

MINUTES
CAPITAL OUTLAY COMMITTEE
December 7, 2017

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

Members Present

Chair:	Paul Linehan
Board of Selectmen:	John J. McGrath
Finance Committee:	Gordon Gladstone, Alexander Korin
School Committee:	Emily Smith-Lee
Planning Board:	Rob Maidman, David Blaszkowsky
Finance Director:	Krishan Gupta

Members Absent

School Committee:	Marcy Kaplan, Katie Currul-Dykeman
Board of Selectmen:	William Heitin, Walter Roach, Jr.
Town Administrator:	Fred Turkington, Jr.

Others Present

School Superintendent:	Dr. Victoria Greer
Assistant Superintendent for Information Systems & Administration:	Dr. John Marcus
Director of Maintenance & Operations:	Kenneth Wertz

Administrative Items

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

School Department Requests

Dr. Greer, Dr. Marcus and Mr. Wertz

FY'18 Capital Review

Dr. Greer noted the beginning balance for FY18 purchases was \$926,500 and is currently down to \$443,438.25. Bids for the vehicle purchase were delayed; they are in the process of making those purchases now.

Dr. Marcus explained that the 1:1 purchase is mostly spent with approximately \$7,000-\$8,000 remaining for contingency purchases. There is a purchase order in place for the wireless access points which should be installed within the next month. Half of the projectors have been installed with the remainder to be installed during December vacation. The laptops have all been purchased and with no balance to return.

Ken Wertz updated the Committee on the facilities projects status. He is working with Dr. Marcus on finalizing the library furniture. The Cottage and East fire alarm panel projects are complete. The Window treatment project is currently out to bid for miscellaneous replacements district wide. Mr. Wertz is putting together an RFS for design services for the Heights generator project. The ceiling tile replacement and masonry project for Heights Elementary have been on hold awaiting roof project completion and favorable weather for the masonry work.

Chairman Linehan asked if any projects have been closed out with funds to return to the town; Dr. Marcus replied that in terms of technology they are still finishing the projector and wireless access point projects. He noted there may be a small amount returned from 1:1 MacBook project. Dr. Greer explained that one of the replacement vans is lift equipped which is costly so there may not be any funds to return, and possibly not enough to purchase three as intended. Mr. Wertz noted that the fire alarm project came in over budget which will be absorbed out of the operating budget. He doesn't anticipate any funds will be returned for the shades, perhaps a small portion for the ceiling tile project and none from the masonry project.

FY'18 Capital Requests

Director of Maintenance and Operations Ken Wertz presented the facilities requests for the School Department.

Acoustics

- *DW- Acoustics \$40,000*

They are currently working one grade level at a time to install acoustic amplification systems district wide. They have seen a rise in the number of students with cochlear implants. Mr. Wertz explained that the amplification will enhance the improvements that have already been done with carpeting and acoustic ceiling tiles. The price includes installation and will go out to bid. The company they intend to use serves as manufacturer, supplier and support representatives. Mr. Maidman asked if this is a requirement for accreditation; Dr. Greer replied no, just part of universal design which provides access for all.

Furniture

- *DW - Replacement classroom furniture \$23,000*

They are looking at a change in furniture centered on the team-based learning concept. New options have sensory movement and are easy to rearrange. They are also looking into a standing height desk option. Mr. Maidman asked the anticipated longevity of the new furnishings; Mr. Wertz replied 15-20 years. The committee had concerns over moving parts and if it would be factored into the maintenance plan and unwanted movement which may become a distraction in the classroom.

District Wide Projects

- *Cottage Elementary - replace doors in Kindergarten stairwell \$30,360*

The request is to replace the original Kindergarten stairwell doors and frame circa 1958. The doors are not connected to the fire system; every other area of the school has a smoke door.

- *DW- painting projects (phase 1) \$36,000*

This project is for district wide painting. Mr. Wertz does not have enough money in the operating budget for a painting line item. Considering the project would be classified as maintenance, Chairman Linehan does not believe it qualifies as a bondable item; Mr. Gupta is going to verify.

- *East Elementary - Upgrade lighting (design) \$12,500*
Upgrade lighting (energy efficient) \$165,000

Mr. Wertz explained that the lighting upgrade request follows last year's upgrade at Cottage Street Elementary. Since the installation they have seen significant savings and believe it is well worth expanding to East. The project cost includes rebates. Finance Director Krishna Gupta asked if the Town pays the full amount and receives the rebate money later on; Mr. Wertz explained that he negotiates for the installer to receive the rebates directly with that amount deducted from the final cost.

- *High School - Cafeteria fire doors \$46,125*

The doors are circa 1960 and not tied into the fire alarm system. It is written up by the Building Inspector and Deputy Fire Chief each year as non-conforming. The project will replace three sets of doors. Mr. Maidman asked if there are alternatives; Mr. Wertz replied that retrofitting would be difficult as the existing doors are asbestos filled.

- *Heights Elementary - Library Air conditioning \$68,150*

The Heights Elementary School library does not have air conditioning and currently houses the Community Education SPED summer program.

- *Heights Elementary - Parking lot repair (design) \$100,000*

The Heights Elementary parking lot was installed in 1994 and has had approximately \$10,000-\$15,000 in patching and repairs. The request is for a conceptual design and traffic study. Mr. Maidman feels the cost seems high. Mr. Wertz noted that he has been consulting with Town Engineer Peter O'Cain. Mr. Linehan asked who determines if it can be cold planed; Mr. Wertz replied that it would have to be sampled. Mr. Gladstone asked if a Request for Proposal will go out; Mr. Wertz replied yes and that he handles the bid process. He further explained that if undershoots the cost and falls short they will not be able to proceed with the project until the next Capital Cycle when all the funds are available. The committee would like to see a contingency vote that would apply any surplus design funds to construction costs. Mr. Korin noted the project may need renaming.

School Vehicles

- *Replacement vans - SPED Fleet (3) \$90,000*

Three older vans need replacing:

- Van 10 - 2009 Chevy. 179,000 miles. Dead engine, rust, seats
- Van 16 - 2009 Chevy. 137,000 miles. Rust, break lift, unreliable
- Van 26 - 2005 Ford. 231,000 miles. Rust, wheels, only limited distances

Dr. Greer explained that they may need to increase the request in order to replace a wheelchair van which costs \$40,000-\$50,000. Mr. Linehan noted that the vehicles should be traded in when possible and that they may need to consider the Town's new Energy Efficient Policy when purchasing new vehicles.

District Technology

- *Projectors - replace old/broken devices across district \$25,000*

The school has 250 projectors district wide and replaces about 15 per year. Some classrooms have switched to monitors.

- *Wireless access points, servers, etc. \$25,000*

Wireless access points to enhance the wireless capabilities within the school buildings district wide.

- *Replacement computers for SMS (6th & 7th) Carts (2yr cycle) \$100,000*

Replacement laptops for Sharon Middle School 6th and 7th grades which will consist of 50 MacBooks Airs and 150 Chromebooks for year two of the two-year plan.

- *Teacher laptop repairs (hold on large purchase replacement) \$14,250*

The committee noted that repairs do not qualify as a Capital request.

- *MacBook Airs 1:1 - SMS 280 students, \$800/device (borrowing) \$38,000, (cash) \$150,000*

The request for MacBook Airs will allow for 1:1 access expansion for incoming 8th grade students. The program costs have been defrayed by the buy your own device (BYOD) program and falling prices. Students may purchase the MacBook at an incentivized price of \$720 which would be \$899 in the store plus tax. Dr. Marcus explained that they purchase 10% in contingency devices to be used as loners or replacements.

This year they launched a ChromeBook pilot program for 6th and 7th grade. Dr. Marcus explained the Chromebooks have come a long way, and the School continues to look further into financially driven viable alternatives to the MacBooks, however the functionality is still not as powerful as the MacBook. Dr. Marcus noted that the ChromeBook prices have been trending up because of their added capability.

The devices are designed to last from 8th grade through 12th. At the end, the school owned devices will be repurposed or sold.

Adjournment

VOTED: Heitin - Maidman (6-0-0) To adjourn the meeting at 8:49 pm - unanimous