

Capital Outlay Committee

January 5, 2026 Meeting Minutes

Fire Department HQ, Main St

Present:

- Capital Outlay Committee: Mike Donovan (chair), Dave Leiphart and Steven Pohl
- Assistant Town Administrator for Finance: Katie Dugan
- Library: Linda Harper, Director
- Fire Department: Chief Murphy

1. **Call to order**

Chair Mike Donovan called the meeting to order at 7:04 pm.

2. **Library**

Ms. Harper discussed several requests (totaling \$164,375, not including the chiller), some of which are annual recurring requests or are part of a multi-year plan (carpets); others, such as the sidewalk/stairs by the children's entrance have been requested previously.

In addition, Ms. Harper discussed (and presented a contractor's written proposal/budget) to replace the chiller. The current chiller was installed circa 1999/2000: it is difficult to find replacement parts, will be inoperable if it breaks down and parts cannot be found (e.g., in such a case, will be without system in summer 2026). Cost estimate provided: (a) ~ \$1.3 million for replacing chiller in existing indoor location (note: a modestly more expensive option also provided for outdoor placement) and (b) ~ \$511,000 to replace five (5) air handling units. Library board still to determine if request will include the air handling units. The estimate includes a 20% contingency factor, which Ms. Harper indicated may decrease.

3. **Fire Department**

Chief Murphy discussed several requests (totaling \$300,960), some of which are annual recurring requests (e.g., turnout gear, fire hydrant hose) or are part of a multi-year plan (e.g., administration vehicle). The request also includes: a mannequin (training), a utility truck (used to carry equipment, for towing and for medical calls) and a heating system circulation motor (the building has a long history (from inception) of heating and cooling issues; the chiller system has failed mini-splits now used for cooling).

4. **Adjourn**

Steven Pohl made a motion to adjourn the COC meeting at 8:25 pm. Dave Leiphart seconded, and the meeting was adjourned by a 3-0 vote.

Documents and exhibits used at the meeting

- ClearGov online budgeting system
- Library chiller estimate documents