



## TOWN OF UPTON, MASSACHUSETTS

### Capital Budget Committee Capital Budget Committee Meeting Minutes

***Date: March 12, 2020***

**Location: Little Town Hall**

#### **A: Call to Order**

Having a quorum, Dan Lazarz called the meeting to order at 7:10 pm.

#### **B: In Attendance**

Committee Members:

- Justin Pollard
- Dan Lazarz
- Rick McGuire
- Dave O'Brien

Absent:

- Tom Davidson
- Ken Glowacki

Guests

- Mark DiFronzo, Fire Chief
- Dennis Westgate, DPW Director
- Rich Gazoorian, Recreation Committee Chairman
- Rick Porter, Recreation Committee Member
- Andrew St. George, Recreation Director

#### **C: Discussion**

1. Dan reviewed the Agenda for this evening
2. Meeting Minutes were discussed, but we did not approve previous meeting minutes. Further discussion will occur at our next meeting.
3. The committee reviewed, approved, and disposed of Capital Budget Warrant articles for the May 7<sup>th</sup> Annual Town Meeting (ATM). These Capital Budget articles are contained in the FY2021 Fiscal Budget for the Town of Upton.

4. Chief DiFronzo discussed and reviewed his three articles from the warrant list. These warrant articles are listed below plus a summary of actions taken.

- Article 18: The Fire Department is seeking \$159K to purchase portable radio equipment since existing equipment is end of life and no longer supported with technical support or replacement parts. Decision: Favorable Action – unanimous.
- Article 19: The Fire Department is seeking \$11,070 to purchase (3) sets of personal protective equipment (PPE) specifically designed for fire fighters. NFPA standards require PPE to be retired when it is over 10 years old. Five (5) additional sets are supported in the fire department budget. Decision: Favorable Action – unanimous.
- Article 20: The Fire Department is seeking \$25,000 to repair the HVAC system in the fire station plus replace the A/C condensing unit supporting the entire 2<sup>nd</sup> floor. The building and HVAC system are over 18 years old, and the system is not cooling the 2<sup>nd</sup> floor. The capital committee has asked Chief DiFronzo to work with Victory HVAC to determine if the current system is adequate to cool the entire facility and to work with MassSave for an energy usage study. Decision: Favorable Action – unanimous.

5. Andrew St. George discussed and reviewed his one article from the warrant list.

- Article 12C: The recreation committee is asking for \$35,000 to be transferred from the Community Preservation Fund. The master plan calls for removing the softball/baseball field at Kiwanis for new buildings and activities. The Recreation Committee wants to rebuild the Leland Field to resize the field for softball and baseball because the current field is undersized. Also, the basketball and tennis courts would be revitalized and resized at Leland Field. Leland Field will become the new home for the baseball field. Decision: Favorable Action – unanimous.

6. Dennis Westgate reviewed his articles from the warrant list. These warrant articles are listed below plus a summary of actions taken.

- Article 3 and Article 4: Dennis Westgate reviewed his capital plan for the Water Enterprise Fund and the Waste Water Enterprise Fund. This action appropriates funds for the revolving accounts of the Water and Waste Water Enterprise Funds respectively. Decision: Favorable Action – unanimous.
- Article 9: The DPW is asking for \$562,380 to be used for the construction and/or improvement of town roads to supplement funds from the Commonwealth's Chapter 90 program. The highway budget is 3% more than last year due to rising costs. In 2015, the Town of Upton roads were rated 67% which is a below average rating. Decision: Favorable Action – unanimous.
- Article 22: The DPW Highway Division is seeking \$10K for a propane driven used forklift for moving heavy pallets, drums of paint, and raw metal stock for repairs. The existing 1963 Clark forklift is obsolete and parts are no longer available. Decision: Favorable Action – unanimous.

- Article 23: The DPW is asking for \$138K for surveying and designing sidewalks on Maple Avenue. Decision – Unfavorable Action – unanimous.
  - Article 24: The Town Manager and DPW removed this warrant article prior to our meeting.
  - Article 25: The DPW Parks and Cemetery Division is seeking \$30K to purchase a replacement turf truck. The current Cushman truck was built in 2001; the truck is obsolete and parts are no longer available. Decision: Favorable Action – unanimous.
  - Article 26 and 27: The DPW is asking for \$280K and \$450K for the Water Division Capital Improvement Fund and the Wastewater Division's Capital improvement program to correct deficiencies cited by the Tighe and Bond Water Assessment Study. The money would be taken from retained earnings. Decision: Favorable Action – unanimous.
  - Article 28: The Town Accountant and the DPW Director are asking to close out existing capital projects associated with past water projects where the work was completed many years ago, and the projects are still open. The remaining funds (\$293,-796.67) will be transferred to a new Miscellaneous Water Capital Fund – Fund 6402. Decision: Favorable Action – unanimous.
7. The Capital Budget Committee discussed the last article which has implications for capital improvement projects.
- Article 17: The Disability Commission is asking for \$30K to fund a self-evaluation and transition plan for the entire town. This transition plan will identify all accessibility barriers both inside and outside of town owned building, describe actions to bring them into compliance, and prioritize the projects which are needed to bring all of the town's building into compliance. Decision: Favorable Action – unanimous.
8. There was a brief discussion of the Capital Improvement Plan where the Town of Upton would utilize a 10-year planning horizon. It was suggested that capital planning software with a 10-year horizon should be implemented while eliminating Excel spreadsheets for The Capital Improvement Plan. No further discussions took place on this topic.

#### **D: Committee Actions and Action Items**

Motions recorded:

1. Rick McGuire made a motion to adjourn the meeting, and it was seconded by Dave O'Brien. Motion passed unanimously.

#### **G: Meeting Adjourned**

The meeting was adjourned at 9:12PM.

Respectfully submitted,  
Rick McGuire