

FISP Committee

Meeting Date and Time: November 14, 2018 – 7:00 p.m.

Meeting Location: Town Offices, 140 Worcester Street, Room 210

Members Present: John Hadley - Chair, Chris Rucho - Vice Chair, Pat Crowley, Siobhan Bohannon, Ray Bricault

Members Not Present: Barur Rajeshkumar, Phil Mallet

Also Present: Anthony DiLuzio - OPM, Anita M. Scheipers – Town Administrator, Lisa Viklund – COA director

Call to Order: Mr. Hadley called the meeting to order at 7:00 p.m.

1. Meeting Minutes:

a. Oct 10, 2018 – Pat Crowley moved and Chris Rucho seconded to approve the minutes with edits. Vote: 3 yes, and 2 abstentions. Motion passed.

b. Nov 7, 2018 – Chris Rucho moved and Siobhan Bohannon seconded to approve the minutes. Vote: 4 yes, 1 abstention. Motion passed.

2. OPM Report: Tony DiLuzio gave an update on the senior center project. The gas line is installed to the building, as well as electrical lines. Water services is still ongoing. Fiber is set to go later this week depending on the weather. Binder paving is in place in parking areas and the driveway areas, with sidewalks and curbing to follow. Some site areas have been graded and seeded, however, due to the heavy rains we have had, there are areas not yet completed which will likely have to remain incomplete throughout the winter and be finished when weather permits in early spring. The Committee asked Anita Scheipers to notify the Parks Commission. Exterior siding and trim is 95% complete. Drywall is mostly hung with many areas having initial coats of tape and compound. Equipment installation is occurring in the mechanical and electrical rooms. The fire pump house is due to be installed the last week in November. The estimated completion date and issuance of the Certificate of Occupancy is expected in late February.

3. Architect Report: The architect was not present but had issued a picture of the final version of the dedication plaque for the senior center. Pat Crowley moved and Siobhan Bohannon seconded to approve the design as presented. Vote: All yes. Motion passed.

4. Phone and IT Proposal: Paul McKenzie, the contract Town IT Director, reviewed his \$13,019.70 quote for phone and IT hardware and services for the senior center. The RingCentral portion of the quote covers all hardware plus year one of the cloud based service. There was much discussion about the COA Directors proposal to use laptops and tablets instead of hardwired desktop computers, as well as the preference of the center to use all wireless phone handsets instead of hard wired. The lack of large computers monitors to help seniors with failing eyesight was expressed as a concern by several members. Also discussed was whether the technology decisions being made t by the COA were adequate to allow for other user groups to use technology within the building. Concern was expressed that portable laptops and tablet may break more easily or be removed from the building. There was discussion about the proposed audio/sound system being developed for the great room; which the committee seemed to feel was adequate at this time. It was agreed, however that Lisa Viklund should be asked to attend the next meeting to talk more about the various IT concerns. Tony DiLuzio will send the audio/visual equipment proposal to FISP for their feedback. Pat Crowley moved and Siobhan Bohannon seconded to approve the CM Geeks proposal as presented. Vote: All yes.

5. Other Updates:

- a. Tony DiLuzio informed the committee that the Municipal Light Plant Board voted last night to waive all fees and cost of materials for the fiber they installed to the senior center. This has a value of approximately \$100,000. The committee expressed their strong appreciation of this MLP decision. It was agreed that John Hadley, as Chair, should send them a letter of thanks on behalf of the committee.
- b. It was discussed that the Planning Board is still asking that the fence installed on the abutters' property be added to the as-built plan for the police station project closeout. FISP reviewed the letter prepared by DPW Director Butch Jackson to the Planning to explain that the fence is located on private property and cannot be included on the as-built plan. It was agreed that Anita Scheipers should forward the letter to the Planning Board tomorrow.

6. Approval of Invoices:

- a. Caolo & Bieniek Associates: Inv. # 5885 for \$13,387.50; Inv. # 5866 for \$14,280.00 – Chris Rucho moved to approve these 2 invoices and Siobhan Bohannon seconded. Vote: All yes. Motion passed.
- b. RAC Builders, Inc.: Inv. # 7 for \$604,184 – Chris Rucho moved to approve the invoice and Pat Crowley seconded. Vote: All yes. Motion passed
- c. Colliers International: Inv. # 22722 for \$9,216.67; Inv. # 22934 for \$9,216.67 – Pat Crowley moved to approve both invoices and Chris Rucho seconded. Vote: All yes. Motion passed.

- f. Yankee Engineering and Testing: Inv. # 25504 for \$4,678.00 – Chris Rucho moved to approve the invoice and Siobhan Bohnson seconded. Vote: All yes. Motion passed.
- g. Alliance: Inv. # 60644531 for \$817.50; Inv. # 60835746 for \$1,620.00 – Chris Rucho moved to approve both invoices and Siobhan Bohnson seconded. Vote: All yes. Motion passed.
- h. D & L Billiards: Inv. # 25839 for \$479.96 – Chris Rucho moved to approve the invoice and Siobhan Bohnson seconded. Vote: All yes. Motion passed.

7. Other: Pat Crowley asked what it might coast to add a sound system through the entire senior center. Tony DiLuzio stated it might be in the \$20,000 range, but could not be certain.

8. Next Meeting: December 12, 2018 at 7:00pm.

9. Motion to Adjourn: Siobhan Bohnson moved and Pat Crowley seconded to adjourn. Vote: All yes. Meeting adjourned at 8:09PM.

Respectfully submitted: Anita Scheipers

Minutes approved on: Dec 5, 2018