

Capital Planning Committee
Longmeadow, Massachusetts

Minutes of the meeting of January 31, 2007

Members attending: Mark Gold, Steven Gelling, Nicholas Katsoulis, Stephen Metz, Ned Steiger, Roger Wojcik.

Absent: Suresh Samant, Finance Committee Liaison

In the Gallery: Michael Giampietro, Vice President, Finance and Administration, Bay Path College; James Nittoli, School Committee member; Kevin Warena, School District Technology Manager; Jahn Hart, Superintendent of Schools

Item One

Review and discussion of the Longmeadow School District Technology Capital Plan and proposed capital projects for 2007/2008...

Kevin Warena focused on the immediate capital need for servers designed to establish a modern functional hardware/software base for the data center which supports all school facilities in the District. The proposed server system replaces old MAC servers which have been modified to emulate Windows based servers. The replacement would increase system functionality, improve badly needed user response times, reduce maintenance needs and reduce the likelihood of system failure. A new central location will house this equipment; it needs only (portable) air conditioning to be functional; this air conditioning would be provided as part of the project. A second priority proposed project is replacement of the hardware network which connects all schools together. While there are several alternatives, most discussion focused on the possibility of piggy backing onto a proposed fiber optics "ring" now being actively considered by Pay Path College as part of a five local college network. Tie-in and related operating costs may be partially offset by utilizing funding provided by a federal program called E-Rate (this program funded by telephone service federal surcharges). The current school wide network has failed totally for three days within the past few weeks.

The Committee agreed to add the proposed server project to the current capital project list.

Item Two

The minutes of the January 11th CPC meeting were approved as written.

Item Three

Follow up actions –

Mike Wrabel and Adrian Phaneuf were contacted regarding the need to replace a high school exterior door which leads to the courtyard; this door is fatigued and one of its functions is to help keep rainwater runoff out of the building. Wrabel/Phaneuf have proposed sealing off this doorway and replacing two others which are on high ground; this change increases the total project cost for high school interior door replacement by \$6,500 to \$36,500.

At the Committees request, Mike Wrabel proposed a capital project to complete the renovation of the electrical system in the Community House (completing work that was started at the time several Town Departments were relocated into the Community House cellar) to make it both

functional and reliable and to add a needed fire alarm system to the building. This work is estimated to cost \$13,500, in addition to the \$7,500 already available for Community House electrical work. The Committee agreed to add this project to the 2007/2008 capital project list.

The Williams School kitchen/dining area folding door project was reestimated by Adrian Phaneuf at \$16,800 based on a hard quotation, \$4,000 less than the initial request. A metal accordion-fold door will replace the tattered vinyl unit. This cost change was noted in the 2007-2008 project list.

Field Trip Greenwood ADA project, Project #B-1- - Steven Gelling reported that the proposed replacement of the existing courtyard and handicapped ramps is a genuine need given that the available ramp into the Adult Center does not comply with design standards and is in the wrong place to serve most of those entering the Adult Center section of the building. While there may be options to reduce project cost, such as reducing the size of the concrete court yard, the probable cost savings is likely to be minimal.

Mark Gold reported that the Select Board has requested that the Committee report its final recommended capital program for 2007/2008 at its regular Board meeting on February 20. In preparation Mark will draft the Committee's report in time for our next meeting (on February 15th) and do any tidy-up work between the 15th and the 20th. All Committee members are invited to the February 20 meeting.

Item Four

Discussion of the proposed capital project list for 2007/2008 continued; the Committee:

Agreed to not recommend the proposed high school security office until the formal assessment of the overall security process and facilities was completed and the need for this proposed office established. It was noted that funding this proposed high school security office project was deferred by the Select Board last fall.

Agreed that, while the proposed Glenbrook and Williams school building intelligence projects have merit, it wants to see the results of the cost/benefit analysis requested of the town's Facilities Director before recommending these projects.

Noted that several of the proposed projects have no allowances for technical resources to implement these jobs and therefore approving these projects would idle cash for a time, thus tying up available capital which could otherwise be used to fund urgent projects during the fiscal year.

Agreed that it is grossly premature to fund the partitioning of part of the open classroom space in Glenbrook School as the proposed project includes no allowance for modifying the heating system in the building to handle individual classrooms. The Committee will ask the Facilities Director to propose a comprehensive project which converts all of the open space in Glenbrook to individual classrooms each with its proper heating and ventilation system.

Item Five

Mark Gold and Roger Wojcik briefed the Committee on the Town Wide Facility Study Site Tour held January 23rd and on the first meeting of the newly formed Town Wide Facility Improvement Committee meeting. Capital Planning is a member of this committee.

Other Items

Mark Gold reported that there will be a combined FC/SB/SC meeting on February 13th in the Community House; all are welcome to attend.

Mark Gold reported that the Town's fire engine #4 has failed and is non-operable; the repair cost is estimated to be \$6,000 -7,000, an amount reported to be about equal to the cash value of the fire engine. The scheduled replacement for this engine is two years away. \$105,000 currently is in a reserve to fund its replacement. A new engine will cost about \$150,000. After vigorous discussion of the pros and cons of repairing #4 versus replacing #4, the Committee consensus was to recommend that the engine be replaced, funded by the available \$105,000 in the reserve, plus the turn-in value of the old #4, plus monies taken temporarily from the ambulance fund; in turn the Committee would not add to the fire engine reserve fund in 2008/2009, but instead replace the money borrowed from the ambulance fund. Recognizing that the probable replacement cost of future fire engines will be less than originally projected, the subject of revising the Fire Department engine replacement schedule was mentioned; no decision on revising this schedule was made.

Mark Gold indicated that the next Committee meeting will be Thursday, February 15th, 2007 at 7pm in the Police Department Community Room. The agenda will focus on completing our annual recommendations for the town's 2007/2008 capital program.

The meeting was adjourned about 10:00pm.

Submitted,

Roger B Wojcik, Secretary

February 11, 2007