



MINUTES

TOWN OF WALPOLE

Board/ Committee: **CAPITAL BUDGET COMMITTEE**

Meeting Date: **TUE. SEPTEMBER 4, 2018** Time: **7:00pm**

PRESENT: Ed Forsberg, Al Tedesco, Anne Healy, Noreen Gordon, Cheryl Caron, Michelle Kelly

ALSO PRESENT: Assistant Town Administrator Patrick Shield, Police Chief John Carmichael, Deputy Police Chief Chris Mackenzie, Deputy Fire Chief Paul Barry, Emergency Management Coordinator Roger Turner, Superintendent of Schools Lynch, Assistant Superintendent of Schools Bridget Gough, School Committee Member Jennifer Geosits, Assistant Town Engineer Chris Johnson, Sewer & Water Superintendent Rick Mattson, Building Superintendent Don Anderson.

Mr. Forsberg called the meeting to order at 7:00 PM.

Review & Approve the Minutes of the August 28, 2018 Meeting – The Committee tabled the review and approval of the 8/28/18 Meeting Minutes to their next meeting.

Emergency Management Department Emergency-Management Requests

Referencing the Capital Expenditure Request handouts titled “Capital Expenditure Request Form for Fall 2018 Town Meeting – Emergency Management Department,” Emergency Management Coordinator Roger Turner provided an overview of his department’s Capital Requests for 2018 Fall Town Meeting, specifically:

- **EM Equipment Storage Garage (\$95,000) –**
Construction of an expandable storage garage for EMA/CERT truck, shelter trailers, MRC trailer, generator trailers and communications trailers along with storage space for EMA equipment and supplies. This building to be constructed in a safe, easily accessible location. The Town Administrator did not recommend this item for funding at this time.
- **OPR & Summer Street Communications Sites (\$64,783) –**
The purpose of this project would be to complete several past and existing projects that will provide protection to our sites and equipment. The Town Administrator did not recommend this item for funding at this time.
- **Mobile Communications Trailer (\$7,000) -**
A communication trailer ready to go to meet EMA needs has been on the top of the needs list for some time. With the loss of the Old Town Hall and not being able to find a suitable location for EMA Communication has reinforced their needs. The outfitting of a trailer will be a one or more year project. The Town Administrator did not recommend this item for funding at this time.
- **Trailer Mounted Emergency Generator (\$10,000) –**
EMA, the Communications Sites, and Potential Shelter Locations do not have a back-up

diesel generator that can be moved into location in the time of need. The Town Administrator did not recommend this item for funding at this time.

- **EOC Equipment (\$5,000) -**
This item is needed to provide additional wall mounted TV/video/computer monitors that can be easily switched to any available input. In addition every position within the EOC has its own computer and often its own network between each position and access to the internet and individual department information is a goal. The Town Administrator did not recommend this item for funding at this time.
- **Diesel Generator for Blackburn Hall (\$12,000) –** Blackburn Hall is a good site for a Reception Center and Overnight Shelter facility if it only had a permanent installed diesel generator. The Town Administrator did not recommend this item for funding at this time.

Walpole Fire Department Fire-Related Requests

Referencing the Capital Expenditure Request handouts titled “Capital Expenditure Request Form for Fall 2018 Town Meeting – Walpole Fire Department,” Deputy Fire Chief Paul Barry provided an overview of his department’s Capital Requests for 2018 Fall Town Meeting, specifically:

- **Replace 2013 Command Car (\$45,000) –**
This request is to replace a Command Car. The Town Administrator is recommending \$45,000 for this item through the Ambulance Fund.
- **Replace 1992 F-350 Mini Pumper/Brush (\$165,000)**
There was some discussion about the financing of this item. Town Administrator Johnson explained that he was altering his recommendation for the financing of this item and that the Ambulance Fund may be needed to help offset unforeseen operational costs associated with the new Fire Station. The Town Administrator is recommending \$165,000 for this item through Free Cash.
- **Replace 35 SCBA Bottles & Equipment (\$50,000) –** This is part of a multi-year investment into the replacement of the SCBA – or Self-Contained Breathing Apparatus – that the Fire Department is making. These are devices worn by firefighters to provide breathable air in an immediately dangerous to life or health atmosphere. The Town Administrator is recommending \$50,000 for this item through the Ambulance Fund.

Walpole School Department

The Capital Budget Committee used the opportunity between the Fire Department and the Police Department’s requests to follow-up on the request for \$1.5 million for the School Feasibility Study, specifically the shelf-life of the document should the Town approve the request.

Superintendent Lynch explained that with the Feasibility Study, the town pays individual invoices in full and files them with the MSBA as desired periodic requests for reimbursement. The expense occurs and is reimbursed regardless of the final vote, which occurs later “as we go,” or move forward. To address the Capital Budget Committee’s question, the Feasibility Study would be used to investigate the individual proposal. Whether the Town chose to continue with the proposal or not, the study would be reimbursable. If the Town chose not to continue with the School Department’s primary proposal and needed to conduct an additional Feasibility Study down the line, that Feasibility Study would also be reimbursable.

Walpole Police Department Police-Related Requests

Referencing the Capital Expenditure Request handouts titled “Capital Expenditure Request Form for Fall 2018 Town Meeting – Walpole Police Department,” Deputy Police Chief Chris

Mackenzie provided an overview of his department's Capital Requests for 2018 Fall Town Meeting, specifically:

- **Unmarked Squad Car #934 (\$37,000) -**
This request would be to replace the current unit for the Detective Division. The Town Administrator is recommending \$37,000 from Free Cash for this item.
- **Tactical Sights for Rifles (\$12,000) –**
This request would be to replace or supplement the iron sights. The electronic sights allow the officer to better be able to view the total environment and not just the small window provided by iron sights. The Town Administrator is recommending \$12,000 from Free Cash for this item.
- **F-150 Pickup Truck (\$50,000)**
This request would be to expand the fleet as well as use for Special Events, Traffic Use, Bike Squad, and Accident Reconstruction. The Town Administrator is recommending \$50,000 from Free Cash for this item.
- **Portable Radios (\$28,000)**
This request would be to purchase 5 additional radios as the Department is expanded in order to have spares on hand as needed. The Town Administrator is not recommending funding this item at this time.
- **Radar Traffic Equipment (\$7,000)**
This equipment would help with the constant request for traffic enforcement in every neighborhood. These radar devices can be set up in order to conduct comprehensive traffic studies over a prolonged period of time drastically reducing manpower. The Town Administrator is not recommending funding this item at this time.

Capital Budget Committee Recommendations

After the Police Department's presentation of their Capital Budget Requests, the Capital Budget Committee voted the following recommendations to the Finance Committee for the 2018 Fall Town Meeting. For the purpose of this schedule, the initials of the members are recorded as follows:

EF = Ed Forsberg; CC = Cheryl Caron; NG = Noreen Gordon; AT = Al Tedesco; MK = Michelle Kelley; AH = Anne Healy

<u>#</u>	<u>CONTENT</u>	<u>Cap Budget Recommend.</u>	<u>Motion</u>	<u>2nd</u>	<u>Vote</u>
<u>3</u>	Rt 1A Field Improvements	\$1,500,000	EF	CC	5-1-0
	ARTICLE 3 TOTAL	\$1,500,000	EF	CC	5-1-0
<u>4</u>	School Feasibility	\$1,500,000	CC	NG	6-0-0
	ARTICLE 4 TOTAL	\$1,500,000	CC	NG	6-0-0
<u>8</u>	<u>Capital Infrastructure Improvements</u>				
	<i>Department of Public Works:</i>				
	<i>Parks Department:</i>				
	High Risk Tree Removal	\$25,000	EF	NG	6-0-0
	Synthetic Turf Replacement	\$50,000	CC	AH	6-0-0
	Playground Equipment	\$10,000	NG	CC	6-0-0
	Allen Dam Vegetation Management	\$0	EF	AH	6-0-0
	<i>Building Maintenance :</i>				
	Emergency Generators	\$285,000	EF	CC	6-0-0
	Asbestos Abatement Program	\$20,000	AH	NG	6-0-0
	High School Front Asphalt Roof	\$0	EF	AT	6-0-0
	Window Replacement	\$0	EF	CC	6-0-0
	Floor Replacement System Wide	\$20,000	EF	NG	6-0-0
	Former COA site - facility improvements	\$158,500	AH	CC	6-0-0
	Painting and Siding System Wide	\$10,000	AH	CC	6-0-0
	<i>Emergency Management:</i>				
	EM Equipment Storage Garage	\$0	EF	AH	6-0-0
	OPR & Summer Street Communications Sites	\$0	EF	AH	6-0-0
	ARTICLE 8 TOTAL	\$578,500	CC	NG	6-0-0
<u>9</u>	<u>Capital Equipment Purchase</u>				
	<u>Board of Assessors</u>				
	Appraisal Software	\$25,000	CC	MK	6-0-0
	-				
	<i>Fire Department:</i>				
	Command Car	\$45,000	CC	MK	6-0-0
	Pumper/Brush	\$165,000	EF	CC	6-0-0
	SCBA Bottles & Equipment	\$50,000	EF	CC	6-0-0

	<i>Police Department:</i>				
	Unmarked Squad Car #934	\$37,000	CC	NG	6-0-0
	Tactical Sights for Rifles	\$12,000	CC	AH	6-0-0
	F-150 Pick Up	\$50,000	EF	CC	6-0-0
	Portable Radios	\$0	EF	AH	6-0-0
	Radar Traffic Equipment	\$0	EF	CC	6-0-0
	<i>Emergency Management:</i>				
	Mobile Communications Trailer	\$0	EF	CC	5-0-1
	Trailer Mounted Emerg Generator	\$0	EF	CC	5-0-1
	EOC Equipment	\$0	EF	CC	5-0-1
	Diesel Generator for Blackburn Hall	\$0	EF	CC	5-0-1
	<i>Department of Public Works:</i>				
	<i>Vehicle Maintenance :</i>				
	#205 - 2003 Sterling Dump w/ Sander	\$185,000	EF	CC	6-0-0
	Loader	\$0	EF	CC	6-0-0
	#255 - 2006 Ford F350 Dump	\$60,000	EF	CC	6-0-0
	#544 - 2004 Ford F350 Utility	\$50,000	CC	EF	6-0-0
	<i>Parks Department:</i>				
	Arial Tree Truck	\$220,000	EF	CC	6-0-0
	Replacement Mower / Collection System	\$18,200	EF	CC	6-0-0
	Turf Grass Seed Slice Machine	\$0	EF	NG	6-0-0
	<i>School Department:</i>				
	Chromebooks	\$45,000	EF	MK	6-0-0
	Transport mini bus	\$55,000	CC	AH	6-0-0
	Old Post Road Phone System Replacement	\$20,000	CC	AH	6-0-0
	Cafeteria table Replacement	\$0	EF	CC	6-0-0
	School Safety Improvements - Stairwell Cameras	\$50,000	CC	NG	6-0-0
	ARTICLE 9 TOTAL	\$1,087,200	EF	CC	6-0-0
10	<u>Streets & Drainage Improvements</u>				
	Parking Lot, Sidewalk, Cemetary Roads, misc Repairs/Imprvmnts	\$419,000	CC	MK	6-0-0
	Catch Basin Repairs	\$25,000	CC	MK	6-0-0
	Crack Seal	\$25,000	CC	AH	6-0-0
	Paving - CY 2018 - CHAPTER 90	\$778,469	EF	CC	6-0-0
	Albany, Appletree, Betty, Butterfield, Deborah, Donna				
	High, Lois, Merchants, North, Pilots, Polley, Stone,				
	Stoney Brook, Tanglewood, Warwick, & other roadways as				
	deemed by the DPW director.				
	ARTICLE 10 TOTAL	\$1,247,469	EF	CC	6-0-0

<u>11</u>	<u>Streets & Drainage Borrowing Improvements</u>				
	Street Improvements - South Street; Clark Ave.	\$200,000	CC	AH	6-0-0
	ARTICLE 11 TOTAL	\$200,000	EF	AH	6-0-0
<u>12</u>	<u>Water Borrowing</u>				
	Water Infrastructure Improvements	\$2,030,000	CC	AH	6-0-0
	ARTICLE 12 TOTAL	\$2,030,000	EF	CC	6-0-0
	TOTAL REQUESTED	\$8,143,169			

Review of Meeting Schedule

The next meeting of the Capital Budget Committee for the purpose of approving the minutes is to be determined. The Capital Budget Committee is on the schedule for the Finance Committee to discuss its recommendations this upcoming Thursday, September 6, 2018

The meeting adjourned at 10:30 PM.

Respectfully submitted,

Patrick Shield

Assistant Town Administrator

Referenced Materials

- Capital Budget Committee Agenda
- Capital Budget Committee Minutes of 8/28/2018
- Capital Budget Summary
- Five-Year Capital Plan
- “Capital Expenditure Request Forms for Fall 2018 Town Meeting – Emergency Management Department” and related handouts
- “Capital Expenditure Request Forms for Fall 2018 Town Meeting – Fire Management Department” and related handouts
- “Capital Expenditure Request Forms for Fall 2018 Town Meeting – Police Department”