



Town of Ashland

MASSACHUSETTS

Meeting Minutes

Capital Improvement Committee (CIC)

Date of Meeting – 04/04/2016

Time of Meeting – 5:34 PM

Members in Attendance: Alexis Christopher (Alexis), Jacob Guggenheim (Jacob), Steve Morgan (Steve), Ron Mortensen (Ron), Brittany Iacaponi (Brittany)

Members Absent: Eric Heideman

Guest: Michael Herbert, Steve Mitchell, Joe Magnani, Superintendent Jim Adams, School Committee Representative Laurie Tosti, CRC Chair Roberta Soolman

Jacob calls the meeting to order and welcomes Jim and all of the guests.

Jacob stating that Steve is audio recording the meeting and Jacob is projecting the minutes on the projector.

We are going to start with Jim as has a 6:30 meeting to attended to.

Jim – thanks the CIC for having Chair of the School Committee and him to talk about the 500k earmarked funds. Last year in April Jim sat with Senator Spilka and her aid to talk about the towns enrollment projections. Senator Spilka spoke with Jim about something that another town did to get funds to help with their issues. We had gone through the budget process requesting modular classrooms. Jim does not know what he would do without the modular classrooms. He expects more students this year at warren. Jim worked with the modular company to get the funding to what would work as asked for 175k plus 50k for setup cost set aside in capital. About 53k of this has not been spent and remains in capital. This summer the 500k was talked about but it was not known at that time if it was going to be received. He states the enrollment numbers are not going down, the modular classrooms are just phase 1, phase 2 is utilizing the space that we have to keep out students in house without a new building. Jim states it is critical to understand this is a space issue not a capacity issue as there are spaces that need to be unitized for special education, ESOL etc. In August Jim was told that Senator Spilka could get the funds, Jim wrote a letter trying to push this through, within that 4 items were important items for that money: modular class rooms, textbooks, tech tools, staffing. No word after that that letter but the Governor removed it the 500k from the budget, but them Senator Spilka and Tom [Representative Sannicandra] got it put back in. Jim continued to write letters. 4 or 5 weeks ago the funds were received after a lot of pushing but they would have to be spent by June 2016. Jim asked if we could roll over these funds but it would require legislation. He was told to spend the money, because there is a chance of those funds being cut even though it has been rolled over. With that information Jim presented the idea of paying for next year lease payments 143k with the understanding we still have a overcrowding issue and need a science lab and a locker room space in Mindess. Jim is asking the CIC for

100k for the added space in the Mindess School. Jim asks the some of the funds be used for staffing, textbooks and supplies for that science space, about 80k using the MSBA model of science labs. Jim states that is critical that as enrollment is still going up and we are going to start to really feel it.

Michael summarized that the 143k listed for the modular classrooms would come off the capital list and 100k of that would be used for additional room requirements.

Steve says that CIC discussed this concern and the prior Town Manager who was committee member was to discuss these funds being used for both FY16 and FY17. Further a question was raised why the payment would not be for FY2016 costs when the money is also FY2016 money not FY2017. Also the 100k was not presented to CIC. No forms have been submitted.

Jim states he never had a conversation with the prior TM about the modular classroom funding. His letter was clear in August about the use he has seen.

Steve has concerns that these funds were not on the budget and should reduce things like the override. We voted that we should recover the FY16 funds. Steve wants to look at the schools other needs including facility maintenance and renovation needs. This science labs should be proposed as a project and believes we should take the money received in FY16 and account for it in the FY16 budget

Laurie Tosti – the school committee’s (SC) concern is what Senator Spilka intended for the money. From the SC point of view it was giving with a purpose and how we can fulfil it.

Alexis ask what happens if we do not advise for this. It is her understanding that the Jim would still come back with a request and that Jim did not know about when his first capital requests were submitted.

Jim – confirmed

Ron wonders when we built the modular we kicked the can down the road on something; ask what is need so worst big picture.

Jim – big picture we are out of space. The only way from educational stand point the model that we are moving toward a 3-6 grade building at West Union and a 7-8 at Mindess is the best option but we cannot keep a 3-5 grade building at Mindess next year. They can’t budget those funds because we did not know we were going to get them and then how can we spend those funds in the way that was intended earlier.

Discussion continues

Steve mentions there are things on the capital list Jim suggested but did not fund, like the computers. He wishes the money would be spent in FY16. He is not sure of the school’s implementation plan, for reorganization maybe in FY18 and has concern about carrying over funds long term as other projects have.

Discussion continues

Jim – checked with the AG’s office that we can pre-pay the FY17 modular with these funds.

Steve asks if there was a summary of why we can do it.

Jim does not know, but got an ok.

Joe asks if we have it in writing.

Jim does not think so.

Discussion continues

Alexis makes a motion 6:15 the CIC will advise the town manager to modify the FY17 CIC budget to reflect that the school committee will pay the FY17 143k line item for modular classroom leasing and the capital improvement committee will replace this line item with 100k to fund the physical space of a science room and locker rooms.

Steve asks a point of information – his understanding is the budgets get presented to town meeting as a capital line item separate from the school budget as the school does not have a capital line item. We should have the motion state that the capital budget is increased and decrease the schools budget by that line item.

Michael – we are just looking at the net.

Discussion continues

Jim agreed to put a one page doc into the town meeting of how the 500k funding is spent.

Brittany seconds

Jacob as for new discussion

4 approved 1 no – Steve

Jacob states the next time is the Bylaw change. This was revotes due to a complaint about last meeting agenda.

Steve – his point of view is that this should be done after agreement on our response to the OML complaint. Also we did not get CRC or public comment about this. Steve believes we should make sure the bylaw matches with the charter.

It is found in section 7.3

Discussion continues

Alexis 6:38 Motions that we re-vote to approve the changes to the bylaw as presented.

Brittany ask to add the field enterprise

Ron asks if we can do it.

Steve – says that this language we are limited and now we are talking to expanding it.

Alexis is ok with that edit.

Brittany Seconds

Jacob asks if there are any new comments or discussion.

Steve – would like to add a section about re-allocating funds as new request come in as it is not in the bylaw.

Roberta CRC Chair – according to the charter commission specialists at the Collins Institute at UMass the charter supersedes the bylaw even is passed at town meeting. The Charter has final say.

Jacob agrees but this is has to be voted and is a clear statement of our views.

Discussion continues

Alexis does not agree to add in Steve's suggestion.

6:46 4 yes -1 no Steve

Jacob mentions Wednesday meeting – it is at 6:45 sorry for the wrong email. It is also going to be at the committee center.

Jacob asks if Ron can make it – he can.

Steve says that a change of location would require a new meeting post and 48hr notice

Jacob says it will remain at the Town Hall

Alexis agrees she go to Town Hall if needed.

Steve - states for the record he objects for the meeting on Wednesday and he cannot make it. The subject is on the OML complaint he filed. He is concerned the chair schedule the meeting out of the normal schedule and on a day he is known to be unavailable. He further observers that we had 14 business not calendar days so schedule deadline is not yet a concern. There are also provision to ask for a extension and further objects to the chair posting meeting without approval of group, it was agreed in September that agenda for the next meeting would be agreed upon after discussion at the prior meeting.

Jacob - The meeting was schedule on the Wednesday on advice from counsel. It was offered to speak about it this meeting as it was an emergency item due to the 14 day requirement but the suggestion was met with resistance by Steve. Jacob states the chair can and has right to post meeting prior approval of

the committee. Alexis will be on vacation between the 11th and the 4th of May so she would not make a meeting scheduled in our 2 week cycle. Jacob is surprised that there is no conflict of interest ethics on being included on the committee talking about a complaint the member filed. In addition no one in the group remembers the agreement to pre-approve agenda items nor is it in the minutes

Jacob – On to the infield groomer.

Alexis asks how it was

Ron it does not do everything we thought it would - cut 2 guys in 45 to one guy in 12. The spreadsheet is based on that.

Brittany asks how it looks compared to by hand.

Ron – Hand work is still left – highway has no way of doing it. They are going to need something to do it anyway. Schools would get the benefit of being able to use it.

Discussion continues

Alexis moves to approve the document and recommend purchase.

Ron Seconds

Steve – ask Brittany to confirm that saving on this sheet – is it 9,630 per year is this correct?

Brittany gets different number

Calculations continue

Brittany confirms

Steve asks about FY2016 savings.

Calculations continue

Alexis estimates less than 1/3rd.

4-0-1 Steve abstains.

Alexis leave 7:08

Steve makes a motion to approve the minutes as just review for 3/7 and 3/21

Ron seconds

4-1-0

Steve is concerned we do not have re-org school capital needs or being on the committee. He email Lori about this and has not heard back.

Ron – the town is on schedule for a major renovation.

Steve –ask why we are not looking at the school roof – they are talking about water in the locker room.

Discussion continues

Jacob ask Steve to get the 5 year building audit the state does.

Steve agrees.

Steve asks Brittany to bring back a reference to fund a project in FY16 to FY17 in relation to the modular.

Brittany will look into it.

Ron moves to adjourn

All agreed

7:35

Documents

Bylaw change

Infield groomer sheet

Town Charter Section

Chapter C. Charter

PART VII. Financial Provisions

Section 7-2. Finance Committee Action.

The finance committee shall, upon receipt of the budget and capital improvement program, consider in public meetings the detailed expenditures for town departments proposed by the town manager. The finance committee may confer with representatives from any town department in connection with its deliberations. The finance committee may request the town manager or any town department to provide additional information. The finance committee shall file a proposed budget and report of its recommendations for action 14 days prior to the scheduled date of the annual town meeting. The budget to be acted upon by town meeting shall be the budget proposed by the town manager with the accompanying recommendations of the finance committee.

Bylaw change

Section 42.1 - Membership

The Board of Selectman shall appoint a Capital Improvement Committee consisting of seven (7) members, one of which will be the Public Facilities Director. Members shall be appointed for terms of three (3) years so that as near an equal number of members' terms shall expire each year, except that in the first year three (3) members shall be appointed for three (3) years, three (3) members shall be appointed for two (2) years, and one (1) member shall be appointed for one (1) year. Vacancies on this Committee shall be filled for the remaining term of the open seat.

Section 42.2 - Function

A. The function of this Committee shall be to study the town's need for departmental capital improvements utilizing the town's capital general fund, capital stabilization account, field enterprise account, water enterprise account or sewer enterprise account and provide a recommendation to the Town Manager for the prioritization, planning, financing, and coordination of such improvements, except as otherwise provided by law.

B. It shall be the further function of this Committee to recommend to the Board of Selectmen, for certain extensive capital improvement projects, to appoint a specific building committee to perform the project management functions for the project including to negotiate, contract for, supervise and accept the building or installation of the capital improvement authorized by the Town Meeting, subject to the approval of the Town Manager and Board of Selectman.



Town of Ashland, Massachusetts

Department of Public Works

David M. Manugian, Director, Ext. 7941
David S. Miller, Office Manager, Ext. 7943
Roy M. Correia, General Foreman, Ext. 7964

Phone (508) 881-0120
Fax (508) 881-0112

Date: April 4, 2016

To: Capital Improvement Committee

From: Public Works Director

Re: Infield Grooming Machine, Additional Information

The purpose of this memo is to provide additional financial information requested by a member of the Capital Improvement Committee. As background the schools groom both the baseball and softball fields once to twice a week during the spring season (39 times April through June). The DPW/ field enterprise groom both fields every week to every other week in the off seasons (12 times July through October) to keep them from deteriorating. In addition the DPW/ field enterprise grooms the Middle School (2) and Stone Park (2) fields as needed for a “B” level (40 times, April through October). Please see the information below.

Activity	As Is	To Be
Contracted Maintenance ¹	\$20,280	\$0
Maintenance Account	63490-52450	63490-52450
Field Ent. Labor ²	\$650	\$10,000
Ent. Labor Account	63490-51130	63490-51130
School Labor ³	\$1,950	\$650
School Labor Account		
Grooming Equipment Cost ⁴	\$0	\$2,100
Grooming Supplies Cost	\$0	\$500

Notes

1. Based on FY16 actual costs from Tyler’s Landscaping Company
2. The “as-is” cost is checking on the contractor’s work at a B level. The “to be” cost is performing the work at an A- level.
3. Labor to groom two fields (varsity baseball and softball). Estimated time savings between “as is” and “to be” is based on cutting time to groom by two-thirds based on conversation with facilities staff.
4. Based on an equipment life of 15 years, a purchase price of \$17,500, and annual maintenance costs of \$1,000. $\$17,500 + \$1,000 \times 15 = \$31,500$; $\$31,500 / 15 = \$2,100$.

These costs may differ slightly from the other analyses because the information was requested in a different format. This is the time to purchase this piece of equipment in order to save money for the spring season.