

The Wilbraham Capital Planning Committee  
Meeting Minutes  
Wilbraham Town Hall  
February 21, 2019 - 7:00 p.m.

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

**Absent:** Paul Kukulka, Todd Luzi

**Also present:** Nancy Johnson, Town Accountant; Tom Sullivan, Asst. Town Administrator for Budget and Finance; Lance Trevallion, Building Inspector; Ed Cenedella, HWRSD Director of Facilities; Sam Boyd, HWRSD Maintenance Coordinator

**I. Meet with HWRSD to review their proposed capital plan**

- Ed Cenedella and Sam Boyd distributed a hand out of recently completed and ongoing school capital projects including, but not limited to:
  - Installation of filtered, bottle-filler water fountains at various schools
  - Walk-in refrigerator & freezers at WMS and Soule Road
  - Asbestos floor tile abatement at WMS
  - Exterior doors at Soule Road
- Ed and Sam also presented a ten year proposed capital project plan for the schools. The committee reviewed the plan and discussed the items they are requesting for FY2020. The three items were ranked in order of importance:
  - Dishwasher at Soule Road \$65,000
  - Accessibility upgrades at Soule Road to meet MAAB (Mass Architectural Access Board) standards. This is one third of the estimated total cost of the project, spread over three years. \$250,000
  - Continuation of asbestos abatement at WMS \$150,000

**II. Proposed capital projects funded with free cash**

- Tom Sullivan presented a list of capital projects totaling \$491,078 that could be funded with free cash. The committee reviewed the projects and agreed to refer the items to the finance committee for their approval of funding with free cash.

**III. Distributed the vehicle replacement schedules**

**IV. Long-term debt review**

- Tom Sullivan distributed a list of upcoming new authorizations for long-term debt over the next ten years. This list is based on the items that are currently included in the capital plan.

- Tom also distributed an Estimated Long-term General Fund Debt Service Requirements schedule.

**V. Next meeting**

The committee will meet next week with the intent of reviewing and discussing the proposed Five Year Plan, FY2020-FY2024.

Thursday, February 28, 2019

7:00 p.m.

Town Hall

Meeting adjourned 8:25 p.m.

Diane Hamakawa

Assistant Town Accountant