



TOWN OF UPTON, MASSACHUSETTS

Capital Budget Committee Capital Budget Committee Meeting Minutes

Date: April 16, 2020

Location: Virtual – GoToMeeting Online

A: Call to Order

Having a quorum, Dan Lazarz called the meeting to order at 7:38 pm.

B: In Attendance

Committee Members:

- Justin Pollard
- Dan Lazarz
- Rick McGuire

Absent:

- Tom Davidson
- Ken Glowacki
- Dave O'Brien
-

Guests

- Derek Brindisi, Town Manager
- Kelly McElreath, Assistant to the Town Manager

C: Discussion

1. Dan reviewed the Agenda for this evening.
2. Meeting Minutes were discussed, and the March 12, 2020 Meeting Minutes were approved by roll call vote.
 - Dan Lazarz – yea
 - Rick McGuire – yea
 - Justin Pollard - yea

3. The committee chairman asked if the committee has any other discussion points from the April 16th Capital Budget Committee meeting concerning the May 7th Annual Town Meeting (ATM). These Capital Budget articles are contained in the FY2021 Fiscal Budget for the Town of Upton. Dan indicated that the Capital Budget Committee is not required to have a formal recommendation for Warrant Article #19 since turnout gear is an expense item, not a capital item.
4. Members of the Capital Budget Committee brought forward project updates for their respective projects.
 - Rick McGuire discussed the DPW Feasibility project. The DPW Feasibility Committee has decided to move forward with a two (2) phase project implementation in order to save costs. Earlier, the committee was asked to break the DPW project into three (3) phases in order to have a small project ready for the May 7th Town Meeting. This approach dramatically increased costs. The Weston Sampson team has been directed to build a project based upon two phases and provide a third-party formal cost estimate in the May / June time frame. The Feasibility committee will present this plan to the BOS in the July / August time frame.
 - Justin Pollard discussed the Community Center project. The Community Center Committee selected Vertex as the OPM for this project from three very good candidate companies. The Committee along with Vertex will formulate requirements, collaborate on design development and construction documents, and guide the town through the bidding phases of design for the proposed construction of the Community Center. The goal is to have a plan ready for the citizens to approve during the May 2021 Annual Town Meeting.
 - Dan Lazarz indicated that the Capital Budget Committee desires to participate in the All Boards and Committee Meeting which Derek proposed during a previous BOS meeting.
5. Dan indicated that the Capital Budget Committee will go from a five-year planning horizon for the capital plan to a ten-year planning horizon. The current capital plan covers FY17 to FY21. Therefore, we will need to schedule a summer / early fall workshop on a Saturday to build the 10-year capital plan. Fire, Police, DPW, Open Space, and Conservation Committee leaders will be asked to participate in the workshop.
6. Rick McGuire brought up the need to build an Asset Inventory of Capital Equipment located in all major departments. He indicated that the Excel Spreadsheet could be a tool to utilize as a starting point. However, we need to move quickly to an integrated enterprise system which contains accounting information, GIS data, equipment inventory, assessing tools, work order management, purchase order requests and purchase order management, plus Treasury tools. The team discussed the MUNIS system which Worcester and Hopkinton utilize. A preliminary study by the Technology Committee discovered that a cloud based MUNIS system with limited users may start at approximately \$50K

D: Committee Actions and Action Items

Motions recorded:

1. Place an agenda item on a future meeting to review the Financial Plan which Derek formulated last year.
2. Dan Lazarz to send Derek the Uxbridge Capital Plan.
3. Rick McGuire made a motion to adjourn the meeting, and it was seconded by Justin Pollard. Motion passed unanimously on a roll call vote.

G: Meeting Adjourned

The meeting was adjourned at 8:31PM.

Respectfully submitted,
Rick McGuire