

MINUTES
CAPITAL OUTLAY COMMITTEE
December 11, 2014

APPROVED

The meeting of the Capital Outlay Committee was called to order in the Selectmen's Meeting Room at Sharon Town Hall at 7:05pm by Chair Paul Linehan.

Members Present:

Chair:	Paul Linehan
Board of Selectmen:	William A. Heitin and Joe Roach
Finance Committee:	Gordon Gladstone and Alex Korin
School Committee:	Marcy Kaplan and Emily Smith-Lee
Planning Board:	Robert Maidman and Louis Modestino*

Others Present:

Town Administrator:	Frederic E. Turkington, Jr. (Ex-Officio)
Finance Director:	Cynthia Doherty (Ex-Officio)
DPW Superintendent:	Eric Hooper
Superintendent of Schools:	Timothy Farmer
School Department:	Kenneth Wertz
School Department:	John Marcus

Administrative Items

Chair Paul Linehan requested that the Capital Outlay Committee members introduce themselves.

MOTION: To approve the Regular Session Minutes of December 4, 2014 as amended.
(Heitin-Gladstone) 7-0-0 **PASSES**

Mr. Modestino arrived at 7:07pm, after the vote to approve the minutes.

Department of Public Works - Current Capital Project Update

DPW Superintendent Eric Hooper provided a status update of existing Capital Outlay projects. Mr. Hooper noted an unexpended balance of \$32,291.80 will be returned from a May 2012 ATM appropriation for sidewalk projects at Massapoag, Morse and Lakeview. Other projects with unexpended balances from 2012 include: \$88,000 for the double wide trailer at the DPW and \$35,000 for the replacement of the fire station boiler. Mr. Hooper would like to retain funds for the demo of existing trailer for an approximate cost of \$10,000 with remaining \$88,000 returned.

Unexpended funds from May 2013 ATM for the sidewalk project on Billings Street will be retained to complete the project. There are also funds remaining from the May 2014 ATM for: road work on Massapoag Ave- which will be held for anticipated expenses, an equipment line item of \$179,000 for a new dump truck to be delivered, and \$84,950 for the Town Hall chair lift. Mr. Hooper noted the chair lift funds will not be spent this year indicating alternative solutions are being sought. Mr. Linehan asked if part of FY16 request is to have a study of Town Hall to make it ADA compliant and Mr. Hooper replied the study will look at the ADA deficiencies with the major component being access to the alternate levels noting the chairlift is not a viable option.

School Department – Fiscal Year 16 Capital Requests

School Department Capital Request for FY 2016:

Macbook Airs (allow for 1:1 access for one grade at SHS)	275,000
Ipads & Carts (get closer to 1 per cart per grade level at elem)	120,000
Projectors (across district to replace old, broken devices)	26,000
Wireless Access Points (to improve wireless computing DW)	20,000
Phone System Upgrade (East FY16)	19,000
Air Conditioning and Server Rm Improvements (Heights)	15,000
Laptops for Elementary Teachers	120,000
Acoustics at Cottage (1 Classroom at each grade level- 4)	36,800
SMS Furniture (Student Desks, Chairs & Exterior Tables-Courtyard)	15,000
DW Replacement Furniture (Classroom and cafeteria)	15,000
Installation of 2 Pedestrian Push Button Lights (Middle School)	10,000
Replace Existing Fire Alarm Panel at High School	34,500
Library Small Room Build out at High School	68,000
Heights Front Office - Security Vestibule Double Doors	25,000
Existing Conditions Heights - Roof Design Services	243,950
Van for Pathways Program (SPED)	27,000
Replacement Vans for Special Education Fleet (3)	81,000

TOTAL FY16 School Requests \$ 1,151,250

Kenneth Wertz, Director of Operations, gave an overview of the maintenance and operations related requests which included a power point presentation.

Cottage Classroom Acoustics – \$36,800

Mr. Wertz explained the acoustics are applied as a treatment to aid children with hearing disabilities by softening background noises in the classroom. The goal is to outfit one classroom per grade level at Cottage. There was a discussion by the members about why acoustics treatments are helpful.

SMS and District Furniture – \$30,000

- SMS Furniture (Student Desks, Chairs & Exterior Tables – Courtyard) – \$15,000
- District Wide Replacement Furniture (Classroom and cafeteria) – \$15,000

Mr. Wertz explained that enrollment at the Middle School has grown creating a need for additional student desks. The courtyard furniture requested will provide outdoor furniture for student activities. The district wide furniture request will be used to replace worn-out furniture such as desk chairs, broken teachers desks and so forth. Mr. Linehan asked about enrollment and Mr. Farmer replied they are expecting it to stay in the 830-840 range over the next 2 years.

SMS Crosswalk – Installation of 2 Pedestrian Push Button Lights – \$10,000

An Audit recommended replacement of current flag system with two push button solar powered pedestrian stand lights at the crosswalk near Spring Lane. Mr. Korin had concerns with the solar power aspect of the device and Mr. Wertz offered assurance it will work.

SHS Fire Alarm Panel – Replace Existing Fire Alarm Panel at High School – \$34,500

Mr. Wertz explained that the current Fire alarm panel was installed in 1997 and is serviced by a laptop that is no longer available or the parts. The cost of this project is for removal and replacement of panel

without replacing wiring or smoke detectors throughout the building. There was a discussion between Mr. Linehan and Mr. Wertz about ADA compliance and voice evacuation features.

SHS Library Small Rooms – Library Small Room Build out at SHS – \$68,000

The project to build-out two small rooms will increase flexibility and adaptability of the space and provide needed space for: small group instruction/tutoring, test taking, collaborative work by class groups, clubs, guest speakers, and seminars.

Heights Front Office – Security Vestibule Double Doors – \$25,000

Mr. Wertz explained the need for enhanced security at the entrance of Heights Elementary. Door locks and buzzers will be added to the secondary doors inside the main entrance along with a camera and intercom system to create a “mantrap” keeping visitors between doors to allow for better camera recognition. The exterior camera will be upgraded as well. Mr. Farmer noted Mr. Wertz wrote a proposal to the State for a \$20,000 grant. If the funds are awarded the balance would be taken out of their operating budget thereby removing the request.

Heights Roof Project – Existing Conditions Heights – Roof Designs Services – \$243,950

The existing conditions study revealed the roof is starting to fail with a 0-3 time frame suggested for replacement. Funding is for design services. Mr. Wertz said they are applying to MSBA to get on the list of projects for the next fiscal cycle. If accepted into the program the Town has sixty days to guarantee funding for the project.

- Project with/15% contingency: \$1.6 Million
- Designer/OPM services: \$243,500
- Total Project: \$1.85 Million
- MSBA Accelerated Repair: 45% +/- (reimbursement)

If they are approved by MSBA the Town’s funding for this request wouldn’t be available until July 1st according to Cindy Doherty. If they are not accepted into the program they will try again next year. Mr. Wertz noted that the Designer/OPM is assigned not chosen for this program. Mr. Gladstone asked when the assignment would happen and Mr. Wertz said he is not sure but believes sometime during the summer. Mr. Linehan asked if the schematic design number is a bid number and Mr. Wertz replied it was provided by the firm that did the existing conditions study. Mr. Linehan asked if the project will go to bid and Mr. Wertz noted that the state negotiates the fees. There was a discussion about the ratio of designer cost to project cost and comparison of square footage to the high school roof. Mr. Turkington asked Mr. Wertz if the intent is to do the roof next summer and he replied yes. Mr. Wertz noted once the design work is completed they will have better budgetary number for the next Capital cycle.

John Marcus, Director of Technology, presented the technology based capital requests which included a Power Point presentation.

Ipads & Carts (get closer to 1 per cart per grade level at elementary) – \$120,000

- Overall Goal: To be completed next year – 6 carts per building, 1 per grade level
- Currently have 3 carts per building, (4H, E)
- Request gets us to 5+ carts per building
- Essential learning tool in every part of curriculum
- Needed for new math program, STEM work, programming, Arts, testing, video presentation, communication, even typing

There was a discussion about student damage and theft. Mr. Marcus said protective cases are used and each Ipad has a 2-yr warranty and tracking device. They have had one theft but the stolen device was returned. Mr. Marcus says there are 600 ipads currently with no breakage and only 3 needing service.

Projectors (across district to replace old, broken devices) – \$26,000

- \$26k replaces about 20 projectors around the district. Replaceable projectors are InFocus, Sharp and Promethan 2003-2007.
- 250 projectors across district – just under 10%
- Essential tool in every room

Wireless Access Points (to improve wireless computing DW) – \$20,000

Additional wireless access points are needed due to increasing amounts of mobile devices. This proposal will add about 20 access points to the existing fleet. Each unit is approximately \$500.

Phone System Upgrade (East FY16) – \$19,000

Phone system upgrade at East Elementary is requested due to reliability issues and concerns with existing system such as when they lose power. Mr. Marcus mentioned the other Elementary schools will need to be upgraded in the future. The new system will be internet based like the High School and Middle.

Air Conditioning and Server Room Improvements (Heights) – \$15,000

The existing conditions study revealed the server room is too warm. The temporary a/c unit in the room is not cooling the room sufficiently. This room also services Comcast Cable and Sharon Cable TV's equipment. The project will divide the room with a 2'x4' wall and cool it with an a/c wall unit.

Laptops for Elementary Teachers – \$120,000

The purchase is for 120, 13" MacBook Airs @ about \$1,000 each for Elementary Teachers. Through Capital they have been able to provide High, Middle, Early and SPED teachers with mobile devices. Mr. Linehan asked Mr. Marcus if the teachers are trained to maximize capabilities and Mr. Marcus replied yes. There was a discussion about evaluating the computer competency of teachers. Mr. Farmer noted each teacher is evaluated through the Department of Education and if a teacher is marked as needing additional assistance they are provided an improvement plan.

Macbook Airs (allow for 1:1 access for one grade at SHS) – \$275,000

Mr. Marcus explained the goal is provide 1:1 access for one grade level at the High School. The purpose is to advance learning. The request will fund 275 students at \$1,000 per device. Mr. Marcus indicated they are leaning toward purchasing Mac products. He said the 3 year outlook is to expand to two grade levels next year eventually moving toward hybrid district support where the student's families would begin to have the option to purchase their own device. Pros and cons were discussed as well as an overview of what other communities have done. Mr. Linehan asked if the 1:1 program students are able to bring the devices home and Mr. Marcus replied yes. He also asked if the parents will buy the device through the school once the purchase program begins and Mr. Marcus indicated it would be likely in order to offer some standardization. Mr. Maidman raised concerns over the equipment becoming obsolete before its 5-year life cycle has been reached. Mr. Linehan asked Mrs. Doherty to see if the purchase is bondable. There was a discussion about Apple products versus PC products and Mr. Marcus noted he believes the Macbook Air provides the best ROI.

3 Year Outlook: Planning

By Next Year:

SHS: 1:1 at one grade level. Likely laptops and likely Mac products
SMS: Remains the same
Elementary: 5-6 iPad carts per building. Almost there for phase one

By 2017:

SHS: 1:1 at two grades. Likely hybrid district support
SMS: Replace aging Laptops. Head toward 1:1 (stay in school)
Elementary: 6+ iPad carts per building. Possibly continue expansion

By 2018:

SHS: 1:1 at three or more grades. Likely continue hybrid
SMS: Continue to get closer to 1:1. District-owned devices
Elementary: Continue expansion

Van for Pathways Programs (SPED) – \$27,000

Replacement Vans for Special Education Fleet (3) – \$81,000

Timothy Farmer, Superintendent of Schools, presented the Van replacement Capital Requests for Fran Derry. Mr. Farmer noted a spreadsheet of the van fleet life span will be sent to the Committee. They currently have three vans on order to replace a 2000, 2001, and 2004 model vans which were funded previously. They request replacement of three more vans: a 2004 with 180,379, a 2005 with 168,000 and a 2009 with 154,985 miles for a total funds request of \$81,000. The vans will go to surplus with no net increase to the fleet. A single van for SPED is requested – specifically for the Pathways Program. Mr. Farmer indicated they favor Ford vans to Chevy for their reliability. Mr. Gladstone asked about drivers taking the vans home and Mr. Farmer replied they encourage drivers to take them home as parking is an issue - noting they are not intended for personal use.

Future Meeting and Agenda Items

January 17, 2015 – 9:30am Capital Outlay Tour, Commencing at the DPW

Topics not reasonably anticipated forty-eight hours in advance of the meeting

None

Adjournment

VOTED: (8-0-0) To adjourn the meeting at 9:55 pm - unanimous