

**Maintenance/Capital Improvement Committee Meeting Minutes**  
**151 Martin Street, Conference Rooms 202 & 203**  
**February 12, 2024**

Chairperson Lipari called the meeting to order at 8:30 a.m.

**Members in Attendance:** Sarvy Lipari, Steve Quintal, Michele Taddei, Doug Fehan, Amy Pohlod, Bill Roberts  
**Members Absent:** None  
**Staff Present:** Melissa Fairbairn, Melinda Comerford, Brad McNab, Brendan McGaughey, Carrie Laird  
**Guests:** none

**Approval of Minutes:** Motion by Fehan, seconded by Quintal, to approve the minutes dated January 9, 2024.

**Public Comment:** No public comment.

**Maintenance Contracts Expiring** – Comerford gave an update on the Floral Hanging Baskets contract. Contract is expired with Worry Free. Comerford is working to obtain quotes. Committee agreed that Worry Free does a great job and would like to sign a 3 year contract with an option to extend 1 year. Comerford will work with Worry Free to put a contract together for the March Board meeting. The committee wants to recommend that the Board approve this contract.

**MOTION:** Motion by Pohlod, seconded by Quintal, to approve the contract with Worry Free for a 3 year with option to renew for 1 year contract for Floral Hanging Baskets allowing for reasonable rate increases.

**VOTE:** Yeas: Lipari, Pohlod, Quintal, Fehan, Taddei, Roberts  
Nays: none  
Absent: none

Motion passed.

**Fye2025 Budget Planning** – committee discussed making updates to budget. Roberts suggested a 3<sup>rd</sup> power washing. Laird will confirm the amount and report it to Fairbairn. Committee agreed to change Alley Improvements amount to \$50,000, remove the Planters and remove the Wayfinding. Reducing the budget by \$43,500, making the final Maintenance budget \$204,000.

Meeting adjourned at 9:24 a.m.

**Next meeting: Tuesday, March 12, at 8:30 a.m. – Regular Meeting**

Drafted by: M Comerford  
Reviewed by: M. Fairbairn