



TOWN OF UPTON, MASSACHUSETTS

Capital Budget Committee Capital Budget Committee Meeting Minutes

Date: January 7, 2021

Location: Virtual – GoToMeeting Online

A: Call to Order

Having a quorum, Dan Lazarz called the Capital Budget Committee meeting to order at 7:25 pm. Committee members attended a Community Center Building Committee workshop from 6:00 to 7:25 PM.

B: In Attendance

Capital Budget Committee Members:

- Dan Lazarz
- Rick McGuire
- Dave O'Brien
- Kristyn Moen

Not Present

- Justin Pollard
- Tom Davidson

Guests

- Kelly McElreath

C: Discussion

- Dan reviewed the Agenda for this evening.
- The Meeting Minutes for October 20, 2020 were brought forward and approved by a roll call vote – unanimous approval.
- Dan reviewed the Capital Committee Annual Report for calendar year 2020. The report was approved by roll call vote – unanimous approval.
- Dan reviewed a process chart for the existing Capital Improvement Projects (CIP) plan. This process chart will be modified to reflect the revised Capital Improvement Projects guidelines which were approved by the Board of Selectman. The Capital

Budget Committee (CBC) reviewed the list of projects which will impact the next CIP which is in the process of being formulated over the next 6 months. This is a summary of those projects which will impact the Capital Investment Project plan and calendar over the next ten years. We will hold a follow-up Capital Investment Workshop in the late summer/fall timeframe to prioritize these projects and any new projects which arise.

- Water improvement projects highlighted in the TATA and Howard Water Improvement Plan of 2011.
- Waste Water projects highlighted in the Tighe and Bond Report of 2020.
- ADA Transition Plan which is currently underway and forecasted to finish in late summer.
- DPW Feasibility Project where the DPW Feasibility Committee recommended to proceed with the Phase 1 implementation plan to meet safety, regulatory, and efficiency goals for the DPW.
- Community Center project which is currently in the design phase.
- EDC Master plan which is currently in the development stage.
- Recreation Master Plan which is currently in the development stage.
- MURSD's Capital Improvements which will require a debt exclusion.

The committee discussed the DLS recommendation which states that the Capital Budget Committee should monitor various capital projects to close them out in a timely manner. A guideline should be adopted to close capital projects within 6 months of completion.

Dan emphasized that the fire department's rescue truck, the roof on the police station, and the roof work on the fire station are still open and the work was completed well over a year ago.

Dan indicated that he would like to set up a subcommittee to plan for the Capital Committee workshop. Dan and Kristyn have volunteered, and Dan is looking for one more volunteer.

D: Committee Actions and Action Items

Motions recorded:

1. Dan Lazarz to schedule a Capital budget workshop in the next few months.
2. Dave O'Brien made a motion to adjourn the meeting, and it was seconded by Rick McGuire. Motion passed unanimously on a roll call vote.

G: Meeting Adjourned

The meeting was adjourned at 8:55PM.

Respectfully submitted,

Rick McGuire