

MINUTES
CAPITAL OUTLAY COMMITTEE
November 30, 2017

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

Members Present:

Chair:	Paul Linehan
Board of Selectmen:	William A. Heitin, Walter B. Roach, Jr.
Finance Committee:	Gordon Gladstone, Anja Bernier
School Committee:	Marcy Kaplan, Emily Smith-Lee
Planning Board:	Robert Maidman, David Blaszkowsky
Town Administrator:	Frederic E. Turkington, Jr.

Members Absent:

Finance Committee:	Alex Korin
School Committee:	Katie Currul-Dykeman
Board of Selectmen:	John J. McGrath

Others Present:

Recreation Department:	Linda Berger, Recreation Director Jonathan Lewitus, Assistant Recreation Director
Department of Public Works:	Eric Hooper, Superintendent of Public Works
Police Department:	Police Chief Tilden Kaufman Deputy Police Chief John Ford
Fire Department:	Fire Chief James Wright
Civil Defense:	Michael Polimer, Director Michael Cormin, Deputy Director Charles Levine, Member

Administrative Items

Chair Paul Linehan asked the Capital Outlay Committee members to introduce themselves. The Board approved meeting minutes from the previous capital cycle.

MOTION: (Heitin - McGrath) To approve the regular session minutes of January 26, 2017, February 6, 2017 and March 22, 2017

VOTED: 6-0-2, (Kaplan and Blaszkowsky abstained) **MOTION PASSES**

Review of Mission Statement, Borrowing Criteria & Definitions

Chairman Paul Linehan read the Capital Outlay Committee mission statement and reviewed the guidelines and definitions. The current benchmark for borrowing is 6% of the net operating budget with actual borrowing for FY'18 at 4.47% of the operating budget. Mr. Turkington noted that the Town's current bond rating is Aa3.

- Debt Service as a percentage of operating budget – 6% of “net” operating budget is the benchmark for the yearly Capital budget less overrides and water appropriations
- Capital Outlays- COC Request Minimum Qualifications – \$10,000 value, 5-year lifespan

- Inside, non-exempt debt (capital borrowing) – the Town’s normal borrowing, what it is included in the normal budget
- Excluded Debt – overrides and water debt, special borrowing outside the COC purview; examples: *New High School, Public Safety Building*
- Terms of Borrowing – Issue bonds with statutory time limits for borrowing of 5, 10 & 20 years; examples: *5 Yr-Vehicles; 10 Yr-Heavy Equipment; 15 Yr-Pumper; & 20 Yr-Buildings; Roads 10-20yrs*
- Bond rating – determines credit worthiness; effects cost of borrowing
- Debt Reduction Plan – plan to reduce reliance on borrowing
- Bundling – grouping of smaller capital purchases to meet the \$10,000 threshold criteria; examples:
 - *technology items such as computers*

Recreation Department Requests

Recreation Director Linda Berger and Assistant Recreation Director Jonathan Lewitus

FY’18 Capital Review

The safety netting project at Ames Street is complete with a balance of \$1,206. Other FY’18 projects were deferred to the Community Preservation Committee (CPC) for Community Preservation Act funding (CPA).

FY’19 Capital Requests

- *Additional Dr. Walter A. Griffin Playground renovations \$123,000*
- *Cameras at Veterans Memorial Beach & Playground \$21,928*
- *Gator for Veterans Memorial Beach \$19,000*
- *Veterans Memorial Beach improvements \$82,212*

Ms. Berger explained that this year’s greatest priority is security cameras at Dr. Walter A. Griffin Playground and Veterans Memorial Beach to guard against vandalism and illegal dumping. They have been experiencing issues with bathroom vandalism which has caused frequent closures. The Recreation Advisory Committee feels the cameras will deter future problems. Mr. Gladstone asked if the cameras will be monitored; Ms. Berger said they will be spot-checked and reviewed when problems arise. The Committee discussed privacy concerns and would like to have a policy in place for filming and footage retention. The addition of signage was suggested. Ms. Berger will gather more information on the warranty and service plan for the committee. Mr. Linehan noted the cost of a service plan should be factored into the operating budget.

Ms. Berger explained that the scope of work for the Walter A. Griffin Playground renovations and Veterans Memorial Beach improvements falls under CPC’s guidelines and plans to make a request for CPA funding, returning to COC if unsuccessful.

The request for a Gator for Veterans Memorial will help with trash removal and assist with raking and geese waste at the beach and will be stored in the shed.

Ms. Berger noted that a splash pad with LED lights is in her five year projection.

Department of Public Works

Superintendent of Public Works Eric Hooper

Capital Review

FY’16

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The roads projects are complete with a balance of \$1,782 and the ADA compliance project has a balance of \$14,731.

FY'17

Truck on order with little balance, if any, expected to be returned. Town Hall Design fund has a balance of \$99,900 which may be re-appropriated.

FY'18

The roads item is still open with projects still being completed. East Foxboro Street will be repaved next year following water work completion.

FY'19 Capital Requests

Roads & Sidewalks

- *Mitchell/Laurel Street sidewalks \$250,000*
- *William Road sidewalk, Bishop Road sidewalk reconstruction, Community Center access road new sidewalks \$430,000*

The William and Bishop Roads area project will provide new sidewalks and roads following recent utility work. Mr. Hooper explained that water lines last have an estimated life of 100 years; roads typically last 20-30 with maintenance such as crack sealing and cold plane overlay until complete reconstruction is necessary at approximately 40 years. The Community Center access road will be resurfaced with the addition of new sidewalks.

Building Improvements/Facilities

- *DPW Office maintenance, replace siding/trim, windows, Supervisory double wide trailer back-up generator \$110,000*

Mr. Hooper explained that the DPW building is in need of maintenance and improvements. No renovations have been made to the building since it was built in 1981. The windows have failed seals and poor insulation and the trim and siding are rotting or peeling off. The carpet has only been replaced once and the interior was painted once by office staff after hours. The original wood paneling remains intact. The project will replace the windows, siding and trim. It will also provide a back-up generator for the Supervisor double-wide trailer which does not have emergency power despite being used as a command center during storms; all snow operations are handled from that building. The generator will run off natural gas, which fortunately was planned for during the recent Public Safety Building project by Gordon Gladstone of the Standing Building Committee. The gas line and stub were put in place during that construction.

Administration

- *DPW computer & software: AutoCAD, GIS, WaterCAD, SeeClickFix, ViewPoint, iFormBuilder, iDataCollect, PlanGrid, Property file cloud drive \$35,161*

The request for computer software and hardware supports the needs of the DPW/Engineering computer and software requirements which includes CAD for plan review, water modeling, form development, project status and tracking as well as property file cloud drive. Chairman Linehan asked Finance Director Krishan Gupta to confirm if software is bondable; Mr. Gupta believes it could be.

Equipment

- *Dump Truck \$214,000*

- *Backhoe grapple bucket \$16,500*

The request for a new dump truck and plow will replace a 1996 front line plow truck with 186,000 miles on it. The vehicle has no salvage value; scrap only. The new truck will be a single axel truck; Mr. Hooper explained that they are moving away from double axel trucks as they tend to require more maintenance and requires a Class A driver's license to operate. The grapple bucket they are seeking to purchase is one with a thumb attached which is very useful for moving trees.

Police Department Requests

Police Chief Tilden Kaufman and Deputy Police Chief John Ford

FY'18 Capital Review

Tasers were purchased and issued with no funds to return. The cruiser purchase is on target.

FY'19 Capital Requests

- *Vehicle replacement - 3 cruisers \$120,000*
- *Cruiser computers \$36,300*

Chief Kaufman presented the Police Department's request for 3 new cruisers. The vehicles with the highest mileage are replaced and circulated to other departments, when possible. He noted that the yearly budget for vehicle replacements should work for now, but may trend up, as some of the high tech equipment they were previously able to transfer from the old cruisers is no longer compatible with new cruisers. That cost may need to be factored in to future requests.

The Police Department also requested 5 new cruiser computers to replace old, slow devices that are out of warranty. They have been experiencing problems with them jamming up.

Fire Department Requests

Fire Chief James Wright

FY'18 Capital Review

Ambulance stretchers were purchased with no balance to return. Laryngoscope/IV pumps are on hold as State rules now may not require the IV pumps. Bunker gear has been ordered and will be in by year end. Defibrillators have been deployed with no funds to return. Ladder truck is nearing completion with a surplus. Radio receiver site from FY'17 is nearing completion.

FY'19 Capital Requests

- *Engine replacement \$750,000*

Chief Wright presented the department's request for a new Fire Engine which includes certain specialty equipment such as the jaws-of-life built-in the purchase price. Currently, there are no grants available for this equipment. Mr. Maidman asked how many manufactures there are; Chief Wright said there are a few, but he prefers to use the same one to maintain standardization, adding that the service company is one town over. He noted the price will jump \$20,000 at year end. The new engine will replace Engine 2, a 1996 Pierce fire engine with significant rot and in need of repairs rather than Engine 3, which is older (1992) but has served in a lessor role resulting in less wear and tear. Chief Wright explained that the undercarriage rots from exposure to road salt and that they are currently in the process of purchasing an undercarriage cleaner.

Civil Defense Requests

Michael Polimer, Michael Cormin and Chuck Levine

FY'17 Capital Review

The FY17 Cable boxes have been purchased with a minimal balance remaining.

FY'19 Capital Requests

- *Replacement quarters \$300,000*

Mr. Polimer read a prepared statement appealing to the Committee for new quarters for their operations as they will be without once the fire station is torn down to make room for the new Town hall next year. Civil Defense is seeking a 30,000 square foot, heated building with a restroom, 200 amp electrical service, communication tower, propane, cable and internet. The goal is to get all of the equipment and supplies under one roof. They would like to have at least as much space as they had with additional room for expansion, ideally a 50'x60' building.

There was a lengthy discussion about the potential location of the building and specifications. Mr. Turkington noted he has been working with Civil Defense to scour locations that could be fall back for future use beyond Civil Defense. Some suggestions included:

- Sandy Ridge Circle, a location across from Heights Plaza that could potentially serve the Department of Public Works in the future, located one block away for other municipal services
- Mountain Street landfill site, could be a great re-use but land contours could be challenging
- Deborah Sampson Park, location could also potentially provide the Recreation Department with additional storage space. Mr. Polimer discussed this possibility with the Recreation Advisory Committee and was informed they currently have higher priorities. Location of the building on that site would be very limited.

Chairman Linehan appreciates Civil Defense's evaluations of the proposals presented. He likes the idea of coupling this effort with another department. Mr. Linehan asked Civil Defense to firm up the location details with Mr. Turkington and return to the committee for an additional presentation.

Adjournment

VOTED: Heitin - Maidman (8-0-0) To adjourn the meeting at 8:52 pm - unanimous