



TOWN OF UPTON, MASSACHUSETTS

Capital Budget Committee Capital Budget Committee Meeting Minutes

Date: February 20, 2020

Location: Virtual – Town Hall, Ground Floor Conference Room

A: Call to Order

Having a quorum, Dan Lazarz called the meeting to order at 6:31 pm.

B: In Attendance

Committee Members:

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

Absent:

- Ken Glowacki

Guests

- Lyn Haggerty

C: Discussion

- Dan reviewed the Agenda for this evening.
- The Meeting Minutes for October 24, 2019 and November 5, 2019 were brought forward; these documents were reviewed and approved unanimously.
- Derek has sent a working draft of the spring Annual Town Meeting warrant list for FY2021. The committee reviewed each article to determine if the line item contained a capital request which the committee will discuss with the town's department heads and town committees. The capital budget items were identified, and the Capital Committee chair will invite these department heads to our next Capital Committee meeting in March.

- The following people will be invited to the next Capital Committee meeting scheduled for March 12th.
 - Mark DiFronzo, Fire Chief
 - Dennis Westgate, DPW Director
 - Rich Gazoorian, Recreation Committee Chairman
 - Rick Porter, Recreation Committee Member
 - Andrew St. George, Recreation Director
 - Janice Nowicki, Disability Committee Chair

- The Capital Committee Chairman asked the members to provide a one-minute update for capital projects which were ongoing:
 - Fowler St Bridge – construction work starts this spring
 - DPW Feasibility – scheduled for a status update to the BOS in March
 - Community Center – committees are currently being formed
 - Police Station Roof – request for quotation in process
 - Fire Station Roof and HVAC system - request for quotation in process
 - Downtown Revitalization RFP – draft of the RFP has been written

- Rick McGuire brought forward the Uxbridge Ma DLS Recommendation on CIP Policies, Practices, and Sample Evaluation process which was made available by the Commonwealth's Community Compact Program. Lt. Governor Polito has instituted this program to standardize best practices within the Commonwealth. Documents were distributed by Chairman Lazarz. The committee members were asked to review these documents for discussion at our next meeting.

D: Committee Actions and Action Items

Motions recorded:

1. Dan Lazarz to invite department heads and committees to our next Capital Budget meeting.
2. 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 7:40 PM.

Respectfully submitted,
Rick McGuire