



CITY OF FITCHBURG
CAPITAL IMPROVEMENT
COMMISSION
Fitchburg Municipal Offices
166 Boulder Drive
Fitchburg, Massachusetts 01420

Meeting Minutes

The meeting of the Capital Improvement Commission was called to order on Tuesday, December 4, 2018 at 5:20 PM in the Mayor's Office, 166 Boulder Drive, Fitchburg, MA.

Commission Members present: Appointed Members Keith Butler, David Descoteaux, Stephen Descoteaux, and Richard Sarasin, and *ex-officio* Member City Auditor Calvin Brooks. Councilor Anthony Zarrella arrived late.

Commission Members absent: Council President Michael Kushmerek.

Others present: Mayor Stephen DiNatale, Mayor's Chief of Staff A.J. Tourigny, Police Chief Ernest Martineau, and Councilor Samantha Squailia.

The meeting was not recorded.

No person stepped forward for public comment.

The commission was given an updated Five-Year Capital List dated December 3, 2018. Since the projects had been presented at the October 30th meeting, there was no need to repeat presentations from department heads.

The first item reviewed was a request from the Police Department for three marked vehicles with an estimated cost of \$145,781. Chief Ernest Martineau had spoken about this need at the October meeting. On a motion by Sarasin seconded by D. Descoteaux, the commission voted unanimously to recommend the expenditure of funds to purchase the three vehicles.

The commission next reviewed the request from the Department of Public Works to purchase seven vehicles with a total cost of \$911,000. Funding for these vehicles would come from the budget, either from an appropriation for Stormwater/MS4 compliance or from available funds. The commission noted that the DPW currently needs a street sweeper in order to comply with MS4 rules. On a motion by Brooks, seconded by D. Descoteaux, the commission voted unanimously to recommend the expenditure of funds to purchase the vehicles listed.

The commission then discussed the Longsjo School pipe insulation and sprinkler head replacement project for \$150,000. Mayor's Chief of Staff A. J. Tourigny stated that this work was part of the roof project, but was beyond the scope of the original \$2 million loan order. This work was found necessary after the contractor was on site and expressed concern about the asbestos insulating the steam pipes in the attic. At the same time, the sprinkler heads in the attic area need replacement. Funding for this

project will likely come from available funds. Each part of this work will require a separate vendor contract, which will be processed through the procurement office. On a motion by Sarasin seconded by Zarrella, the commission unanimously voted to recommend the expenditure of funds for pipe insulation and sprinkler head replacement.

Police building projects for replacing the HVAC system, improving accessibility, and expanding the female locker room were reviewed. Chief Martineau explained that he has applied for a \$250,000 grant for the accessibility project and expects to have an answer by December 15th. The cost of the accessibility project was increased to \$720,000 to reflect the possible grant, so the building projects total \$910,000. On a motion by Zarrella seconded by Sarasin, the commission voted unanimously to recommend the expenditure of funds for these projects.

Chief of Staff Tourigny reviewed the School Department projects, which include expansion tanks at Fitchburg High School, steam pipe and waterline repairs at South Street School, door replacement at Crocker School and Longsjö School, and transformer and electrical work at Longsjö School. He added \$60,000 to the cost of the transformer and electrical work project, bringing the total cost of these projects to \$376,000. On a motion by Brooks seconded by D. Descoteaux, the commission unanimously voted to recommend the expenditure of funds for these projects.

The commission next discussed the list in general. Members asked about adding fiscal years to the list and putting target dates for projects or expiration dates of current capital facilities. This information will be added.

Members also asked about Available Funds and debt service capacity. How do future projects fit in? Brooks explained that Free Cash should be certified later this month and that another meeting will be needed in late January or February to cover additional projects. Currently, the high school and fire station debt will be gone this year. Future debt planned is \$22.5 million for city hall renovation, \$60 million (city share \$12 million) for Crocker School, and \$31 million (city share \$6 million, with an additional \$11 million still to fund) for the library. How one project goes will affect the next. In addition, because there will be debt service capacity the next couple of years, the plan is to use that capacity to pay off the Longsjö School roof project of \$2 million and to pay for small capital projects in full, thereby avoiding additional debt.

As for the list, the commission asked that approved projects be moved to the end of the list as they are funded.

On a motion by Sarasin seconded by Zarrella, the board unanimously voted to adjourn.

Meeting adjourned at 5:50 PM.



By: Calvin D. Brooks, Member *ex-officio*

Reviewed by: David Descoteaux