

**Capital Expenditure Planning Committee
Meeting Minutes
November 13, 2023**

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By Town Clerk's Office, Town of Westborough at 12:54 pm, Dec 13, 2023

Members Present: Lisa Blazejewski, Andrew Bradley, Jakub Moskal, Peter Bouchard, Ian Johnson (arrived 6:18 PM)

Members Absent: Lea MacLean, Lisa Clark

Also present: Kimberly Foster-Assistant Town Manager, Kristi Williams – Town Manager, Chris Payant- DPW Director, Todd Minardi-Police Chief

Call to Order

Peter Bouchard called the meeting to order at 6:05PM.

Nomination of Chair

Lisa Blazejewski moved to appoint Andrew Bradley to serve at the Committee's Chair; Peter Bouchard seconded the motion. All members present voted in favor, 4-0-0.

Overview of the Capital Planning Process

Town Manager Kristi Williams provided an overview of the evolution and expansion of the Town's capital planning process in recent years. Staff have worked to identify and include all projects that meet the Town's definition of a capital project (project cost of at least \$25,000 that has a useful life greater than five years and is considered beyond the scoped of normal annual operating expenses) in a comprehensive five-year plan.

The Five-Year Capital Improvement Plan and a companion Long-Term Capital Outlook (which looks at the 10-year period beyond the CIP and is focused on identification of major projects) are included in the Town's annual budget document and provide for better planning and timing of capital project expenditures. A more robust plan has also led the Finance Team to begin working toward creating a funding source for larger projects(e.g., multi-million dollar roof projects) without having to issue debt.

Police Department Presentaion

Police Chief Todd Minardi presented the Police Department's capital request to fund the replacement of four police vehicles in FY2025. The Chief described the status of the current fleet and the conditions which affect the useful life of the vehicles as front-line emergency response vehicles. He described current efforts to evaluate the performance and associated ownership costs of electric and hybrid vehicles that the department owns, and the Department remains committed to purchasing fuel-efficient vehicles while acknowledging the ongoing challenges—specifically supply shortages and long lead times—of acquiring hybrid and electric police vehicles.

The Chief informed the Committee that he will defer his request to fund a 3D Crime Scene Scanner in FY2025 to FY2026 based on the need to further evaluate purchasing options and procurement requirements.

The Committee discussed the vehicle replacement schedule, the continued evaluation of the performance and costs of electric and hybrid vehicles and acknowledged the actual delivery of vehicles once purchased continues to be greatly extended due to disruptions to the supply chain affecting many vehicle manufacturers.

Department of Public Works Presentaion

DPW Director Chris Payant provided an overview of the essential services and functions provided by the DPW and the wide variety of capital investments necessary for the department to successfully deliver these services. The DPW maintains infrastructure that is essential to the town; the approach of looking at all of the areas collectively and comprehensively provides an opportunity to identify ways to do things more efficiently; some of the capital requests seek funding to allow for that as the number and scope of the Department's responsibilities expands and evolves over time.

Mr. Payant reminded the Committee that a significant number of studies commissioned by the Department in recent years have informed the Department's planning, and consequently, its identification and evaluation of capital needs. He also noted that projects included in the department's capital project submissions include items that could ultimately be partially or fully grant-funded, but regardless, will still be critical to bring forward.

- FY2025 capital funding requests include the following:
 - Three administrative vehicle replacements (Community Development Department-Inspectional Services; Board of Health; DPW). This is the first time that all department vehicle requests are being presented by the DPW. Additionally, the Senior Center seeks to replace a minibus in FY2025. This item is expected to be fully funded through a gift account (with not impact on the taxpayer) and is being presented in plan for transparency.
 - In FY2025 the DPW seeks to continue its scheduled replacement of its one-ton fleet with the purchase of two vehicles. It also seeks to replace a six-wheel dump truck and a Jet Vac Truck.
 - FY2025 projects proposed for funding through the Water Enterprise include water system capital maintenance, water meter system replacement, Sandra Pond dam repairs and water main replacements.
 - FY2025 projects proposed for funding through the Sewer Enterprise include sewer capital improvements and sewer pump station improvements.
 - Following discussion of the project's status, the Committee determined that the final phase of the Nourse Street Cemetery project, expected to be completed in FY2025, is work that was contemplated and funded when the Town originally borrowed for the project, and as such it does not belong in the FY2025 Capital Budget.

Approval of Minutes

Mr. Bouchard moved to approve the minutes of the April 13, 2023 meeting; seconded by Mr. Johnson. The motion was unanimously approved (5-0-0).

Adjournment

Mr. Johnson moved to adjourn the meeting at 7:50PM. Ms. Blazejewski seconded. The motion was unanimously approved (5-0-0).

Respectfully submitted,

Kimberly Foster

Documents Used During the Meeting:

1. Meeting Agenda & Meeting Packet
2. Slide Presentation – Police Chief
3. Slide Presentation – DPW Director

APPROVED: 12/11/2023