

**Capital Improvements Committee Meeting Minutes**  
**Remote Meeting via Zoom**  
**November 10th, 2020**

Attendees: Capital Improvements Committee members: Steve Ellis, Fred Bowman, Josh Lively, Greg Garrison. Police Chief Chris Williams. DPW Superintendent Tom Bergeron. WPCF Superintendent Chelsea Little.

**1. Approve previous meeting minutes**

Minutes not available.

**2. Discuss requests submitted by Department Heads**

**A. WPCF - Dewatering Press: STM**

Superintendent Chelsea Little discussed explains the differences between the current Fournier Press and the proposed Screw Press and the need to move to the Screw Press. This need is driven by the lack of paper pulp in the sewer waste. The Fournier Press , while fully operational relied on the grit and coarseness of the paper pulp to aid in the dewatering process. If the town doesn't switch to the new style press it will result in many liquid loads being hauled offsite and increase the cost to the users in order to stay in compliance with state and federal environmental agencies.

Options to purchase include a one-time purchase as well as flexible lease terms. A test run of the screw press was performed in October and the results are promising. Mr. Garrison expressed the desire that the ROI for new press be clearly stated in the Capital Article Request. Members ask for a revised request which clarifies current year costs of hauled sludge loads, the salvage value of the Fournier Press, and other details to be included.

**B. WPCF - Chlorination Conversion: STM**

A lengthy discussion of the challenges facing the Chlorination conversion project is had. Members press for timeline information as it pertains to the winter STM and the start of the chlorination season. It is learned that the project would likely have to start early in December in order to be complete before the start of the chlorination season. As the STM won't be held until February (assumedly) this timeline will not be possible to meet. It is noted that the EPA mandates some form of corrective action be taken. Ms. Little will speak with the EPA and ask what, if any, compliance costs will be added since the project could not begin until Fall.

**C. DPW - Chestnut Hill Loop Rd Bridge: STM**

DPW Superintendent Tom Bergeron gives the CIC an overview of the situation. Bridge project is considered a box culvert replacement and is primary being funded by a grant. Grant is expected to fall short of the project costs by \$105,000. It is learned that the DPW may be able to perform the project with staff. This possibility would allow the town to not appropriate the extra funds. Mr. Bergeron expects the project would take his team two months to complete. Nothing decided at this time as he wants to wait and see what costs the bids come in at and he will update the CIC once that happens.

**D. DPW - 6 Wheel Dump Truck w/plow and sander: ATM**

Mr. Bergeron explains the plan to replace a 20+ year old backup dump truck, which is used in virtually every storm, with a new Western Star Dump Truck equipped with a plow and sander. CIC is on stand-by to receive information regarding specs and costs.

**E. Police - Comirs 800 mhz communication system upgrade: STM**

Chief Williams briefs the CIC on the specifics of the request. One part of the upgrade would replace all cruiser radios and handhelds radios for officers in town. The upgrade is part nationwide system replacement. Currently on a 400 mhz system. Two options of manufacturer are available, Kenmore and Motorola, it is widely viewed that the Motorola units are more durable. The second portion of the upgrade would address the base consoles at dispatch.

Three consoles are quoted, but Chief Williams states that only two are needed and EOTTS may fund the replacement of them. Chief Williams explains that he has applied for a grant which may cover the costs entirely but is moving forward with the appropriation in case. Chief Williams states he has almost \$10,000 in his discretionary fund. Police Department is scheduled to make the purchase in March.

**3. Discuss Town Administrator Requests for Funding**

Mr. Ellis reviewed each of his potential requests with the CIC.

- a \$25,000 for unsafe/unhealthy building fund. Current fund is under \$10,000.
- b \$25,000 for Engineering and survey services. Allows Town to hire engineers and surveyors at the discretion of Administration to expedite potentially snags in projects which otherwise would need to wait for a Town Meeting appropriation.
- c \$25,000 for Project/Bid overruns. To complete projects where unforeseen circumstances arise and increase the the total cost.

CIC discusses the need for these funds. Mr. Garrison strongly supports replenishing these funds in any given year should they be used. Selectboard would have to approve of use of funds.

***Mr. Garrison moves to endorse and recommend the following funding requests: \$25,000 for unsafe/unhealthy buildings fund, \$25,000 for Engineering and Survey services, \$25,000 for Project/bid overruns, with the intention that the funds would be replenished yearly to \$25,000 per fund. Mr. Bowman seconds. Roll Call Vote, motion passes 4-0.***

**4. Topics not anticipated in the 48 hour posting requirements**

Capital Plan Development. Three of the school's assessments have been completed, awaiting report. The three libraries will be next. Full scope assessments taking place. It is wondered by members if the assessment will speak to ADA requirements. Members look forward to analyzing the findings when they become available.

**5. Adjournment:**

Mr. Garrison moves to adjourn, Mr. Bowman seconds. Passes 4-0.