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TOWN OF MILLBURY
MILLBURY MA 01862

FINANCIAL MANAGEMENT PLANNING COMMITTEE MEETING
Special Session (dept head presentations)

Date: September 10, 2015
Present: Rick Bedard, Michelle Desorcy, Donald Desorcy, Katie McKenna, Kevin Plante, Rob McNeil and Bernie Plante.
Time: 3:30 p.m. (not recorded)
Location: Millbury Public Library Meeting Room
128 Elm Street, Millbury MA

- Meeting was called to order by Rick Bedard at 3:40 p.m.
- **Correspondence for Town Clerk**
 - Rick read information given to the committee from the Town Clerk.
 - Need to complete and submit our re-organization that we already did a few months ago.
- **Acceptance of Meeting Minutes:**
 - September 3, 2015
 - All in favor and signed
- **Discussion with the following Department Heads regarding their capital budget requests and staffing projections:**
 - **Greg Myers, Superintendent of Schools**
 - Rick summarized our committee's purpose to Superintendent, Greg Myers.
 - **Item#1 Elmwood ADA Playground – Back, FY2020 \$30,000**
 - Two playgrounds at Elmwood and the one in the back is not ADA compliant
 - Have been able to get by with the one in the front, so not critical but is on our radar.
 - Will take more work to become ADA compliant due to its placement behind the school.
 - **Item#2 Elmwood Additional Video Surveillance FY2017 \$24,000**
 - Surveillance is not equal throughout the district
 - High School is better, though even that system is aging (was completed with the renovation)
 - Elmwood is limited inside and outside
 - Need recorded video to aid in incidents that may occur
 - Quality of existing surveillance is not good.
 - **Item#3 Elwood Boilers FY17 \$175,000**
 - Elwood has 3 boilers that are about 14 years old. They were put into service with the renovation.

- These inefficient boilers trap condensation in the lower unit which is rotting as a result.
- Maintenance cost on these boilers is high (poor investment)
- They tend to shut down in the coldest weather which has led to late start for school.
- New boilers would be natural gas and there will be only 2 instead of 3 and they will be more efficient.
- This is a priority and will likely be on a Town Meeting Warrant Article.
- Cost was as estimate given by an engineer.
- **Item#4 Shaw Locker Replacement FY2019 \$55,000**
 - It is important to note that items 4-8 would not be necessary if we went with #9 (school replacement)
 - Lockers are vintage 1974. They are smaller than what is needed today.
 - They are damaged.
 - Some don't function at all.
 - Some have jagged metal edges
 - Not a wise investment to replace
 - Question whether we could replace and use elsewhere?
 - Two types of lockers
 - Inside wall
 - These are permanent, low profile and could not be used elsewhere
 - Less susceptible to damage since they are inside the wall.
 - Outside wall
 - This is what Shaw currently has and what would be replaced with
 - These could theoretically be used again.
 - More susceptible to damage
 - \$55,000 is just to replace those most in need, not a complete replacement.
- **Item#5 Shaw Security System FY2017 \$20,000**
 - This was so urgent, it has already been acted on.
 - Given close proximity to the mall and its remote location, lack of security was a real concern.
 - 2 custodians alone at night
 - Administrator(s) in on nights and weekends.
 - Wouldn't know if anyone else was in the building
 - Have covered the perimeter and main assets (computer lab)
- **Item#6 Shaw additional Video Surveillance FY2017 \$21,000**
 - Additional perimeter surveillance needed
 - Existing equipment quality is grainy. Not good or reliable.

- Would like to get to the new digital systems that can store a min. of 90 days' worth of surveillance that would be searchable by date.
- Some of the current video is only in the moment and not stored at all.
- **Item#7 Shaw Replace Tile Flooring FY2020 \$120,000**
 - Tile flooring is original to the building with only some exception.
 - Contains asbestos
 - Not airborne but can become a hazard with cracked or worn tiles.
 - Around doors (replaced tiles with new doors)
 - Under chairs (especially teachers' chairs)
 - Indoor air quality has not been good, though may not be related.
 - Cannot replace cracked tiles due to the asbestos
 - Not a wise investment.
- **Item#8 Shaw Resurface Gymnasium Floor – FY2019 \$28,000**
 - A delay on this would create a larger expense down the road.
 - Recommended to be resurfaced every 7-8 years.
 - If not done, could result in total replacement which would be more costly.
 - This is a maintenance item.
- **Item#9 Shaw School Building Replacement FY2020 \$26,000,000**
 - This would eliminate the need for the previous items 4-7 and would be a better investment
 - Solves all problems and gives additional benefits:
 - ADA compliance
 - Updated Technology (currently Shaw is limited due to building limitations)
 - More power (upgraded electrical)
 - Climate control
 - Some special needs students require climate control so they are now placements which is costly.
 - \$26,000,000 was an average of similarly sized already built local schools listed on MSBA website.
 - This is without reimbursement from the state which is typically between 50 and 60 percent.
 - Used to be higher before recession
 - Can receive more if choose “off the shelf” blueprint
 - Custom builds reduce the reimbursement given
 - Green school receive more reimbursement\
 - May have to go this way as a Green Community.
 - Question whether the current footprint would be used.
 - Will do whatever gets the most reimbursement.

- Not sure of options
 - Many schools locally have built on the same site which reduces the disruption and eliminated the costly need for temporary classrooms.
- Application Process, then 12-18 months to come up with a plan.
 - Would need architect at that point unless pick from plans available.
- Rob asked about site costs
 - Would need to speak with an engineer to recommend a plan that works with the site.
 - Mall property access may need to be considered as well as potential ledge issues.
- Greg mentioned the need for a road between Elmwood and Shaw during this process.
- Question whether putting Elmwood and the “New Shaw” together would make sense and use current site for fields.
 - Everything will be considered during the process.
 - Parking could be an issue
 - A field needed at Elmwood for after school and recess
- Best case scenario puts this project 4-5 years out before breaking ground.
- Feasibility not factored into cost estimate.
- State will want statistical information to determine building size.
 - Don’t want an underutilized space or not enough space.
- SBA requirements would likely limit building a new High School (grades 9-12) and using the old High School for the younger grades.
 - If money wasn’t an object this would be ideal.
- Feasibility study will help with different scenarios.
 - We just have to say that we have a need.
- Those schools that have not been taken care of are actually at the top of the list to be replaced. Condition is a big (biggest?) factor in acceptance by SBA.
 - Shepard Hill, built in 1968 has applied year after year and has been rejected because the building is in good condition.
 - Douglas school built in 1987 was immediately accepted because it wasn’t taken care of.
 - Not tied to school performance
- Recommended that when this is being presented to the Public to set up tours of Shaw; show the issues.
 - Not well attended for Police and Fire
 - Schools likely more marketable.
- **Item#10 MHS, Re-coat Outdoor Athletic Track FY2018 \$45,000**
 - Items 10-12 are athletics
 - Could be consolidated if went with #16
 - Track is 12 years old but looks 25.

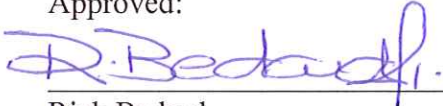
- The center lane is so worn that it is not used.
- Long jump runway cannot be used.
- If don't keep up with it will be even more expensive
- Poor investment and could be avoided with the bigger project.
- **Item#11 MHS Exterior Bleachers \$75,000 each FY2017 and FY2018**
 - Not ADA compliant
 - Can address this short term and would be a good investment
 - Replace with bleachers that could be moved and used elsewhere would solve this problem short term.
 - Currently bleachers are not used, most people stand on track (further wearing the track).
 - If people do use it, they all go to the top which seems hazardous.
 - Replacement would have a ramp in front bringing it into ADA compliance (though limited)
- **Item#16 MHS Gale Assts Field Improvements FY2017 \$5,583,250**
 - This would consolidate items 10-12
 - Have tentative drawings
 - Addresses needs for all sports
 - Includes ADA compliant press box on permanent bleachers
 - Addresses drainage at Windle Field
 - Windle field is leased/permanently entrusted to the SCHOOL, not for Town use.
 - Bathrooms
 - Does it all in one project
 - Current Track is D-shaped which is not MIAA Certified
 - Missing out of meets that would raise money
 - Central location would be ideal for district type meets.
 - With indoor sports complex coming to town, it would be an asset to the town.
- **Item#13 MHS Additional Video Surveillance FY2019 \$40,000**
 - Current Analog system needs to be upgraded
 - Would improve availability
 - Networking for Police
- **Item #14 MHS Marching Band Uniforms FY2021 \$38,000**
 - Expensive, but long overdue.
- **Item#15 MHS Partial Roof Replacement FY2021 TBD**
 - New parts still under warranty (expiring soon)
 - Jr High had roof replaced in part in 1993
 - Other part is leaking, but manageable for now.
- **Item# 17 Technology, Telephone/Clock upgrades FY2019 \$89,000**
 - Items 17-20 could be lumped into a larger technology project.
 - Districtwide
 - Not made anymore
 - Buying parts on EBay
 - Some just not repaired, non-functioning

- **Item# 18 Technology, Interactive Display Devices FY2020 \$252,000**
 - User end upgrades needed
 - Smartboards have been bought piecemeal, limited at the younger grade levels
 - Want to expand
- **Item# 19 Technology, Classroom/Lab Computers \$114,000 each FY17-FY20**
 - User end experience has not kept up with the state of the art Wi-Fi available districtwide
 - Some computers have been upgraded as far as they can and need replacing
- **Item#20 Technology, Mobile/Portable Labs \$70,000 each FY2017 and FY2018**
 - Not enough computers, need to rotate students through computer labs to take mandatory state testing.
 - Takes more time than it did before it was online.
 - Mobile labs would help.
 - Don't have one-to-one computers
- **Item#21 Curriculum, D/W Science Textbooks FY2018 \$50,000**
 - Textbooks not aligned though grade levels
 - Some new, some old
 - May repeat subjects at different levels
- **Items #22-24 (Replace Large Tractor FY2017 \$20,000, Replace Van FY2020 \$30,000 and Replace Pick-up Truck FY2021 \$30,000)**
 - Maintenance items
 - Staggered
 - Tractor performs snow removal and small projects
 - Hydraulics replacement would be ½ the cost of a new one which would be wasted.
 - Van goes between schools
 - Pick-up truck is used for snow removal, etc.
 - Other pick-up truck was replaced 1.5 years ago through lease option.
 - Also have Mini-Bus and Special Ed van.
 - Rob asked whether it would make sense to put these replacements as a budget item in rotation through lease.
 - Rick said it would depend on funds, maybe in future.
 - Maintenance items really and should be budgeted.
 - DPW 125k per year in budget
 - 5 year replacement cycle.
 - Greg mentioned adopting something similar for textbooks and would like to do for technology too.
- **Staffing**
 - ½ of budget of HR Director
 - Other ½ would come from Town

- **Any other business not reasonably anticipated.**
 - Michelle brought up the lack of solid figures in last week's presentation.
 - Should the committee ask for more streamlined information by a certain date?
 - Rob mentioned not every department has procurement training and that he and Katie could work with them to firm up the figures.
 - Katie passed around a copy of the Clerk Union contract as requested at the last meeting.
- **The next Financial Management Planning Committee Meetings have been scheduled for 9/17/15 and 9/24/15 at 3:30PM.**
- **Meeting adjourned at 5:00 p.m.**

Respectfully submitted,
 Katie McKenna, Financial Management Planning Committee Clerk

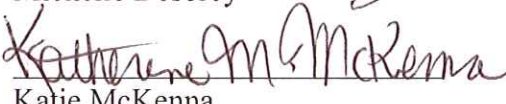
Approved:



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