

**MINUTES**  
**CAPITAL OUTLAY COMMITTEE**  
*November 12, 2020*

The meeting of the Capital Outlay Committee was called to order on Zoom at 7:00 pm by Chair, Paul Linehan. Planning Board members Rob Maidman and David Blazkowsky joined the meeting at the conclusion of their previously scheduled Planning Board meeting, at approximately 7:20.

Members Present

|                     |   |
|---------------------|---|
| Chair:              | Paul Linehan                                |
| Select Board:       | William Heitin, Hanna Switekowski           |
| Finance Committee:  | Ann Keitner, Anja Bernier, Pat Achorn (Alt) |
| Planning Board:     | Rob Maidman, David Blazkowsky               |
| School Committee:   | Adam Shain                                  |
| Town Administrator: | Frederic Turkington, Jr.                    |
| Finance Director:   | Krishan Gupta                               |

Members Absent

|                   |                      |
|-------------------|----------------------|
| School Committee: | Katie Currul-Dykeman |
|-------------------|----------------------|

Others Present

|                    |   |
|--------------------|---|
| Fire Department:   | James Wright, Fire Chief                          |
| Civil Defense:     | James Wright, Fire Chief; Michael Polimer         |
| Police Department: | John Ford, Police Chief; Don Brewer, Deputy Chief |

**Administrative Items**

**MOTION:** (Heitin-Bernier) To approve the regular session minutes of June 10, 2020 and August 18, 2020.

**VOTED:** 4-0-1, (Shain abstained) **PASSES**

Chair Paul Linehan reviewed the guidelines and definitions. The current benchmark for borrowing is 4.5% of the net operating budget. Mr. Gupta noted that the Town's current bond rating is Aa3 and the outlook is positive.

- Debt Service as a percentage of operating budget – 4.5% of “net” operating budget is the benchmark for the yearly Capital budget less overrides and water appropriations
- Capital Outlays- COC Request Minimum Qualifications – \$10,000 value, 5-year lifespan
- Inside, non-exempt debt (capital borrowing) – the Town's normal borrowing, what it is included in the normal budget
- Excluded Debt – overrides and water debt, special borrowing outside the COC purview; examples: *New High School, Library*
- Terms of Borrowing – Issue bonds with statutory time limits for borrowing of 5, 10 & 20 years; examples: *5 Yr-Vehicles; 10 Yr-Heavy Equipment; 15 Yr-Pumper; & 20 Yr-Buildings; Roads 10-20yrs*
- Bond rating – determines credit worthiness; effects cost of borrowing
- Debt Reduction Plan – plan to reduce reliance on borrowing
- Bundling – grouping of smaller capital purchases to meet the \$10,000 threshold criteria; examples:
  - *technology items such as computers*

**Department Presentations**

## **Civil Defense – Michael Polimer**

Mr. Polimer reviewed prior capital items. Building funding of \$312,133 remains and no turn back is expected as they are still moving along on that project.

This year, Civil Defense is resubmitting their request of \$11,000 for a three-phase generator. Ms. Bernier explained that given the generator is a backup to a backup, it makes it nice to have but not necessary. Chief Wright explained that this wouldn't be a backup piece of equipment rather it would be another tool for use during prolonged power outages. The two 100 kw generators currently owned are spoken for during power outages at the High School and Community Center. Ms. Keitner asked about the age and condition of the two 100 kw generators. They are in good shape and within ten years old. The life expectancy of a new generator could be 30 to 40 years if cared for properly. If purchased, the generator would be stored in a bay at the Fire Department until completion of the Civil Defense building. It was explained that this type of equipment could be used to power a gas station during a prolonged outage. Fuel is the next widely used resource during power outages.

## **Fire Department – Chief James Wright**

Chief Wright reviewed prior capital items. He stated that there remains \$14,642.18 from FY18 for the IV pumps as the Commonwealth of MA has not yet decided whether this will be required equipment on ambulances in the state.

The Fire Department FY22 capital request includes replacement of three thermal imagers. It was explained that two of the current fleet of imagers have failed. The Department is researching several potential vendors at this time. There is no service contract nor software updates that will be necessary with this equipment. The equipment will come with a one year manufacturer's warranty. The typical life expectancy is about ten years. The main purpose of this equipment is to locate people during a fire.

The next request is for firefighter bailout equipment, a system carried to equip a firefighter with the capability to escape and descend through a window if otherwise trapped in a burning building. This equipment also has a ten year life expectancy. The \$16,000 purchase price would outfit every firefighter, roughly 30 employees.

The next requests are for previously submitted snowmobile/ice rescue and a rescue boat. Given the large amount of open space in Town and the fact those spaces are widely used in all climates, this equipment would allow staff to reach someone injured much deeper into the trails than they could presently without the equipment.

Chief Wright explained that Recreation provides an old skiff which is not designed for water rescue. This boat cannot carry adequate personnel in an emergency. If there are multiple victims, the present boat wouldn't be adequate in an emergency. The proposed equipment has capacity for 10, and the bow opens and folds down to slide a victim into the boat. If two boats collide, or there is a boat/kayak collision, this equipment would be critical. The current boat has capacity for 4 exclusively and would be still be used by recreation.

The last request is for a quick response vehicle, an SUV. This vehicle would save on wear and tear on very costly fire engines which accompany the ambulance on medical calls. It would be used to transport the shift Captain and one firefighter who backup EMS personnel. This vehicle would be outfitted with lights and sirens.

## **Police Department, Chief John Ford**

Chief Ford reviewed prior capital items. All prior capital purchases have been funded and there are no proceeds to be returned.

It was explained that the Police Department continues to replace their cruiser fleet on a rotating three year basis. They will continue to go with the Ford Interceptor hybrids due to the fuel savings. The manufacturer's warranty does cover battery replacement for a period three years and within a certain mileage threshold.

**MOTION:** (Bernier - Heitin) To adjourn the meeting at 8:09 pm.

**VOTED:** 7-0-0 **PASSES**