



The Town of Barnstable
Comprehensive Financial Advisory Committee (CFAC)
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CFAC Committee:

Chair:
Lillian Woo

Members:
Vice Chair, Ralph Krau
Clerk, Hector Guenther
John Schoenherr
Joseph Mladinich
Melanie Powers
Tracey Brochu

Staff Liaison:
Mark Milne
Nathan Empey

Councilor Liaison:
Paula Schnepf

MEETING MINUTES

01.27.20

6:00 PM

Selectman's Conference Room

Roll Call:

- CFAC Members Present: Ralph Krau ,Hector Guenther, Lillian Woo, Melanie Powers, John Schoenherr, Tracey Brochu, and Joseph Mladinich
- CFAC Members Absent: None
- Councilors Present: None
- Staff Present: Mark Milne, Finance Director, Nathan Empey, Budget Analyst, and Gareth Markwell, Deputy Finance Director, David Kanyock, School Facilities Manager
- Other Present: None

Call to Order:

Lillian Woo called the CFAC meeting to order at 6:00 PM in the Planning & Development Conference Room at Town Hall.

Act on Minutes:

The following minutes were approved by unanimous vote:

01.13.20

Comments:

None

Old Business:

None

New Business:

David K. reviewed the School's five-year capital improvements plan schedule. David K. noted this is a rolling forecast schedule that is updated every year. Lillian W. asked how are project priorities on the schedule determined? David K. responded that school principals, athletic directors, and sometimes teachers and students from each site review projects to get an understanding of their needs. There's also a meeting with the School Superintendent, Deputy Finance Director, and School Committee. Hector G. asked does the School Committee review the projects and ask for changes? David K. responded yes. Gareth M. noted that David K. has a full team of crafts people that put in thousands of maintenance work orders each year. Gareth M. also noted that it's a balance to prioritize upgrades to facilities and moving the district forward.

1. The Barnstable Field Upgrades request is Phase II. David K. noted an annual operating cost is anticipated to be \$46,000 for maintenance. This project request is a continuation of a three-phase plan. This project would include leveling and grading of surfaces on current fields to create a natural turf. This also includes lighting and pavement of paths. David K. noted that Phase I should be completed by March 1st. Joseph M. asked how much did Phase I cost? David K. responded about \$5 million, and that our school district is one of the biggest, and has a Division 1 varsity program. Joseph M. asked is there any potential revenue from Phase I? David K. responded the new field has a lot of interest and can be rented over the summer time. David K. noted a cost model still needs to be developed to price it right. Lillian W. asked what is the potential revenue? David K. noted in the range of \$20,000. Ralph K. asked is there potential for advertising at the fields? David K. responded it would have to be reviewed through the procurement laws. Gareth M. noted there are tools in place for naming rights policies and that there is potential advertising for walkways and paths. David K. noted that paths would connect to all fields and include benches along walkways. Joseph M. asked how do we compare to other schools athletic fields? David K. noted we have one of the nicest complexes on Cape. John S. asked are the school grounds evaluated as leeching fields? David K. noted that Public Works determined Phase I fields are not feasible as a leeching field.
2. District Wide Security is a multiple phase project. David K. noted this project would provide upgrades to the entire system, including phone systems. David K. noted the high school has installed over 140 cameras. This project would also include adding a card entry system at certain locations. Lillian W. asked what is the current system? David K. responded a lot of keys. Lillian W. asked are there cameras indoor and outdoor? David K. responded yes, and that it's the same system as the Boston Police Department. David K. noted that our cameras have a 90-day storage system with emergency batteries. John S. asked does the operating cost include monitoring? David K. noted we do not have 24 hour monitoring, but the system can send texts or emails when an alarm is triggered. Gareth M. noted a new staff member has been brought onboard through savings from installing the new phone system. Hector G. asked are students allowed to bring phones to school? David K. responded yes. Gareth M. noted it is a new challenge with privacy concerns.
3. Synthetic Turf project. David K. noted the turf requires about \$5,000 a year in grooming. The field is 10 years old and that it gets used a lot. David K. noted the track portion is also starting to deteriorate. Lillian W. noted this project was a higher priority in previous year's requests? David K. it was, but a consultant came in and tested it, which we were able to get another year out of the field. John S. asked do any of these field improvements affect insurance? Mark M. noted there is no direct savings from insurance policies due to the field improvements.

4. Chillers at Barnstable United Elementary School replacement. David K. noted we are not able to get parts for the chillers at the school. This project would replace two chillers with one. David K. noted the current chillers are over 20 years old. Tracy B. asked would the new chiller be placed in the same location and does the project request include disposal cost? David K. responded yes.
5. Gym and Fields Improvements is a multiple phase project. David K. noted Phase I would improve the locker rooms and that this space is used continuously. This project request is mostly esthetics.
6. Rooftop Unit Ventilators replacements. David K. noted this project request would replace the unit ventilators at the high school. The ventilators are for heating and cooling the buildings. David K. noted this project has to be done in phases, as there is too much to do all at once. Mark M. asked what is the useful life of the unit ventilators? David K. responded 20 years, but the salt air really can take a toll on these units. David K. noted the new units would have an aqua marine coating to them. John S. is there any health issues due to the existing ventilators? David K. responded no. Gareth M. noted we continuously monitor the air quality in our buildings.
7. District Wide Mechanical Upgrades. David K. noted this project request never goes away. David K. noted we have contractors for routine maintenance who identify replacement needs. Mark M. noted this request goes beyond the five-year schedule, so maybe we should find room in the operating budget for it.
8. Positive Attendance System. David K. this technology is for a classroom reader, which was asked to be evaluated by the Superintendent. David K. noted it's a real time system, which could aid teachers by freeing up time. Melanie P. asked how prevalent is this system? David K. responded not much in the states, but it's prevalent internationally. Tracy B. noted this system could help with evacuations. David K. responded yes. Gareth M. noted there can be all kinds of applications with this system, including lunch meals tracking. David K. noted some systems include facial recognition and retinal scans.
9. District Wide Flooring Upgrades. Melanie P. asked could this also be included in the operating budget? David K. responded yes. Gareth M. noted we do not have the opportunity to shutdown school buildings for a major renovation, so we are seeing a lot of small repair and maintenance items.
10. Barnstable United Elementary School Courtyard. David K. we originally removed a pond and wetland from the courtyard. This funding would start cleaning up the space. Melanie P. asked was the wetland and pond a learning center? David K. responded yes. Gareth M. noted the layout was well intended, but there were air quality issues. David K. noted the area had a lot of condensation and drainage blockage.

Joseph M. noted he is concerned all the money is being spent on fields and turfs.

Lillian W. noted there's a lot of reoccurring capital every year, and that possibly some of these projects could shift to operating. Mark M. noted we could, but it's a policy decision. Mark M. noted when operating budgets are stressed these are the first items to be removed, but if they stay in the capital budget there's opportunity to get continual funding.

Mark M. noted he wanted to provide the committee with a list of meeting room options now that meetings are being videoed. Mark M. noted we can continue to have our meetings in the Planning & Development Conference Room, but we may outgrow our current room.

Committee voted for Option 3.

Matters not reasonably anticipated by the chair:

None

Discussion of topics for the next meeting:

None

Adjournment:

List of documents handed out

1. 01.13.20 minutes
2. School Department five year capital improvements schedule
3. New CFAC Meeting Schedules Options