

**Committee:** Capital Planning Committee  
**Date:** Wednesday, November 29, 2017  
**Location:** 12 East Main Street, Erving, MA 01344  
**Time:** 5:30 PM

**Present:** Benjamin Fellows, Peter Mallet, Scott Bastarache, Linda Downs-Bembury  
**Also Present:** Bryan Smith, Peter Sanders

At 5:30 PM **Chairman Fellows** called the meeting to order.

#### **Review of FY2019 Departmental Request**

The Committee reviewed capital requests submitted by department heads in the following order:

##### ***Arch Street Forced Main Replacement***

Peter Sanders, Chief Wastewater Operator, to discuss the Arch Street forced main project. The Committee discussed the proposed project and reviewed the proposal from Tighe & Bond. The forced main is nearing the end of its useful life and has experience two (2) breaks in recent years. The project proposes to clean and cap the existing asbestos concrete pipe and engineer and install a new pipe, either along the path of the exist line or under the Crescent Street layout. Tighe & Bond estimates the project to cost \$1.57 million. **Scott Bastarache** made a motion to recommend the project for the FY2019 capital project program, with a funding source of debt service. **Peter Mallet** seconded. Unanimously approved.

##### ***Elementary School Technology***

The Committee reviewed a request from Principal Trill for the annual lease payments for the Apple Contract in the amount of \$24,000. The Committee discussed the annual appropriation for this service and an existing agreement with the School Committee to fund the project. **Chairman Fellows** made a motion to recommend funding the EES Technology request in the amount of \$24,000. **Scott Bastarache** seconded. Unanimously approved.

##### ***Elementary School Classroom Furniture***

The Committee reviewed a request from Principal Trill for the replacement of classroom furniture in the amount of \$10,000. It was explained that the School is trying to put the classroom furniture on a replacement schedule, but upgrading the furniture in a classroom each year with an expected useful life of approximately 10 years. **Scott Bastarache** made a motion to recommend the funding of the classroom furniture request in the amount of \$10,000. **Linda Downs-Bembury** seconded. Unanimously approved.

##### ***Elementary School Event Meeting Chairs***

The Committee reviewed a request from Principal Trill for the replacement of the event meeting chairs at the Elementary School in the amount of \$12,000. The chairs are used for all public functions including Town Meetings. The Committee noted that the existing chairs are several decades old and are in need of repair. **Chairman Fellows** made a motion to recommend the replacement of the event meeting chairs in the amount of \$12,000. **Peter Mallet** seconded. Unanimously approved.

##### ***Elementary School Carpet Replacement***

The Committee noted that Principal Trill had submitted a request for carpet replacement at the School in the FY2020 capital program. Discussion of the request will be tabled until a future meeting.

**Review of Meeting Minutes from October 24, 2017**

The Committee reviewed meeting minutes from October 24, 2017. **Linda Downs-Bembury** made a motion to approve the meeting minutes from October 24, 2017 as amended. **Peter Mallet** seconded. Approved.

**Review of Meeting Minutes from November 7, 2017**

The Committee reviewed meeting minutes from November 7, 2017. **Linda Downs-Bembury** made a motion to approve as written. **Peter Mallet** seconded. Approved.

**Next Meeting Date**

The Committee agreed to meet next on Wednesday, January 17, 2018 at 6:00 PM.

**Adjournment**

At 7:44 PM **Scott Bastarache** made a motion to adjourn. **Linda Downs-Bembury** seconded. Unanimously approved.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Bryan Smith". The signature is written in a cursive, flowing style.

Bryan Smith