

**CAPITAL IMPROVEMENT MINUTES
FEBRUARY 21, 2008**

Present: Paul Hale, CIPC Chairman, Diane Lanney, CIPC Vice Chairman, Gerry Spring, Finance Committee Chair, Kevin Motta, Greg Cravedi, Debra Roussel, Town Administrator, Karen Chick, Town Accountant as ex-officio

Mr. Walter Ducharme, Town Resident

Department Heads: Dennis Perron (PD), Seth Knipe (FD), Lyn Gauthier (Hwy)

Recreation Committee: Todd Fitzgerald and Charlie Clark

Meeting called to order by the Chairman at 6:16 p.m.

Parks and Recreation Committee presented a request for purchase of a Kubota 4wheel drive tractor including snowplow, spreader and bucket attachments at a cost of \$23,913.00. Diane Lanney voiced concerns regarding winter attachments, as there is no winter position approved to operate the equipment – a position would have to be approved at Town Meeting. Todd Fitzgerald stated that their proposed FY'09 budget would allow for 5 hours per week to plow the parking lot and the walking path. Diane questioned Lyn that the Highway Dept. currently plows the parking lot whenever possible, and questioned the need to make available the walking path in the winter and whether 5 hours a week would be sufficient, especially in a winter such as this. A Form C will be forthcoming for the request.

A second request was presented for consideration of a 42" 19HP Kohler Mower at a cost of \$1783.95. This ride-on mower would be used for maintaining the Town Common, Library, edges of the Rec Field and possibly Town Buildings.

It was suggested that they investigate the inclusion of a maintenance package when submitting their final request for funding. A Form C will be forthcoming for the request. Deb Roussel offered assistance with procurement requirements if approved for purchase.

Charlie Clark has offered to build a shed/shelter for the tractor. Many of the building supplies have already been donated and the remaining supplies will be paid for from the requested appropriation for FY09. It was suggested by Diane Lanney that the tractor be registered so it can be moved on the roads instead of requiring a truck and trailer. This would also facilitate the insurance for the Kubota as a town-registered vehicle, with no excise taxes.

Highway 10-year Capital Plan presented by Department head Lyn Gauthier. It has been requested to replace the F250 pickup with an F450 a year earlier (FY09 instead of FY10) at an approximate cost of \$55,000 - \$60,000. Historically the F250 has been handed down to the FD. Both Lyn Gauthier and Seth Knipe indicated the purchase of an F450 would still "fit" into their long-term plan, as the FD water tank will easily fit into the F450.

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Yearly Truck Maintenance was part of the requested plan using Hwy Stabilization as the funding source. Chief Knipe agreed to work with Lyn Gauthier to develop a 10 year Hwy Stabilization Plan. Current requests indicate it will require approximately \$7,000.00 to refurbish a vehicle. This entails sand blast/paint. One vehicle to be done each year. This would put the vehicles into a cycle of refurbish at year 6 and year 12. This would have the vehicles replaced after 18 years instead of the original estimate of 20 years.

Police Department 10 year Capital Plan presented by Dennis Perron, Chief of Police, with an attached Form C, dated 2/21/08 for the purchase of a 2009 Crown Victoria cruiser. This is a change from the original plan. It moves the purchase forward one year to FY09 instead of FY10. Chief Perron indicated that the current vehicle will not last the additional year and a change like this would level his spending.

Chief Perron presented two scenarios of the plan. The first included purchases of cruisers in a 3-year cycle. The difference between the two scenarios is the amount requested for stabilization. The use of stabilization is noted on each scenario and reflects the overall impact to the Police operating budget. Diane Lanney suggested the requested PD Stabilization amounts be reflected in the form of an article on the Budget Sheet.

Chief Perron explained the change from a 4-year cycle of cruiser purchase to a 3-year cycle was a result of having to spend nearly one-third of his maintenance appropriation on repair of his oldest vehicle. The cost to maintain the vehicles outweighs the cost of replacement and therefore is not a prudent plan. Therefore he requested to go back to a 3- year cycle. This process would hopefully eliminate the need to go to STM for an emergency purchase. Chief also assured the CIPC upon approval of this purchase he will make the purchase as late into the fiscal year as possible. This plan will extend the life to possibly 40 or 42 months opposed to the flat 36-month purchase.

Paul Hale asked if the Chief had researched other manufacturers of cruisers. Chief Perron responded that the Fords are on the State Bid List, indicating they are the best value for the town and also have the safest crash rating. Chief indicated that he would be willing to consider the Dodge in future years, however at this time they are still relatively new and doesn't feel that being a "pioneer" would be in the towns best interest.

Diane Lanney requested that the Chief's vehicle and the SUV cruiser be part of Debt/Capital Outlay Exclusion with a first-year down payment from PD Stabilization. All the cruiser purchases are within the operating budget, she feels these two purchases should not be per Capital & Debt Policies.

Fire Department 10 Capital Plan presented by Chief Seth Knipe. The Plan capital and amounts required for FD Stabilization to help fund the process. Chief Knipe talked about the current vehicle that is a military surplus truck in need of a complete body replacement. The Chief has spoken with Monty Tech hoping they would be interested in such a project, however the vehicle is in such poor shape the school does not want to

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undertake the restoration. The cost for such a restoration is prohibitive especially because we do not own the vehicle. The agreement requires we return the vehicle at the time it is deemed surplus.

Two scenarios were presented to replace this vehicle. The first provided that the current 2000 pick-up that Highway is using continue to be used by Highway in the winter and shared with the Parks & Rec Comm in the summer. This would then have the FD purchase a used pick-up for approximately \$15,000 out of the FD Stabilization.

The second scenario would be to move the 2000 pick-up to FD and have Highway purchase the new Ford 450. Either scenario would be a 10-year life for the vehicle. Both Highway and FD agree that this would allow the transfer of a vehicle to the FD every 10 years.

Discussion of land purchase for a Public Safety building included a move for the FD from the current location that is being rented as a tenant at will from N. Andover Rosa Trust at Breezy Hill to Tailwinds Trailers at 10 Gardner Road, parcels currently owned by Danny Beauvais. The purchase price would be for about \$300,000. Figures were developed as a rough estimate for the purchase by the Treasurer to begin with a payment of approximately \$32,000 and declining over 15 years. It was noted that this is currently more than the current rental fee, however we would own the asset. Mr. Cravedi stated a 20-year or longer loan period should be considered. Diane Lanney added that this would be a good assess for the town – not only does a lease/purchase make more sense, but the land is adjacent to the Recreation Field and could provide additional parking and the possibility of moving the fire trucks from the current fire station to a prefab building thus eliminating extra costs associated with customizing trucks to fit the space

Further discussion of purchasing the Breezy Hill complex for approximately 1.5 million. Chief Knipe reported that the roof is leaking and there is little or in most instances no response from the landlords of the plans to rectify the problems. Many of the tenants have vacated and the remaining ones have indicated they will move to the Pizza Palace location once the new Pizza Palace has been built. Paul Hale commented that it would be a possibility to purchase the Breezy Hill building especially in light of the vacancies. This would be contingent upon the sale of the Ragged Hill parcels; this would be used for the down payment. The market is getting softer and may work in the town's best interest. At the very least it was proposed to consider 10 Gardner Road (Beauvais property) with the hopes of in the future purchasing Breezy Hill and securing two very desirable properties for Public Safety, General Government offices, etc. Diane Lanney suggested that the prior Breezy Hill refurbishment analysis and cost be updated – as a new septic is no longer needed.

Diane Lanney suggested the 10 Gardner Road purchase be a debt exclusion at ATM in June. There was discussion on the needs for procurement, requiring Request for Proposals (RFP) –, noting availability of a wavier to the requirements as a “Unique Purchase” was mentioned by Deb Roussel. A Unique Purchase would most likely be the

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best given our current time constraints. Deb said she would look into a 'Unique Purchase' further.

Summary of Needs:

- Parks & Recreation Committee – Kubota Tractor
- Parks & Recreation Committee – 42” Mower
- Highway Dept. – F450 Pick-up
- Highway Dept – Hwy Stabilization, amount to be Determined
- Police Dept – Crown Victoria Cruiser
- Police Dept – PD Stabilization \$5,000 / yr
- Fire Dept – Purchase of 10 Gardner Road for a new FD Facility
- Fire Dept – FD Stabilization \$17,500 / yr
- Assessors Dept – PU Stabilization \$5,000 for FY09 (per 10-yr PU Stabilization Plan)
- Animal Control Officer – Article to change the previously voted \$5600. for the use of Animal Carrier instead of the originally voted vehicle.
- Boiler – Current Appropriation of \$20,000. – need for approximately \$37,000.

Anticipated Capital Plans from:

- School Committee for HCS Building / School capital
- Computer Committee – Need for Networking and the Funds necessary
- Roads – Paul Hale to speak with Tom Larson regarding a Roads Plan.

In regard to the Roads Plan, the cost of repairing our continuing declining road conditions was discussed with the possibility of “Bonding” for the jump-start of repairs. The thought would be to get the roads to a manageable condition and then allow the Chapter 90 funds to continue to supplement the upkeep. It was noted Chapter 90 funds alone are not sufficient to maintain the miles of roads in Hubbardston.

Walter Ducharme, town resident and former member of Roads Committee, gave a brief overview of how the “list” of roads was developed. He said the Committee worked on a study to determine the priority list. The formula used was the “cost vs. traffic usage”. He indicated that it was his belief that the implementation of the repairs needs to have significant success in the first year to develop a following with the public. It would also require a conscious effort to market the “5 and 10 year plan”

Amended Meeting minutes for January 24th were presented. A motion was made by Diane Lanney to accept the amended minutes – Second by Greg Cravedi. All in Favor

Next meeting, Thursday, March 20, 2008 @ 6:15 p.m.

Future Agenda:

An updated 10-yr Capital Plan be distributed prior to the next meeting
Recommendation by CIPC for requested capital
Discuss 10 Gardner Road

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Continue the discussion started with information provided by Bill Murray (from the Information Session)

Facility Planning

Annual Report

Motion to Adjourn: Diane Lanney

Second: Paul Hale

All in Favor

Meeting ended at 8:16 pm

Draft Respectfully Submitted by

Karen Chick

2/27/08

Amendments from Deb Roussel & Diane Lanney