

TOWN OF WEBSTER

CAPITAL IMPROVEMENT PLAN SUB-COMMITTEE

MEETING MINUTES THURSDAY OCTOBER 27, 2022

The Capital Improvement Plan (CIP) Sub-Committee held a meeting on Thursday October 27, 2022. The meeting was held at 945 Battle Street, Webster, NH 03303 in the Grange Hall.

CIP Sub-Committee Members present: Chairperson Craig Fournier, Paul King, Adam Mock, Susan Youngs, Barbra Corliss, and Robert Wolinski.

Also, present: Town Administrator Dana Hadley, Land Use Coordinator Russell Tatro, and Financial Administrator Wendy Pinkham

The meeting started at 6:30pm. Administrator Hadley stated that he had a few projects for the Board to consider. The first project was for tree removal around the Town Office that had been requested by Custodian Brenda Silver. She had concerns that the trees had the potential to fall on Town Hall. The quote that he had gotten estimated the cost of removal at \$8,700.00. Chairperson Fournier thought that it was a good project because it not only prevented damage from a tree falling but it also helped to prevent moisture damage. The Board discussed the location, number of trees, and the ultimate cost of removal.

MOTION: Member Youngs

To approve up to \$10,000.00 for tree removal around the Town Office.

SECOND: Chairperson Fournier

CRAIG FOURNIER – YES

PAUL KING – YES

ADAM MOCK – YES

SUSAN YOUNGS – YES

BARBARA CORLISS – YES

ROBERT WOLINSKI – YES

The motion passed 5 to 0

Administrator Hadley's next project involved the replacement of the copier in 2025 for \$10,000. He stated that it was over ten years old, and it was getting increasingly difficult to get parts for repairs. The Board discussed if it would be cheaper to replace the copier or lease the copier. The Committee decided it would be cheaper to purchase a new copier.

MOTION: Member Wolinski

To approve \$10,000.00 for a new copier \$5,000.00 in 2023 and \$5,000.00 in 2024.

SECOND: Member Youngs

CRAIG FOURNIER – YES

PAUL KING – YES

ADAM MOCK – YES

SUSAN YOUNGS – YES

BARBARA CORLISS – YES

ROBERT WOLINSKI – YES

The motion passed 5 to 0

Administrator Hadley then brought up his next project regarding updating the Town Hall to be compliant with current Americans with Disabilities regulations. The largest expenses would be replacing the sinks in the bathrooms in the Town Office. He then provided the report from the Life Safety Inspector that had been done last June to the committee that listed the changes that needed to be done. The Committee discussed the costs and what needed to be done.

1 **MOTION:** Member Mock
2 *To approve up to \$5,000.00 for ADA compliance.*

3 **SECOND:** Member Wolinski

4 **CRAIG FOURNIER – YES**

5 **PAUL KING – YES**

6 **ADAM MOCK – YES**

7 **SUSAN YOUNGS – YES**

8 **BARBARA CORLISS – YES**

9 **ROBERT WOLINSKI – YES**

10 **The motion passed 5 to 0**

11
12 Administrator Hadley brought up his final project the eventual replacement of the Town's server. He
13 explained that the Town would be replacing its current server next year and the sever was expected to
14 have a five-year life span. He proposed starting to set aside funds for the next server that with the
15 expectation that it would be purchased in 2028. He stated the cost would be approximately \$30,000.00
16 and they would have to get quotes from three different when it came time to purchase the new server. The
17 Committee discussed the status of the current server, the requirements for the new server, and the
18 licensing cost.

19
20 **MOTION:** Member Wolinski

21 *To set aside \$5,000.00 each year starting in 2023 to reach the \$30,000.00 to purchase a new server in*
22 *2028.*

23 **SECOND:** Chairperson Fournier

24 **CRAIG FOURNIER – YES**

25 **PAUL KING – YES**

26 **ADAM MOCK – NO**

27 **SUSAN YOUNGS – YES**

28 **BARBARA CORLISS – YES**

29 **ROBERT WOLINSKI – YES**

30 **The motion passed 4 to 1**

31
32 Member Corliss asked how the Town would be purchasing the new server when there was only \$7,000.00
33 in the Technology Expendable Trust Fund. Administrator Hadley responded that they planned to use
34 money from the ARPA funds. The Committee then discussed what ARPA was and what the funds could
35 be used for.

36
37 Administrator Hadley then asked the Board what they wanted to do with the \$10,000 that had been set
38 aside for painting the Coppola and Town Hall for 2022. He informed the Committee that this had not
39 happened because of concerns regarding underlying issues that may be present that caused the paint to
40 peel well before it should have. Chairperson Fournier commented that he felt that the damage was likely
41 caused by moisture. Member Mock asked when the Hall had been painted last. Financial Administrator
42 Pinkham stated that it had been approximately four years. The Committee then had a lengthy discussion
43 on how best to determine the source of the peeling paint. The Committee agreed that the allocated funds
44 should remain allocated until the painting could be done.

45
46 Coordinator Tatro then informed the Committee that he had the requests from the Transfer Station in
47 Hopkinton. They were requesting two items in 2023 a trailer for \$25,000.00 and a 10 Yd Packer for
48 \$39,650. They also wanted to get a second trailer in 2024 and that would cost \$25,000.00. They also
49 planned to add a Loader in 2027 and that would cost \$29,250.00. The Committee then had a brief
50 discussion what the proper amount of Webster's share of the costs would be and what the exact
51 specification of the equipment would be.

1 Member Corliss commented that the Town only currently had enough to cover the upcoming purchase of
2 the trailer and wondered how the Town would come up with the \$40,000.00 that would be needed in
3 2024. Finance Administrator Pinkham though that this was because the Town had not received all the
4 information that it had needed from Hopkinton. She noted that there had been recent changes to who
5 oversaw the transfer station. Member Corliss knew for a fact that Hopkinton had a very in depth and
6 detailed CIP plan and she was surprised that all Webster had received was an e-mail. Coordinator Tatro
7 confirmed that they had not filled out the paperwork that the Committee had requested in the past and
8 noted that last year he had just received a phone call. Member Corliss felt they didn't have enough
9 information and suggested reaching out to the Town Administrator or Budget Committee in Hopkinton to
10 get the information the Committee needed. Administrator Hadley stated that he would request the
11 information for the next meeting.

12
13 Member Wolinski asked if there was still a member of Webster on the Transfer Station Committee.
14 Member Corliss responded that there were no longer. She felt that the committee served no purpose
15 because Hopkinton told the Committee what they needed, and Webster was not included in the budgeting
16 process. She also informed the Committee that Websters share of the costs was not twenty percent but
17 was a per capita share.

18
19 The Board then discussed when to hold their next meeting and agreed that they should try the next
20 meeting on a Thursday night when Fire Chief/Road Agent Bean could attend.

21
22 The committee adjourned at 7:44pm
23
24
25

26 *Minutes taken by Russell Tatro.*