**Capital Expenditures Committee**

**Meeting Minutes**

**Monday, April 7, 2014, 6:00 PM**

**Lower Conference Room**

**Members Present:** John Heffernan, Michael Podolski, Amy Paxson, and Susan Fay

**Members Absent:** Peter Springer

Mr. Heffernan called the meeting to order at 6:00 PM.

6:00 PM- Endicott Estate Commission Capital Request-

Erin Perron, Endicott Estate Director and Denise Marone, Facilities Director were both present to request that the CEC’s recommendations to the Finance Committee of Capital requests to be funded be reconsidered.

Mr. Heffernan explained that during the last Finance Committee meeting, it was brought to their attention that the Facilities Department would like to request that the amount to be funded for the Endicott Estate be used in a different way. The CEC had originally recommended funding the amount of $110,000 for Endicott Estate Facility Request. This amount was to be used for painting, doors and windows, and a barn roof.

Ms. Marone explained that the priorities have shifted, and she is now requesting that the $110,000 be allocated towards wiring needs at the Endicott Estate, and the fire alarm system. Ms. Marone explained that recently there was a small fire in the wall of the Endicott Estate that happened during an event and was noticed and addressed quickly. She explained that there is a sense of urgency to address the wiring issues and to prevent any further issues. Ms. Marone explained that the wiring is expected to take 6 weeks, and the fire alarms should take 3-4 weeks. Ms. Marone explained that Ms. Perron is concerned about putting off painting as it is an annual request, but that the CEC could decide whether the other $40,000 should be still used for painting or if it should be applied towards the fire alarm system.

Mr. Heffernan asked if it would make sense to do the wiring and fire alarm system at the same time since they will already be putting holes in the walls. Ms. Marone confirmed that the alarm system would be putting holes in the ceiling.

Ms. Fay confirmed with Ms. Perron that the painting not getting done would not affect business at the Endicott Estate for 2-3 years. Ms. Perron added that although there was a request to replace the windows and doors, she does not feel those items are a priority. She also confirmed that the barn roof was not a priority.

Mr. Heffernan asked if there could be a benefit to getting both done at once by the same vendor. Ms. Marone confirmed this could be possible as they would use the same vendor.

Mr. Podolski made a motion to revoke the original recommendations for the Facilities requests at the Endicott Estate, seconded by Ms. Paxson. **It was voted 4-0.**

The Committee discussed whether the recommendations should be placed within one line item, or two. Ms. Paxson commented that with one lime item there would be flexibility if the distributions change.

Marie-Louise Kehoe commented on the importance of addressing and preventing issues at the Endicott Estate.

Mr. Podolski made a motion to revoke the $15,000 appropriation recommended for the Town Hall doors, seconded by Ms. Paxson. **It was voted 4-0.**

Mr. Heffernan suggested that the wiring and alarm system be placed in two separate line items. The committee agreed.

Mr. Podolski made a motion to recommend $70,000 be appropriated for the electrical rewiring at the Endicott Estate, seconded by Ms. Paxson. **It was voted 4-0**

Mr. Podolski made a motion to recommend that $55,000 be appropriated for the installation of a fire alarm system at the Endicott Estate, seconded by Ms. Paxson. **It was voted 4-0.**

Mr. Keegan commented that he supports the recommendation to fund these items.

Mr. Heffernan presented a document with definitions to the committee as a follow up to a previous discussion. Mr. Heffernan explained that he would like to begin talking about the Capital budgeting process around the end of May/beginning of June.

Ms. Paxson made a motion to adjourn at 7:00 PM, seconded by Mr. Podolski. **It was voted 4-0.**