




Town of Lunenburg

Capital Planning Committee:
 Jamie Toale, Chairman
 Dennis Mannone, Jr., Vice-Chairman
 John Henshaw, Clerk
 Matthew Allison, Member
 Heather Sroka, Member



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Minutes 10/27/15 Meeting

Meeting Posted: Yes
 Location: Bilotta Meeting Room, 2nd Floor, Town Hall
 Present: Dennis Mannone, Jr., Jamie Toale, John Henshaw
 Also Present: Jay Simeone--citizen and is also a member of the Finance Committee.
 Absent: Matthew Allison, Heather Sroka

1. Meeting called to order by Jamie Toale at 4:34 pm.
2. DPW Capital Requests, initial cut by Jack Rodriquenz
 - Note: This overview of DPW requests focuses on FY17 and FY18. See the DPW plan for details.

Facilities	
Project:	Background:
Public Safety Building HVAC Automation System FY2017	Upgrade functionality of HVAC system. Whether this will improve the energy efficiency is an open question. Note that the plan is to upgrade this system every ten years or so.
Police Records Room FY2017	The Police Department needs the additional space for keeping records. There is a legal component of this.
DPW Roof Repair—FY2018	The roof is an old tar and ballast roof built in 1977. It has a couple of leaks residual to an HVAC installation.
DPW Fuel Tank Replacement—FY2018.	Replace 30-year old double walled underground tanks with above ground tanks. There is a small amount of leakage between the two walls. There is a real risk of catastrophic failure. It is a move to address that risk in two years. The estimated cost would cover taking care of the old tanks and installing the new tanks.
Beach House Wall	A wall is bowing out, which needs to be pulled in by adjusting the framing.
Teen Center	The building needs to be painted. Jack is looking for low cost alternatives. Will need to be painted again in ten years
Eagle House	General exterior maintenance and reconfiguration of the laundry. Re-design and construction of the entrance.
Library	Exterior painting along the rooftop.

Vehicles
Vehicle prices are estimated to increase at a compounded rate of 2.5% per year.
Capital Planning Discussion: <ul style="list-style-type: none"> • Jack has provided a matrix of DPW vehicle requests that can serve as a template for Police, and Fire vehicle requests too. • This matrix, when completed may provide a framework for coordinating the projected annual vehicle replacement schedules of the three departments.

Projects	Background:
Turf Field: \$800,000.	Every dozen or so years Turf Fields and Tracks need major re-constructive maintenance. The Town's facility is showing signs that it is near that phase. However, the Town has not accrued funds to pay for this. If enough time goes by, requisite maintenance will involve reconstruction of the foundation as well as the surface of the field and track. This would raise the cost of re-construction.
Five Intersections	The Town has the money to study and do the concept work but estimating costs of the actual work is premature. So this is an FY18 project at the earliest.
Townsend Harbor Bridge	There are some cracks but nothing structural. So this would be preventive maintenance work to prevent further degradation.
Stormwater Update	The Town does not know how much upgrading the stormwater management system or when this will have to be done. Jamie said that when the stormwater project would be outside the capital planning process.
Pavement Management Plan	Jack directed attention to the chart on the investment required over a fifteen-year period to end up with a specific pavement condition index.

3. Minutes: The minutes of the October 13 meeting were not ready for review.
4. Committee Discussion:
 - a. Concerns and questions centered on the gas tank maintenance: Are there other solutions to make sure the DPW has fuel that do not involve infrastructure.
 - b. Dennis said we can focus on FY2017 but should look out several years for planning purposes.
 - c. We decided to postpone scheduling the next meeting until we have more information on the FY17 budget process.
 - d. Action: John will work on a draft of the vehicle matrix (see the Vehicle section in the table above) and will bring it to the next meeting for discussion and review.
5. Public Comment: Jay suggested that we explore options to lower maintenance costs of the Town's Buildings.
6. Adjournment: Dennis made a motion to adjourn; John seconded the motion. The CPC approved the motion 3-0 and the meeting adjourned at 5:55.

Minutes respectfully submitted December 28, 2015 by John Henshaw