

MINUTES

Capital Planning Committee

February 8, 2018 at Town Building

Present: Steve Jelinek, Chair, Jim Salvie, Dave Arsenault, Julianne North

Mr. Jelinek called the meeting to order at 7:30 p.m.

Police Department, Police Chief Bill Bosworth and Dispatcher Darlene Trefry

The Police department is requesting \$42,040 for a new police cruiser (\$35,820 for SUV, \$6,220 for laptop). The new vehicle will replace the oldest vehicle, a 5-year-old Interceptor SUV with 120,000 miles and trade-in value of \$3,800. The laptops aren't always replaced, but this one is old and not worth transferring. A "vehicle holiday" was discussed, where the town skips one year of new cruiser purchase, the Chief believes that would result in two cruiser requests the following year. Bolton and Boxborough also follow the policy of replacing a vehicle every year. Besides police duty, the cruisers are used to back up every fire or medical call. The Chief agreed to supply an inventory list of vehicles including year, vehicle and mileage.

The Police department is requesting \$20,000 for soffit repair on the police station, less than the original \$50,000 request. The rotten soffits, which were damaged by persistent shade from white pines, will be replaced with "plastic wood". Craig Martin, also present from the Building Department, was asked about future capital projects for the police station. The roof had ice dams but appears ok, the building was last painted seven years ago and is holding up. An estimate for painting the building will be added to 2023 capital plan. Smaller repairs are handled internally.

The Police department is requesting \$13,314 for a new repeater (\$8,219) and five radios (\$5,095). The current repeater is an 18-year-old analog system with a 20-year life expectancy. The new repeater is a cheaper digital version. The radio replacements are ongoing, and include portable and non-portable radios in cars.

Building Department, Craig Martin, Building Inspector

The Building Dept is seeking a \$30,000 roof replacement for the old Town Hall building. The second layer of shingles was installed in 1993. The shingles are blowing off and there were buckets of water pouring in through the roof during the 2013 and 2015 winters.. Craig received three quotes between \$20,000 and \$30,000 for architectural 25-year shingle, with potential upside to the cost if the sub material is in worse-than-expected shape. This project will be paid with funds received from the Community Preservation Act (CPA).

Mr. Martin also presented a proposal of \$175,000 for architectural design funds for structural repairs to the old Town Hall building, to be paid with CPA funds. The design funds equal 10% of an estimated \$1.75 million project, which is based on a \$400/square foot price from other towns' renovation projects. The building is currently used for a weekly meeting of a public group and occasional dance gatherings. Going forward, the Historical Society can use the building for display items. (See Building Re-Use Committee Building ReUse report). A separate committee will be formed to develop a plan and oversee the renovation. The \$1.75 million renovation is currently proposed for FY 2020, this committee would like the new committee to consider phasing the project over several years.

The Building Dept. is also seeking an \$80,000 design fund for replacing the Town Building HVAC system. Mr. Martin is requesting \$400,000 for FY2020 for the complete HVAC upgrade to include new boilers, condensers, pumps and controls. Green Community Funds may be available. The current boilers are from 1990, and we are having trouble with the controls (there are 50 3-way valves that are failing) and cannot buy parts. The committee asked about phasing the project over several years, Craig thinks that although the systems are integrated, they are two distinct systems, and can be replaced separately.

NRSD, Pat Marone, Business Manager and Rob Frieswick, Facilities Manager.

Nashoba Regional School District, presenting for Stow schools only, is requesting \$17,000 to replace the door security system at Center school. The software was on the verge of being obsolete when the doors were installed, but was needed to match the swipe cards used at other

schools. The cards from other schools no longer work at Center and there is no upgrade for the software. The owner manuals for the Center School system cannot be located. The software is not the same as at other schools. Signet is used at all schools except for Center. There are also wiring issues with the key pad and transformers. Mr Frieswich, the NRSD IT department and electrician will oversee the project. The licensing will be turned over to NRSD.

NRSD is also seeking \$150,000 to repair the Hale auditorium air conditioner. The A/C has failed, but the system cannot be diagnosed until we have warmer weather. Two 300-amp circuit breakers have tripped, the compressors are junk, there is a question about R22 refrigerant being phased out by 2020, so it's hard to find. The problem could just be the compressors or it could be the entire system. Cost to replace may be double the current request.

The \$80,000 request to replace the Hale water heater was discussed next. The water heater is still working, but is 21 years old. The committee asked for a price for a more modern, on-demand water heater.

The final request is \$61,000 for Phase II of the Energy Management system replacement at Hale. The cards used now started to fail in 2006. The current quote was from Jim Brigham, Rob will get three more quotes.

In response to a question from the Committee, Rob prioritized his requests in the following order: 1. Center School door security system, 2. Hot water heater at Hale, 3. Energy management system, and 4. Hale Auditorium A/C.

Mr. Frieswick added \$50,000 each for interior and exterior door replacements at Hale for FYs 2020 and 2021. The interior doors are of three or four different styles for classrooms and halls. The exterior doors are 20 years old and are starting to get rot. Further out, \$70,000 is requested for FY2023 for bus dropoff lot repair/replacement.

In other business, Mr. Arsenault moved to accept the minutes of 1/18/18 meeting, Mr. Salvie seconded, unanimous vote in favor at 9:11PM

Preliminary Schedule for upcoming Meetings.

February 15: Highway, Fire, Planning

March 1: Recreation, Cemetery, TV

There being no further business, at 9:15 p.m. Mr. Arsenault moved to adjourn, Mr. Salvie seconded, and all voted in favor.

Julianne North, Clerk