

Capital Outlay Committee Meeting
Finance Commission Room
April 27, 2023, 7:30pm
MINUTES OF MEETING

Members Present: Myev Bodenhofer, Kevin Connolly, Robert Donnelly, Eric Fleming, Anne Marie Mazzola, Tim McDonough (Remote), Gerry Miller, Ernie Paciorkowski, Sarah Sullivan

Ex-Officio Members Present: Clayton Cheever

Absent: Alex Haggerty, Meg LaMay, Tony Mazzucco

Guests present: John Kinney, Paul Riccardi, Michael Rosen, Jeff Sullivan (Remote)

Meeting called to order by Chair Donnelly at 7:30pm. Roll call vote

Approval of March 7, 2023 meeting minutes:

Mr. Connolly moved to approve the minutes, Ms. Bodenhofer seconded, and the minutes were approved with one abstention.

Discussion and vote on May 2023 Special Town Meeting Article 6 (Rescind Lobby Renovation at Civic Center and Re-appropriate to Women's Locker Room)

The Finance Commission delayed voting on Article 6 pending recommendation from the Capital Outlay Committee. Ms. Bodenhofer reminded COC that in October 2021 a vote was taken for two projects in the Civic Center, the Women's Locker Room, and Lobby Renovation. Mr. Donnelly asked Mr. Riccardi and Mr. Kinney to explain the

reasons for the change. Mr. Kinney explained that since the lobby project was approved the use of the room next to it has changed. The preschool programs are run in that room and the changes to the lobby would create some safety concerns for the preschool program. Access to the room would be easier and Mr. Kinney would prefer not to change the layout. Mr. Kinney met with Chief Brooks and Chief Wright, and all agreed it is better to keep the wall.

Mr. Miller further supported the security concerns by explaining that if the wall was removed, the other entrance in the building would be opened giving multiple access points to the building. The current setup allows for monitoring of entrants to the building. Mr. Rosen shared pictures of the men's and ladies' locker rooms highlighting the inequities between the two facilities. Mr. Cheever asked if there were separate changing areas for family or specific gendered areas in design? Mr. Paciorkowski asked, when a capital project is funded through free cash, is the money set aside so it cannot be used for anything else? Ms. Bodenhofer and Mr. Fleming stated the money is encumbered in the capital article. Ms. Sullivan spoke to the importance of process in the reallocation of funds from one project to another. Mr. Riccardi reviewed the history of the project, the projects were combined into one bid project, the bid came in \$44,000 over what was allocated. Mr. Riccardi does not believe that it will cost as much as allocated but in the current environment smaller projects seem to be costing more than larger projects. The expectation is for the project to come in somewhere over \$200,000. Mr. Riccardi called the low bidder from last time, asked in general how much higher bids would be this year compared to last year and the answer was 15-20%. Mr. McDonough wanted to follow up on Mrs. Sullivan's comments about the process. Never had a change to a project like this occurred during his tenure on the board but he believes we should set up a process for a case like this. Ms. Bodenhofer asked, given that smaller projects are costing more, is there anything else that is on the horizon that should be considered before approving the locker room project? Mr. Kinney did not foresee anything at this time. Ms. Sullivan commented that given the costs and the age of our buildings perhaps it is time to start thinking about a bigger building study before investing significant dollars into projects. May not be applicable to this project but with a roofing study on the horizon and possible significant investment, might be a good idea to consider.

Mr. Connolly made a motion to rescind the civic center lobby project, Mr. McDonough seconded. A roll call vote was taken, and the motion was approved unanimously.

Mr. Connolly made a motion to move the money allocated for the lobby renovation to the women's locker room project, it was seconded. A roll call vote was taken and the motion was approved unanimously.

Yellow Sheet Article 5 – Internal transfer to cover

In light of the use of funds previously designated to capital projects to cover FY2023 operating expense shortfalls, Ms. Bodenhofer reviewed capital projects that were complete and had unexpended funds, and projects that have been canceled. Mr. Donnelly commented that perhaps when we are reporting the use of the money we should explain clearly which projects are closed out versus those that are canceled.

Mr. Connolly requests that the Director of Finance explain to the committee the process with projects that are unencumbered and the funds have not been expended for returning that money to free cash and notification to COC.

Mr. Donnelly noted that he and Ms. Bodenhofer would add to the bylaws verbiage to address substantive changes in projects.

Future meeting schedule and discussion topics

The next meeting is scheduled for May 24th at 6:30pm. There will be a presentation of DPW projects on horizon, including one by the Stormwater Utility Committee which recently presented at the Board of Selectmen's meeting about substantial projects that will deal with the stormwater issues throughout town.

Mr. Connolly made a motion to adjourn. Ms. Bodenhofer seconded.

Meeting adjourned 8:15pm

Respectfully submitted,

Sarah Sullivan
Clerk, Capital Outlay Committee

