

Minutes of the Planning Board Meeting held on February 12, 2002 at 6:00 P.M. at the Department of Public Works

Present: Paul Dillon, Chairman; Paul Hurley; Scott Curry; Walter Flynn and Mary Akoury

Staff: James Clarke, Director of Planning and Rod Fuqua, Principal Planner

Attendees: James Keefe, Contract Administrator

Meeting called to order at 6:00 P.M.

Mr. Rod Fuqua passed out the revised copy of the Capital Budget requests for FY02 through FY07. (Dated 2/21/02)

At the last meeting, the Board discussed the prioritization of the Capital Budget requests from each department. After much discussion, the board felt it would be beneficial to their decision making, to have the staff go back to the department heads for more information. Mr. Fuqua noted that the last column marked "REVIEW NOTES" contained the updated information.

He went through the six (6) page document department by department and item by item. There are a total of 204 project requests for FY02 through FY07.

A lengthy discussion ensued during Mr. Fuqua's presentation with regard to the projects. The Board discussed giving priority based on the Department Head review.

After some discussion, the Board decided to follow Mr. Wilson's suggestion and rate the projects as follows:

- #1 - urgent repair
- #2 - if funds available
- #3 - normal repair
- #4 - new program or facility

Using the above rating system for FY02 and FY03 only, the Board went through all 204 project items. During this procedure there was discussion on some items as to the reasons they were needed in FY02 and FY03. A few examples as follows:

Maintenance of Town Buildings - Interior Buildings
Renovations to Town Hall - Planning, Finance & Health have outgrown Town Hall and some work may need to be done to the McCulloch School during the renovations.

Library - Carpeting and shelving would be combined. The carpeting is a priority for safety. If the shelves were put in at a later date, the carpeting might have to be patched.

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Library - Restoration of Fogg Library - plaster is breaking loose and peeling.

IT Department: Microsoft Lic. Compliance - the Town is out of compliance.

IT Department: Centralized Back-Up System - something needs to be done due to the WAN setup.

DPW - Highway Division - New Roof at DPW Headquarters - emergency, the roof leaks.

Some of the projects were moved back, reduced, spread out over several years or eliminated because they are less than \$25,000. Some examples as follows:

Under the Recreation Department, fencing of fields and parks, Julia Road playground, bleachers at various parks and resurfacing of the sport courts were moved back beyond FY03 as the 2 Million Dollar Park bond may complete part or all of the requests.

Planning - Front St. & Summer St. Intersection Improvement and Civic Center have been moved back to FY04.

DPW Engineering Division - Creation of a Pavement Management System moved back to FY05 or FY06.

DPW Engineering Division - Drainage Projects, various locations - five separate applications spread out from FY03 to FY07.

DPW Engineering Division - Seawall Repairs, various locations - three separate applications combined as a multi-year request.

Fire Department - hose, tools & other equipment was eliminated because this request is under \$25,000.

The Fire Department's request for tele communications, hardware, printer & software has been deleted as the funding has been received.

Because of a donation from Sithe, the DPW's request for the water storage tank casing replacement, Great Hill, has been deleted.

Engineering - the funding was received for the septage receiving facility and the pump station rehab. at Alton Terr. & Pond Streets. Both requests have been deleted.

The following is a list of FY02 and FY03 requests that are rated #1 (Priority):

#4 - Renovations to McColloch Building - Preservation Grant has money available.

#21 - Green St./Julia Rd./Elva Rd. intersection improvement is a high priority.

#25 - Columbian Sq. Improvement Project - grant application to be submitted. This could reduce the amount requested.

#23 - Microsoft Licensing Compliance.

#24 - Centralized Back-up system.

#48 - Two (2) sand spreader units

#49 - Two (2) 35,000 GVW Dump Trucks - split, one truck in FY02 and FY03.

#58 - New roof at DPW headquarters - emergency, roof leaks

#65 - Annual Infiltration & Inflow - no update.

#66, #68, #69 & #70 - Capital Improvement Projects Contract #1, #3, #4 & #5 all have the design contracts in place.

#71 - Sewer Main Replacement Program - five (5) separate applications combined as a multi-year request.

#72 - Ejector Stations (17) Rehabilitation - ACO credit is for 3-5 years.

#79 - Great Pond Treatment Plant

#80 - Arthur J. Bilodeau Treatment Plant - Phase IV of IV.

#81 - Water Main Replacement Program - ACO.

#83 - Rehabilitation Main Street Well.

#88 - Emergency Apparatus Repairs, Tower #1 - funding may already be set aside.

#89 - Fire Apparatus Replacement Engine Co. #1 - this is the number one priority of the Fire Dept. It is a combined ladder & pumper.

#96 - Fire - Air Compressor.

#99 - Fire Fighting Equip., bunker gear - high priority.

#108 - WHS/Pleasant St. - Doors Phase 1 - critical decision on the process.

#110 - Various Schools - Phones - priority for phones outside of the administration building.

#121 - WHS/Commercial St. - Waterproofing Phase V (Walls).

#174 - Two (2) Hi-top Handicapped Spec. Ed. Vans - A total of four (4) vans are needed in the fleet. Shared use with Elder Services and Recreation.

#176 - Maintenance - Dump Truck and Sander.

#181 - Special Ed. Hi-top Van.

#182 - Two (2) Special Ed. Vans.

#199 - Wide Area Network Hardware - Out of compliance.

#200 - Microsoft Licensing - Should be grouped with IT.

When the rating procedure was completed, Mr. Fuqua said that he would put together all the information. Many of the requests were rated #2 - If Funds Available. The Board will have to look at this category again. The Board requested that all similar requests be grouped together i.e. sanders. They would like to see the request by category for each year.

APPROVAL OF MINUTES

Motion by Mr. Flynn, seconded by Mrs. Akoury to approve the minutes of December 11, 2001.

NEXT MEETING: February 19, 2002 at 7:30 P.M.

Motion to adjourn. Meeting adjourned at 10:15 P.M.
Respectfully submitted,

Annette M. Cignarella
Recording Secretary

APPROVED

Paul M. Dillon