Capital Planning Expenditures Committee
Meeting Minutes
November 23, 2020
5:35PM-6:43PM
Members Present: Lisa Blazejewski, Andrew Bradley, Stephen Doret (departing at 6:00PM), Robert Haley, Ian Johnson, Tim Koehler (at 6:01PM), Lea MacLean
Also Present: Amber Bock-Superintendent of Schools, Kimberly Foster-Assistant Town Manager

Chair Blazejewski convened the meeting at 5:35PM and read the Governor's Order's into the record: *Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Westborough Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Westborough's website at town.westborough.ma.us. For this meeting, members of the public who wish to watch the meeting may do so in the following manner: WestboroughTV. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Westborough's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting*

Information Technology Department Presentation of Capital Requests

- Mark Stockman, Informational Technology Director, presented to the Committee regarding a request for server room cooling equipment in both Town Hall and the Fire Station, for FY2022. He provided information about how the current systems are performing, what overheating does and what the optimal temperatures are.
- The Committee discussed the following topics: how close is the $50,000 placeholder to the actual costs, could a bigger unit from the Fire Station be repurposed to the Town Hall, what is the desired temperature for the equipment room.

Westborough Public Library Presentation of Capital Requests

- Maureen Amyot, Library Director, presented to the Committee. She gave an update on the Library Renovation project timeline, grants received, and actions taken to date. The request for FY2022 is for a Feasibility Study/Design to update original construction cost estimates and any other updates needed to the design as a result of innovations in materials and/or changes in building codes.
- The Committee discussed the following topics: what might the new costs estimates be, the use of the Trustees funds to the re-configuring/feasibility study, what would the tax impact be on the borrow, what fund money currently exists for an architect to review the project for updated costs estimates, does the money being requested cover the architect's budgeting, timing and how quickly a build-out time line goes.

Police Department Presentation of Capital Requests

- Police Chief Jeff Lourie and Deputy Police Chief Todd Minardi presented to the Committee. The capital requests included the replacement/addition of cruisers to the fleet, a replacement vehicle for Animal Control and a Fire Arms Training Facility. Both Chiefs explained that the Fire Arms Training Facility may need to be scaled back and or pushed out further because of the rising costs in construction, the ability to find funding sources/grants availability.
- The Committee discussed the following topics: when will the State give an idea to as when grant funding decisions will be made, how useable are hybrid vehicles for cruisers and the ACO's vehicle, who would use the Fire Arms Training Facility, will there be additional personnel who will need cruisers.

Approval of Meeting Minutes

- Mr. Johnson moved to approve the minutes of November 5, 2020. Mr. Haley seconded.

A Roll Call Vote was taken:
Blazejewski-yes, Bradley-yes, Haley-yes, Johnson-yes, Koehler-yes, MacLean-yes (6-0-0)

- Mr. Koehler moved to approve the minutes of November 12, 2020. Mr. Johnson seconded.

Blazejewski-yes, Bradley-yes, Haley-yes, Johnson-yes, Koehler-yes, MacLean-yes (6-0-0)

Adjournment

- The Committee made additional comments about the following topics: auditing current and future asset aging equipment based on hours of use versus their calendar age, what is the useful life of equipment in comparison to its hours used, plans for an audit of the Town's entire fleet, impact of these decisions on the Town's Debt Policy and taxpayers, merits of the project, the roll of the Town's Financial Teams to see if projects can configure well into the debt strategy and fiscal policies, CEPC is there for recommendations of validity and necessity of these requests from departments.

Mr. Johnson moved to adjourn the meeting at 6:43PM. Ms. MacLean seconded.
A Roll Call Vote was taken:
Blazejewski-yes, Bradley-yes, Koehler-yes, Johnson-yes, MacLean-yes. (5-0-0)

Respectfully submitted by Cela Dorr

Lisa Blazejewski, Chair	Andrew Bradley	Stephen Doret
Robert Haley	Timothy Koehler	Ian Johnson
	Lea MacLean	