

The Wilbraham Capital Planning Committee  
Meeting Minutes  
Wilbraham Town Hall  
January 31, 2019 - 7:00 p.m.

**Present:** Todd Luzi, Nick Manolakis, Tim Murphy, Jim Rooney

**Absent:** Paul Kukulka

**Also present:** Nancy Johnson, Town Accountant; Tom Sullivan, Asst. Town Administrator for Budget and Finance; Ron Rauscher, Facilities Maintenance Supervisor; Ed Miga, DPW Director/ Town Engineer; Bill Sperrazza, Superintendent of Public Works for Operations

**I. Meet with Town Engineer and Superintendent of Public Works for Operations to review DPW capital requests**

- Ed Miga and Bill Sperrazza discussed the capital project requests:
  - DPW Building. \$500,000
    - Cost is an estimate based on a similar building at the high school
    - Could use the school's design plans
    - Would replace existing Highway garage
    - Existing building does not have the height needed to work on current model trucks
    - DEP does not allow trucks to be washed outside so the new building would have a wash bay
  - The following five projects could be funded by free cash:
    - Sidewalk improvements \$50,000
    - Drainage improvements \$50,000
    - Material screen machine \$75,000
    - Radios-trucks \$30,000
    - Town Office building sewer project study \$50,000
- The committee reviewed the capital projects five year plan.
  - The two items scheduled for FY2020 are still priorities:
    - HB1 JCB Backhoe \$120,000
    - #26 Highway Intern Dump Truck \$200,000
- Reviewed the vehicle replacement plan
- Discussed the use of Retained Earnings from two of the Enterprise Funds to pay for capital items.
  - Water Department:
    - Pickup Truck \$50,000
    - Auto Read Meter Upgrades \$57,085
    - Brookmont pumpstation improvements \$18,000
  - Wastewater Department:
    - Sewer Main Fix \$20,000
    - Service Truck Replacement \$50,000

- I & I Program with Camera \$90,000
- Ed informed the committee of the sale of old equipment totaling approximately \$25,000 in General Fund revenue.
- Bill informed the committee that effective 2/1/20 municipalities will be required to comply with all OSHA regulations.

**II. Distributed this year's debt totals and the HWRSD's five year capital plan**

**III.** Tom Sullivan notified the committee of the Board of Selectmen's plan to have a study done to determine the needs for all Town buildings.

**IV.** Tom also informed the committee that we have been declared a Green Community giving us \$152,000 to complete an energy study of the Town's buildings and complete energy saving projects.

**V. Next meeting**

The committee wants to meet with HWRSD and the Recreation Department to discuss their capital plans. Next meeting scheduled for 2/21/19.

Meeting adjourned 8:35 p.m.

Diane Hamakawa  
Assistant Town Accountant