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Town of Swampscott
Capital Improvements Committee Meeting Minutes
Tuesday October 17th, 2023 – 12:00 PM
1st Floor Conference Room – Town Hall & Virtual via MS Teams

CAPITAL IMPROVEMENTS COMMITTEE MEMBERS PRESENT

Ryan Hale (Chair), David Brodsky, Richard Raymond, Jeremiah Sullivan

ABSENT

Kelley Begin

OTHER TOWN OFFICIALS PRESENT

MaryEllen Fletcher, Select Board Liaison; Amy Sarro, Director of Administration and Finance; Patrick Luddy, Treasurer/Collector

Meeting called to order 12:05

On **MOTION** (Jay Sullivan) and **SECONDED** (David Brodsky) it was **VOTED** to approve minutes from 9/12/2023 (unanimous).

The committee was provided with a list of new project requests that the finance dept has compiled using the form the committee designed in a prior meeting.

PL provided a summary of new project requests received from the various departments of the town. There were 38 requests received, 2 of which would be ripe for discussion at a Special Town Meeting if the board were to call one.

Potential Projects for approval at a Special Town Meeting if one were to be held:

- Replacement of HS PA System - \$140,000; System has experienced at least four failures requiring emergency repairs this school year. Inability to address the building as a whole via the PA system creates a safety issue.
 - MEF asked for clarification on whether the system has had failures in the past, or if this is just now happening. PL will seek clarification from facilities.
 - RR asked if ARPA funding could be used for this project. AS responded ARPA funding has to be appropriated by the Select Board and it is not explicitly an allowed use of ARPA funds so a revenue replacement provision of the funding would need to be utilized.
- Water Main Installation @ Fire Station for Sprinklers - \$75,000; New, grant-funded sprinkler system has been installed at the fire station. Sprinkler systems require dedicated water mains; the request is to appropriate funding to connect the new sprinkler system to a dedicated water source.
 - RR asked if ARPA funding could also be used for this purpose.
- Action on these two items was deferred until the next meeting.

PL also highlighted new project proposals from community development and facilities.

- Reconfiguration of Office Space - \$120,000; Project proposal is to eliminate the wall that divides the community and economic development office and the building dept's office space. The two departments collaborate often and there is a desire for more cohesive workspace that accommodates collaboration.
 - DB asked if there was a sketch of the proposed layout
 - AS commented that the building inspector is working up a sketch/design but we don't have it in hand yet.
 - The committee asked MEF for her initial reaction to the project. MEF stated that if there were some operational cost savings to be realized she could support the project, but she needs more information to that effect before supporting this.
 - RH asked if this cost included design of the work, to which AS responded that design would be done in-house.
- Pickleball Courts - \$104,000 (\$58,000 grant-funded); Project entails construction of four pickleball courts at lower Philips park.
 - RR asked if neighborhood has been consulted; pickleball can be a noisy sport and he felt the neighbors should have a say on the proposal.
 - PL stated he would follow up with the director of community and economic development on neighborhood outreach and report back.
 - MEF commented that the proposal is to put the courts in an existing area of recreation.
- Design of Town Pier at Fisherman's Beach - \$266,000 (212,800 grant-funded); Project entails the collection of field and environmental data to enable geotechnical and structural designs up to 60%, incorporating community input along the way.
 - MEF asked for specifics on what community input has been put into this project, expressing that there seemed to be very little to date.
 - AS responded that public input is typically part of the requirements of the type of grant.

PL stated that a shared folder would be established for the committee, as well as the finance committee and the Select Board to access documents including project proposals, last year's CIP plan, and any other notes pertinent to the committee's work. The shared folder will be prepared in advance of the next meeting so that the committee has time to perform due diligence on the new or modified project proposals for the CIP.

PL requested the committee schedule their next meeting. The next meeting of the CIC was scheduled for Tuesday November 14th at noon (hybrid meeting). The committee requested the attendance of the facilities director and the director of community and economic development at the next meeting to discuss their respective proposals.

PL requested RH help prepare the committee's annual report by the end of the week so it may be filed with the Town Clerk. RH agreed.

On **MOTION** (Richard Raymond) and **SECONDED** (David Brodsky) it was **VOTED** to adjourn the meeting (unanimous).

True Attest,



Patrick Luddy
Treasurer/Collector

Minutes APPROVED by vote of the Capital Improvements Committee 12/6/2023