

Town of Stoneham Capital Committee Notes

August 9, 2018 4:00 PM Town Hall, Conference Room

Tom Barry, Ryan Brown, Dave Castellarin, Kara Johnston, John Macero, Tim Waitkevitch, Jaime Wallace,
Anthony Wilson, Thomas Younger

1. Approve Meeting Minutes of 05/02/2018
 - a. John Macero made motion to approve minutes, Jaime Wallace seconded.
 - b. Vote: 7-0-0 Approved Minutes

2. Police Department Vehicle Replacement
 - a. Ford Motors will stop taking orders for 2019 Police Interceptors in September 2018, with production of this model year vehicle ending by February 2019. After that time, Ford will not be taking orders for police vehicles again until early summer 2020 at which time they will introduce their 2020 Police Interceptor, a hybrid model. The price increase is expected to be increased by approximately \$8,000.
 - b. Police Department will be able to replace an unmarked vehicle with recent insurance claim.
 - c. 2-3 police vehicles need to be replaced annually. The Town of Stoneham will be moving police vehicles into the annual budget, but vehicles need to be requested at the October Town Meeting.

3. Fire Station Needs
 - a. New fire trucks will not fit in existing fire station. Location study previously performed, further analysis needed for the fire station's need.
 - b. Assessment study (approximately \$75,000) will be needed.
 - c. Upcoming engine replacements: Engine 3 (2011), Engine 4 (1989)

4. Town Hall ADA Compliance
 - a. Town of Stoneham is applying for a grant for a self-review (application due in October)
 - b. After self review, the Town would be eligible to further apply for grants
 - c. All town buildings, elevators, plumbing, parks, etc. will be reviewed

5. School Department Needs for Security
 - a. Middle School has cameras (interior and exterior)
 - b. Cost for security upgrades for high school and elementary schools: \$347,374 (from state bid list)
 - c. Cameras will connect to the police stations. With recent events, there is a heightened concern about school security and response. Significant discussion followed on the ability to repurpose cameras if the high school is replaced.

6. Munis Upgrades
 - a. Request:
 - i. Requisitions system - \$19,095. Provides electronic routing and approval for accountability and records keeping. There is currently no requisition or PO system or process.

- ii. Cash Management system - \$34,000 allows us to better track cash and immediately scan and deposit checks. Currently have no way to process checks or a cash draw. Many checks bounce but we do not know until month end statements from the bank and transactions need to be reversed in Munis.
 - iii. Utility Billing - The town's current system is no longer supported. The current software is failing.
 - b. Funding is proposed as short-term borrowing. We expect little free cash in the spring so we would still borrow even if we wait. \$80k for the three new modules.
 - c. The purchases above include equipment as well the software modules, i.e., scanner for checks, printers, sealer.
 - d. Considering Content Manager for spring
 - i. Print out bills, invoices, forms, etc.
 - ii. Scan invoices and track to avoid paper.
7. Update on Previous Capital Projects
- a. Unicorn bunker work at the arena is complete.
 - b. Unicorn sprinkler replacement is complete.
 - c. Public works vehicles are on order.
 - d. The arena will open Sept 15th with a new sheet of ice and refrigeration equipment.
 - e. All chillers at schools are now working, including South School.
 - f. School radios are on order.
 - g. Estimates have been requested on the school roof.
 - h. School computers are on order for the one-to-one computer program.
 - i. More information to come in Mr. Younger's update.
8. Debate on Requests
- a. Police Vehicles
 - i. Anthony Wilson made a motion to purchase 2 Chevy Tahoes for \$140,000. Jaimie Wallace seconded. Unanimously approved.
 - b. Fire Feasibility Study
 - i. John Macero made a motion for Fire Feasibility Study for \$75,000. Jaimie Wallace seconded.
 - ii. Discussion proceeded about timing, cost and priorities. Proponents spoke to the benefits of knowing the process, needs and cost when it is time to take action on the station. The opponents want to prioritize the school, moving general capital articles to the spring and looking at this expense compared to the full list.
 - iii. The Fire Station Feasibility Study Passes 4-3
 - c. School Department Security
 - i. Anthony Wilson made a motion to fund the security for schools for \$375,000. Tim Waitkevitch seconded.
 - ii. Members of the committee asked to check if the high school equipment can be reused. The schools will follow up.
 - iii. Vote was 4-2-2. Abstentions by the Superintendent of Schools and School Committee member.
 - d. Munis Upgrades
 - i. Proponents discussed that these systems are critical. We have purchases that are not being tracked. We have many bounced checks that could be caught

immediately. The opponents want to move the discussion to the spring and look at this expense compared to the full list.

- ii. Anthony Wilson made a motion to fund Munis upgrades for \$80,000. Ryan seconded. Vote approved unanimously.

9. Capital Committee Schedule

- a. Mr. Younger presented a budget calendar. Anthony Wilson requested that the Capital process start earlier to spread out meetings. Mr. Younger will look into starting the process earlier.
- b. The Committee requested that the FY20 process focus on new items for Year 5 and adjustments for Years 1-4. Except in few cases, new items should not be included in Years 1-4.
- c. Add “year requested” to the 5-year plan to track how far requests are pushed.

10. Motion to adjourn at 6:35 PM. Unanimous.