

CIP COMMITTEE MEETING

Saturday, March 9, 2019 8:00 AM

Andrew A. Gala, Jr. Meeting Room - Town Hall

Purpose: To Review the Five Year Capital Plan and the Capital Requests from Departments for Fiscal Year 2020

In Attendance: David Feldman, Sue Dring, Bill Keegan, Amy Berdos, Roger Hill, and Christopher Laviolette

MINUTES

8:00AM – Meeting called to order by Bill Keegan.

Minutes from the August 21, 2018 Meeting were approved by a vote of 4-0 (David Feldman was absent from the Meeting on August 21, 2018).

8:05 AM - Town Clerk

Bob Cutler, Town Clerk – audio difficulties encountered at start of the hearing. Bob's request was for new voting machines which would replace existing voting machines. Bill's question to Bob – How many machines currently?

Possible to replace a few rather than all? Not possible because of technology issues with new machinery. Roger's question – if you lose another machine and can't find replacement parts, could borrow one from existing vendor. Sue asked if machine connected to internet in any way? Bob indicated that they were not but the technology is possible. Chris' question was regarding per unit cost differences between the units. Bob indicated that difference was for add-ons. Total request was for \$30,000.

8:15 am – Recreation Commission

Debbie Giardino presenting request for new structure and surface at the Booth Playground. Third party inspection of existing structure indicated multiple deficiencies and non-compliance with ADA requirements. Cost to replace surface is \$45,000. Cost of equipment is approximately \$44,000. Cost contained to \$89,000 with assistance from the DPW. Recreation Commission indicated it can contribute an additional funds from other resources not part of the Town's operations. Additional funds would be used to extend surface beyond what was presented by Debbie in pictorial presentation. Bill's question regarding non-compliance issues, is there a letter from the State regarding non-compliance? ADA Access board has been policing local communities for non-compliant access to recreational areas. Poured in place surface warranty is 5 years. A clear binder coat can be applied at the 5yr mark can extend life of surface before replacement. M.E O'Brien did a third party report on Recreation Department's inventory of equipment including status of Booth Playground. Sue's question – how long has been a playground present. Debbie indicate it has existed for at least 50 years. Benches and picnic tables to be placed strategically around the surface area.

8:30 AM Historical Commission – Mark Ferencik

Mark passed out handouts to committee member prior to start of hearing. Six cemeteries owned by the Town. Started in January 2017 documenting status of markers and headstones. 400 total markers, 160 stones in really tough shape. Had an outside consultant train commission members with marker restoration. Handouts issued show the condition and repairs made to sample marker. Mark indicated that most of the work could be done by commission. Not certain of total cost to make repairs but believe a \$25,000 contribution could get them started well on the way to making repairs. Commission would also seek out other funding sources, i.e. grants to assist.

Bill Keegan – indicated prior experience with this type of project. Appreciative of the work and effort put forward by the commission. Have all stones been identified? Mark referenced his spreadsheet book – approximately 400 stones. \$25,000 is a relatively small request.

Amy Berdos – age of stones – some go back to 1700's.

David Feldman – is this first time request has been made? Yes, "Glad to see request has been made."

Sue Dring – some of the money requested would be for solvents to clean stones most of the money would be used for professional assistance.

8:45 AM Municipal Buildings – Tony Moussalli

Tony had handouts for the committee. Discussion regarding Old State Hospital on Town land. Tony concerned about public safety hazard relative to the building. Looking for \$150,000 for demolition of the building. Tony indicated that remaining land could be repurposed for municipal use once demolished. Environmental abatement (asbestos) would be majority of the cost of demolition. Tony's handouts were pictures of the building. Building located on Payson Road on old state hospital property.

Town has owned property for approximately 20 years.

How much for abatement and how much for other cleaning? \$90k for abatement, \$60k for cleaning/demolition.

Could project cost more because of unknown hazardous material? Yes, there could be more environmental remediation necessary.

Any possibility of state grant funding for cleanup? Tony indicated there was.

Jim DeVellis – toured building for possibility of saving steel structure and constructing outdoor pavilion with addition of a new floor. Company interviewed by Jim would perform demo, construct new concrete slab and save steel structure for re-use.

Roger asked about asbestos in basement area of building. This is the unknown portion of remediation cost at this point.

Request on CIP list for first time. Bill suggested forming group to study re-use of the property before

moving forward.

Roger asked about keeping public out of building, boarding up the building occurs regularly and costs anywhere between \$3,000 and \$5,000 annually.

The building is locked but public still able to access interior space.

David suggested adding a wireless web cam to provide round the clock surveillance of the interior.

Heather Harding – Recreation Commission chairwoman joins hearing on improvements to the Town's Common. Request is for \$150k for electrical system upgrade. First time request has been made.

Obstacles to conducting programs as a result of poor electrical outlet placement and condition. Situation is dangerous.

Group formed to review system and make recommendations for improvements. Tony Moussalli consulted on electrical requirements.

Farmer's Market, Christmas Tree lighting, and other programs difficult to operate under existing conditions.

Looking to revitalize downtown area. Want to illuminate the common on a year-round basis.

Bill Keegan – request was initially the result of desire to put up holiday lights at Christmas time. When was last time any significant spending on the common? Perhaps 50 years or more. Benches and sidewalks need replacing. Existing electrical system is direct burial but a conduit would be installed in a new system.

Lot of effort necessary to maintain current condition. Investment needed to fix/upgrade the common. Not certain that Town can commit \$150k in FY 20, but recognize the need.

David – any bids on lamp posts, conduit, and wiring. Lamp posts are the variable in total cost. Tony estimates \$50k for basic conduit and wiring installation.

Heather – lamp posts to be designed to match existing lamp posts.

David – does it make sense to break project into two parts: electrical work first and then request to replace lights/lamp posts?

Tony – lamp post bases will be pre-wired.

David – infrastructure project that is Town's responsibility and necessity.

DPW will do all the trench work to save money on project.

Jack Authelet – historical perspective on the Common. Responsibility to take what was given in the past, maintain it, improve it, and then pass it on to future generations.

Sue – describe electrical system, is it dangerous.

Tony – system is direct buried. Can't plug anything in during wet weather.

9:15 AM Foxborough Public Schools – Amy Berdos, Superintendent and Bill Yukna, Business Manager

Bill Yukna presented four items – 3 standard requests and one for non-standard request for Burrell School.

First item was for information technology. (Aaron Hyre IT director joined discussion) Current request was for \$190K. Aaron indicated scope of request would provide maintenance and/or replacement of equipment and network infrastructure. Consideration given to instructional programs and what technology needs would be required.

Bill K – difference between annual requests? Has increased from \$150k to \$190K over past 10 years.

Bill Yukna – 2nd request was for 2 full size buses. Replacing one 2009 bus with a rusty frame; a 2011 bus also needs replacing due to frame issues. Cameras now placed on buses for safety of driver and children. Request is for \$160K.

3rd request – copier replacement. 8,000,000 copies annually. Idea of paperless society not reality due to amount of testing involved. Buy new machines with 3 year warranties. Machine anticipated to last 3 years and replaced at that time on a revolving basis.

David – is the amount of copies cost prohibitive to leasing rather than purchasing.

Bill Y – if we can get 4 or 5 years out of machines rather than 3 purchasing is more cost effective than leasing.

Sue D – how many copiers in district.

Bill Y – 22 copiers in district.

4th request – sewer connection/expansion at the Burrell School. \$30k request. This project would be in advance of the renovation and repair project on the building.

9:45 AM Information Systems – Aaron Hyre

Couple of requests – computer hardware/software, network maintenance. Annual requests have been to replace old technology. Money vital to town's operations. Can't go without technology without detrimental effects on the employees and the public as productivity would decline/suffer.

First request is for \$150k to replace obsolete equipment and network infrastructure. There are approximately 350 desktop computers under IT's authority.

Sue D – how much is training cost/software cost.

Aaron – most of money is for desktop computers and ancillary software licensing.

2nd request – \$75K for substantial investment in technology for GIS software. Track and share permitting and licensing information.

Bill K – solution is customer-centric. Data interoperability is enhanced, efficiency greatly enhanced, remote access possible. This solution also greatly improves and enhances existing GIS capabilities.

David – will software run on existing infrastructure?

Aaron – Solution is a cloud-based system.

Chris – issue of non-payment of taxes fees and whether system/solution could enhance efficiency in making determination of delinquency.

10:00 AM Joint Public Safety Building – Aaron Hyre, Lt. Michael Grace, and Deputy Chief Buckley

Request is for safety/security cameras.

Aaron – public safety building approximately 15 years old as is the existing equipment which is no longer serviceable, obsolete and in need of replacement. Unable to add additional cameras at this time. Audio capability is almost non-existent. New technology would address these deficiencies. Cameras used to determine building security, i.e. open/closed doors to sensitive areas. New equipment will allow expansion beyond joint public safety building to most if not all of remaining public buildings/spaces.

Lt. Grace – Age of existing system impacting security and safety of assailants and police officers. Evidence integrity is at risk. Outside audit of custodial process. Told to cease and desist. Video and audio capabilities of existing system extremely limited. New system would reduce third party injury claims and injured on duty claims as video and audio capabilities greatly enhanced. Existing service plan is expensive. New system would include 5yr maintenance/service plan.

Bill K – request is for \$160K. Will this just cover the police department side of building?

Deputy Chief Buckley – new system would also be expanded to fire side of building to enhance safety/security of the fire department personnel, equipment, building, and the public at large.

Aaron – request not only for cameras but for card system access, and upgrade of intercom system.

David – is system web-based and scalable.

Aaron – private web-based system. Would be shielded from public access. System is scalable.

Sue D – how many cameras?

Aaron – approximately 80 cameras, but an infinite number of cameras possible.

Sue D – any plans to add cameras in other areas of Town?

Aaron – current proposal only for the public safety facility.

10:15 AM Public Works/Road Reconstruction

Chris Gallagher and Bob Worthley – handouts provided to committee.

First request – vehicle replacement – one ton dump truck replacing a 2008 Chevy Silverado one-ton dump truck. Request is for \$60K

2nd request – street sweeper. New MS4 stormwater permit requiring street sweeping 2x a year. Existing 15 year old street sweeper under constant repair. Request is for \$55k/annually on a 5yr lease-purchase agreement.

Roger Hill – DPW Superintendent indicated that the existing street sweeper is the most expensive maintenance cost for the DPW.

3rd request – lawn mower for \$30k. This is a relatively inexpensive mower compared to other equipment in inventory. Existing equipment would be auctioned off. This is a dedicated mower.

Sue D – how many mower in inventory?

Chris G – six mowers but each has a different capability based on size of mower deck

4th request – grass sweeper for \$40K. To be used on town land and other facilities.

Sue D – grass clippings impact?

Chris G – clogging issue and chemical issue. Grass clipping to be moved to compost facility.

5th request – dump body for 10 wheel dump truck for \$60K. This would replace existing dump body to be placed on existing chassis. Much cheaper than replacing entire vehicle. Pictures provided showed deterioration of existing equipment.

Chris G – Street Improvements – two funding sources: Chapter 90 Highway funds from the commonwealth and allocated meals tax receipts. Healthy budget for roads but could always use more.

Bill K – talk about the current projects planned.

Chris G – several neighborhoods on the list for Cape Seal process. Cheaper than mill and pavement.

Mechanic Street to be milled and paved after utility projects completed.

Beach Street to be done similarly.

Bill K – pavement management program status?

Chris G – 83/84 rating.

Should be doing 10 miles a year in preventive maintenance.
Bill K - \$900k to \$1m is necessary for program to succeed?

Chris – Yes.

Exploring Complete Streets program with Commonwealth that would provide up to \$400K for high impact street projects.

10:45 AM Water Enterprise – Bob Worthley

1st request - \$200k system improvements program. This is an infrastructure improvement management program. Eliminate dead-ends in the system.
Security enhancements, chemical feed equipment, valve-replacements.

2nd request – \$340K for well redevelopment – clean existing wells – thirteen wells currently in operation. Will improve storage capacity.

3rd request - \$200k for meter replacements. 2000 meters need to be changed based on age of existing meter. Money will replace approximately 865 meters.
Operating budget also includes money for meters at well stations.

4th request – \$80K for parallel tank replacement. Will allow repair/restoration of existing tank. This tank will replace Main Street tank.

5th Request – project logic controllers. This equipment controls the water system, effectively the computer system for the plant(s). Current equipment no longer manufactured or supported. New equipment will replace existing equipment and will be technologically up to date. Can't run the plants without the equipment.

6th Request - \$190k for a new box truck. Like a specialized fire truck. Designed to provide support for water main breaks and repairs. Holds all of the necessary tools and equipment to make repairs/replacements quickly and efficiently. Will replace a 2003 vehicle used for same purpose. Old vehicle will be auctioned off.

7th Request - \$120k for 2 utility-style pickup trucks to replace existing older pickup trucks. Will include plows for snow removal cutting down need for private contractors.

Mr. Worthley also mentioned that there is an article being proposed to borrow for Water System Improvements in the amount of \$11 Million Dollars that will be presented to the Advisory Committee and the Town Meeting. Since this one article exceeds \$1 Million Dollars (new policy of the Town) it is

being treated as a separate Article in the Town Meeting Warrant. S Dring acknowledged that they have the Article and it is under consideration by the Advisory Committee.

Sue D – Will the total of the water requests fall within the existing rate structure?

Roger Hill – Yes it will.

Sewer Department

1st request –\$100K for Inflow & Infiltration Study (I & I). This study permits view of existing infrastructure to determine whether repairs/replacement necessary.

David – how much infiltration during Downtown Study?

Chris G – will have to go back and review as it was done 3 years ago.

2nd request – replace Town Engineer’s vehicle – 2007 Ford Explorer currently in use. New truck estimated cost \$40K.

3rd Request – SCADA System Upgrade to cost \$100k. Allows remote control of the sewer system.

11:15 AM Bill K – proposals will need to be rated. Rating necessary to determine which request can be funded and which will need to be put off. Rating system of 1-5 with a 5 being the greatest need – immediate danger to public or something has been taken out of service and a liability issue needs to be addressed. A 1 represents the least need and more likely a want.

Items as rated by the committee for debate and discussion as tabulated by Chris Laviolette and is presented on last page of minutes.

Bill K. – further instructions – if anyone has an idea on alternative funding sources for a specific project/request you may do so next to the item.

11:30 AM - Results of voting by the committee indicated that the mean/avg. score for all items was approximately “4”. As a result all items scoring a “4” were automatically approved/recommended for funding. Consequently the results of indicated that approximately \$684k of the \$1.5 million of projects scored “4” or above. Those requests meeting the avg/mean score were automatically approved for funding/recommendation and included the following:

Joint Public Safety Building Security Equipment
School Department computers/hardware/software upgrades/replacements
School Department 2 new school busses
DPW – new one-ton 3500 series dump truck
DPW – Street Sweeper
DPW – Dump Body.
Recreation – Booth Playground.

The Old Laundry building and Town Clerk’s voting machines not funded as a direct result of voting.

There were 7 projects still up for debate after initial votes.

IT – MIS improvements

IT – GIS/Licensing/Permitting software application and related enhancements

Town Common Electrical Upgrades – Roger Hill indicated that DPW could do trenching, conduit installation, pedestal and electrical outlet installation. Roger's offer gets cost down to \$50K to start.

School Copier Replacements

Burrell School Sewer – Roger Hill indicated he could do project with Sewer funds so no longer up for consideration.

DPW – Mower

DPW – Grass Sweeper

Historical Commission – gravestone restoration

After discussion it was determined that \$47K would need to be cut from the requests to fit the available funding of approximately \$997K.

Sue D – Gravestone project should be undertaken and supports funding.

Bill K – discussion regarding alternative funding sources for this project and perhaps it could be cut.

David – Since 2017 MIS has been funded at \$100k historically and suggest that current request could be set at that level. Savings could be applied to the Common project.

Roger – do copiers need to be funded? Bill Yukna indicated in the affirmative.

Bill K – Grass Sweeper?

Roger – the mower is more important even though MS4 requirements are impacted by the Grass Sweeper.

Bill K – If we purchase mower and pass on the grass sweeper still need to cut \$17K.

Is there anything else already funded that could be reduced?

Bill discusses that gravestones could be cut and come back next year for reconsideration.

Roger – since MS4 requires street sweeping the cost could be moved to Water Enterprise fund. This will move \$55K to the water enterprise fund.

Bill – recommend any savings be added to the gravestones and bring it to \$30k.

Items added for funding came to \$1,034,213. Still short with available funds by \$38K.

David – GIS software still necessary and at the current funding? Yes.

Bill K – discussion on some alternative funding. Mitigation funds from Hanover settlement. Could use mitigation funds on the Town Common project.

David – make sure we can still provide what was promised to residents as a result of the mitigation funds. I know we have the \$150,000 for this and hope that will be enough.

Jim DeVellis – since Town Common is a town-wide project mitigation funds can be used.

Roger – there's approximately \$90K available in the mitigation funds that was earmarked for town-wide use.

David – if mitigation funding for town wide projects why is it on the list?

Bill K – needs to be on list because it meets criteria (>\$25,000 and more than a 5 year estimated useful life as described in Town policy).

Bill K – then reads through list of approved requests by item and requested amount. (List is included below).

Total general fund requests totaled \$1,034,213: \$984,213 to come from Free Cash; \$50,000 to come from Mitigation Funds.

Bill then read through the water enterprise and sewer enterprise fund approved requests. Water enterprise requests totaled \$1,394,000. Sewer enterprise requests totaled \$240,000.

Grand total of all requests \$3,556,990.

Bill accepts the list as stated. Motion from Roger. Motion seconded by Amy.

Discussion ensued. David reiterates that Mitigation Funds can't be spent until resident promises fulfilled.

Committee recommended plan unanimously.

Motion to adjourn – approximately 12:30 pm.

Fund	Dept #	Department	Description	Requested	Approved	David	Bill	Roger	Amy	Sue	Avg
0100	130	Information Syst	Management Information Systems Improvements	150,000	100,000	3	4	4	4	3	3.6
		Information Syst	Municipal operations software - Peoples GIS	75,000	75,000	4	4	4	4	3	3.8
		TOTAL INFORMATION SYSTEMS		225,000	175,000						
0100	161	Town Clerk	6 voting tabulation machines	30,000	-	2	2	2	3	2	2.2
		TOTAL TOWN CLERK		30,000	-						
0100	192	Municipal Bldgs	Town Common Electrical System Upgrades	150,000	50,000	3	3	3	4	5	3.6
			Demolish State Laundry Building	150,000	-	1	3	3	3	4	2.8
		TOTAL MUNICIPAL BUILDINGS		300,000	50,000						
0100	235	Joint Public Safety	Security Cameras for Public Buildings	160,000	150,000	4	5	5	5	2	4.2
		TOTAL JOINT PUBLIC SAFETY BUILDING		160,000	150,000						
0100	300	School	Computers/Hardware/Software/Network Upgrades	190,000	190,000	4	4	5	5	3	4.2
		School	Qty 2 - 77 Passenger School Buses - Replacements	160,000	160,000	3	5	5	5	5	4.6
		School	Qty 4 - Copiers - Replacements	40,000	40,000	3	4	4	5	1	3.4
		TOTAL SCHOOL DEPARTMENT		420,000	390,000						
0100	410	Public Works	1-Ton 3500 4WD Pick-Up w/Plow - Replacement	60,000	60,000	2	5	5	5	5	4.4
		Public Works	Mower	30,000	30,000	3	3	5	5	3	3.8
		Public Works	Dump Body	69,000	69,000	4	4	4	5	4	4.2
		TOTAL HIGHWAY DEPARTMENT		199,000	159,000						
0100	630	Recreation	Renovate Booth Playground	85,213	85,213	4	5	4	5	5	4.6
		TOTAL RECREATION COMMISSION		85,213	85,213						
0100	691	Historical Comm	Restoration of Gravestones in Town's 6 Cemeteries	25,000	25,000	4	3	2	4	5	3.6
		TOTAL HISTORICAL COMMISSION		25,000	25,000						
TOTAL GENERAL FUND REQUESTS				1,444,213	1,034,213						
6000	450	Water	System Improvements	200,000	200,000	4	4	5	5	5	4.6
		Water	Well Rehabilitation	340,000	340,000	4	4	5	5	5	4.6
		Water	Water Meters	200,000	200,000	3	4	5	4	4	4
		Water	Parallel Tank Design	80,000	80,000	4	4	5	5	4	4.4
		Water	Replacement of Process Logic Controllers at Plant(s)	209,000	209,000	5	4	5	5	5	4.8
		Water	Box Van	190,000	190,000	4	4	5	5	4	4.4
		Water	Utility Trucks	120,000	120,000	3	4	5	5	4	4.2
		Water	Street Sweeper/5yr Rent to own	55,000	55,000	4	4	5	4	3	4
		TOTAL WATER ENTERPRISE FUND REQUESTS		1,394,000	1,394,000						
6100	460	Sewer	Inflow & Infiltration Study - Town-wide	100,000	100,000	4	5	5	5	5	4.8
		Sewer	Replace Town Engineer's Vehicle	40,000	40,000	4	3	5	5	4	4.2
		Sewer	SCADA System Upgrade - Add Sewer to SCADA System	100,000	100,000	5	4	5	5	5	4.8
		TOTAL SEWER ENTERPRISE FUND REQUESTS		240,000	240,000						
TOTAL ENTERPRISE FUND REQUESTS				1,634,000	1,634,000						
3300	410	Roads	Street Reconstruction from Free Cash via Meals Tax								
3300	410	Roads	Street Reconstruction from FY '19 Meals Tax	238,777	238,777	5	4	5	5	4	4.6
3300	410	CHAPTER 90 est.	Street Reconstruction	650,000	650,000	5	4	5	5	4	4.6
TOTAL HIGHWAY IMPROVEMENTS FUND REQUEST				888,777	888,777						4.068966