

Committee Members Present: Sarah Raposa, Brett. Fagan, Karen Nowicki, Nicholas Fair, Darrent Laforest

Committee Members Absent: none

Community Members Present: none

1. Call to Order: At 7:02 PM, Ms. Raposa called the meeting to order.

2. Public Comments - none

3. FY24 Capital Plan (5 Year Plan)

• **IT – Rich Boucher**

Ms. Raposa commented that Mr. Boucher provided notes about what had been funded in previous years and the amounts. Mr. Fair asked about Mr. Boucher about the scope of IT's responsibilities, for example, where does IT arm reach into town & school? Mr. Boucher responded that IT covers all municipal departments and education, on the precipice of including facilities & maintenance because almost all systems are i.e., HVAC, security, doors. Basically, if it has electricity, IT is involved. This includes, wiring, computers, security, PA, telephone, websites communications, cables, servers, firewalls, door systems. PA, media based. For example, IT stepped in to assist with issues in the auditorium at the HS. IT ended up putting in the capital request since the auditorium is used for school, town and rented to outside events too. It can be unclear what belongs to IT vs. schools vs. parks vs. maintenance. Mr. Boucher works with school superintendent to review their needs and determine what requests will be schools vs. IT.

Mr. Fagan noted that there are 4 main categories that IT recurring capital requests are listed under:

- 1) Tech Equipment – This includes laptops, computers, copiers, web cams, microphones, speakers, chrome books, security, projection systems. There is a need to continue to add and replace laptops, computers and printers for staff and with COVID, Chrome books are now provided for grades 5 & 9 and there are increased repairs and replacements needed.
- 2) Infrastructure Equipment – This includes anything not in front of anybody, networking, servers (they purchased servers in 2018 that they will need to replace in 2024), data storage (storage array purchased in 2021 will need replacing in 2026-27, maintenance, switches (everything's been replaced in last 3 yrs), fire walls (school bought theirs in 2020 and town hall is being replaced this year), wireless access points, telecommunications system, wireless system replacement planned for next year. Project # 2330 is for maintenance of current equipment as the begin to look at replacement of the TelCom system. Mr. Fair asked about insurance for Tech/Infrastructure and Mr. Boucher responded that some is cover by Town Hall budget and some in School budget. Technology budget for the town covers chrome book replacement and use tech budget for desktop, printers, copier replacement. Mr. Boucher mentioned that it used to be one big IT budget and now it is divided into these categories.

- 3) Security – This includes surveillance systems, door control systems, cameras. They have spent \$1.4 million on security. Project # 2231 for \$25K is to support current systems and maintenance and upkeep on equipment and repair, also funding smaller projects. For example, they spent \$9K to put door control at Coakley Building bathroom and cameras at pickle ball courts. This will increase to \$50K per year. The number will increase next year as they will need to start replacing servers. Going to migrate from 5 servers to 2 at the schools which should be enough for data storage and processing for cameras.
- 4) Projection systems – 2010-2011 they spent about \$600k on projection systems throughout the schools and now they are 10+ years old. Over last few years replaced the high school systems. Memorial & MS are old need to be replaced. They are trying to steadily fund to replace projection systems but are currently just maintaining the systems by repairing as things break. The units are 55 inch touch screens with 20 points of touch and curricular related software to produce content and interact with students. The prices have been coming down for units and better quality and functionality. There are about 200 units total. Memorial and MS are about 110-150 units, these are the highest priority. Mr. Fair asked about the 2 capital request items. # 2343 is \$50,000 for the continued maintenance, i.e. if something breaks. Mr. Boucher added that this is for the classrooms. The larger #, \$105,000 (Project #2344) for common area projection system is coming off of the list since this will likely be part of the new TelCom system. Auditorium lighting coming off. McGovern & Memorial doesn't have an auditorium, use cafeteria for meetings. Rather than putting in a big projection system, they use mobile 75 inch flat panels. IT purchased 3 of these that link together, on carts can move around.

Mr. Fagan asked Mr. Boucher if these 4 categories collectively represent funding needed to keep things operational. Mr. Boucher agreed and said some is in operating budget and some in capital budget. Gives them some flexibility.

Specific projects

Townwide Telcom System – Panasonic System in place now entire town, plus police have their own and another for municipalities and each school has their own PBX system, 630 handsets. Panasonic is going out of business. Because current system is aged, they are having hard time getting parts. Mr. Fagan asked if they will consider both cloud and inhouse. Mr. Boucher explained that it is more expensive to go cloud based due to install and then monthly recurring costs, i.e., \$60k for purchase and install of phone and then up to \$50k per year monthly charge, so up to \$500 over 10 years. For an inhouse system, fixed cost to install, phones would be non-proprietary, so if tech changes or they don't like the system, they can switch to cloud based with a software upgrade. Last year price was \$150k. Ms. Nowicki asked how long they expect the new system to last. Mr. Boucher and Mr. Boynton agreed it would be close to 10 years for new system. Current equipment is over 10 years old and was probably phased out 5 yrs ago and they are making it work. It is an end-of-life situation vs. technological reasons driving this. Looking at a system that they can unplug from one space and plug in another, which is what an inhouse system from sitting vendor would be. Vendor is SE telecommunications. Mr. Boucher trusts them and the system they are proposing are best price compared to Avaya and Mitel which would be proprietary). With non-proprietary, if they go cloud in future, it wouldn't be rip and replace. Mr. Fair appreciated the efforts of IT to compare options and get pricing. Ms. Raposa

mentioned that this is the 2nd yr for this request and asked if it is more of a priority now. This year it's even harder to get parts and Mr. Boucher is not comfortable going another year. They can't buy the licensing to add anything else to current system. At the precipice of not being able to connect anything else to current system.

Furniture IT dept

Try to reconfigure office, have hand-me-down furniture to outfit the and reconfigured cubicles. Since it is unknown whether they will be moving to town hall, this goes to bottom of the list.

PA system – HS system has a failure a yr ago August and temporarily fixed until this August and then had to replace it, spent \$20K on a system that would be a head end server to connect all districts. Initial capital ask was 30/30/60 for HS, MS and & 2 elementary schools, now the new head end server to connect all districts, the equivalent of a SIP phone sending a digital signal to be transferred over to analog. Enables a centralized PA to all buildings or isolated to each building, also provides panic system. 2 systems in elementary schools are analog and stable. McGovern replaced 4 yrs ago. Middle School, 2011, they found a vendor to support, if server fails, they can incorporate into HS head end system. HS have had issues and now vendor is out of business, no support, but found a new one for middle school, but new vendor said it'll work. The \$30k requested changed to \$7,500 this year to give digital analog receivers to facilitate head end model and extend systems. The future \$30K and \$60K will not be needed.

Government transparency initiatives – speaking with vendors to upgrade website, document storage, digitize paper. 2 systems, web communication systems, doc digital storage, funds would move into one system to search for any document. Mr. Boynton said that this would allow for Public records requests can searched online. Will need to be done at some point in time. Using some funds in operating budget to pick away at this, got much of building dept documents digitized. Mr. Fair asked is \$75k would get the whole job done. Mr. Boynton said it could, but they are trying to do it inhouse when staff have staff. \$75K is for 3 components: website, digital document storage and digitization of documents. Will need to retain hard copies of some documents and will need the physical storage space, even if it is digitized. Mr. Fair asked if it would be an advantage to spread the \$75K out over 3 years 25/25/25 and chip away. Mr. Boucher said any money invested in digitization is well spent. There will be a challenge with odd-sized documents.

Mr. Fagan asked about the telecom ask being split \$150K in 2024, \$150 2025. Mr. Boucher said that , 2 head ends (town and school, might not need the 2nd \$150 if they can get it done next year with sitting vendor. If not, would have to go to other vendors which could be \$300-\$325. First \$150K is definite, could end up taking 2nd \$150k off the list. Would get head end for Town year 1 and schools yr 2.

- **Town Hall**

Ms. Raposa referred attendees to the spreadsheet listing the Town Hall capital requests:

- Carpet Replacement - to be funded over 2 years and it's a low priority. Mr. Boynton commented disgusting carpets in town hall. Did the downstairs about 5 years about. Select Board needs to hear from facilities about use of Medway block property. Question

of whether to engage design services. The priorities are police and fire stations. He doesn't think he can justify replacing carpet if there could be a new building within 5 year. If no solution to town hall space in next 8-10 yrs, then they will have to replace. Ms. Nowicki asked if it could be a multi-function building and space rented out. Mr. Boynton responded that the condition of building wouldn't warrant this type of use.

- two requests from Sandy Johnson listed under Communications. One is for an electronic (similar to Choate park) sign at the Police station \$80K and the second is for 2 mobile trailer signs, for \$44.5K.

Carpet replacement and sign for police station was requested last year and not funded. The request for mobile signs is new. There is a \$150k request from Community and Economic development for redesign of the Milford and Trotter Drive intersections. The last request is for Phase 2 of a 3-part baseline documentation for conservation.

Ms. Raposa asked Mr. Boynton about supplemental information about the intersection work and how it ties into future Oak Grove project and what type of state and federal funding will be available. Mr. Boynton said crash data does support these intersections being a priority, there are other intersections. He feels that Milford Street is a perfect candidate for a TIP project. (Federal dollars managed by the state). There is still some work to do to determine priorities and funding. It could be a \$2 million project and a low priority at this time unless they can get some federal funding.

Mr. Boynton commented that he would look for some funding for trailer signs. They would be nice to have but not a must have. Mr. Fagan asked how they would be used. Mr. Boynton responded that they tell you when Town Meetings are and when rabies clinics are, for example. Current sign can be viewed by people going North/South but not for those going East/West, it would be nice to have move coverage. Mr. Boynton said that the current sign at the police station is dangerous, it has a heavy glass cover and stick on letters, they are making it work. Mr. Fagan asked whether it is viewed by many people. Mr. Boynton questioned if a sign is needed. If not, perhaps they should decommission current police sign.

Mr. Boynton said that Baseline Doc for Conservation has to be done, this is phase 2, phase 1 already done. Ms. Raposa said that she saw that the Phase 1 cost may have come in lower and asked if there might be funding left over for Phase 2. It is a 3 yr ask, so perhaps they fund in 2024 and then determine if funding is needed for phase 3 in 2025.

4. Discussion with Town Manager re: financial/funding process

Mr. Boynton discussed the various funding mechanisms. Municipalities do not budget capital expenses in their operating budgets because if there is a crisis or budget short fall, capital is first to be cut. Free cash is what typically funds capital expenses. Town of Medway reviews this as an annual process. CIPC is reviewing the requests independent of what the funding mechanism is. They are determining need. Free cash is one source of capital funding (largest), borrowing is another for major projects i.e new fire truck. Free cash is an undesignated fund balance and it

comes about from either higher than anticipated revenues (i.e. taxes, state aid) or turn backs from departments (health insurance). Other sources could be court settlements or tax refunds, state aid, last year \$7 million in free cash, \$1 million from extra state aid that wasn't anticipated and \$2 million from EverSource settlement. This year is \$4.3 million.

Other sources are water retained earnings, trash and sewer retained earnings are used to make repairs. They are certified by state DOR. The Parks revolving fund has been producing additional balance.

The challenge is how to fund \$7 million in Capital requests with \$2.3 million in revenue. Started off with \$4.3 million in certified free cash. They had \$1,135,000 transfer from town meeting, \$1 million of funds still in facility stabilization fund. Brought account up to \$8 million.

- Try to keep \$200,000 to carry over for emergency
- Building in \$250k for snow overage
- \$100K kept for articles in spring, study funded
- \$200k to general stabilization fund to show fiscal responsibility to keep AAA Bond ratings

\$2,371,000 is what CIP has to fund requests. Mr. Boynton will make recommendations based on his observations daily as the Town Manager, but the decision is ultimately the call of the CIPC. He noted that public safety is still catching up. He can answer questions regarding any of the items. He created extra columns with suggestions based on other potential funding sources. Ms. Raposa clarified that while some items are in the capital budget, they could be funded by other sources.

Ms. Nowicki asked for clarification of how the grant process works with respect to CIPC rankings. Mr. Boynton said that many of the grants are for rural or urban communities and Medway is not qualified. They reviewed all the federal programs. There are some they can apply for. They did get some funding for water treatment facility, \$2.75 million. Funding is earmarked but it will be a challenge to actually get the money from federal government. Ms. Nowicki mentioned that the fire chief received a state equipment grant, \$18K. Mr. Boynton added that there others: safety grant, personnel and equipment (AFG grant). In the past got some money to replace sprinkler system.

Ms. Nowicki ask about cost analysis for federal or state incentives for electric vehicles. Mr. Boynton said that they have discussed many times, Mr. Fair added that the Select Board will review in next meeting. Mr. Boynton said that the technology hasn't caught up with demand. Each vehicle is about \$10k more than current ones, but there are no tax credits. There are some hybrids, but they cannot accelerate fast enough, not a good response-type vehicle. Equipment is much more expensive. Trying to buy energy efficient vehicles, 2 electric vehicles in the fleet now. Will look to replace some town hall vehicles in next 2-3 years.

Mr. Fair wanted to understand the funding stream between the school and town. Mr. Boynton explained that school has full autonomy and doesn't turn back funds, they are their own entity.

Ms. Nowicki mentioned that DPW added to their requests. Mr. Boynton said it should have been on the list in the first place. We need a design and engineering component to fields, before getting bids. Design in 2023 and build in 2024. It is going to be an \$85K free cash ask, may be able to use some other funding. Mr. Boynton prefers not to do all of the fields in the same year. Hanlon turf and track should be done together and then stagger other 2 fields.

Ms. Raposa said that Mr. Boynton has list of priorities, but committee's role is autonomous, can make their own recommendations while relying on Mr. Boynton's expertise.

5. Committee Updates

Ms. Nowicki let committee know that she got something from DPW on the bridge study and repairs. She was sent her quote from engineering firm. She will send to committee members, it was \$45K

6. Open Discussion -

None

7. Minutes for Approval – (11/15/22, 12/6/22)

11/15/22– Mr. Fair offered a motion to approve the meeting minutes from 11/15/22, Ms. Nowicki seconded the motion.

Vote 4-0-1 Sarah abstained since she was not at the meeting - approved

12/6/22 – Ms. Raposa, Ms. Nowicki, Mr. Fair, Mr. Fagan and Mr. Laforest were present

Mr. Fair offered a motion to approve the meeting minutes from 12/6/22, Mr. Fagan seconded the motion.

Vote 5-0 approved

8. Tentative Meeting Schedule

- January 3 (7-9 pm) - Debrief meetings and discussions, finalize departmental priorities. Ms. Raposa will send a spreadsheet to Mr. Fagan to merge and determine average rankings for discussion and send to committee.
- January 10 (6-7 pm) - group ranking, may be held on 1st floor of Town Hall

9. Motion to Adjourn: At 9:00, Ms. Nowicki offered a motion to adjourn. Mr. Fagan seconded this motion, which passed unanimously. VOTE: 5-0 approved.