

**TOWN OF SHERBORN
SHERBORN CAPITAL BUDGET COMMITTEE**

**Minutes for Tuesday, January 31, 2023 Committee Meeting, 8:00PM
Online only via Zoom**

Present: Coralinda Lincoln (Chair), Peter Moores, Peter Gallitano

Absent: Nora Lynch (alternate)

Guests present during all or part of the meeting: Jeanne Guthrie; Deb Sieftring; Heidi Doyle; Sean Killeen; Dennis Quandt; Angie Johnson; and Dawn Fattore.

Meeting called to order at 8:01 PM

1. Prior Meeting Minutes

- a. Corey Lincoln identified a few minor additions/edits to the draft meeting minutes circulated in advance of the meeting.
- b. After a proper motion was made by Peter Moores and seconded by Corey Lincoln, the draft meeting minutes, as edited during the meeting, from the January 24, 2023 meeting of the Capital Budget Committee (CBC) were unanimously approved as final.

2. Pine Hill School Submission

- a. Dawn Fattore and Dennis Quandt presented information concerning the Pine Hill School's submission.
- b. For FY 2024, the Pine Hill School seeks funding of \$40,000 to upgrade the school's Energy Management System (EMS), which enables the buildings systems, like heating, HVAC, etc. to be managed holistically and remotely on one platform.
 - i. The quote, dated January 30, 2023, is from FMC Technologies, Inc. for a total amount of \$38,800.
 - ii. The current system was last upgraded in 2007. The system had a prescribed lifespan of 15-years. The upgrade to Pine Hill is part of a district wide upgrade. The regional schools were upgraded two-years ago. Chickering was updated last year.
 - iii. The upgrade is also expected to have a lifespan of 15-years.
 - iv. Standard software patches and minor software upgrades are part of the contract and will not involve additional expense.
 - v. The upgrade will not increase maintenance costs. The school's annual maintenance contract for the buildings systems will remain constant.
 - vi. Future anticipated capital expenditures costs at the school, including a new or repairs to the roof, are pending a larger consideration of what to do with the school.
- c. CBC tabled further discussion on the proposal pending review of some of the other submissions by other departments.

3. Dover-Sherborn Regional Schools Submission
 - a. Dawn Fattore and Angie Johnson presented information concerning the Regional District's submission.
 - b. 7 Rooftop Air Handlers
 - i. For FY 2024, the Regional District seeks funding of \$1,100,000 to replace 7 rooftop air handlers at the high school.
 - ii. The quote, dated January 6, 2023, is from GGD Consulting Engineers, Inc. for a total amount of \$1,103,039.
 - iii. The air handlers are necessary for the HVAC, including air ventilation, and supplemental heating system, acting like a heat pump.
 - iv. The current air handlers were installed in 2003 and have exceeded their expected lifetime of 20-years and some are requiring significant repair. Replacing them will significantly reduce future maintenance costs for parts and labor.
 - v. The Regional District representatives did not have an exact estimate of the current repair costs, but was able to state that in addition to the annual maintenance contract, that the HVAC repair for the entire Regional school campus ranged from \$25,000 - \$30,000.
 - vi. The current air handlers have not ceased working or created any unsafe conditions at the school. Due to the leadtime required to order any new air handler, it is not expected that new air handlers would not be installed until FY 2025. Because the air handlers take up a lot of space on the roof of the high school, the Regional District wants to address the air handlers first/concurrently with any efforts to repair the roof.
 - vii. New air handlers are expected to last for 20 years.
 - c. Flooring at High School
 - i. For FY 2024, the Regional District seeks funding of \$120,000 to replace the tile floor in the math wing at the high school.
 - ii. The quote, dated January 24, 2023, is from Atkinson Carpet and Flooring for a total amount of \$118,113.39.
 - iii. Replacing the flooring in the math wing would complete the effort to replace the flooring throughout the high school.
 - iv. The current VCT tile flooring was installed in 2002 and is failing in certain spots. It also requires annual stripping and waxing, which costs ~\$3,000.
 - v. The proposed Altro Quartz tile is similar to luxury vinyl flooring that has low maintenance costs. It is expected to last 20-25 years. It does not require stripping and waxing, which will permit maintenance staff to focus its time on other projects during the summer to improve the campus.

- d. 2 Bathrooms at Lindquist Commons
 - i. For FY 2024, the Regional District seeks funding of \$60,000 to renovate the bathrooms at Lindquist Commons, proximate to the cafeteria.
 - ii. There is no quote yet for this project.
 - iii. The bathrooms are original construction. The bathrooms are in a very high trafficked area. Renovation would include tile flooring and fixtures.
 - iv. Student group was incorporated to help design the bathroom to be energy efficient and have the least environmental impact, i.e. more sustainable.
 - e. Brief discussion held about future wastewater system upgrades and work to be performed in the future.
 - f. CBC tabled further discussion on the proposals pending review of some of the other submissions by other departments.
4. Discussion held concerning the excel workbook that Peter Gallitano circulated prior to the meeting that consolidated into one work sheet the proposals of all the town's departments. Workbook also tried to model the borrowing costs for the projects.
 5. Discussion was held with Sean Killeen and others from the town administration concerning what specific projects formed the basis of the DPW's request for \$350,000 for Town Building capital budget projects. Discussion included what projects from FY 2023's appropriation have been completed, are in process, or have not yet been started and what money remains unspent from FY 2023 appropriation by the Town at the Town Meeting. For FY 2023, \$190,000 was appropriated for town building capital budget projects.
 6. The Chair reported that she communicated with a representative from elder housing, K. Sturgis, and they will not be making a submission for FY 2024. They may need to submit a request for FY 2025 relating to elevators and lifts.
 7. Discussion was held concerning the agenda for the next meeting scheduled for February 14, 2023. CBC agreed to invite the town administrator to discuss best practices with regard to budgeting and funding town building projects.
 8. Adjournment
 - a. After a proper motion was made by Peter Moores and seconded by Peter Gallitano, the Committee voted 3-0 in favor of adjourning the meeting at 10:43 pm.