

**HOLLISTON FINANCE COMMITTEE
MEETING MINUTES
September 23, 2014**

The Committee convened in Room 105 at the Town Hall at 7:04 PM. Present from the Committee were Chairman Ken Szajda, Vice Chairperson Michelle Zeamer, Dan Alfred, Bill Dowd Beth Liberty and Brendan Shea. Charlie Kaslow was absent.

1. Executive Session – Chairman Szajda reported that there was a need to go into Executive Session for the purpose of discussing strategy with regard to collective bargaining with the Laborer's Council and the Holliston Police Association, the public conduct of which could be detrimental to the Town's bargaining position. Ken said the Committee would be returning to open session at the conclusion of the executive session. Moved by Dan Alfred, Seconded by Michelle Zeamer to enter executive session for the purpose of discussing strategy with regard to collective bargaining with the Laborer's Council and the Holliston Police Association. Roll Call Vote: Shea Aye, Alfred Aye, Szajda Aye, Zeamer Aye, Dowd Aye, Liberty Aye. The Committee returned to open session at 7:35 PM.
2. Capital Requests – Council on Aging. Council on Aging Chair Bob Malone presented the Council's capital needs. (Attachment I) Bob clarified that the amount sought for materials for the steps and ramp was \$3,000, not \$3,500. He also updated the Committee that parking lot study was about to get underway and that any proposed work resulting from that study would not be ready until spring. Following a discussion of the proposals, the Committee took them under advisement.
3. Capital Requests – Police Department. Chief John Moore and Lt. Dave Gatchell presented the Department's capital needs. (Attachment II) In response to questions, Chief Moore said that there could be an addition to fleet as the result of these car purchases, but that the proposal was in keeping with the established practice of replace 2 -3 cruisers per year. Following a discussion of the proposals, the Committee took them under advisement.
4. Capital Requests – DPW. DPW Director Sean Reece and Highway Superintendent Tom Smith presented the Department's capital needs. (Attachment III) Tom pointed out an additional item since the initial memo. Based on the combination of Highway and Water into a DPW, it is proposed that the Town replace the Highway backhoe with a new one and cease the contracting out of backhoe services by the Water Dept. Net of trade in, the cost of the backhoe would be \$91,900. He and Sean both affirmed that there would be reductions in the cost of outside contracted backhoe work as a result of this purchase. In response to questions, Tom also reported that the purchase of a bucket truck back in April was in keeping with prior practices of the Department, was funded from a proper line item for equipment repair and replacement in the Capital Outlay section of his budget and had been authorized by the Selectmen. Following a discussion of the proposals, the Committee took them under advisement.
5. Capital Requests – Fire Department. Fire Chief Mike Cassidy presented the Department's capital needs. (Attachment IV) Following a discussion of the proposals, the Committee took them under advisement.
6. Capital Requests – Schools. School Committee Budget Sub-Committee Chair Anne Louise Hanstad and Superintendent Brad Jackson (Attachment V) Anne Louise pointed out that the proposals were in keeping with the School Committee's continuing push to increase the use of technology in the classroom. In response to questions, Brad pointed out that the purchase of Chromebooks instead of iPads as had been approved last fall was based on an updated assessment of how to obtain the best value for the money to be spent. The presentation also included an update on the School Committee's

proposal for tuition free full-day Kindergarten. Further, the School Committee also pressed its idea for commencing a town wide energy efficiency review. (See attachment V) Following a discussion of the proposals, the Committee took them under advisement.

7. Policies – Beth Liberty reiterated that the policies will need a further review by the full Committee.
8. Adjournment – Move by Dan Alfred to adjourn the meeting. There was no second.
9. Minutes – Moved by Bill Dowd, to approve the minutes of the September 16, 2014 meeting as submitted. There was no second. The Committee was not prepared to approve any minutes.
10. Adjournment - At 10:20 PM moved by Dan Alfred, seconded by Michelle Zeamer to adjourn the meeting. Six in favor, none opposed, no abstentions, the meeting was adjourned.

Approved____9/30/14_____

HOLLISTON COUNCIL ON AGING

HOLLISTON SENIOR CENTER CAPITAL NEEDS

The following list and brief description of mid-term capital needs for the Holliston Senior Center has been prepared by the Holliston Council On Aging. This is presented to the Holliston Finance Committee and Holliston Board of Selectmen as the best current assessment of present and near-term anticipated capital and/or major building expenditures that are necessary to maintain the usefulness, viability, and safety of the Holliston Senior Center and adequately protect town property.

At the urging of the Finance Committee, a number of items from previous presentations were deferred pending conversations about the possibility of an alternate location for a Senior Center. Since current thinking is that the Senior Center will remain in the present location for at least the next several years, the capital items noted (plus others that may become apparent) will become time critical.

FY2015 PRIORITIES

Parking Lot

A planning and engineering study, approved by Town Meeting in May, 2014, is currently in the initial stages. The study will result in a plan for improved and additional parking spaces, and a cost estimate for construction and marking. There is some frustration that this was not completed in time for inclusion for funding at the October town meeting.

The current parking lot (max capacity 50 vehicles) is inadequate for parking not only for major events, but even for normal activity at the Senior Center. Current use for daily classes, functions, lunch/nutrition, and casual visits strain capacity. Parking on Goulding Street and adjacent side streets is an alternative that creates safety hazards for the drivers, residents, and for vehicles passing the Center.

Because it is anticipated that the study will not be completed in time to offer a firm estimate to October Town Meeting, we are hopeful that a rough construction estimate may be available as a "placeholder".

Recommendation: Prepare construction estimate TBD for "placeholder".

Entrance Steps and Ramps

Deterioration in the front and rear entrance steps and ramps has now become a safety issue for visitors to the Center. Through our continuing strong relationship with Keefe Technical School, we have again worked to become a learning site for Keefe students, with the result that for only the cost of materials the ramps and steps (less concrete steps in the front entrance) will be rebuilt.

Recommendation: Provide materials (estimate \$3,500) for Keefe Tech construction project in Fall, 2014.

FY2016 PRIORITIES

Replace Sanitizer

The existing sanitizer is 12 years old, and increasingly subject to breakdown and failure. There is increasing use of the kitchen facilities, and if the dishwasher/sanitizer fails sanitation may be at risk.

For several years replacement of kitchen appliances has been a priority for the Senior Center.

Recommendation: Replace the existing sanitizer (estimate \$18,000).

Heating System and Energy Efficiency

A Building Energy Assessment was undertaken by UTS Energy Engineering under the auspices of NSTAR, with results presented in January, 2012. In summary, the audit recommended certain investments in insulation (\$40,500), HVAC work (\$2,450), and improvements to lighting and hot water (\$2,800) for a total of \$45,750 that would result in annual energy cost savings of \$7,913 (a pay-back period of less than 6 years at current rates).

Recommendation: Re-visit the study in FY2015 and confirm or revise cost estimates and payback period. Finance renovations in FY2016 (estimate TBD).

Interior Space

The growth in demand for programs for health, instruction, and social interaction strains the building's current room configuration. Many days all available spaces are in use, and scheduling of programs and classes becomes difficult – even impossible in some instances. The ability to subdivide certain spaces or, with modest construction, reconfigure existing space use should be considered.

Recommendation: The Center would like to engage an architect to review the building usage and try to become more efficient with its limited space (estimate \$6,000).

Contract for space renovation (estimate TBD).

FY2017 PRIORITIES

Interior Space Refurbishing

The heavy use of the building and the current and expected further deterioration of interior surfaces (dingy and dirty) will make complete interior painting of class, office, and gathering spaces a priority for protection of the building and comfort of space. In addition, replacement of flooring, particularly carpet in all halls and rooms (except the multi-purpose room), will be required.

Recommendation: Carpet and paint interior spaces (estimate (\$20,000)).

Kitchen Appliances

The kitchen is barely adequate for current uses, including monthly breakfasts, twice weekly nutrition service, and special events. Appliances are aging and becoming less reliable with constant use.

Refrigeration and freezer capacity is limited, and the stove and cooking surface is inadequate. Acquisition of adequate appliances is a priority. We estimate cost of new appliances and necessary renovation and installation will be \$10,000. (Range \$5,500, refrigerator \$2,000, freezer \$1,500, installation \$1,000)

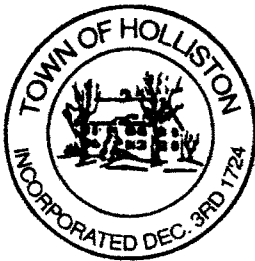
Recommendation: Replace range, add refrigerator and freezer capacity (estimate (\$10,000)).

Plumbing and Bathroom Updates

While additional toilet facilities are indicated, adequate space for such expansion is problematic. However, replacement of water service for toilets with automatic flushers, demand faucets for sinks, and automatic towel dispensers, and replacement flooring are particularly desirable for both sanitary and cost savings purposes.

Recommendation: Replace water service appliances (estimate \$11,500).

KRM: 9/3/2014



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HOLLISTON POLICE DEPARTMENT CAPITAL REQUEST FOR 2014

Executive Summary

The Holliston Police Department comes before the Finance Committee, the Board of Selectmen, and eventually the Special Town Meeting in October of 2014, requesting capital funds for police vehicles, computers, and electronic control devices (tasers). In the pages that follow information and monetary figures are presented to these entities on the basis of research and taking into account the tangible needs of the department to provide safety and security to the Town.

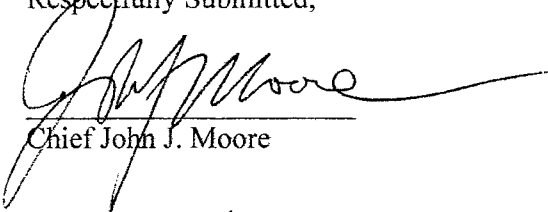
Under Police Vehicles the request is for \$106,997.00

Under Computer Systems the request is for \$54,129.87

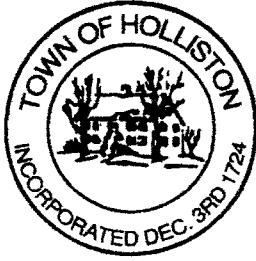
Under Electric Control Devices (Tasers) the request is for \$9,836.68

Total Requested Funds \$ 170,963.55

Respectfully Submitted,


Chief John J. Moore

Dated: 9/11/14



Holliston Police Department

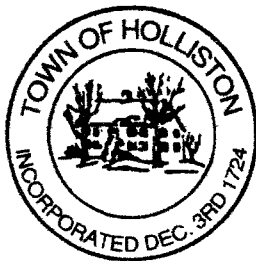
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PRELIMINARY CAPITAL REQUESTS MEMO



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MEMO

TO: Finance Committee
FROM: Chief John Moore
RE: Preliminary Capital Requests
DATE: September 8, 2014

This year the Holliston Police Department will be requesting capital funds for purchases of vehicles, computers, and electronic control devices (tasers). The following figures are preliminary in nature, and they will be more fully defined and supported by documentation and verbal explanation at a meeting with our assigned liaisons and at a formal Finance Committee meeting.

Vehicles

With the loss of two vehicles to crashes in FY14 we received substantial insurance cash value funds, but we were left with a short handed fleet. With that in mind we are requesting two marked cruisers (\$39,666.00 each) and one administrative vehicle (\$27,665.00) at an estimated cost of **\$106,997.00.**

Computers

Our IT personnel have determined that our computers (work stations and mobile data terminals) have reached "end of life" status. The estimated cost for laptops, towers, monitors, licenses, and warranties is **\$54,129.87.**

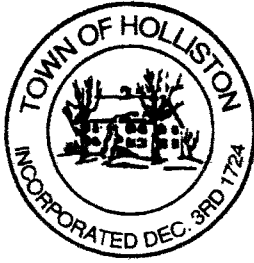
Tasers

Recent research and incidents in the law enforcement field relative to use of force options indicate that the option of tasers is a best practice to be implemented. The estimated cost of eight tasers equipped with the necessary magazines, cartridges, holsters and warranties is **\$9,600.00.**

TOTAL CAPITAL REQUEST: \$ 170,726.87

Respectfully Submitted,

Chief John J. Moore



Holliston Police Department

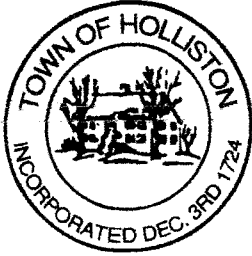
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POLICE VEHICLES



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Lieutenant

Holliston Police Fleet Description, Assessment Analysis, and Proposal for Fiscal Year 2015

Inventory

The current inventory of the Holliston Police Department fleet of vehicles includes the following;

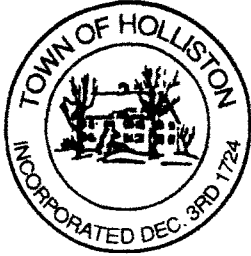
- Four (4) unmarked vehicles (C1, C2, C3, C15)
- Eight (8) marked patrol vehicles (C6, C7, C8, C10*, C11, C12, C13, C14)
- One (1) marked K9 patrol vehicle (C9)
- One (1) marked Auxiliary Police vehicle (C16)

* Presently disabled and under insurance/repair review (hydro-lock engine failure)

Descriptions

These vehicles are further described and assessed as follows;

- CAR 1 (Chief) (2008 Taurus): Mileage 98,350. Acceptable condition.
- CAR 2 (Lieutenant) (2007 500): Mileage 110,727. Proposed replacement 2014.
- CAR 3 (Detective) (2012 Dodge Charger): Mileage 10,078. Very good condition.
- CAR 4 (SRO) (2003 Crown Vic): CRASHED IN 2014 (note 2)
- CAR 5 (Training) (2008 Crown Vic.): TRADED IN 2014 (C14 deduction)(note 3)
- CAR 6 (Patrol) (2013 Ford SUV): Mileage 19,276. Very good condition.
- CAR 7 (Patrol) (2011 Crown Vic): Mileage 73,768. Acceptable condition.(note 4)
- CAR 8 (Patrol) (2011 Crown Vic): Mileage 71,216. Acceptable condition. (note 5)
- CAR 9 (K9 Patrol) (2014 Ford SUV): Mileage 9,974. Very good condition. (note 6)



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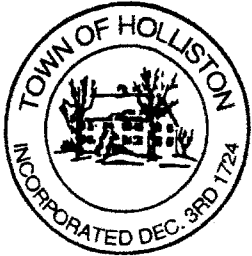
David J. Gatchell
Lieutenant

PAGE TWO
HPD FLEET ANALYSIS
September 10, 2014

- **CAR 10 (Patrol) (2012 Dodge Charger):** Mileage 39,379. **Disabled (note 7)**
- **CAR 11 (Patrol) (2012 Dodge Charger):** Mileage 41,670. Good condition.
- **CAR 12 (Patrol) (2013 Dodge Charger):** Mileage 22,171. Very good condition.
- **CAR 13 (Patrol) (2012 Dodge Charger):** Mileage 44,476. Good condition.
- **CAR 14 (Patrol) (2013 Ford SUV):** Mileage 3,716. Very good condition.
- **CAR 15 (Unmarked Vehicle) (2004 Jeep Cherokee):** Mileage 134,283 (**note 8**)
- **CAR 16 (Aux. Police) (2001 Crown Vic):** Mileage 65,400. Proposed Trade In. (**note 9**)

Notes:

1. Mileage as of September 10, 2014.
2. Insurance proceeds to Town Insurance Recovery Fund (\$5,686.00).
3. Traded in with a \$900.00 deduction in the cost of C14.
4. To be converted to the Auxiliary Police Cruiser (C16).
5. To be converted to an unmarked Administration Vehicle.
6. Previous C9 Crashed in 2014. Insurance proceeds to Town Recovery Fund (\$15,127.00), with eventual transfer to reduce the cost of the new C9 by that amount.
7. Suffered hydro-lock engine failure. Disabled. Insurance has committed to repair v. total. Schedule of repair/replacement of engine to be determined.
8. Drug Enforcement Agency / U.S. Marshall's narcotic case forfeiture vehicle. No cost to Town for acquisition.
9. Trade in value to be applied to the purchase of the requested vehicles. **Possible Option: vehicle to be stripped of patrol equipment and be given to another Town department.**



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PAGE THREE
HPD FLEET ANALYSIS
September 10, 2014

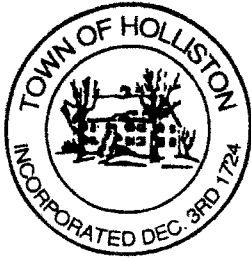
Proposal

The Capital Proposal for Police Cruisers to be submitted at the Holliston Special Town Meeting to be held on October 27, 2014 will be for three (3) fully equipped police vehicles (two marked patrol vehicles and one unmarked administration vehicle), at a requested allocation of **\$106,997.00**, for the following reasons;

1. The present **Administrative Vehicle (Car 2)**, used by the Lieutenant has high mileage and is in marginal shape. It is due for a major repair (i.e. air conditioning unit), it is anticipated that other major repairs are on the horizon due to the age and mileage on the vehicle, and we would like to avoid any other financial investment in a vehicle that is nearing the end of its useable life. Therefore, we feel the purchase of an administration vehicle is warranted at this time. The cost of this vehicle would be **\$27,665.00**.
2. **Cruisers 7 and 8**, which were purchased three years ago, are nearing the end of their patrol miles life span. Since both vehicles are in acceptable condition, it is proposed that we still utilize them as part of the fleet. Cruiser 7 would be converted to the Auxiliary Police Vehicle. C8 would be stripped of its exterior police equipment and markings, and it would be made into an administrative vehicle to be used by a Lieutenant, the School Resource Officer or as a training vehicle. With the conversion of Cruisers 7 & 8 to other uses we would propose the purchase of two marked vehicles (Ford SUVs) at a total cost of **\$79,332.00**.

It is the intention of this department to make the above purchases, subject to review by the Board of Selectmen and the Finance Committee along with Town Meeting approval, from Municipal Headquarters (MHQ) in Marlborough, Massachusetts. A very good business relationship had been established with MHQ, and when they bought Imperial Municipal Partners (IMP), which we had been doing business with; we were on good terms to return to MHQ.

The rationale behind the capital request of three (3) cruisers is based upon the principle of keeping up with capital needs so as to avoid higher capital costs in the long term. If this principle is adhered to then this department will maintain the capabilities of responding in any conditions to the needs of those residents that call for our services. In the difficult economic conditions of the past seven (7) years the replacement of cruisers in the police fleet fell off somewhat from FY08 through FY11, but has rebounded in FY12, FY13, and FY14 as evidenced by the following capital allocations;



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PAGE FOUR
HPD FLEET ANALYSIS
September 10, 2014

- FY08 – No cruisers ordered
- FY09 – Two patrol cruisers, and one administrative vehicle
- FY10 – One cruiser received
- FY11 – Two cruisers received
- FY12 – Three cruisers received
- FY13 – Two patrol cruisers, and one unmarked detective vehicle
- FY14 – Two patrol cruisers received

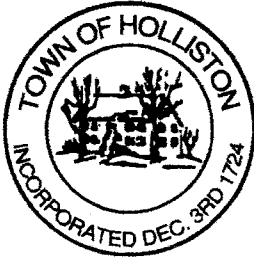
As a past practice, this department's fleet has usually been upgraded by two cruisers per year so as to maintain the integrity and capability of the fleet. During the past seven (7) years as shown above this department has received an average of two (2) cruisers per year. The approval of three (3) cruisers outlined in this capital proposal will keep that average of two (2) cruisers per year, it will make up for the shorthanded fleet due to two (2) crashes within the past calendar year, and correspondingly the fleet will be better able to complete its ultimate purpose of quality service to those that need our assistance.

Final Note: In October of 2013 three (3) cruisers (2 marked patrol and 1 administration vehicle) were requested. Approval was given for two (2) marked patrol vehicles with an allocation of \$86,634.00. Two patrol vehicles were purchased, but with the transfer of insurance recovery funds, a vehicle trade in, and unused funds, the total expended was \$70,560.00 (\$16,073.31 less than allocated).

Respectfully Submitted,

Chief John J. Moore

Dated: _____



Holliston Police Department

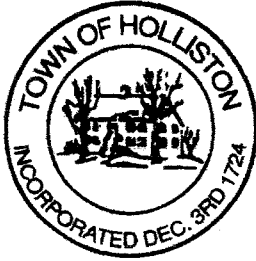
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COMPUTER SYSTEMS



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Chief of Police

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David J. Gatchell
Lieutenant

TO: Chief John J. Moore
FROM: Lt. David J. Gatchell
RE: October Town Meeting Capital Request
Computers
DATE: September 6, 2014

Please find the information you requested for the Finance Committee below.

The purpose of this request is to replace our current inventory of computers which have come to their end of life status. To further warrant the replacement of these computers is the fact that they are running the operating system Windows XP which is no longer being supported by Microsoft and has not been supported for some time. Our systems which are now internet based are becoming more at risk for hackers, viruses, and software failure because of this non-supported operating system. It is becoming more common that we are unable to use newer software because it is not compatible with Windows XP or the older technology.

The following would be the cost of replacing our system with up to date operating system technologies; with the ability to expand their memory capabilities, and licensing agreements.

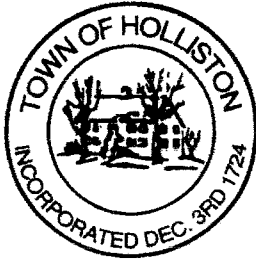
32 I3-3240, 3.40GHz, 4GB RAM Memory, 500GB, Windows 7/8 Pro:	15,359.68
Freight:	352.50
8 ASUS 20" Class LED Monitors 1600 x 900 w/spkr:	857.76
Freight:	31.45
12 Panasonic Toughbook 53 - Core i5 3340M/2.7GHz, Windows 7/8	
Pro, pre-installed Windows 7 4GB RAM 500 GB HDD - 14":	24,000.00
12 Square Trade 3-Yr Laptop Warranty:	2,400.00
Freight:	58.48
30 Microsoft Licenses	11,070.00

Total.....\$54,129.87

Finlam Murders

9/23/14

Attachment II



Holliston Police Department

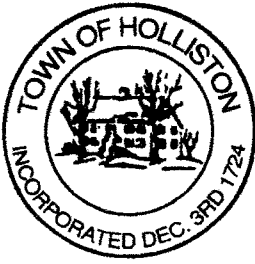
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ELECTRONIC CONTROL DEVICES



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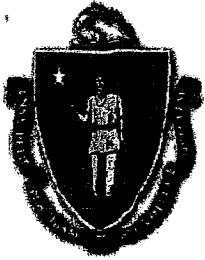
ELECTRONIC CONTROL DEVICES PROPOSAL

Rationale for Request: Tasers are a viable and preferred less than lethal control option for police officers that encounter resistant and mentally unstable subjects that pose a violent threat to officers and/or citizens. The use of force option of a taser should reduce the possibility of officer and/or subject injuries along with corresponding reduction in municipal liability.

TO FULLY EQUIP SEVEN (7) OFFICERS WITH TASERS;

TASER X26P	\$873.85
Power Magazine	\$61.95
Holster	\$51.75
Grips	\$14.95
Cartridges	\$132.75
4 Year Extended Warranty	\$269.99
TOTAL per Officer	\$1,405.24
TOTAL for PD	\$9,836.68

Note: Please see attached approval of Holliston Police Department's Electronic Weapons Training Program. This is a State mandated prerequisite to the allocation and purchase of these weapons.



Deval L. Patrick
Governor

The Commonwealth of Massachusetts
Executive Office of Public Safety & Security

One Ashburton Place, Room 2133
Boston, Massachusetts 02108

Tel: (617) 727-7775
TTY Tel: (617) 727-6618
Fax: (617) 727-4764
www.mass.gov/eopss

Andrea Cabral
Secretary

May 29, 2014

Chief John J. Moore
Holliston Police Department
550 Washington Street
Holliston, MA 01746

RE: Electronic Weapons Training Program

Dear Chief Moore:

I am pleased to inform you that the Holliston Police Department electronic weapons training curriculum has been approved pursuant to G.L. c. 140, § 131J and 501 CMR 8.00, *et seq.* You indicated that your department has adopted the Municipal Police Training Committee's program on the use of electronic weapons. Your agency may begin training your qualified law enforcement officers in the use of electronic weapons and can begin using electronic weapons once your officers have received training.

In addition, enclosed please find the Executive Office of Public Safety and Security's Electronic Weapons Use Quarterly Report. As an approved department, you are required to report to the Executive Office of Public Safety and Security on a quarterly basis your department's use of electronic weapons, using the enclosed form, even if the use is zero incidents.

Pursuant to G.L. c. 140, § 131J, the Executive Office of Public Safety and Security is required to report annually on the use of electronic weapons by approved departments in the Commonwealth. The information your department provides on a quarterly basis will be used to develop the annual report. This form should be used in addition to the Use of Force reporting form developed by your department for its internal use regarding electronic weapons.

If you would like to revise or amend this policy in the future, you must forward all proposed changes to EOPSS as all revisions require further approval. Please send all such amendments, or any questions, to Elisabeth J. Ryan, Deputy General Counsel at elisabeth.ryan@state.ma.us.

Finlam Minutes 9/23/14 Attachment #

Page 2 of 2

Please note that Massachusetts law authorizes only properly licensed Massachusetts firearms dealers to sell electronic weapons in the state. Manufacturers and out-of-state dealers are prohibited from making direct sales to Massachusetts police departments.

Sincerely,



Andrea Cabral
Secretary of Public Safety and Security

Encl

cc: Brittany Peters, Office of Grants and Research, EOPSS
Daniel Zivkovich, MPTC
Sgt. Craig Denman

Finlan Minter 9/23/14 Attachment II

HOLLISTON HIGHWAY DEPARTMENT

CAPITAL IMPROVEMENT PLAN

FY 2015

In order of priority:

Replace one 1999 Sterling dump truck with plow

\$130,000

Replace one 2005 Chevy dump truck with plow

\$ 50,000

Finlrm Minder

9/23/14

Attachment III



Southworth-Milton, Inc.
www.miltoncat.com

Tom Smith
Superintendent
Town of Holliston DPW
63 Arch St
Holliston, MA. 01746

September 11, 2014

Dear Tom,

The following is your budgetary quotation for a New 2014 CAT 430F-IT backhoe loader with the requested attachments and specifications. Quote reflects MA State Contract DCR461 pricing or National IPA contract.

(1) New 2014 CAT 430F-IT backhoe

\$ 114,900.00

Includes: 4WD, AutoShift, Ride Control, E-stick, Deluxe Cab with Heat/AC, 1.31cyd bucket with cutting edge, Wain Roy Quick Coupler, 24" HD Jaw backhoe bucket, Aux hydraulics on front and back, Cold Weather package, AM/FM radio, Exterior Mirrors, 3 year-2000 hour Full Warranty, 2 Front and 2 Rear LED flashing Safety Lights, Delivery and Training,

Trade In- 1995 John Deere 410D

\$23,000.00

Total Price with Trade in

\$ 91,900.00

Options:

Construction Forks

\$ 3,500.00

Spare Rear Tire and Rim

\$ 1,000.00

Spare Front Tire and Rim

\$ 711.00

Thank you for your consideration,

Tom Benedetti Jr
Milton CAT
Governmental and State Sales
774-258-1636 Mobile Phone
774-907-3062 Fax
tom_benedetti@miltoncat.com

Corporate Headquarters
100 Quarry Drive
Milford, MA 01757
508.634.3400

14 Kendrick Road, Rt. 28
Wareham, MA 02571

2158 Plainfield Pike
Cranston, RI 02920
401.946.6350

1-89 Exit 6
Mail to: 554 Maple St.
Hopkinton, NH 03229
603.746.4611

Rt. 103, 1-89 Exit 7
Waver, NH 03278
603.746.4671

79 Robertson Boulevard
Brewer, ME 04412
207.989.1890

16 Pleasant Hill Road
Scarborough, ME 04070
207.883.9586

One Cat Lane, Rt. 2

500 Commerce Drive

294 Ainsley Drive

2140 Military Road

275 Market Place Drive

55 Industrial Park Drive

84 Concord St.

Richmond, VT 05477
802.434.4228

Clifton Park, NY 12065
518.877.8000

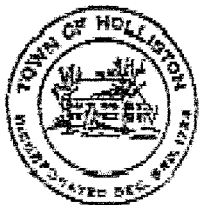
Syracuse, NY 13205
315.476.9981

Buffalo, NY 14150
716.694.7200

Rochester, NY 14623
585.475.1330

Binghamton, NY 13904
607.772.6500

North Reading, MA.
978-276-2400



MICHAEL R. CASSIDY
CHIEF OF DEPARTMENT

Holliston Fire Department

59 Central Street
Holliston, MA 01746-2103
(508) 429-4631
FAX: (508) 429-0614



TO: Board of Selectmen
Finance Committee

FROM: Michael Cassidy, Fire Chief / Emergency Management Director

DATE: September 9, 2014

RE: FY 15 Capital Requests

I would like to request the following requests be considered for inclusion in the capital requests presented to the voters at Special Town Meeting in October:

\$50,000

Chief's Vehicle

Replace existing emergency response vehicle assigned for use by the department head. Cost includes purchase of vehicle and accessories, emergency warning devices, and communications equipment. Pricing based on statewide contracts for vehicles, equipment and radios. Current vehicle will be maintained in the fleet, and made available for use by weekend duty officers and as a backup when the replacement vehicle is out for maintenance or repairs.

\$23,000

Tone/Voice Pagers

Replace existing tone/voice pagers used by our emergency response personnel. The pagers currently in use were purchased with a federal *Assistance to Firefighters Grant* award, and are all out of warranty. We experience roughly a 25% failure rate annually. Each pager that goes out for service costs us \$75 per unit for repair. We are proposing a multi-year replacement program; the requested amount would replace pagers for all personnel with fire suppression duties and responsibilities. We would make a similar request next year for all personnel with EMS duties and responsibilities.

I would be happy to answer any questions concerning these requests.

Holliston Public Schools Holliston, Massachusetts

Current Priorities

Capital Priorities

Priority	Project Name and Description	Location	Detail Cost	Total Cost	Description
1	Middle School 1:1 Technology Initiative 1:1 Initiative: Chromebooks Students 1:1 Initiative: Chromebooks Faculty Total Cost Capital Priority #1	Adams Adams	189,981 24,357	214,337	650 students subtracting out 104 units already purchased = 546 units (\$347.95 per unit) 70 units (\$347.95 per unit)
2	Final Phase District-Wide Wireless Access Wireless Access Total Cost Capital Priority #2	P/M	54,000	54,000	To make P/M Wireless - Special discount if order rec'd by 10/30/14
3	Elementary School Student Technology Chromebooks Students iPads Students Total Cost Capital Priority #3	P/M P/M	34,317 5,785	40,102	90 Units + 3 carts (90 chromebooks @ \$347.95 per unit + cart) Not on carts (10@379; 5@399)
4	Building & Grounds Infrastructure Repair/Replacement Auditorium Projector Resurface HHS Track HVAC rooftop unit in Gym Total Cost Capital Priority #4 FY15 PRIORITIZED CAPITAL REQUESTS	HS HS HS	10,000 150,000 15,000	175,000 483,439	Projector starting to yellow out (die) Quoted by service technician

Upcoming Major Budget Priorities

Priority	Project Name and Description	Location	Detail Cost	Estimated Cost	Description
	Tuition-Free Full-Day Kindergarten for all Students effective September 2015	Placentino		500,000	Estimated Cost based on January 2014 analysis. School Committee convening Town-Wide Task Force to review need, review financial estimates and make recommendation regarding next steps.
	Eliminate User Fees for all K-12 programs	All		485,221	HS Student Activity Fee - \$28,750; HS Athletic Fee - \$198,093; HS Student Parking Fee - \$11,000; MS Athletic Fee - \$26,700; K-12 Transportation Fee - \$220,678
	TOTAL ESTIMATED COST			985,221	

Cost Savings Initiatives

Priority	Project Name and Description	Location	Detail Cost	Total Cost	Description
	Comprehensive Review of Utility Costs with Recommendations for Investments in New Technology to Reduce Annual Costs and Improve Energy Efficiency	All		TBD	Please see attached memorandum for explanation. Seeking FinCom input on how to proceed and fund this review.
	Total Cost Savings Initiatives Priority #1			TBD	

Finlon Minutes

9/23/14

Attachment IV



HOLLISTON PUBLIC SCHOOLS
Office of the Superintendent
370 Hollis Street • Holliston, Massachusetts 01746
Telephone (508)429-0654 • FAX (508)429-0653

Bradford L. Jackson, Ed.D.
Superintendent of Schools

Date: September 22, 2014

To: Members, Holliston Finance Committee

From: Bradford L. Jackson, Ed.D., Superintendent of Schools

RE: Proposal for Comprehensive Energy Review

In addition to the FY15 Capital Projects voted by the School Committee to bring to Fall Town Meeting for approval, the Committee unanimously voted to support the concept of partnering with the Finance Committee to have an updated Comprehensive Energy Review conducted of all of our school buildings. The School Committee would welcome the opportunity to also partner with the Board of Selectmen on the issue as well should they want to include buildings under their jurisdiction in the Comprehensive Review.

When an energy review was last done several years ago, the payback for major energy upgrades was estimated to be in the 15-20+ year range. Now, with new energy technologies available including more cost-effective solar panels, LED lighting and better-designed, integrated and "smarter" energy management systems, the School Committee believes that the time to reassess is at hand. However, this is an industry where it is difficult to separate sales-person from consultant and where "guaranteed" savings (as well as the company that "guaranteed" them) can disappear over night. For these reasons, the School Committee strongly recommends that the Review be driven by an independent consultant who does not represent any manufacturer or service provider. They believe that if the community is going to invest significant dollars in solar energy, for example, then it's critical to have independent advice guiding us as we make that decision.

The Committee also recognizes that this project would offer the opportunity for both boards (or all three boards should the Board of Selectmen be interested in including "town" buildings in the Review) to work together toward achieving their common goal of improving the cost-efficiency of the municipal services we provide.

The School Committee welcomes the input and feedback from the Finance Committee and is looking forward to partnering with the Finance Committee to investigate this potential cost-saving opportunity.