

Minutes of the Meeting of the Board of Selectmen Joint with the Capital Improvements Planning Committee

Date: April 19, 2022
Time: 6:00 p.m.
Place: McCourt Social Hall
Memorial Town Hall, Spencer, MA
Present: Chairman Woodbury, Vice-Chair Howard, Clerk Grigg, and Member Hicks, Pepe and Town Administrator Jeffrey Bridges
CIPC Members: Chairman Chris Woodbury, Members Bob Cirba, Paul Gleason, Shirley Shiver, and Selectman Pepe.

Chairman Woodbury called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

Announcement Any members that are participating remotely in accordance with Regulation 940, CMR 29.10 of the Open Meeting Law

None

Capital Improvements Planning Committee – Capital Plan Presentation

Administrator Bridges provided the Board with the Capital Improvement Planning Committee's (CIPC) Annual Report and Recommendations for FY2023. The CIPC received capital requests totaling \$7,400,902, which includes \$3,275,902 in general fund requests. After careful consideration, recommendations were made to purchase equipment and complete projects in phases, when practical.

The CIPC did not offer a recommendation on funding the salt storage building. Additional research is being done for options on size and construction materials. Water Department projects are being reviewed by staff and if additional projects need to be approved, requests will be made at the Fall Town Meeting. The CIPC recommends that the Fire Station paving project be allocated from the ARPA funds.

CIPC Chairman Chris Woodbury reported that the Committee voted unanimously to fund the following items:

1. Fire Station generator at \$100,000
2. Luther Hill Park tree project at \$70,000
3. Luther Hill Park cameras at \$9,500
4. Luther Hill Park fence at \$15,000
5. Library moisture remediation at \$75,000
6. Maple St. parking lot at \$125,000
7. New servers at Town Hall at \$25,000
8. Town Hall main level carpet replacement at \$16,000
9. Town Hall parking lot at \$120,000
10. Demolition of building at O' Gara Park at \$10,000

11. Highway Department mower head at \$14,000
12. Highway Department dry storage shed at \$30,000

Mr. Howard asked how each item is scored. Chairman Chris Woodbury explained a rating process is used with each item ranked using on the same considerations such as legal requirements, effect on health and safety, lifespan, and other factors.

Mr. Bridges specified that after all budget adjustments were made to Certified Free Cash, \$400,922 remains. In addition, \$125,000 was transferred into Stabilization based on the recommendation of the CIPC.

The Board thanked the CIPC for their work throughout the process. CIPC members adjourned at 6:26 p.m.

Review & Act to Close & Sign the May 5 2022 Annual Town Meeting Warrant

Administrator Bridges reviewed the Annual Town Meeting Warrant which consists of 39 Articles. There was some discussion on the following:

Article 30 - \$15,300 for the purchase of Poll Pads requested by the Town Clerk Sandra Fritze. Dr. Hicks asked if they will be connected to the internet. Mr. Bridges said they will not be connected to the internet during elections. Chairman Woodbury asked about the safeguards to ensure they cannot be connected to the internet during an election and would like to see the literature. Mr. Bridges will ask Ms. Fritze to provide answers.

Article 36 – seeks to amend the General Bylaws Article 6, Section 4, for Driveway Cuts and Drainage to remove technical language, which should be part of the regulations, not the Bylaw. The goal is to streamline the process for both public and private drives.

Articles 38 and 39 seek to enhance tax exemption programs for senior residents. The State reimburses the Town \$500 per exemption, up to a total of seventy-eight participants and that reimbursement will not increase If the Town raises the exemption amount to \$1,000. These are Citizen Petitions and a request to make a change may be made on the Town Meeting Floor. Mr. Pepe asked about the cap of seventy-eight participants. Mr. Bridges said it was a legislative decision. Dr. Hicks pointed out that the population has increased substantially since that time and the cap should be addressed to account for inflation; he suggests inserting a one-page flyer in the tax bill to help educate the public on the program. Mr. Pepe said he is in favor of expanding the program, though he needs to see the cost before making a decision. Mr. Grigg noted if the amendment passes at \$500, the cost to the Town would be minimal.

Dr. Hicks asked about the process for Sick Leave Buyback in Article 12 and if staff are required to provide a notice will they retire or terminate employment with the Town. He suggests adding a requirement that a one-year notice be provided for budgeting purposes and will discuss further with Mr. Bridges after the Annual Town Meeting.

A motion to close and sign the May 5, 2022 Annual Town Meeting Warrant with amendments as stated (Hicks/Grigg) passed 5/0.

Adjournment

The meeting adjourned at 6:54 pm.

Respectfully submitted,

Brenda Savoie
Executive Assistant

Referenced documents: FY23 Budget & Capital documents; ATM Warrant