

FINANCE COMMITTEE MINUTES

OCTOBER 9, 2012

The meeting was called to order at 7:31 PM in the Selectmen's Meeting Room of Town Hall. The following members were present: Ken Szajda, Charles Kaslow, Daniel Alfred, Michelle Johnson, Kathleen White and Michelle Zeamer. Anita Ballesteros was absent from the meeting.

Michelle Zeamer, seconded by Kathleen White, made a MOTION to approve payment of a bill submitted by Faith Antonioli totaling 3 hours for the meeting and minutes of October 2, 2012. Passed 6-0-0. Charlie Kaslow, seconded by Kathleen White, made a MOTION to approve the minutes of September 18, 2012. Passed 6-0-0.

Kathleen White, seconded by Charlie Kaslow, made a MOTION to approve the minutes of September 25, 2012. Passed 4-0-2(D. Alfred, M. Zeamer abs).

Superintendent of Schools Brad Jackson presented the School Depts. Fall capital requests. He began by presenting the FinComm with an update on the Adams School gym floor, which was a capital expense of \$235,000 funded in May. It was funded in May to allow the asbestos removal to be done over the summer when the building was without students. The job is almost complete. After tearing up the floor, it was discovered that there was only 4 inches of concrete beneath it and there needed to be 12 inches. This is for moisture protection and necessary to maintain the warranty. While removing the asbestos, they discovered glue holding the floor to the sub-floor. Once completed, the High School may use the facility on occasion because it has a larger seating capacity (bleachers) than the High School field house. The Schools also need to re-vote the school budget now that the final Chapter 70 (state money for public education is in). This was \$479,077 over the amount voted in at Town Meeting. When the budget was passed at the May Town Meeting, the town voted in a budget of \$28,500,000, leaving a deficit of \$233,464 from the School Committee budget of \$28,733,464. At that time, FinComm agreed to recommend adjusting the budget once the Chapter 70 funds were allocated. The town will be asked to appropriate \$28,733,464 for the School FY13 budget. This will still leave \$245,613 in Chapter 70 funds available to Fall Town Meeting. Superintendent Jackson then went over the 3 year Capital Plan included in the packet given to FinComm, focusing on the requests for this year. He began by explaining that tech needs are all handled through capital and that the schools handle the town's tech infrastructure. Page 1 of the Capital Plan was approved and voted in by the School Committee. It was divided into 3 prioritized categories. The top 6 items requested for Fall Town Meeting are: \$6000 for additional wireless access points in the High School; \$10,000 for a new backup system for all town computers, allowing for a full back-up daily, as opposed to the weekly backups done presently; \$22,100 for a PC Laptop cart to increase student access at the High School for homogeneous devices now that the school is BYOD (bring your own devices); \$10,000 to repair the cafetorium wall at Placentino/Miller (this is an estimate based on repairing the problematic panels, not all panels)- the cost is estimated at \$20,000 and schools are planning to fund the remaining \$10,000 through Extended Day. \$59,400 for 3 IPAD carts with 27-29 units for the Adams School with one cart for each grade 6, 7, and 8; and \$100,000 to resurface the track at Kamidian Field (it is 11 years old, but not unsafe at this point). The total School Dept. request for Capital for Fall Town Meeting is \$207,500. Michelle Zeamer asked how many PC's are on the IPAD cart and was told 27 or 28 and that there is a teacher MAC with each cart so the teachers can monitor what the students are doing. Schools need to get back with a definitive number. Michelle also asked if cleats are

contributing to the unevenness of the track. Dr. Jackson said that the worn spots are all over the track not just by the gates where people enter. Dan Alfred asked if the track was a revenue generator and Keith Buday replied “no”. Dan commented that IPAD’s are limited without extensive software to go with them. Dr. Jackson said there has been much research showing that Middle Schoolers’ do well with IPAD’s and pointed out that they turn on immediately. Dan then asked if they had looked into refurbished ones. Dr. Jackson said that the schools usually look into a package with the cart and compatible connectors. He said that they always look for the cheapest product that will provide the longest life. The schools have piloted IPAD’s and it was successful. Charlie Kaslow asked if the figures for the requests are estimates or hard quotes. Dr. Jackson replied that they are soft quotes for the most part. The IPAD cart is a hard quote and there is no quote as yet for the resurfacing of the track. Charlie also asked if there is a guideline defining capital requests and operating budget expenses; Dr. Jackson replied “no”. Charlie then asked about maintenance and when it dictates a purchase. He is looking for consistency. By looking at the capital plan for the future, some things seem to be maintenance not necessarily capital issues. An example of this is the painting of the yellow panels at the High School which is on the capital list, but is also a maintenance issue because paint periodically needs to be redone. Dr. Jackson said that anything of significant expense would be a capital expense. He added that he would be happy to sit down with the FinComm to establish what would and would not be considered part of capital. Michelle Zeamer said that she has mixed feelings about the IPAD’s. She asked about insurance for them (as they can break easily) and was told that they come with a 1 year policy and could look into the possibility of longer. She also asked if the schools had approached any businesses; Dr. Jackson said that the score board at the High School field was purchased by several companies who advertise on the bottom of it. He said that he does not want to sell access to the students. Kathleen White commented that with some assignments, they can’t use IPAD’s without adobe flash. Ken Szajda asked Keith Buday for the specs on the backup system and the cost of the IPAD’s. Ken asked if the schools had considered buying an IPAD from a company other than Apple. He then asked about the \$20,000 cost for the cafetorium wall and Keith said the quote was \$28,000 for the entire wall, but not all panels are bad – he thought about 1/3 are okay. That’s where the \$20,000 estimate came from.

Sam Tyler discussed two projects that the Community Preservation Committee is presenting as warrant articles for Fall Town Meeting and both are related to the amendment just passed that allows CPC funds to be used for recreational facilities and maintenance. The first project is to give \$106,000 to the Miller School Playground Committee for the new Miller Playground. The committee has already raised \$109,000 towards their goal of \$215,000. The new structure has a life expectancy of 25 years. Sam said the Preservation Committee agrees that it fits a need for the town. The second project is to redo the tennis courts at Goodwill Park. They need to dig up the courts, fix the drainage, level the courts off and paint the lines on the courts. They are also looking for new lighting. The basketball court needs to be resurfaced. Sam Tyler said that the tennis courts will be about \$240,000, the lighting \$50,000 and the basketball court about \$10,000 for a total of \$300,000 for the Parks project. The two projects total \$406,000, between the Miller School playground and the tennis and basketball courts at Goodwill Park. Sam Tyler said that because some residents may feel it’s the responsibility of the depts. to pay for these, the Community Preservation Committee is proposing that the town pay up to 15% of the total cost of these projects from the capital expenditure fund - this would be \$61,000. Ken Szajda asked Sam Tyler if the CPC supported the proposals and he replied that there was full support for both proposals. Dan Alfred asked if there had been competitive bids for the playground and was told that there were. Ken asked

FinComm members if there was consensus among the FinComm to support these proposals and there was. Sam Tyler said the proposals would go before the Selectmen next week if the FinComm was supportive.

The Board of Health, represented by Rich Maccagnano, is requesting \$1000 for the Food Service agent. He started in 2009 and has been paid \$50.00 per inspection since then. The Board of Health would like to increase his pay to \$60.00 per inspection, which would be in line with other towns. He is also able to do septic inspections if needed. He is the Health Director for Wellesley. Michelle Zeamer asked if the fee charged covers the cost of the inspection and was told that it does. Charlie Kaslow asked what kinds of septic work he can do and was told he can inspect the systems if Ann McCobb is unavailable. Ken Szajda said that the line is funded at \$4250.00 so they would need an additional \$850.00. Rich Maccagnano said that there are 52 establishments in Holliston, the carnival and single day events that need inspections. Ken Szajda said that he would check with Ann McCobb regarding the number of inspections. The Board of Health has an article for Sharps collection for \$2640.00. As of July 2012, Sharps can no longer be put into the waste stream. Holliston, Hopkinton, Ashland and Medway tried to come up with a plan between the 4 towns, but were unsuccessful. Rich Maccagnano said that there is a new pharmacy in Holliston that is willing to help out and serve as a collection point. He said that the Board of Health is considering an 8 month trial period with this program, hoping to have a better idea of how it is working by Spring Town Meeting. Selectman Jay Leary said that they need to be sure that it is Holliston residents because it can be costly and he thinks there will be many more Sharps drop-offs than the BOH realizes. Jay Leary's pharmacy has such a program. Rich Maccagnano said that they are planning on 2 pick-ups per month, with 2 containers each time. Ken Szajda asked if it would be possible for Holliston residents to purchase a Sharps container with a sticker on it and no sticker for those who are non-residents. There seems to be many unanswered questions around enforcement, costs, etc. Michelle Zeamer said she would contact Ann McCobb for more information.

Fire Chief Mike Cassidy discussed the GIS system that the town is looking into. He said he has looked at a couple of vendors and thought that one was much better than the other. He said that the Board of Selectmen received a grant to start up the GIS program. Ken Szajda asked what budget this program would be put into and was told probably either the Selectmen's or Public Buildings. Paul LeBeau said that one group would be coordinating it. There are many layers of information and data collected by the various depts. The GIS would be the central repository for this info. It would cost \$10,000 a year and provide maps, access to data and could become a people's forms service.

FinComm plans to spend about \$350,000 on capital and at this point have requests totaling \$623,878. Charlie Kaslow asked about the current funding liability for the town, but Ken Szajda said that is dealt with in the spring. Charlie then asked Jay Leary and Ken Szajda if any of the information requested from Stone Consulting had been received and when there would be another meeting with Stone. He commented that both questions should be answered before Town Meeting and Jay acknowledged that Paul LeBeau needed to follow up with Stone.

At 10:27 PM, Michelle Zeamer, seconded by Kathleen White, made a MOTION to adjourn the meeting. Passed 7-0-0.

Respectfully submitted,

Date Approved:

Faith Antonioli, Secretary

