

**Location:** Ritter Building

**Present:** Chairperson Tom Alonzo, Dave Passios, George Martin, Peter Beardmore, and Matthew Brenner.

**Guests:** Town Manager Heather Lemieux, Lunenburg resident Rhonda Lissio

**Call to Order:** Chairperson Tom Alonzo called meeting to order at 6:03 p.m., and read a statement regarding the Open Meeting Law and how all public meetings are legally being held remotely, and how to attend and participate in those meetings.

**Public Comment:** none

**Review Scoring Criteria For All Capital Plan Requests:** Ms. Lemieux explained the categories for the scoring criteria such as cost, useful life, age of asset to be replaced, efficiencies, effectiveness, reduction of potential liabilities/threats to operation, state and federal mandates, adding to customer service, change in operating costs, change in revenues, whether requests could be funded with grant money, and several factors regarding benefits to the community. Categories are rated with a number system, or yes or no answers, and totals are added. The number of points an item receives will assist committee members in determining prioritization. Committee members also discussed how each item on the plan is coded with letters and numbers in order to identify phases and ages of projects.

**Introduce All Submitted Capital Plan Requests:** Ms. Lemieux informed the committee that there are 164 projects on the capital plan including the latest 29 requests from department heads. The latest requests include repairs for several town buildings –T.C. Passios, Brooks House, Eagle House, Ritter Building, as well as equipment requests from the DPW, and equipment and studies for the school department. The total cost of all projects for FY24 is \$3,140,110.

Mr. Alonzo read the requests as follows:

**Facilities and Buildings:**

1. Ritter Repairs –Vertex year 2 items 15-16: \$65,000
2. TC Passios Ansul Inspection, Charge, Operational Maintenance: \$25,000
3. TC Passios plumbing upgrade Vertex item #24: \$20,000
4. TC Passios Abatement Testing and Abatement Vertex: \$50,000
5. TC Passios Side Walk Repair Vertex Item #4: \$25,000
6. Brooks House Porch/fire escape Vertex Item 8-9: \$40,000
7. Brooks House Roof/gutter Repairs Vertex 10-12: \$20,000
8. Brooks House Window Repairs Vertex 5-6: \$50,000
9. Brooks House Exterior Door Vertex repairs: \$20,000
10. Parks –McNally Park: \$50,000
11. Public Safety Downspout Repairs: \$25,000
12. Parks –Whalom Lake Treatment: \$150,000
13. Eagle House Parking Lot: : \$150,000
14. Ritter Building floor covering replacement Vertex item #14: \$65,000

**Fire Department:**

15. Public Safety Radio system –Update/replace obsolete hardware Phase 1: \$242,510
16. Replacement Rescue 1: \$506,000

**Public Works:**

17. New ½ Ton 4WD Crewcab pickup: \$55,000
18. 6 Wheel Dump/Spreader/Plow Truck 2: \$240,000
19. 6 Wheel Dump/Spreader/Plow Truck: \$240,000
20. Cemetery –Hedge Restoration, Turf Restoration, Headstone Restoration Layout Plots in new section: \$81,600
21. Flat Hill Road Drainage Construction: \$240,000
22. Northfield Culvert (Kelly’s Pond) Survey/Design/Permit: \$25,000

**School Department:**

23. Pickup Truck with Plow and Sander: \$68,000
24. MS/HS Turf Field Feasibility Study: \$50,000
25. THES Upgrade Fire Alarm System: \$287,000
26. Installation of 3M Window Safety Film –LMHS, THES, Primary: \$130,000
27. THES Exterior Door Upgrades/Replacements: \$120,000
28. THES Security Upgrades: \$65,000
29. Primary School Security Upgrades: \$35,000

Mr. Martin noticed the police department didn’t have any requests in FY24.

Mr. Passios commented that requests eligible for ARPA funding should be notated.

Ms. Lemieux will be looking for more details on some requests moving forward. Ms. Lemieux will also be recoding project numbers, and possibly changing some titles to provide a better representation of the proposed projects.

Mr. Alonzo suggested listing the scores of the projects next to the cost.

Mr. Alonzo advised committee members to come to presentations with questions as if they’re Town Meeting voters. Summaries and photos of some requests will be included in the presentations.

**Plan Department Presentation Schedule:** Mr. Alonzo suggested schools and facilities should be the first to present to allow time for questions to be answered.

School Department will make their presentation on October 26, 2022 at 6:00 at the Ritter Building.

**Action Items for next meeting:** Review capital plan requests

**Confirm Subsequent CPC Meetings (Date, Time, Place):**

- Wednesday, October 26, 2022 at 6:00 at the Ritter Building
- Monday, November 7, 2022 at 6:00 at the Ritter Building
- Wednesday, November 9,2022 at 6:00 at the Ritter Building

**Public Comment:** Lunenburg Resident Rhonda Lissio asked if questions from the public will be allowed after capital plan request presentations.

**Adjournment:** At 7:17 p.m. Mr. Beardmore motioned to adjourn. Mr. Brenner seconded. On vote, motion carried unanimously.

