

West Newbury Capital Improvements Committee Meeting Minutes

Meeting date & place: 7:30 PM, January 12, 2023, 1st Floor Hearing Room 1910 Building

Members Present: Rick Parker, Elisa Grammer, Julia Boria, and Chair Judy Mizner. Department of Public Works (DPW) Director Wayne Amaral and Town Manager Angus Jennings were also present.

Call to order

7:30 PM

Approval of Minutes From 12/08/2022

The Committee unanimously approved the prior meeting's minutes, as revised.

Continued Discussion of working draft Capital Improvements Program as presented at CIC meetings on Nov 10 & Dec 8 including potential projects for proposed FY24 funding

Town Manager Angus Jennings said that it was good that the Committee's meeting schedule has moved up so that now consideration of upcoming projects can begin in the fall. He observed that items likely to be proposed for FY24 have thinned out and are being refined. The Select Board is scheduled to close the Town Meeting warrant on February 6, and cost estimates will be refined as that date nears. At that point, the Committee will be able to review and rank the proposals.

He discussed the following projects:

- Water Dept Church & Prospect Streets water main replacement. Plans have been developed and cost estimates will be further refined. In response to Mr. Parker, Mr. Jennings said that there may be volatility in the cost of piping, and one option could be to have the Town acquire the materials separately from the contractor doing the installation. DPW Director/Chief Procurement Officer Amaral is knowledgeable about the options and strategies available. In response to Ms. Mizner, Mr. Jennings said that the funding for this project may come from a combination of Water Department funds and Town ARPA funds. It may be infeasible for the water ratepayers alone to pay for extremely costly additional water mains in need of replacement.
- Water Dept repairs to Wellfield #1 building. Mr. Amaral said that while DPW staff had repaired trim and fascia on the building, the stucco repairs and painting need to be done by a contractor. This is estimated around \$20K.
- DPW sidewalk plow.
- Fire pickup truck with special attachments.
- Page School HVAC improvements. Mr. Amaral said that the current \$20K estimate will likely be increased. He needs to confer with Page School Facilities Manager Bob Danforth. A priority is to stay with a heat pump system from a current manufacturer of a supported product.
- Park & Recreation Cammett Field water well. Mr. Jennings said that the Park & Recreation Commission had just submitted a capital improvements request for a water well at the Cammett ballfields. The fields, particularly the infield, have no means for watering and can become extremely dry and dusty. Messrs. Jennings and Amaral will work to refine and flesh out this proposal. Ms. Mizner suggested explaining alternatives—it is likely that someone may inquire whether artificial turf could be a solution.

Review and approval, or approval with revisions of draft narrative to include on CIC website with working draft Capital Improvements Program

The Committee discussed the draft explanatory narrative Ms. Mizner had provided and the expanded version Mr. Jennings had circulated shortly before the meeting. It also discussed the logistics of posting a very long text on the website—and whether readers would scroll down to the end. *It was agreed (knowing that this would likely not be read unless an announcement drives traffic to the web) that Ms. Grammer would set the Capital Improvements Program information up on the webpage and the Committee members would review it, providing comments at the next Committee meeting.*

Discussion of Capital finance spreadsheet, and method of projecting/forecasting future capital expenses and funding sources (cont'd from Nov. 10 & Dec 8)

Mr. Jennings said that he is still working on the table of projections of capital project estimates and future funding needs. This requires a couple of hours of focused time and may be complete in the next 7-8 weeks. He pointed out that the Department of Revenue documents now on the Capital Improvements Committee website provide some helpful models about this.

Review schedule for upcoming Capital Improvement Committee meeting(s)

The Committee identified February 9 and March 9 as dates for upcoming meetings.

Other business

Mr. Jennings noted that Town Meeting will be on April 24th.

Adjournment

8:41 pm

Meeting Documents

Capital improvements spreadsheets
Draft narrative explanation for website
Park & Rec well spreadsheet entry

Respectfully submitted

Elisa Grammer