

MINUTES
CAPITAL OUTLAY COMMITTEE
February 2, 2023

Members Present

Chair:	William Heitin
Select Board:	Hanna Switekowski, Emily E. Smith-Lee, Kiana Pierre-Louis, Alternate
Finance Committee:	Ann Keitner, Anja Bernier, Jada Wang
Planning Board:	Rob Maidman, David Blaszkowsky
School Committee:	Adam Shain, Wenxiao Tiano
Town Administrator:	Frederic Turkington, Jr.
Finance Director:	Krishan Gupta

Members Absent

School Committee:	Prisnel Dominique, Alternate
Planning Board:	Shannon McLaughlin, Alternate

Others Present

School Department:	Tony Kopacz, School Facilities Manager Dr. Peter Botelho, Superintendent Ellen Whittemore, School Finance Director Eric Hooper, DPW Superintendent James Wright, Fire Chief Michael Madden, Deputy Fire Chief
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Administrative Items

MOTION: To approve the regular session minutes of December 8, 2022.
(Switekowski - Keitner)

VOTED: 8-0-0 **PASSES**

Roll call

Smith-Lee: AYE	Switekowski: AYE	Keitner: AYE	Bernier: AYE
Maidman: AYE	Blaszkowsky: AYE	Shain: AYE	Tiano: AYE

Before beginning deliberations, Mr. Heitin explained the Capital Outlay prevailing philosophy. This committee is fiscally conservative with borrowing with the understanding that all funds essentially come from the same pocket and reviews capital requests as carefully as possible. Debt reduction is the primary focus, and this is done by shifting capital expenses to direct purchase. Finance Director, Krishan Gupta provided a spreadsheet which outlines the five-year history of cash capital.

Mr. Turkington provide a brief history on the Town's debt. Until 5 years ago, a formula was used that represented debt as a percent of the budget. Debt service has decreased by 3 percent over five years which helps the Town to afford projects like the high school.

With respect to short duration borrowing, Moody's and other rating agencies look at the percent of retired principal, using 10 years as a benchmark. Sharon is currently at 74.7 percent retired at the ten-year point. This illustrates Sharon's aggressive pay down policy which is viewed positively with credit rating companies.

Deliberations

Mr. Heitin explained that, as done in the past, he would go through the list of capital items presented by each department and take an omnibus vote on all items except those held for further discussion.

<u>Police Department</u>		
Cruisers (3)	\$195,000.00	
Vehicle repeaters	<u>\$ 85,000.00</u>	
DEPARTMENT TOTAL	\$280,000.00	
<u>Fire Department</u>		
Ambulance – supplemental	\$60,000.00	
Brush truck replacement	<u>\$280,000.00</u>	
DEPARTMENT TOTAL	\$340,000.00	
<u>Civil Defense</u>		
Replacement quarters, addl. funding	<u>\$300,000.00</u>	HOLD
DEPARTMENT TOTAL	\$300,000.00	
<u>Council on Aging</u>		
Minibus replacement		
(potential grant funding)	<u>\$86,377.00</u>	
DEPARTMENT TOTAL	\$86,377.00	
<u>Department of Public Works</u>		
Roads – various Ch. 90 projects	\$1,040,000.00	
Roads and sidewalks	\$2,495,000.00	
<i>Operations Equipment</i>		
Dump truck/plow	\$50,000.00	
Bobcat/skid steer	\$60,000.00	
ASV – sidewalk tractor	\$66,000.00	
Truck, foreman	\$220,000.00	
Truck, Admin/supervisor	\$77,000.00	
Admin – furniture	\$55,000.00	
Admin – restroom renovation	<u>\$50,000.00</u>	
DEPARTMENT TOTAL	<u>\$4,113,000.00</u>	
TOWN TOTAL	\$5,119,377.00	
<u>School Department</u>		
Wireless access points		
to improve wireless computing	\$25,000.00	
Renewal 1:1 program 300 Chromebooks	\$120,000.00	
Staff device replacement	\$30,000.00	
Projectors	\$45,000.00	
Desktop computers	\$30,000.00	
Classroom audio systems	\$130,000.00	
i-Pad replacement	\$90,000.00	
Chromebooks - elementary	\$150,000.00	
3D printers & chatterboxes	\$25,000.00	
Cottage - emergency exit lights	\$54,148.00	

Cottage - HVAC controls replacement	\$389,862.00	
Cottage - roof replacement (design)	\$100,000.00	HOLD
DW - Modular units/replacement/building		
Heights backside windows	\$55,000.00	
Heights fire alarm system	\$115,000.00	
DW elementary master plan	\$100,000.00	
DW HVAC equipment replacement	\$25,000.00	
Truck (F250 Plow)	\$60,000.00	
Snow removal equipment	\$29,000.00	
DW replacement furniture & furnishings - classrooms	\$40,000.00	
Replacement vans for special ed. fleet (2)	<u>\$137,000.00</u>	
DEPARTMENT TOTAL	<u>\$1,750,010.00</u>	
TOTAL TOWN & SCHOOLS	\$6,869,387.00	

Cottage Roof Replacement

It was asked whether the Cottage roof would be a potential site for solar generation as on other buildings. The roof structure cannot support solar panels and roof replacement will not include structural reinforcement to do so. It was also explained that MSBA has halted all new project grant applications.

Civil Defense

It was explained that the land swap process continues at this time and awaiting court approval. Staff does not have a definitive timeline for completion. Chief Wright explained that the project went out to bid last year. Bids received exceeded the funding allocation. He reached out to the low bidder to inquire about the construction atmosphere. It was reported to be a substantial increase, up 20% from last year. The total capital request includes all expected increases plus a 5% contingency. Construction cannot begin until fall at the earliest. Although it is unlikely to fall through land court, there have been discussions about using lot at 94 South Main Street, but this would need to be approved by town meeting vote. Funding is tied to the site.

Mr. Heitin explained that the Capital Outlay Committee has no purview with respect to, and will not vote on, items for the Water Department.

MOTION: To approve all items presented and discussed.
(Heitin - Bernier)

VOTED: 8-0-0 **PASSES**

Roll call

Smith-Lee: AYE	Switlekowski: AYE	Keitner: AYE	Bernier: AYE
Maidman: AYE	Blaszkowsky: AYE	Shain: AYE	Tiano: AYE

Seeing nothing further to come before the committee, Mr. Heitin adjourned the meeting at 7:24 pm.