

Capital Outlay Committee Meeting Minutes

Date: January 11, 2021

Location: Zoom / Virtual

This meeting is being held remotely as an alternate means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020, Suspending Certain Provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants

Attendance:

Committee Members Present: Eric Valentine (Chair), Kevin Flaherty (Secretary) Matt Goulet, Town Treasurer Jean Montgomery Davalene Cooper (representing Advisory Committee), Libby Claypoole (representing Advisory Committee)

Others Present: Horatio Hemings and Michelle Monsegur, Town Hall; Michael Clancy, Building Department; Steve Becker, Information Technology; Linda Harper, Director and Lucy Hancock, Board of Trustees Chair, Hingham Library

Chair Eric Valentine called the meeting to order at 7:34 pm.

Notes

Building Department

- \$30,000 is requested for the purchase of a Ford F150 4X4 pickup. The cost will come from revolving funds. This is the third vehicle out of three requested over the past three fiscal years. To date only one has been purchased. This third pickup is new to the fleet and not a replacement. It will bring the vehicle count to four.
- There are five inspectors that are out daily, five days a week. Using Town-owned pickups instead of personal vehicles saves about \$4,400 annually in mileage reimbursement expense. Two of the four pickups are driven home by the inspectors who are on call (not plumbing and gas inspectors that are out less frequently).

Information Technology

- FY 2021 IT spending is 40% over budget but will actually settle under budget after the reimbursement of \$97,000 for remote user laptops under the CARES Act.
- FY 2022 request for \$235,000 of which 20% is annual asset replacement and \$125,000 is for storage area network (SAN) replacement and upgrade. This was a FY 2023 budget item that was moved up due to storage capacity limits being reached. The State did not approve a grant requested for a SAN upgrade.
- IT recommends investing in new technology rather than spending to increase the life of the current SAN. The current SAN was installed in 2016 and is coming close to its 7 year life so spending resources on it would be money wasted. There are now 19 servers on the SAN competing for SAN resources. There is increased demand from Police evidence and video files and Town Zoom meeting recordings. A new SAN will help provide scalability and allow for ever increasing video capacity needs. Repurposing any extra money left over in the FY 2021 budget to patch the current SAN does not make sense as it will need to be replaced next year anyway. It demands an all or nothing approach. IT will need to commit to a vendor soon. The firm Pure Storage is the lead contender.
- The Town does not utilize cloud services to any great extent with only limited use of the cloud for building permits and Elder Services. IT believes that the cloud brings security issues with it and does not want to be overly reliant on any one outside vendor.
- Steve Becker will be retiring on August 2 and was thanked by the Committee for extra efforts during the COVID, work-from-home period that was seamless, especially with thin staffing resources.

Town Hall

- Recapping FY2021, OIC roof replacement for \$35,000 is complete and modest renovations of \$25,000 to the Senior Center are scheduled for winter/spring which include a confidential conference room and automatic shades for the main program room. The \$25,000 approved last year for annual repairs is being held for the second half of the year. \$6,000 was spent to replace the failing Resnor heat pump. A State grant was awarded to upgrade municipal security locks was utilized.
- If the new Public Safety Building at 335 Lincoln Street moves forward, the Senior Center will relocate to the current Police Department.
- FY 2022 funding requests listed by priority:

- Priority #1 \$11,000 to replace hardware and install automatic swing doors for School Department entrance.
- Priority #2 \$25,000 for annual renovations and repairs as needed during the year.
- Priority #3 \$6,000 for heat pump replacement serving the basement staff recreation/break room. There is no heat or A/C there now as the heat pump was failing and used as spare parts for other heat pumps in the building. There are a total of 70 heat pumps in Town Hall of which 16 have been replaced to date.
- Priority #4 \$29,000 to replace carpet in the Police Department and Selectmen's offices. The carpet is 22 years old and there are trip hazards in several places. Proposal is to use carpet tiles that are easier to change out. The carpet quote is from Braintree Rug which breaks down to \$12,250 for the Police, \$4,700 for the stairs/landing and \$9,100 for the Selectmen's office. The Police portion (\$12,250) is a #1 priority due to trip hazards and a move to the proposed Public Safety building is several years out. In addition to the \$29,000, there will be an additional \$2,400 to cover the cost of temporarily moving furniture and equipment from the areas to be carpeted.
- Priority #5 \$5,000 for Veteran's Memorial walkway for brick repointing and drainage improvements.
- Priority #6 \$5,500 for two hydration stations which are water fountains with automatic water bottle fillers that cost \$2,700 each. Leftover repair and maintenance money from FY 2021 could be used to partially cover this cost. These hands-free devices are preferable due to COVID guidelines.
- In the budget's out years there is a need for \$300,000 in FY 2024 to cover the cost of a partial roof replacement and \$71,000 for driveway resurfacing.

Library

- Recapping FY 2021, the library may look very different when it reopens as the need for a more isolating furniture configuration continues. The parking lot feasibility study was put on hold awaiting more clarity about what post pandemic use will look like. Projects scheduled for FY 2022 will move out one year with the new timeline confirmed with the Town Engineer. The HVAC component replacement and chiller condenser motor approved for FY 2021 will be done this spring and will be put out to bid in consultation with the Town's new procurement officer. Replacement furniture is on backorder due to COVID supply chain delays.
- FY 2022 budget requests are as follows:

- \$36,000 for computer and technology replacement. A perennial ask, it is being increased by \$16,000 this year to allow for the cost of replacing 10 wireless access points and adding 4 additional access points. These come with higher bandwidth and user density. The current vendor's support has an end date of August 2022.
- \$20,000 for furniture replacement. Furniture has a ten year life and replacements are needed due to heavy usage and wear and tear.
- \$20,000 for phase 2 of roof truss repairs in the original library building. Estimate is a few years old and will need updating.
- \$30,000 to paint interior walls that were last painted 20 years ago. Some painting was done by the staff and this estimate will also need updating.
- \$90,000 to replace upper lobby and stair floor tiles. The upper lobby tiles are buckling and cracking after years of heavy usage. Lower lobby tiles are scheduled to be replaced this year. Estimates need to be updated.
- Priorities of needs are as follows: computer/technology replacement and furniture replacements are #1 priorities. Lobby tile replacement is also a very high priority. It may be cheaper to do all of the tile work at the same time instead of two separate jobs. The roof trusses can go another year as it is not a safety hazard. Painting can also be pushed out as the library continues to be closed and some of the more easily accessible work has been done by the library custodians.

Meeting Minutes

The minutes from the 1/2021 meeting were unanimously approved.

Matters not anticipated within 48 hours:

None

Adjourn: 8:49 pm

List of Documents Distributed at this Meeting:

1. Building Department capital budget and supporting documents
2. Information Technology Department capital budget
3. Town Hall capital budget and supporting documents
4. Library capital budget and supporting documents.