

MINUTES
CAPITAL OUTLAY COMMITTEE
January 26, 2017

The meeting of the Capital Outlay Committee was called to order in the Adult Center Multi-purpose Room at Sharon Community Center at 7:00 pm by Chair Paul Linehan.

Members Present:

Chair:	Paul Linehan
Board of Selectmen:	William A. Heitin, John J. McGrath, Walter Roach (<i>Alternate</i>)
Finance Committee:	Gordon Gladstone
School Committee:	Emily Smith-Lee
Planning Board:	Robert Maidman, Louis Modestino, Jr.
Town Administrator:	Frederic E. Turkington, Jr.

Members Absent:

Finance Committee:	Alexander Korin
School Committee:	Katie Currel-Dykeman

Others Present:

Assistant Town Engineer:	Lance DelPriore
Superintendent of Public Works:	Eric Hooper

Administrative Items

Chair Paul Linehan asked the Capital Outlay Committee members to introduce themselves.

MOTION: (Gladstone/Heitin) To approve the Regular Session Minutes of December 8, 2016

VOTED: (6-0-0) **PASSES** unanimous

Presentation – Scanning for DPW Address Files

Assistant Town Engineer Lance DelPriore introduced RICOH representatives Kyle Blossom and Matt Wright to the Committee. Mr. Blossom and Mr. Wright outlined the three main components of the project which include: image capture and scanning; indexing and file naming; and search criteria and ECM system. It was noted that detailed indexing costs more due to the increased work load. Mr. DelPriore does not believe it is necessary or cost effective to do a detailed index for the existing property files. Currently there are approximately 300,000 documents to be scanned in various formats and condition. He suggested that the legacy files be indexed globally, but with greater detail for new files. Mr. DelPriore noted that scanning the files will free up space in the DPW offices. RICOH will box up the files and bring them to their facility to be processed. RICOH then returns the original documents to the Town where they will be retained in storage. Security issues were discussed. Mr. DelPriore noted that Information Technology Director Donald Hillegass has been consulted.

Review of Draft Capital Outlay Spreadsheet and Capital Outlay Deliberations & Voting

Mr. Turkington reviewed the draft Capital Outlay Spreadsheet with the Committee. The funding model shows that an \$8M project for Town office rehabilitation/addition or replacement and replacement of the

Heights Elementary School roof can be accommodated within the debt model used by the COC and without a debt exclusion vote.

Preliminary votes were taken on the capital budget. The committee voted not to include funding for the civil defense signs, requesting that this item be considered in a future year as part of consideration of upgrades to the AM station signal.

The committee voted to defer to FY2019 replacement of the animal control van, citing the low mileage while recognizing the risk for potential mechanical repairs over the next 18 months.

While continuing to support the purchase, the committee would like additional information on the availability and timing of grant funding to offset the \$57,000 purchase of the COA van in order to refine the debt financing model.

The committee asks the School Department to confirm the budgeted amount for the Heights generator. At the tour, it was suggested that engineering was required to develop purchase specifications and could impact the project budget.

The committee has deferred inclusion of the Town office rehabilitation/addition or new facility project pending further information from the Sharon Standing Building Committee and Board of Selectmen. For illustration purposes only, the debt model attached includes \$8M for a project. While in support of the Heights roof project, the COC invites further discussion with the Finance Committee as to whether this project will be funded as a stand-alone appropriation / article because of MSBA requirements or be considered under Article 6.

Lastly, the committee deferred final vote on the inclusion of the 1:1 laptop initiative for a third consecutive year pending a presentation by Dr. Marcus on February 6 and further information on precise funding needs (student count, offset by parent acquisition, etc.). The committee invites further discussion with the Priorities Committee and Finance Committee on the appropriate method of financing this purchase. Some have argued that the laptops are a learning tool similar to text books that should be funded within the School Committee operating budget. If so, it would be appropriate to provide additional cash capital funds in FY2018 as part of a strategy to shift acquisition to the SC budget over a couple of fiscal years. This strategy could also include a one-time allocation to the SC operating base to shift the amount currently scheduled for borrowing (\$169,000). More discussion is needed before final budget decisions are made in March for the ATM Warrant.

Omnibus vote of the Capital Outlay Spreadsheet was taken excluding the following items held for further discussion.

MOTION: (Gladstone/Heitin) To approve the Capital Outlay Spreadsheet excluding items discussed
VOTED: (6-0-0) **PASSES** unanimous

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

None

Adjournment

VOTED: To adjourn the meeting at 8:25pm- **Unanimous (6-0-0)**