

**MINUTES**  
**CAPITAL OUTLAY COMMITTEE**  
*January 28, 2021*

*Members Present*

Chair:	Paul Linehan
Select Board:	William Heitin, Hanna Switekowski
Finance Committee:	Ann Keitner, Anja Bernier
Planning Board:	Rob Maidman
School Committee:	Adam Shain
Town Administrator:	Frederic Turkington, Jr.
Finance Director:	Krishan Gupta

*Members Absent*

Planning Board:	David Blaszkowsky
School Committee:	Katie Currul-Dykeman

*Others Present*

Fire Chief:	James Wright
Police Chief:	John Ford
IT Director:	Donald Hillegass
Civil Defense Director:	Michael Polimer

**Administrative Items**

The meeting of the Capital Outlay Committee was called to order on Zoom at 7:00 pm by Chair, Paul Linehan.

**MOTION:** To approve the regular session minutes of November 19, 2020, and December 3, 2020.  
(Heitin-Bernier)

**VOTED:** 5-0-0, **PASSES**  
Roll call vote: Heitin, Switekowski, Keitner, Bernier, Shain voting in favor of approval

Before beginning deliberations, Mr. Linehan explained the Capital Outlay prevailing philosophy. This committee is fiscally conservative with borrowing with the understanding that all funds essentially come from the same pocket and reviews capital requests as carefully as possible. Debt reduction is the primary focus, and this is done by shifting capital expenses to direct purchase. Finance Director, Krishan Gupta provided a spreadsheet which outlines the five-year history of cash capital.

A brief history on the Town's debt was given. Until 3 years ago, a formula was used that represented debt as percent of the budget. Debt service has trended down by 3 percent over five years which helps the Town to afford projects like the high school.

With respect to short duration borrowing, Moody's and other rating agencies look at the percent of retired principal, using 10 years as a benchmark. Sharon is currently at 74.7 percent retired at the ten-year point.

**Department facilities/equipment presentations**

In lieu of a facilities/equipment tour due to COVID, Mr. Gupta displayed and reviewed the materials provided by each department as a slideshow for the committee. Committee members were provided these materials ahead of the meeting as part of their meeting materials.

## **Deliberations**

Mr. Linehan explained that, as done in the past, he would go through the list of capital items presented by each department and take an omnibus vote on all items except those that are held for further discussion.

### **CIVIL DEFENSE**

*12kW Three phase generator* **HOLD**

### **INFORMATION TECHNOLOGIES**

Town wide replacement/upgrade of security cameras

### **DEPARTMENT OF PUBLIC WORKS**

Operations equipment replacement

Roads - various Chapter 90 road projects

Roads and sidewalks

### **FIRE DEPARTMENT**

Quick response vehicle

Thermal imagers

*Rescue boat* **HOLD**

*Snowmobile/Ice rescue* **HOLD**

Firefighter bailout equipment

### **POLICE DEPARTMENT**

Replacement of two police cruisers

### **SCHOOL DEPARTMENT**

Wireless access points

1:1 Chromebooks

Teacher replacement devices

Projectors/Monitors

Replace network hub switches

Classroom desktop computers - update

Classroom audio systems

Firewall replacement

iPad replacement

DSLR cameras

Cottage - New roof top unit (1)

Portable radio replacement (40)

Snow removal equipment

East - security cameras & access controls

East - Energy Recovery Ventilator ceiling hung units  
in 4 modular classrooms (4)

East - new RTU (1) nurse office

*Heights - traffic/parking lot additional funding* **HOLD**

Heights - security cameras and access controls

Heights - new RTUs (2)

DW Replacement furniture - classrooms

SPED vans

Mr. Linehan reminded that the Capital Outlay Committee has no purview and will not vote on Water Department items.

**MOTION:** (Heitin-Keitner) To approve all but four (4) held items, the Civil Defense generator, Fire Department rescue boat and snowmobile/ice rescue, and Heights Elementary parking lot additional funding.

**VOTED:** 6-0-0 **PASSES**

Roll call vote: Heitin, Switekowski, Keitner, Bernier, Shain, Maidman voting in favor of approval

## **Held Items**

### **Fire Department rescue boat and snowmobile/ice rescue**

Ms. Keitner feels that given the financial position of the Town at this time; it would be best to delay the approval of this item. Her feelings haven't changed since the last budget cycle. She feels the same about the snowmobile and ice rescue equipment.

Mr. Maidman was concerned about the Town's liability is if something were to happen and the Town didn't have this equipment. A brief discussion followed regarding liability, insurance coverage, and deductibles.

It was asked where this equipment would be housed. It is proposed that the rescue boat will be housed at Public Safety. Chief Wright further explained that the rescue boat would always be ready; it would be hooked up to a vehicle and easily deployed.

**MOTION:** (Heitin-Switekowski) To approve the Fire Department request for a rescue boat in the amount of \$30,000.

**VOTED:** 4-3-0 **PASSES**

Roll call vote: Linehan, Heitin, Switekowski, Shain voting in favor of approval; Keitner, Bernier, Maidman opposed.

**MOTION:** (Heitin-Switekowski) To approve the Fire Department request for a snowmobile/ice rescue in the amount of \$25,000.

**VOTED:** 5-1-0 **PASSES**

Roll call vote: Heitin, Switekowski, Shain, Keitner, Maidman voting in favor of approval; Bernier, opposed

### **Civil Defense Generator**

Ms. Bernier remarked that her feelings on this item haven't changed since the last budget cycle. Ms. Bernier explained that her concern is not about the amount of the generator, rather about need. If the generator is not immediately necessary and the chance of it being used is so small, it makes it nice to have but not necessary.

**MOTION:** (Heitin-Keitner) To approve the Civil Defense request for a 12,000-kW generator in the amount of \$11,000.

**VOTED:** 5-1-0 **PASSES**

Roll call vote: Heitin, Switekowski, Keitner, Shain, Maidman voting in favor of approval; Bernier opposed

### **Heights Parking Lot**

Discussion on this item centered around the amount of contingency and requirement for oversight/management of the project. Mr. Maidman asked what a reasonable number for contingency would be. Mr. Turkington advised that 15% would be the maximum and of that, 5-7% would be a reasonable amount to set aside for management of the project. Given historically low interest rates and the fact that the project needs to be done due to its very poor shape, it may not be prudent to keep putting this off.

**MOTION:** (Heitin-Bernier) To approve additional funding for the Heights Parking Lot in the amount of \$937,176.00.

**VOTED:** 6-0-0 **PASSES**

Roll call vote: Heitin, Switlekowski, Shain, Keitner, Bernier, Maidman voting in favor of approval

**MOTION:** (Bernier-Heitin) To adjourn the meeting at 8:10 pm.

**VOTED:** 6-0-0 **PASSES**

Roll call vote: Heitin, Switlekowski, Shain, Keitner, Bernier, Maidman voting in favor of approval