

MINUTES
CAPITAL OUTLAY COMMITTEE
December 4, 2023

Members Present

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

Members Absent

Select Board:	Emily Smith-Lee (Alternate)
School Committee:	
Finance Committee:	
Planning Board:	

Others Present

School Department:	Dr. Peter Botelho, Superintendent Ellen Whittemore, Finance Director
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Administrative Items

Mr. Heitin called the meeting to order at 7:00 pm.

School Department

Dr. Peter Botelho presented the School Department capital requests for the budget cycle.

It was explained that the requests of the School Department are like those of past years. In accordance with their previous requests, the technology goals are to replenish 20 percent of the device inventory every year to avoid replacing equipment at one time. The district can eliminate its FY25 capital request for classroom audio systems as the final phase of system refresh will be completed in FY24. Beginning in FY26, a smaller request of \$25,000 will be included for expended replacement of speakers or other parts. The district decreased the funding request for FY25 to replace Chromebooks and elementary iPads. The district is requesting \$27,500 for the replacement of 55 outdated or obsolete devices.

Many facility needs were passed along from prior years. The district continues to review the facilities assessment that was conducted in 2021. The elementary master plan is in the final stages of completion and includes recommendations for space reconfiguration to gain classroom space.

The presentation concluded with the status of prior capital expenditures. The School Department expects to return \$103,700 in remaining funds for completed projects and is evaluating roof projects at Cottage, East, and

Heights schools. The funds for the playground resurfacing project requested for fiscal year 2023 will also be returned.

The committee asked whether grant funding has been sought for replacement of musical instruments as done in the past. The Music Drives Us nonprofit organization has provided grant funding in the past.

There was a question about the gymnasium ceiling fans and how the priority for replacement ranks against carpet replacement. Dr. Botelho explained that the major industrial fans for improved air circulation in the summer were installed at Cottage years ago. Carpets are certainly a much more pressing expenditure.

The committee thanked Dr. Botelho and Ms. Whittemore for their time this evening. The committee will meet next for the facilities tour. The date is tentatively set for January 27, 2024, and will be confirmed by email. Seeing no further business to come before the Committee, Mr. Heitin adjourned the meeting.

MOTION: To adjourn at 7:34 pm.
(Switlekowski – Pierre-Louis)

VOTED: 7-0-0 **PASSES**

List of Documents

- Department capital requests
- FY24 summary
- Five-year summary