



Town of Swampscott
Capital Improvements Committee Meeting Minutes
Tuesday March 22nd, 2022 - 7:00 PM
Virtual Meeting

CAPITAL IMPROVEMENTS COMMITTEE MEMBERS PRESENT

Richard Raymond, David Brodsky, Ryan Hale, Jeremiah Sullivan, Kelley Begin

OTHER TOWN OFFICIALS PRESENT

MaryEllen Fletcher, Finance Committee Liaison to CIC; Sean Fitzgerald, Town Administrator; Amy Sarro, Director of Admin. & Finance; Gino Cresta, Asst. Town Administrator; Director of Public Works; Max Kasper, Director of Facilities; Joe Douillette, PEG Coordinator; Patrick Luddy, Treasurer/Collector

7:04 PM Meeting called to order

Approval of Meeting Minutes

On **MOTION** (Ryan Hale) and **SECONDED** (Rich Raymond) minutes from 3/15 were **APPROVED**.

Discuss FY2023-FY2027 Capital Plan – PEG

PEG Coordinator Joe Douillette discussed the current condition of the high school auditorium A/V equipment, and his vision for potential renovation and upgrades to accommodate more active community use and community meetings.

B129 is the only meeting space that can accommodate in-person and remote participation via zoom – a true hybrid meeting space. Renovations to the senior center will enable that space in a similar manner.

The auditorium could be a strategic meeting space to accommodate similar hybrid participatory meetings. Joe Douillette commented on the renovations done to the media booth at Blocksidge field recently, which enable control from the control room at the high school via a switcher. Mr. Douillette received quotes and/or estimates for hybrid conversion, with wiring, audio/acoustical, and auditorium lighting components.

Rich Raymond asked if any efficiencies could be achieved by rolling this project up with the town building security upgrades project. Mr. Douillette responded that the equipment and systems operate independently and therefore there is little opportunity to comingle the projects.

Joe Douillette commented that in addition to adding truly hybrid meeting space, the auditorium space would likely attract more interest in rentals of the space. The auditorium has a seating capacity of appx. 800.

A rep from Ockers technology did an evaluation of the lighting in all of the auditoriums in the school district. One suggested improvement would be to upgrade the existing Tungsten lights to LED lights. The existing dimmer package is outdated, so if the package were to fail the lighting would need to be replaced.

Ryan Hale asked Joe to discuss phasing of the project. Joe discussed his ability to phase the project as follows:

Phase I – Hybrid

Phase II – Audio

Phase III – Lighting

*Based on priority of community need

Ryan Hale asked Joe to come back to the committee with details on options for phasing the project.

Rich Raymond asked if a conversation could be had with the school department or town hall to come up with a business plan for the auditorium as a rental space, including dedicating funds from increased rental income to maintain and upgrade the A/V space over time given the relatively short life-cycle of A/V equipment.

Joe Douillette also commented that there is potential for class gifts that could help offset the cost of the project.

MaryEllen Fletcher commented that although rental income would be good for the town, the project stands alone on its own merits – improving the opportunities for cultural experiences in town.

MaryEllen Fletcher asked Joe Douillette to expand on any ideas or plans there are for hybrid meeting space at the new elementary school.

Town Administrator's Comments

Town Administrator Sean Fitzgerald commented on the acceleration of bonding for the new elementary school. He also commented on his desire to modernize the existing fleet of town vehicles to hybrid options to achieve efficiencies and reduce the town's reliance on gasoline. Mr. Fitzgerald further commented on the need for an ACO vehicle; the town's new full-time ACO at the police department uses a personal vehicle to perform their duties. The Town Administrator also commented on the ongoing conversations that boards and committees are having surrounding open space and advised the CIC to be aware that additional conversations may be had during this cycle on this topic, but no additional information has materialized at this point.

Rich Raymond asked for elaboration on the timing of projects this year and whether any sequencing is being changed for CIC. Town Administrator Sean Fitzgerald clarified that nothing has changed since the plan was submitted to CIC regarding sequencing.

Rich Raymond asked if there were any updates with regard to the town's debt that should be shared. The Town Treasurer responded that the requests in the plan for FY23 can be accommodated.

MaryEllen Fletcher asked the Town Treasurer to prepare information on the debt management plan, particularly authorized, unissued debt.

Ryan Hale asked the Town Administrator to prepare a ranking of projects for the FinCom/CIC Joint meeting on 4/4.

Jay Sullivan expanded on Ryan Hale's comments that a prioritization would be helpful, although at this point in the cycle the ranking does not need to be too granular in nature.

The Town Administrator also commented that there may be additional conversations about the fleet, particularly for the police department and that he is in favor of hybrid options for ACO and Chief Vehicles, as well as others in the fleet. Also, the Town Administrator commented that the CIC may want to discuss the King's Beach work at a future meeting; the town recently received a \$2.5M grant to fund improvements to the beach.

Jay Sullivan recommended cancelling next week's meeting if no other items present themselves for consideration by Monday. A discussion with the Recreation Director regarding the replacement of sailboats for the sailing program will be held at a later date.

8:05 Meeting Adjourned

The next meeting of the CIC is scheduled for 3/29/22 at 7pm.

True Attest,

Patrick Luddy
Treasurer/Collector

Minutes APPROVED by vote of the Capital Improvements Committee 4/12/2022