

Capital Planning Committee Meeting Minutes December 3, 2015

In attendance were:

Steve Andrew
Charles Foskett
Diane Johnson
Anthony Lionetta
Eve Margolis
Mike Morse
Brian Rehrig
Barbara Thornton
Richard Viscay

Also in attendance: Jennifer Susse

* Denotes those not in attendance

- **Meeting Opened:** CPC Packets were distributed. Charlie Foskett opened the meeting.

- **Stratton Project:** Adam Chapdelaine spoke to the committee regarding the Stratton project. The Permanent Town Building Committee (PTBC) and school met recently with the Architects for the project and the Architects are projecting to be over original figures. Adam Chapdelaine reviewed the current projected budget of \$12,075,949.00 which includes the debt exclusion, borrowing, sale of the DAV building, and onsite modular classrooms. Students will still be able to use the cafeteria and gym over the school year during construction. Those areas will be renovated over the summer before students return to school. The real cost estimate is \$1M over the budget now. The PTBC asked the Architects to review the plans and suggest possible reductions. They came back with options for value engineering suggestions and scope reductions; however, the PTBC is not inclined to accept the scope reductions because those costs could turn up in yearly maintenance but willing to consider a majority of the value engineering suggestions.

Adam Chapdelaine said the PTBC is not asking for more money now for the project but wanted the CPC to be aware of new costs.

The timeline is expected to be: 1) Special Town Meeting to move forward on the modular contract and construction contract; 2) Modulars installed by June; 3) Construction to start in July; and 4) Students back in the Stratton by September 2017.

Charlie Foskett agreed that we may not want to consider the scope reduction since the Town has been waiting so long for this project and we don't want to reduce the function or longevity of the building. Brian Rehrig asked about the sale of the DAV. Adam Chapdelaine is hoping it will sell for \$750,000; however we may need to borrow until the building is sold. Charlie Foskett is going to talk to the Town Counsel about the debt exclusion issue.

Adam Chapdelaine expects to receive construction design estimates the 3rd week in January.

- The minutes from the November 19th meeting were approved.
- **Subcommittee Reports**
 - Library Subcommittee Report given by Barbara Thornton – Recommend all requests except for the photocopiers, which she has mentioned before should be maintenance and not capital. Charlie Foscett suggested that after the capital plan is complete but before Town Meeting the committee sit down to review the document that discusses capital criteria to see if any changes should be made. The committee took a preliminary vote to approve all requests except: photocopier program \$2,800 in FY17, door maintenance \$38,000 in FY27, exhaust fans \$3,000 in FY17, HVAC blowers in \$8,500 FY17, HVAC Coil/air handler unit \$17,000 in FY17, ramp and stairs \$13,000 in FY17. Barbara Thornton will obtain more information on the Fox Branch Needs Assessment for \$8,000 in FY17. Charlie Foscett suggested moving it to FY18.
 - Health and Human Services Committee Report given by Barbara Thornton – Discussed the importance of having a Civic Block, which would include Town Hall, the Central School, and the Whittemore Robbins House and Cottage. Additionally, she asked where the town departments will go when the high school is renovated. The subcommittee was originally in favor of the kitchen upgrade but is not sure what is it needed for. The profit and loss for this space is not clear. The committee wants to review the need for the AYCC Medical Record Survey with David Good. Brian Rehrig suggested categorizing the reflecting pool as CPA and keep in plan. The committee took a preliminary vote to approve all requests but move the reflecting pool to CPA category.
- **Treasurer’s Department:** Steve Gilligan provided an update on the new collection system. Currently the MUNIS core system requires an upgrade, the general ledger and payroll are functioning, and the accounts receivable and cash management are not active. The department is looking into a system for the Assessors (Patriot Systems) and a Police Application (Cardinal Tracking). The Treasurer’s office is currently working on an RFP to obtain an integrated collection system, which will go out in January, responses due March-April. Looking at MUNIS - other systems are more expensive to implement. Charlie Foscett asked about the following: Is the software mobile friendly? YES. Will the migration to a cloud based system work? YES. Steve Gilligan is looking into a cloud based system but also in office servers which is what the Town currently uses. Have operational savings been documented? To an extent – Steve Gilligan believes he will save 0.5 FTE and will not be filling the Management Analyst position. Based on current projections, cost is an additional \$155,000 plus data conversion.
- **Subcommittee Reports continued**
 - Barbara Thornton discussed the request for \$200,000 for the Senior Center Architecture Plans in FY17. She believes the entire building should be looked at and the Senior Center should be considered in the high school renovation project. Charlie Foscett suggested pushing the project out to FY18.
 - Town Manager Subcommittee Report given by Barbara Thornton – Discussion about the request for 2 EV stations. Eve Margolis provided information on EV stations in Cambridge, Lexington, and Brookline. In Lexington and Brookline, the towns provide electricity for free but charge for parking. Cambridge charges more for parking at EV stations – the \$1.25 per hour cost is based on the average amount of electricity used by a

range of EV models to charge in a one-hour period. The committee took a preliminary vote to approve all requests. Three people opposed the EV stations.

- School Department Subcommittee Report given by Barbara Thornton – The committee took a preliminary vote to approve all requests except for the following: AHS water penetration study for \$40,000 in FY17, the additional classroom space at Ottoson for \$500,000 will be used for Stratton because all modulars will be at Stratton, custodial/maintenance equipment replacement for \$5,000 in FY17 – FY21, exterior door replacement for \$30,000 in FY17 and FY19 (duplicate), asbestos abatement for \$5,000 in FY17 – FY21, replace truck and plow for \$40,000 in FY17. The request for replacing academic PCs was originally \$396,700 and the school is now asking for \$418,896 to cover costs. Diane Johnson explained the schools are not going 1 to 1 for computers but enrollment is increasing. \$400,000 would be providing equity throughout the district. It is less expensive to have digital subscriptions than paper textbooks. Steve Andrew questioned the cost of the PCs and Tony Lionetta asked what other schools are doing this and whether or not this should remain a capital expense. Charlie Foskett does not want to change rules mid-stream and thinks this should be discussed later. If we are facing educational standards from the state we need to consider that. Diane Johnson is willing to cut other items out of the budget to fully fund this request as it is extremely important. Charlie Foskett wants to put the request in for \$400,000 each year and then trim if we need to.
- IT Subcommittee Report given by Steve Andrew – The committee took a preliminary vote to approve all requests. Need to check the request amounts on town and school network infrastructure.

Discussion about the receivables package: Mike Morse thought the \$75,000 was for MUNIS to host offsite. Rich Viscay said the amount is what we pay annually and then doubled for them to host. The committee decided to keep the \$200,000 in the plan because that will give room for the cost of the data conversion amount which is currently unknown.

Rich Viscay provided the committee with a memo to discuss MUNIS license/software upgrades and a new capital request that includes: 1) Tyler Content Management which would allow all Town MUNIS documents to be stored and indexed digitally (cost \$39,150 with annual maintenance of \$5,400), 2) Tyler Employee Self Service will allow employees to look up all of their data including paystubs, W-2's, enroll in health benefits, etc. (cost \$16,175 with annual maintenance of \$2,700), 3) Chart of Accounts Redesign will take the history of all accounts that have been set up and realign them so they are compliant with DOR's Uniform Municipal Accounting System and to help with the CPA (cost \$30,800). The total request is for \$86,125 for FY17. The committee took a preliminary vote to approval this request.

- **Next Meeting:** December 17, 2015.

Adjournment