

## **Capital Planning Committee Minutes February 5, 2026 – Selectboard Meeting Room (hybrid)**

**Members Present:** George Arvanitis (Finance Committee), Nate Longcope (School Committee), Ellen McKay (at-Large), Laura Soito (Finance Committee)

**Members Absent:** Michael Broad (at-Large)

**Guest:** Hayley Bolton (Town Administrator)

**Called to order:** 5:00 PM by Ellen McKay

### Approval of Minutes

- Minutes for January 8, 2026 meeting approved with revisions.

### Review FY27 capital requests received

- Highway Department
  - Two sprayer quotes.
- Shutesbury Elementary School
  - New Tractor/Snow blowers
    - Request for new tractor has been changed to 2 snow blowers.
    - Provides significant savings.
    - Cost estimate: \$6,000
  - Parking lot and driveway paving
    - Hayley and Nick met with Carlos Nieto from Berkshire Design Group who will put together proposal after the snow melts and ground is more visible.
      - Berkshire group does surveying and design.
    - Need to consider timing for Annual Town Meeting.
    - Will not be able to start project this summer, expect spring of 2027 at the earliest and more likely spring of 2028.
    - Considering where grant funding might fit.
    - Could this be a debt exclusion project?
    - Existing \$24,000 available for sidewalks.
    - Current state:
      - Existing pavement is in poor condition.
      - Last done in 1993 and needed to be replaced 10 years ago.
      - Bus parking does not provide a clear path for students to get safely to the buildings.
      - Areas are not ADA accessible.
      - Want to ensure that oil tank that is underground is not damaged.
      - Roofing project improves gutters and drainage and supports pavement longevity.
      - Cost estimate: \$1.2 million based on Deerfield Elementary project.
  - Cafetorium
    - Nick talked with representative from the Buildings Committee.
    - Estimated cost: \$15,000
    - Investigating walk behind option with \$3,000- \$5,000 cost instead of replacing existing mechanical option.
    - Need to consider quality first for longevity.
    - Stage curtain mechanics and sound board also need replacement.

- Fire Department
  - Fire Engine
    - Cost range of \$700,000 to \$930,000 depending on configuration.
    - Lower cost option is larger and will not fit in fire station.
    - Expecting new federal fire engine specs next year.
    - Refurbishing has also be explored with estimated cost of \$500,000.
- Town Moderator
  - Clicker voting system for Town Meetings
    - Estimated up front cost of \$5,700 for clickers.
      - This is after trade in credit for clickers received from Amherst.
    - Annual subscription fee of around \$3000.
- Town Administrator
  - Town Hall record digitization
    - This project will free up space currently used for record storage and aligns with Select Board goal for Hayley.
    - Does not have to be done all at once, possible to work on this in pieces.
    - Records will come on a thumb-drive.
    - Current priorities are:
      - Downstairs meeting room cabinets- \$5,125
      - Downstairs meeting room bins/boxes - \$6,600
      - Board of Health records -\$6,000
    - Project cost: \$26,850
    - There may be grants available for this work.
    - Suggestion to start with one room as a test and check references for the company.
- Requests total
  - Estimated \$1.2 million in requests without fire engine or grader (which will hopefully be grant funded).
  - Total \$2.7 million.
- Related discussion
  - Updates on Dam
    - Unable to use CPA, because spending to be in the same fiscal year.
    - Current estimate: \$73,000.
    - Declared emergency allows for overspending, but will need to be back filled.
  - Town buildings
    - Franklin Regional Council of Governments doing accessibility assessment of town buildings and policies.
    - A lot of town administrator, librarian, and school principal time is being spent on building related issues and may need to look at this more centrally.
  - Grants
    - Hayley has created table of opportunities to organize more easily and align with capital plan and decarbonization roadmap.
  - Debt
    - The town has a lot of debt right now with middle school roof and track projects.
    - Need to consider timings and ability to to put aside money in advance.
    - Considering using cash to pay down and make room for new debt.

### Review school capital requests with Nate Longcope, School Committee representative

- Snow blowers
  - **Motion:** Recommend the purchase of two snow blowers for the elementary school.
    - **Approved 4-0.**
- Cafetorium
  - Table – awaiting information on walk behind option.
- Parking lot
  - Table – awaiting information from the design group.

### Schedule meetings with departments

- Capital Planning Committee is expected to join Finance Committee meeting on March 10, so meetings with requesters need to occur before then.
- Highway Department should be scheduled first to allow for rescheduling in case of snow.
  - George will confirm meeting date and time
- Town Administrator and Town Moderator requests could be scheduled on the same day.
- Fire Department could potentially follow either of these meetings.
- Noted that there is a mock town meeting to try clickers on March 7<sup>th</sup> from 10 to noon.

### Capital Schedule

- Will resume this work in March/April.
- Will schedule meetings with Department Heads/Committees to flush out details where needed.
- It has been identified that a complete schedule will help to inform grant project applications.
- Would be nice to complete before Annual Town Meeting.

**Next Meeting:** February 18<sup>th</sup> at 5pm

**Adjourn:** 6:16 PM