

## **FISP Committee**

**Meeting Date and Time:** December 19, 2018 – 7:00pm

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

**Members Present:** John Hadley - Chair, Chris Rucho - Vice Chair, Pat Crowley, Barur Rajeshkumar, Phil Mallet, Siobhan Bohanson, Ray Bricault

**Members Not Present:**

**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:** Dec. 5, 2018 – Pat Crowley moved and Raj Rajeshkumar seconded to approve the minutes. Vote: 5 yes, @ abstained. Motion passed.
- 2. OPM Report:** Tony DiLuzio gave an update on the senior center project. Painting is underway, as is the ceiling tile installation, and other finishes. Plumbing fixtures are being installed. Kitchen equipment is being delivered tomorrow. The project is on track for substantial completion at the end of January or mid-February.
- 3. Architect Report:** No architect report provided.
- 4. Furniture:** There was a long discussion about furniture proposals. Prices have been received from three firms: Office Resources, WB mason and Creative Office Pavilion. The committee directed Tony DiLuzio to get succinct pricing from each for the list of needed furniture that he and the COA Director have developed. Since it is necessary to order the furniture quickly to ensure a timely delivery, it was discussed that a decision on the vendor needs to be made as quickly as possible. As such, Pat Crowley moved and Ray seconded to authorize the Chair to approve the low bidder with the condition that the quality of the furniture offered is acceptable to the COA Director. Also, if the quality is not acceptable, that a special FISP meeting will be held in early January to allow for a discussion and committee vote as to what to do.. Vote: 4 yes, 3 no. Motion passed.
- 5. Technology Discussion:** The committee reviewed the letter received from the COA Board which stated they have voted to ask the committee to not install desk top computers, but rather to allow them to purchase laptops and iPads as planned. It was discussed that if workstations are approved in the classroom, it would require foregoing of the planned counter height storage millwork and instead installing lower millwork with two areas of knee wells to allow sitting at the computers. The already purchased millwork could be placed somewhere else. This cost would be anywhere from \$3,000 to \$5,000. After much discussion, Phil Mallet moved and Siobhan Bohanson seconded to go with the COA request and not purchase and install desk top units. In discussion, Raj Rajeshkumar stated that he was worried that laptops would be taken or broken. Vote: 3 yes, 4 no. Motion failed.

John Hadley stated he is not in favor of doing any changes to the millwork. He suggested that the subcommittee look into other options for locations for two desks with desk top computers and come back to the committee with a viable plan. It was the consensus of the committee that this was a good idea.

Assisted listening devices were discussed. Tony DiLuzio explained there is the basic RFS system run by radio frequencies, or a wire antennae system under the floor. Merits of each were discussed. Pat Crowley moved and Raj Rajeshkumar seconded to go with the RFS system, unless Pat Crowley, after meeting with the vendors, seems to feel that the more expensive system has high merit. A special meeting can be held in early January if needed to make other approvals. Vote: all yes. Motion passed.

**6. Police Station Closeout:** Chris Rucho stated there was still punch list painting occurring on site two days ago. Tony DiLuzio stated he asked the Chief 2 weeks ago and was told that all work has been completed. The committee asked Anita Scheipers to check with the Chief on the current status.

**7. Approval of Invoices:**

- a. **Caolo & Bieniek Associates:** Inv. # 5892 for \$8,925.00 – Chris Rucho moved and Pat Crowley seconded to recommend payment. Vote: All yes. Motion passed.
- b. **RAC Builders, Inc.:** Inv. # 8 for \$460,691.00 - – Chris Rucho moved and Pat Crowley seconded to recommend payment. Vote: All yes. Motion passed.
- c. **Colliers International:** Inv. # 23184 for \$9,216.67 – Siobhan Bohanson moved and Chris Rucho Crowley seconded to recommend payment. Vote: All yes. Motion passed.

**8. Other Items:** Ray Bricault asked for a status on fund raising efforts for the senior center project. It was discussed that at a previous meeting the committee had been told that the COA decided not to proceed with local fundraising until such time that the new center was open and operational. The committee asked Anita Scheipers to request that the COA attend the next meeting and bring a written letter outlining what has been done to date on fund raising, and what are the plans for future fundraising.

**9. Next Meeting:** January 9, 2018 at 7:00pm. Agenda items will include outdoor furniture and shed storage, and will include meeting with the COA regarding fundraising.

**10. Motion to Adjourn:** Raj Rajeshkumar moved and Pat Crowley seconded to adjourn. Vote: All yes. Meeting adjourned at 8:30PM.

Respectfully submitted: Anita Scheipers

Minutes approved on: January 9, 2019