's WMS/GMS energy management system project (253,000\$) was discussed. Questions... What guarantees of cost savings can be provided (i.e. guarantees of the same type as provided by performance contractors.)... Should this cost savings project be funded as a debt exclusion project because of it cost savings?

The proposed replacement of the Clock and Bell system in the high school was discussed. A maintenance problem? A performance problem? Is there a better system?

The proposed carpeting projects were discussed... Committee members want to know the entire scope of the job in each building and the plan to finish the total job.

The Committee agreed to meet next on December 13<sup>th</sup> and review the Parks and Recreation Department projects with Bary Thomas and the School District projects with Adrian Phaneuf.

The Committee agreed to meet next on December 20<sup>th</sup> and review the DPW projects with Mike Wrabel and the Fire Department projects with Eric Madison.

The meeting was adjourned at about 10pm.

Minutes submitted on December 17<sup>th</sup>

Roger Wojcik, Secretary