

**CAPITAL PLANNING COMMITTEE MEETING  
WEDNESDAY, MARCH 1, 2023  
MEETING MINUTES  
SITE VISIT MEETING**

*Present: Ira Brezinsky, Jeff Cyr, Ted Boulais, Kevin McAllister,, Jon Camp, Charles Miles  
Also Present: Lisa Wong, Town Administrator*

**Call to Order**

Ira Brezinsky called the meeting to order at 5:06 pm.

**Approval of Minutes 02/6/2023**

**Cyr -Aye**

**Brezinsky – Aye**

**Boulais – Aye**

**Miles– Aye**

**McAllister-Aye**

**Camp - Aye**

**Tour of Library:** The Library Director gave a tour of the entire library and then later sat down with the committee and discussed issues he has had with the heating system and roof issues. He is trying to get the bottom on why shingles are coming off on a roof only 9 years old and who covers the cost of fixing them. The shingles should last 50 years. He discussed a grant (\$62K) he is going use to help pay with the sound issues in the big room. It was recommended he talk to the Fire Department to insure the sprinklers will not be effected. The Library ha 15 more years before its paid off. The Library Director was very helpful.

**Planning & conservation:** The one project they have is the Leaping Well Trailhead Parking & Pocket Park Improvement which has been turned down twice for grants. Jeff recommends that the DPW and possibly the two Water Depts do this project. More discussion on this item in the future is needed.

**Maintenance & Facilities:** Job Descriptions, Responsibilities and the draft MOU was discussed in detail. The TA's original idea was to have three people in this office (Director of Facilities, Facilities Manager Health and Safety Coordinator, and a Administrative Secretary) but there is not enough funding for two people. If the next Town Meeting approves the budget, then shortly after that the Director of Facilities will be hired. The TA's draft MOU is more detailed than other Towns and Cities, does it need to be. These other Towns and Cities have one-page MOUs, but they have gone thru growing pains years ago. One city that was discussed has the schools mow the playing fields, not like South Hadley. More discussion on these topics in the future will be needed.

x **Master Plan:** The Master Plan has tasked the Capital Planning with considering installing solar panels on public facilities. This is good idea , but there is not enough funding for all the other capital requests. Jeff and Kevin will draft a reply to this requirement.

**Next meeting:** Monday March 6, 2023 at 5PM In person @ Police Station

**ADJOURN:**

Cyr moved to adjourn: McAllister seconded. All were in favor.

The meeting adjourned at 5:57 p.m.

**Respectfully submitted**  
**Dan Luis**  
**Clerk**