



## TOWN OF UPTON, MASSACHUSETTS

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### Capital Budget Committee Capital Budget Committee Meeting Minutes

*Date: August 27, 2020*

**Location: Virtual – GoToMeeting Online**

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

Having a quorum, Dan Lazarz called the Capital Budget Committee meeting to order at 7:00 pm.

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

Capital Budget Committee Members:

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

Not Present

Guests

- Derek Brindisi
- Dennis Westgate

#### **C: Discussion**

Dan reviewed the Agenda for this evening.

Dan announced that it was time to reorganize the Capital Budget committee since this is the first meeting in our fiscal year. Rick McGuire nominated Dan Lazarz for the chairman of the committee. Tom Davidson seconded that motion. Committee members approved this nomination by a roll call vote – unanimous approval.

Rick McGuire was nominated for Vice-Chairman by Dan Lazarz. Seconded by Tom Davidson. The nomination was approved by roll call vote – unanimous approval.

Dave O'Brien was nominated for recording secretary by Dan Lazarz. Seconded by Rick McGuire. The nomination was approved by roll call vote – unanimous approval.

The Meeting Minutes for April 16, 2020 were brought forward and approved by a roll call vote – unanimous approval.

Dennis Westgate and Derek Brindisi were asked by the Capital Budget Committee Chairman to offer some brief comments on various Capital Projects:

- Police Department Roof Repair – Derek Brindisi reported that a rubber membrane roof was installed, and the work was completed.
- Fire Department Roof Repair - Derek reported that leaks in the roof were identified and repaired.
- Fire Department HVAC Repair – Derek reported that the condensing units were replaced.
- Fire Department Rescue Engine – Derek reported that the town took possession of the Rescue engine. He also stated that within the next 4 to 6 weeks the engine will be in full operation. Radios and some other accessories will be installed in the remaining weeks.
- TIP Project – Dennis reported that Phase one began about two months ago with the construction of the retaining wall on High Street; subsequently, they installed the drainage going down High Street to the Westborough Road intersection. Phase 1 is a 2-year project. Phase 2 begins next summer. All right of way acquisitions for the project have been completed. Phase 2 bid is scheduled for award in November 2020. The plan for this entire project is listed on the DPW website.
- Fowler Street Bridge Project – Dennis reported that work began just over a month ago. The project was delayed due to state and federal permitting delays. Footings are installed, and the precast (3 sided) deck box is scheduled for installation in the next 3 weeks. The bridge is expected to be completed this December.
- Waste Water projects highlighted in the Tighe and Bond Report of 2020. Dennis indicated that the Tighe and Bond Report is listed on the DPW website. Three reports are completed. The policy update and rate study report has not been completed yet. We have an aging system with infiltration problems. Also, the water delivery system been suffering many water main breaks due to old age.
- DPW Feasibility Project where the DPW Feasibility Committee is finalizing and costing a phased implementation approach where the Phase 1 implementation plan will meet safety, regulatory, and efficiency goals for the DPW. Phase 2 adds additional vehicle storage and an additional repair bay. Rick McGuire reported the status.

- Community Center project which is currently in the design phase. Justin Pollard reported the status. The OPM was just awarded, Vertex is the firm. The architectural firm has begun their work.

Dan provided some additional comments for the Community Center building committee:

- Parking is still a big issue for a new building of this size.
- The Dodge and Flinker vision report and statement was issued; however, this architectural design is deviating from that vision statement.
- The utilities have to be investigated since the Center Brook Sewer system has an infiltrate problem which the Tighe and Bond Report of 2020 highlighted.
- Due to the Covid pandemic, the Heating and Ventilation system will require additional investigation to address the virus impact.

Rick McGuire asked Dennis if we should be issuing a bond now for sewer replacement since interest rates are at an all-time low. Dennis reported that it will cost \$7 million to replace these sewer pipes which are suffering with infiltration problems. Dennis also indicated that the Retained Earnings account is insufficient to fix these problems.

Dan reviewed the Capital Budget Committee Mission Statement which has been under discussion and review over the last year. Rick McGuire made a motion to approve the mission statement as written and to forward the statement onto the BOS for approval. Dave O'Brien seconded that. Committee members approved this mission statement by a roll call vote – unanimous approval.

Dan reviewed the Capital Improvement Planning (CIP) process. The committee has modified the existing process to align with the existing bylaws of the town. These changes are highlighted below:

- Change the planning horizon from 5 years to 10 years.
- Institute a planning workshop where we involve the various department heads whereby each department head summarizes their projects and emphasizes the benefits to the town.
- Institute a Capital Rating approach where each project is ranked for its importance to the town.
- When projects are completed, to close those projects from a financial perspective and return any balance of funds to the appropriate town coffers.

Tom Davidson offered the motion to approve this new CIP process, and Dave O'Brien seconded it. Committee members approved this CIP process by a roll call vote – unanimous approval.

Dan commented that the school committee and MURSD should also be part of this process since they require capital and should plan over a 10-year time horizon.

Rick McGuire mentioned that 5 years ago the MURSD paid off a school loan of approximately \$485,000 and placed these funds into the operating budget. Since the loan was paid off, this was a one-time addition to the operating budget. After this situation, the finance committee established a MURSD capital improvement stabilization fund for needed capital improvements which would arise due to emergencies. From that point on, capital reimbursements from the state were placed into the MURSD capital improvement fund. This fund now contains \$677,975 due to two capital reimbursements from the state. These situations highlight the need to incorporate the school committee into our CIP process to adequately secure financing when needed.

Dan suggested that we build a subcommittee of three people to prepare the materials for a Fall Capital Budget Committee workshop. Dan volunteered, Kristyn volunteered, and Dan is looking for a third committee member.

#### **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 8:36PM.

Respectfully submitted,

Rick McGuire