

CPIC Meeting Minutes  
April 10th, 2017  
Upper Town Hall Meeting Room

Present: Debbie Ricci, SusanMary Redinger, John Seeley, Alice Von Lesecke, Teresa Jardon, Marie Sobalvarro, Linda Dwight, David Nalchajian

Debbie called the meeting to order at 8:19AM.

Approval of the minutes of the 3/27 meeting were tabled to the next meeting.

Minutes of the 4/3 meeting were amended.

**MOTION:** SusanMary made a motion and John seconded to approve minutes of 4/3 meeting as amended. **VOTE** 3/0

**Public Commentary – None.**

Debbie Ricci explained that she had met with the new DPW Director (Tim Kailhart) to review the Capital process. He will be coming before CPIC at a future meeting after he has done an inventory and review of his equipment. CPIC members should expect to see new/additional items up for approval. Work with the catch basin has not been finished. A bid for street sweeping had just been sent out.

**End Of Process Letters:**

Based on ATM results it is time to send out letters to each of the Boards/Depts that submitted Capital items regarding what was approved and when the funds will be available along with an explanation for any items not approved.

Alice will send out: Fire, COA and Old Library Access Board

Debbie will send out: Schools, Ambulance, DPW

John will send letters to Finance Committee

Drafts will be reviewed at our next meeting.

**Presentation by Dr. Dwight regarding the HES Renovation Project:**

The project is now in the Feasibility Phase. Since last year's ATM when funding for the project was approved the Building Committee has hired the Owner's Project Manager (OPM): NV5, and the Architect (Arrowstreet). Studies being done include: Traffic, site survey, building envelope, building systems. Information is needed to determine whether it's more cost effective in the long run to do a renovation or a new building. Building codes have changed since 1988 and size requirements are different. A detailed size study was done and HES was found to be undersized (specifically the gym, cafeteria and Special Education space). There are ADA compliance issues and safety issues that must be addressed. The roof needs to be replaced. Heating and mechanical systems are out of date.

The Building Committee has begun reviewing preliminary designs and is awaiting further information regarding costs. The reimbursement from MSBA is capped at \$312/sq ft with a potential total of about \$10M - \$12M. Options will include a base model, versions for renovations on a sliding scale, and new build.

All designs will include an option for administrative space which could eliminate the need for upgrading and maintaining the Bromfield House depending on what the Town decides to do with that building.

Construction will begin in 2019.

David indicated that having cost estimates will allow him to do financial calculations. He would then determine the best options for borrowing. He will model various scenarios. He will work on ballpark figures (how much to borrow, when to borrow, a timeline for borrowing, etc.)

In the interim, it may make sense to fully fund the Stabilization Fund, Capital Fund, Conservation Fund, etc.

### **Free Cash Update:**

The issue with Free Cash has been resolved. The original amount was certified by DOR (\$1.664M). The amount included one time turnbacks.

It was recommended to bring together CPIC/FinCom and invite the Schools and BOS to determine any needs for Free Cash and what is the best approach moving forward before the Special Town Meeting in June.

Conservation Commission notified Debbie last week that they have a project: Dean's Hill. They are looking at a potential loan/grant and would like CPIC to look at special funding for this acquisition.

### **Liaison Reports:**

Schools may be requesting to move 2018 ATM to a later than usual date to accommodate the MSBA schedule. Will know more by beginning of June.

Marie suggested that CPIC change their by-law to be consistent with the state recommendation that would allow a transfer of funds based on a simple majority vote (vs 2/3's)

**MOTION** was made by SusanMary to strike the words "by 2/3 majority vote" from section 17-3. Seconded by Alice. **VOTE** 5/0.

Open Items for future agendas:

Review of the process for 2016/17 including possible changes in policies/procedures

Next Meeting Dates:

April 24<sup>th</sup>, May 8<sup>th</sup>, May 22<sup>nd</sup>

The meeting was adjourned at 9:39 AM

Respectfully submitted, SusanMary Redinger