

Westminster Capital Planning Committee

Meeting minutes for November 22, 2016

Meeting was called to order 6:00 pm, Selectmen's Office Room 205, Westminster Town Hall.

Members present: Keith Harding, Jim DeLisle, Steve Rocheleau, Joe Flanagan

Ex Officio Members present: Melody Gallant, Karen Murphy

School Committee representatives: Dr. Gary Mazzola and Julie Suprenant

Minutes from meeting on 10/11/2016 reviewed and accepted, copies submitted to Town Clerk.

Discussion with School about Westminster only portion of 5 Year Capital Plan for the schools. Copies of School District Capital Improvement Plan Updated Nov. 15, 2016 and project description notes are attached.

Additional discussion about upcoming issue of turf field and track resurfacing. Remaining useful life of track surface is 1-3 years. Replacement turf may include upgrade of new pad overlay that increases safety for participants on the field and increases life expectancy of the replacement turf (12 year life expectancy). Quotes for work being obtained, initial estimates of materials cost of \$294,000.

Current storage garage at Oakmont in need of replacement. Current location has water issues that creates mold and other issues. Considering demolition of current building and evaluating new location to alleviate water issues.

Keith Harding reported communication with Dave Monte about Communication warrant from 2015 for \$75,000 with no expenditures to date is still open in research stage to determine best approach before making purchases.

Voting for articles for 2016 Fall Town Meeting:

\$82,500 for portico at Senior/Community Center, unanimously approved, funding source from Free Cash.

\$26,500 for consultant to apply for grant for replacement of water tower on Ellis Road, unanimously approved, funding source Water Department.

Recommended transfers from Free Cash, unanimously approved:

\$400,000 General Stabilization

\$960,000 Capital Equipment

\$500,000 Building Maintenance

\$425,000 Technology

\$500,000 Road Maintenance

\$350,000 OPEB

Capital Plan Annual Checklist items completed:

Review of funding levels of stabilization accounts, completed

Landfill discussion, brought up that Waste Management asked for increase of tonnage allowance from 390,000 tons per year to 490,000 tons per year. At current level, 8 years remaining expected life. At new level, 6 years life at 490,000 tons and 2 years at 130,000 tons. Estimated annual revenue based on 490,000 tons is \$4 million. Estimated revenue based on 130,000 tons is \$1 million.

Next meeting date set December 20, 2016

Meeting adjourned 8:00 pm

Submitted: Steven Rocheleau

Ashburnham-Westminster Regional School District

Capital Improvement Plan

Updated: November 15, 2016

Project	School	Estimated Total Project Cost	Budget 2016-2017	Budget 2017-2018	Budget 2018-2019	Budget 2019-2020	Budget 2020-2021	Budget 2021-2022	Notes:
Phone System Replacement	Districtwide	\$26,000		\$26,000	\$80,000				Based on similar systems
Security System Phase 2	Districtwide	\$80,000			\$150,000				Based on FY 15 quote
Track	Districtwide	\$150,000			\$600,000				Resurface & repaint
Turf Field Carpet replacement	Districtwide	\$600,000			\$350,000				Research funding options
Demolish/replace Maintenance Garage/Address Drainage	Districtwide	\$350,000							
2011 Dump truck - replacement	Districtwide	\$80,430			\$80,430				Purchased in 2011 (FY 20)
2013 F350 Ford Truck with plow	Districtwide	\$40,000							Purchased in 2013 (FY 21)
Wireless Upgrade	Meetinghouse	\$15,000	\$0	\$26,000	\$1,180,000	\$80,430	\$40,000	\$0	
Motorized Partition between Gym and Cafeteria	Meetinghouse	\$36,600			\$15,000			\$36,600	
Emergency Generator	Meetinghouse	\$52,000						\$52,000	
Carpentry - Music, Tech and Principals Office	Meetinghouse	\$9,200	\$9,200						
New Cafeteria Tables	Meetinghouse	\$13,200			\$13,200				
Repair Windows	Meetinghouse	\$13,800		\$13,800					
Foyer Work	Meetinghouse	\$150,000					\$150,000		
Resurface Gym Floor	Meetinghouse	\$15,000		\$12,000		\$15,000			
Repave Playground	Meetinghouse	\$12,000	\$9,200	\$25,800	\$28,200	\$15,000	\$150,000	\$88,600	
Network Cabling Upgrade	Oakmont	\$120,000					\$60,000		No longer making parts- Priority
Fire safety panel	Oakmont	\$35,000		\$35,000					
Section A Exterior Board Replacement	Oakmont	\$11,640		\$11,640					
Section B Exterior Board Replacement	Oakmont	\$8,085		\$8,085					
Section C Exterior Board Replacement	Oakmont	\$13,641			\$13,641				
Section D Exterior Board Replacement	Oakmont	\$26,117			\$26,117				
Section E Exterior Board Replacement	Oakmont	\$5,111				\$5,111			
Section F Exterior Board Replacement	Oakmont	\$27,167				\$27,167			
Ride on Floor Scrubber	Oakmont	\$16,500			\$16,500				
Walk-behind Floor Scrubber	Oakmont	\$8,100		\$8,100					
Auditorium Lights	Oakmont	\$7,500		\$7,500					Researching best option
New Chiller	Oakmont	\$750,000						\$750,000	End of life expectancy
Generator Fuel Tank	Oakmont	\$10,000			\$10,000				
Network Cabling Upgrade	Overlook	\$60,000	\$0	\$70,325	\$66,258	\$32,278	\$60,000	\$750,000	
Wireless Upgrade	Overlook	\$35,000		\$60,000					Based on FY 15 quote
Locker Replacement - 7th grade wing	Overlook	\$32,000			\$32,000				
Bathroom Partition replacement	Overlook	\$32,150				\$32,150			
Bleachers in Gym	Overlook	\$55,000				\$55,000			
Replace Flooring	Overlook	\$50,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Cafeteria Projection System	Westminster	\$9,000	\$9,000	\$105,000	\$42,000	\$97,150			Based on FY 14 quote
Interactive Projector Install/Refresh	Westminster	\$24,000	\$4,000						
Tiling in bathrooms	Westminster	\$9,500	\$9,500						
Wireless Upgrade	Westminster	\$30,000		\$30,000					
Tractor	Westminster	\$38,000	\$22,500	\$30,000	\$0	\$0	\$0	\$38,000	
TOTAL APPROPRIATION NEEDED TO FUND NEEDS			\$31,700	\$267,125	\$1,316,458	\$224,858	\$280,000	\$886,600	

- 750,000
56,458

Ashburnham-Westminster Regional School District
Capital Improvement Plan
Updated: November 15, 2016

Project	School	Estimated Total Project Cost	Budget 2016-2017	Budget 2017-2018	Budget 2018-2019	Budget 2019-2020	Budget 2020-2021	Budget 2021-2022	Notes:
	Districtwide		\$0	\$26,000	\$1,180,000	\$80,430	\$40,000	\$0	
	Oakmont		\$0	\$70,325	\$66,258	\$32,278	\$60,000	\$750,000	
	Overlook		\$0	\$105,000	\$42,000	\$97,150	\$10,000	\$10,000	
	Meetinghouse		\$9,200	\$25,800	\$28,200	\$15,000	\$150,000	\$88,600	
	Westminster		\$22,500	\$30,000	\$0	\$0	\$0	\$38,000	
	Briggs								
			\$31,700	\$257,125	\$1,316,458	\$224,858	\$260,000	\$886,600	
Westminster Only Projects		\$ -	\$ 31,700	\$ 55,800	\$ 28,200	\$ 15,000	\$ 150,000	\$ 126,600	
Overlook Projects (52.82%)		\$ -	\$ -	\$ 55,481	\$ 22,184	\$ 51,315	\$ 5,282	\$ 5,282	
Oakmont Projects (54.53%)		\$ -	\$ -	\$ 38,348	\$ 36,130	\$ 17,601	\$ 32,718	\$ 408,975	
District Wide Projects (51.92%)		\$ -	\$ -	\$ 13,489	\$ 612,656	\$ 41,759	\$ 20,768	\$ -	
Westminster's Portion of Appropriation		\$ -	\$ 31,700	\$ 163,108	\$ 699,171	\$ 125,675	\$ 208,768	\$ 540,857	
Ashburnham Only Projects		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Overlook Projects (47.18%)		\$ -	\$ -	\$ 49,539	\$ 19,816	\$ 45,835	\$ 4,718	\$ 4,718	
Oakmont Projects (45.47%)		\$ -	\$ -	\$ 31,977	\$ 30,128	\$ 14,677	\$ 27,282	\$ 341,025	
District Wide Projects (48.08%)		\$ -	\$ -	\$ 12,501	\$ 567,344	\$ 38,671	\$ 19,232	\$ -	
Ashburnham's Portion of Appropriation		\$ -	\$ -	\$ 94,017	\$ 617,287	\$ 99,183	\$ 51,232	\$ 345,743	
Total Appropriation Needed		\$ -	\$ 31,700	\$ 257,125	\$ 1,316,458	\$ 224,858	\$ 260,000	\$ 886,600	

Ashburnham-Westminster Regional School District

Proposed Capital Plan

***Westminster Only Projects/Purchases Approved for FY17: \$35,700

- Cafetorium Projection System
- Interactive Projector Install/Replacement at MHS & WES
- Carpeting at Meetinghouse in the music, tech ed and Principal's Office needs to be replaced
- Tiling in the bathroom at Westminster

Regional Building Projects Requested and Not Approved for FY17:

- Phone system within the Superintendent's Office (\$26,000)
- Interactive Projector Install/Replacement at OMS & OAK (\$14,000)
- Network cabling Upgrade (\$60,000)
- Walk behind floor scrubber at Oakmont (\$8,100)

***Tiling bathroom at Westminster Elementary

The sheet rock in the bathrooms is damaged and needs to be replaced. The more efficient replacement for cleaning and maintenance is to replace with tiling.

***Carpeting at Meetinghouse Elementary

The carpeting is the original carpeting from 1995. The specific areas to be done include the music room, tech ed room and the Principal's Office. The current carpet has holes/runs in the material and is buckled in some areas creating a tripping risk.

***Cafetorium Projection System

This would install a projection system in the cafetorium at Westminster elementary. This will solve the problem of cords across the floor during Town Meetings and other events requiring projected images from the laptop cart.

Interactive Projector Install/Replacement

To get us closer to the goal of getting an interactive projector in every classroom. This supports a 21st century learning environment that involves technology integration into teaching delivery and supports teacher/student interactions.

Phone System at Superintendent's Office

The current phone system was purchased over 20 years ago and was moved into Oakmont when the Superintendent's Office was relocated there in 2004. The system is so outdated now that there are no replacements available for the handsets once they become inoperable. Several are not currently working.

Network cabling upgrade at Overlook

The cabling is outdated, 20 years later, in some cases installed incorrectly (ex. they split cables and installed in 2 locations) so that they don't operate at full capacity. This is replacing existing cable (CAT5 to CAT6).

Walk behind floor scrubber at Oakmont

The high school has 2 machines that were acquired during the building/renovation project. They are about 14 years old. They have been periodically breaking down and shown signs of needing to be replaced. They are used to wash, disinfect, strip and polish floors. The custodial staff depend on them especially in the summer and need to perform these duties by hand if the machines break to stay on schedule. The plan is to keep old one to use for parts on the other one.