

**CAPITAL PLANNING COMMITTEE MEETING**

**Wednesday, 08/09/2023**

**MEETING MINUTES**

**Hybrid Meeting**

*Present: Ira Brezinsky, Ted Boulais, Jon Camp, Kevin McAllister, Jeff Cyr, Dan Louis, Christine Phillips, Director of Building Operations Scott Moore, Town Administrator Lisa Wong by zoom*

**Call to Order**

Ira Brezinsky called the meeting to order at 6: 02 at the library.

**Members:**

Selectboard Reps: Ira Brezinsky term expires 2024  
Jeff Cyr term expires 2025  
1 vacant rep

Appropriations Reps: Ted Boulais term expires 2024  
Kevin McAllister term expires 2026  
Dan Luis term expires 2026

School Committee Reps: Christine Phillips term expires 2026  
Charles Miles term expires 2026

Planning Rep: Jon Camp

**Reorganization: Motions to fill positions:**

Chair	Ira Brezinsky	Motion by Cyr	Seconded by McAllister
All Approved			
Vice Chair	Kevin McAllister	Motion by Cyr	Seconded by Louis
All Approved			
Clerk	Jon Camp	Motion by Cyr	Seconded by McAllister
All Approved			

**New Business:**

**Approval of Minutes 04/10/2012. Motion to approve by Cyr, Second by McAllister  
All Approved**

**Introduction of Director of Building Operations Scott Moore**

**Project Updates**

**Concerns/Issues:**

**\*Buttery Brook Park:** Asbestos removal, then building can be removed (\$15K money added to make this happen)

**\*Town Hall:** Mini Split Unit(s) to support Planning and Clerk offices. Two quotes received, one more needed be awarding work. This item raised the question about

hy is the Town not part of the Green Communities. If we were, this most likely would be paid by a grant.

**\*Police Department Building:** Hot water heater replacement is ongoing.

**\*Ledges:** Tighe and Bond is no longer working on the pump replacement. Mr. Moore is working with the ordinal company that installed the current pumps to accomplish the work.

**\*Schools:** The School Dept got a \$140K security grant

**High School:**

Drainage work going well and will be finished before school starts. Mr. Moore did not see any water in the bottom of the pits

Trees: A discussion about removing the trees in the court yard and outside of the building (some trees had roots in the drain pipes). Two oak trees behind the school need to be removed as the fire trucks cannot get by them.

Library: The front of the building between the two doors (Library to Main Office) will be paved because the pitch from the side walk drives water toward the building. Roof pitch over the library is wrong – **could be capital item**. Drain over the library had leaf's cleaned out as well as other roof drains.

Drain Pipes: Not all drain pipes were scoped. New scoping found a pipe that goes nowhere? (**Update** as of 8/28/23 all scoping has been completed and DPW was able to clean out the pipe that when nowhere)

Roof Issues: The roof over the two cafeterias and kitchen need replacing. **Capital expense?**

Gutter: Gutter needs to be install over the entrance way between Tiger's Den and Library.

Rekeying the locks will be completed before school starts. (**Update** as of 8/28/23 contractor waiting for lock cylinders)

Replacing class room floors not completed as 8/28/23

Computer Class Room: Work completed making it a normal classroom.

**Mosier School:** Exterior doors replacement and other work to be completed before school starts. (**Update** as of 8/28/23 all work done but rekeying. Contractor waiting for lock cylinders)

**Middle School:** Two classroom floors have been replaced

**Middle School:** Upgrade to HVAC automation system will be worked on throughout the school year when students are not in school (vacations, etc)

**Meeting Schedules:** The plan is to meet the first Thursday Oct 23 thru Apr 24. The plan is to have hybrid meetings at the library starting at 6:00 pm. The dates are:

Oct 5<sup>th</sup>, 23

Nov 2<sup>nd</sup>, 23

Dec 7<sup>th</sup>, 23

Jan 4<sup>th</sup>, 24

Feb 1<sup>st</sup>, 24

Mar 7<sup>th</sup>, 24

Apr 4<sup>th</sup>, 24

**Other Concerns/Issues:**

**\*Vacant Capital Planning Committee position – Selectboard Rep** This position needs to be filled to bring the committee to its authorized membership.

\*Ira discussed a DLS page related to Municipal Finance that committee members and Mr. Moore should look at. Maybe this could help with multi-year plan.

**\*By-Law Review & Financial Policy Manual :** Next Meeting maybe committee should review the By-Law and the Town's Financial Manual..

**ADJOURN**

Ira moved to adjourn and Christine seconded it at 6:43 PM..

All in favor.

**Respectfully submitted**

**Jon Camp**

**Clerk**