

DATE: February 7, 2023
TIME: 3:06 PM

Comprehensive Capital Budget Committee

MEETING MINUTES

Friday, January 6, 2023

Location – Remote Meeting on Zoom

Members present: Pat Bruschi, Aaron Pikilingis, Adam Dash, Larry Link, Catherine Bowen, Melinda Huang, Claus Becker, Chris Doyle, Susan Burgess-Cox

Members absent: None

Other attendees: David Blazon (Facilities Director), Jennifer Hewitt (Assistant Town Admin), Donna (Town Accountant)

[Chair Chris Doyle called meeting to order at 7:30am]

[Aaron Pikilingis joined the meeting at 7:36am]

Agenda

1. Minutes
2. Discussion with Facilities and IT Depts
 - a. Butler Roof
 - i. David is willing to apply for CPA Funding
 - ii. Are there interim safety measures required in the meantime?
 1. They have had a company come in to repair loose slate
 2. When the weather is right they will continue to make small repairs
 - iii. This will be a full-fledged removal and replacement, not a repair
 1. This can't be done during school, so it if were funded they would begin work in Summer, 2024
 - iv. This is a high priority
 - b. Chenery Boilers
 - i. All the boilers are the same age and at (or slightly beyond) the end of their designed useful life
 - ii. They can be repaired for the time being if there are small problems
 - iii. Green Communities -- funding efficient heating sources
 1. The proposal is to replace all 30 existing boilers with two high-efficiency boilers
 2. David: The proposal is a preliminary one from Guardian, our Green Community contractor. There will be energy savings from more efficient pumps, but replacing the whole system would be smarter
 - a. This won't realize enough savings to have a 5-6 year buyback
 3. Could the pumps be replaced separately?
 - a. They could, but the pumps are not a higher priority (all the same)

4. These quotes are probably good through about this summer. The prices are reliable, but savings are hard to estimate (2023)
 - a. **Kate would like to see more info on the efficiency details from the proposals, David says he will provide them**
 - b. David suggests that, if funded, we could begin work when the heating season ends and get done over the summer
- c. Video Cameras - town & school
 - i. David: The cameras get cloudy
 - ii. The schools are having issues and they want to increase coverage of more areas
 1. We could probably phase the cameras over multiple years
 2. We don't have capacity to do the work for all schools in one summer
 - iii. Some buildings already have new systems
 1. DPW, Police
 2. Others do not (underwood pool, elsewhere)
 3. This could also be spread over multiple years
 - iv. Can't add to the existing system, so we need to switch to a networked system that will require replacing the whole system
 - v. Sharing the plans
 1. They have already shared some details that we reviewed
 2. Schematic designs cannot be scanned with our scanner, so hard to share
 3. Anyone who would like to see them should coordinate with David B. to come see them in person
 - vi. Generally, the plan is to move to a networked system
 - vii. Kate: Do we need to invest in this system on a regular basis?
 1. David: Likens is to a smartphone. It still works, technically, but the newer technology will work better, be easier to maintain, easier to expand upon
 - a. Example: the current cameras sometimes don't provide sufficient quality to identify a person
 2. **David will find the answer on the expected lifespan of the proposed new system**
 - viii. Claus: Any privacy concerns?
 1. David: As long as they are not in areas like bathrooms or locker rooms this shouldn't be a problem (e.g., we have them at BHS already)
- d. Electric van
 - i. Chris: Is this the same one as last years?
 - ii. David: Currently using vehicles handed down from DPW, which are usually not in reliable working order and require time-consuming maintenance

1. This is in addition to a van that was ordered last year
- iii. Kate: Question considering the need. Sometimes we have vehicles that are more energy intensive than necessary for the work they *mostly* do. Is there an opportunity to use a smaller vehicle?
 1. David: Requires a van or pickup, vans are better to keep equipment out of the elements. Also adding charging points in town (Homer building)
- iv. *[Adam dash joined the meeting at 8:07am]*
- v. Chris: Have we applied for the Muncial electric fleet credit?
 1. David: Jennifer is working on it. As the van hasn't been built yet we can't generate the invoice to complete the application process
- vi. Kate: could this qualify for any grants? (e.g., the Green Communities application)
 1. David: Will look into it
- vii. What is the life-span of a van?
 1. It depends?
 2. Electric vans are much cheaper to maintain
- e. School Entry enclosures
 - i. Previously approved in 2018 or 2019, but came off the list because there were many requests
 - ii. Two schools require the addition of a vestibule and one needs a modification
 - iii. Burbank & Butler requires the addition of the vestibule and Winn-Brook needs their existing vestibules upgraded (adding a window into the vestibule)
 - iv. Chris: Could this be phased (doing one school at a time)?
 1. David: Yes
- f. DPW Facility
 - i. Jennifer added this request to help us understand the long-term, large requests coming in the future and suggests we should phase some of the steps like design (e.g. fund the design a year or two ahead of the actual project). Notes that the estimate is a very rough estimate and probably low
 - ii. Pat notes that we are already in year two and we need to be ready to go to bid by year 10 (i.e., 8 years from now)
- g. Chenery Roof
 - i. Building opened in 1997, still has its original roof. We have been kicking the can down the road, and it could be kicked a little further, but at some point we should plan to replace the roof and AC units in the next few years
 - ii. Kate: Suggests continuing to apply for the accelerator program through the MSBA. It's worth applying every year to seek funding support and we should have all the information compiled
 1. David will look at the details

2. In the past we didn't apply because of rules (e.g., building a school)
3. Discussion: we don't currently have staffing capacity to apply for lots of grants. Could consider contracting staff for grant writing. In the future, thinking about possible solutions to increase our capacity as a town to apply for grants.
- iii. Aaron: Would the big repair potentially enable us to add structure for more solar?
 1. David: Unclear, but we can look into it
- h. Building assessment
 - i. David: Comprehensive analysis of all buildings will make planning and prioritizing possible by providing insight into the existing conditions of all our facilities
 - ii. Chris: Is this for all buildings, some subset?
 1. David: All expect those that have recent assessments
 - iii. Jennifer: This helps us gain insight into the overall condition of buildings and support the development of our 30-year capital planning
 1. Lexington just did this
 - iv. Kate: We have a lot of assessments to date that should be incorporated into this work (e.g., envelope studies, energy efficiencies assessment info, etc.)
 - v. Aaron: After doing this once, can we maintain the inventory ourselves or do we need to have regular assessments?
 1. David: suggests this is the kind of thing we'd do every ~10 years on a contracted basis
 - vi. Life of roof is ~20-25 years
- i. Butler Gym floor
 - i. The floor is starting to wear, a professional assessment concurs that it is worn
 - ii. This is work that would be done next summer (requires 2 weeks of curing time, which makes it hard to do
 - iii. Susan: Is there any interest from outside funding to support this (groups that would use the gym)
 1. David: this can be complicated in being beholden if we want to change the schedule, etc.
- j. Deconstructing Modulares
 - i. They won't be needed for CMS after this school year
 - ii. Unclear if/how they will be used elsewhere in town or for some other purpose
 - iii. David is working with a contractor to get more defined cost
 - iv. We will also need to decide what to do with the modulares at Burbank
 - v. Jennifer: This is a ongoing conversation re: the library's needs, etc.

- vi. David: There is infrastructure (e.g., plumbing for water, etc.) involved in removing and placing the modulars
[David Blazon left the meeting at 8:50am]
 - vii. Jennifer Hewitt will keep the CCBC apprised of these ongoing discussions
3. IT (Discussion with David Petto)
- a. Aaron: Are there many things that are covered in the IT operating budget?
 - b. David: IT uses capital for infrastructure and he doesn't consider software, licenses, etc. infrastructure (and these are in the operating budget)
 - c. Fiber requests - FY23 we are doing ~\$250k of fiber work
 - i. We have several fiber hubs in town and have been moving the fiber so we can eliminate the hubs
 - d. When there are construction projects (e.g. the DPW), they will submit capital requests in coordination with those projects
 - e. The school department
 - f. Every 5 years the servers need to be replaced (as in this request) (FY27)
 - g. Aaron: The police requests are separate? Do IT requests from separate departments
 - i. The police run their own network and there are ongoing discussions about IT consolidation and specific needs
 - ii. Schools have their own IT department (does not report to David)
 - iii. IT and school IT work together on the network services department
 - iv. Pat: When we approve IT requests we tend to run them by Dave Petto's department to ensure there is technological alignment
 - h. Discussion: Decentralized IT structure in town and ongoing discussions around consolidation of the various IT departments (police, schools, town, library, Belmont light)
 - i. Discussion: does the CCBC have leverage to encourage consolidation?
 - i. Larry: does the working group with him confidence that the capital needs are being identified and brought forward?
 - i. David P: Yes.
 - j. Larry: Should network infrastructure components of a project like the DPW be costs built into the project (as opposed to a separate capital request)?
 - i. David: notes that thing slike *moving* connections aren't so much a part of the project as a consequence of the project
 - 1. Connecting service into the new library would be funded by the building project
 - k. Chris: Should we expect a similar request for infrastructure (e.g. a server) every 5 years? Are there other anticipated investments (and capital requests) in the future?
 - i. David P: Yes
 - 1. We invested \$300k in the past to develop and implement a plan for fiber network
 - 2. We're making ~\$200k fiber changes this year
 - a. We could anticipate ~\$50k/year every year for fiber? Yes.

3. IT has a capital outlay budget that is used for replacing hardware (printers, computers, etc.) and infrastructure
- ii. Aaron: could network infrastructure needs to incorporated into the building assessment?
 1. Maybe not incorporated, but at least coordinated to anticipate IT needs associated with changes to buildings planned as part of the assessment process
- I. Chris: We have no IT requests from the schools. Does he anticipate them having capital needs?
 - i. David P.: Yes, but they have not yet started planning for a 30-year time window
 - ii. **Jennifer will make a request for longer time windows to anticipate future capital needs**
 - iii. **Dave will follow up with the working group to elicit more detail for longer timeframes and look ahead in his own plans to provide a longer term anticipated requests to CCBC**
4. Prep for Add'l Dept meetings
 - a. Everyone should send Larry feedback on his notes
 - b. All review and send notes to Larry for approval at next week
 - c. Next week's meeting:
 - i. Department of Public Works
 - ii. Office of Community Development
 - iii. Please submit questions to Susan by Monday
5. Background documents
 - a. Water/Sewer are separate from DPW because Jennifer has separated the enterprise funds out from the general funds
6. Questions from the public
 - a. No members of the public present

[Meeting adjourned at 9:31am]

Moved: Pat

Second: Larry

Vote: Unanimous consent

Scheduled Upcoming meetings:

- 1/13 at 7:30am
- 1/20 at 7:30am

Minutes prepared by Larry Link and Aaron Pikcilingis