



# The Town of Barnstable

## Comprehensive Financial Advisory Committee (CFAC)

367 Main Street, Village of Hyannis, MA 02601

v. 508.862.4654 • f. 508.862.4717  
[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)  
Email: [cfac@town.barnstable.ma.us](mailto:cfac@town.barnstable.ma.us)

### CFAC Committee:

#### Chair:

Lillian Woo

#### Members:

Vice Chair, Hector Guenther  
Clerk, Chuck McKenzie  
Jacky Johnson  
Neil Kleinfeld  
Chris Lauzon  
Wendy Solomon  
James Sproul

#### Staff Liaison:

Mark Milne

#### Councilor Liaison:

Paula Schnepf

### MEETING MINUTES

01.08.2024

6:00 PM

Join Zoom Meeting: <https://townofbarnstable-us.zoom.us/j/88400643832>.

Meeting ID: 884 0064 3832

Phone: 888 475 4499 US Toll

#### Roll Call:

---

Chair Lillian Woo called the CFAC Zoom meeting to order at 6:00pm

- CFAC Members Present: Lillian Woo, Chris Lauzon, James Sproul, Neil Kleinfeld, Hector Guenther, Jacky Johnson, and Chuck McKenzie
- Roll call and quorum verified by Clerk Chuck McKenzie
- CFAC Members Absent: Wendy Solomon
- Councilors Present: Craig Tamash and Kristen Terkelsen
- Staff Present: Gareth Markwell, Assistant Director of Finance, Chris Dwelley, Deputy Finance Director for School Operations.
- Others Present: Sara Ahern, Superintendent, Mike Lambros, Director of Facilities, Barnstable Public Schools, Roberta Elizabeth Mau

#### Public Comment

---

None

#### Correspondence

---

None

## **Welcome and introductions.**

### **Approval of Meeting Minutes for November 27, 2023**

Motion to approve duly made by Chuck, seconded by Jim Sproul to approve the minutes of November 27, 2023.

Roll call vote: Lillian-yes, Neil-yes, Jim-yes, Chris-yes, and Chuck-yes.

Vote – Unanimous

Minutes approved.

### **Presentation of School Department Capital Program Submissions**

**Presented by Sara Ahern, Superintendent, Chris Dwelley, Deputy Director for School Finance, and Mike Lambros, Director of Facilities**

Superintendent Ahern provided background on the in-depth study of operations for facilities which encompassed a wide range of needs, the work with the Architectural consultant, and context around the prioritization of these 15 proposed projects. Once the synthesis of the proposal is ready, it will be forwarded to Mark Milne and then forwarded to members. The Architects presentations are available on the Barnstable Public Schools website.

Facilities Director Mike Lambros shared the 15 projects ranked by priority (see attached presentation for further details).

BHS – Barnstable High School

BIS – Barnstable Intermediate School

BUES – Barnstable United Elementary School

ECELC – Enoch Cobb Early Learning Center

HyW – Hyannis West Elementary School

WV – West Villages Elementary School

Priority #1: BCIS elevator / \$900k ask potentially from the General Fund Bond Issue. The existing lift is unreliable, does not meet current code and compliance, and poses a safety hazard to its users. The existing chair lift will be replaced with an elevator and shaft.

Project #2: Playground safety for all K-3 schools / \$50k ask potentially from General Fund Reserves. Rubber matting will be installed in and around existing wood fiber chips, increasing safety for students. Current maintenance is performed by existing staff and vendors. Current failing equipment is also included for replacement within this project.

Project #3: Paging system upgrades HyW and ECELC / \$85k ask potentially from the General Fund Bond Issue. The existing system is original, outdated; replacement parts in some cases are non-existent, creating both a safety and security issue. The new system will work individually at each school and in tandem. at both schools as well as school specific Typically a paging system lasts between 15-20 years.

Project #4: BIS Exterior door replacement / \$344k ask potentially from General Fund Reserves. Replacing the existing exterior doors with vertical rod latching system and replacing them with vertical mullion latching systems. This will also include a locked vestibule area between the outside door and interior school doors, increasing safety and security. It was also noted that exterior door replacements for K-5 schools were on the project list for last year and are currently in the RFP process.

Project #5: Unit Ventilator Replacement - Chiller Swap / \$3,353,700 ask potentially from General Fund Reserves. Part one will remove the ventilators and chiller from BUES and replace it with a variant refrigerant flow (VRF) system. Part two will remove the chiller from Knight auditorium and replace it with the one removed from BUES.

Mike explained that there are currently 68 existing / original ventilators, and that they have never been insulated for chill water, which results in heavy condensation issues. This anticipated cost does not include any potential incentives that may be available through the utility companies.

- Last year saw mechanical upgrades of water heater replacements at BWB, CES and one at BHS; as well as other smaller mechanical upgrades.
- WV will see a ventilator replacement followed by BHS.

Project #6: WV Auditorium RTU replacement / \$650k ask potentially General Fund Reserves. The existing heat exchanger is original, cracked and no longer functioning, leaving the space unheated and not usable in the colder months. The roof is also suffering from several leaks due to the equipment failure.

Project #7: 20 additional parking spaces at HyW / \$78k ask potentially from General Fund Reserves. Some staff are currently parking in the Star Market parking lot which has potential safety and security concerns.

Project #8: BHS Network Public Address System / \$757k ask potentially from General Fund Reserves. The current system has failed completely resulting in high safety concerns. The new system will include all components of the PA system and will be IP based (Power over internet) it will be customizable.

Project #9: HyW Locker Room Renovation / \$160k ask potentially from General Fund Reserves. Existing fixtures will be removed, and space will be converted to create larger and much needed teaching spaces. HyW is in the process of obtaining portables to assist with the increase in student population.

Project #10: K-3 School Plumbing Fixture replacement / \$200k ask potentially from General Fund Reserves. Existing conditions require constant repair and pose potential safety issues. All existing fixtures will be replaced with no-touch flushometers, water saving fixtures and must follow all state guidelines for procurement and vendor selection.

Project #11: BHS Bathroom renovations / \$1.11m ask potentially from General Fund Reserves. Removal of fixtures, partitions and tile and replacing with water efficient and code compliant fixtures, upgraded aesthetics and efficient cleaning; students have been requesting this for several years and have received full support from their principal.

Project #12: BHS Roof Replacement Design / \$350k ask potentially from General Fund Reserves. This is a multi-year project specific to evaluation and design. A new roof will be both energy efficient and create further savings on utility costs. The existing roof has three different leased solar arrays, installed at three different times. Solar technology has changed, and those solar leases may be up when the roof replacement takes place and may result in replacement/upgraded arrays. The roof is PVC and ballasted. At this time the estimate for replacement is @\$13.7m to be spread over a few years.

Project #13: BIS and BUES Library Carpet Removal and Replacement / \$63,800 ask potentially from General Fund Reserves. Carpet is original and will be replaced with low maintenance resilient flooring.

Project #14: HyW Bathroom Renovations / \$318k ask potentially from General Fund Reserves. Removal of fixtures, partitions and tile and replacing with water efficient and code compliant fixtures, upgraded aesthetics and efficient cleaning.

Project #15: All BPS Direct Digital Controls Upgrade of all HVAC systems / \$1m ask potentially from General Fund Reserves. This is phase 1 of 3 which will replace all pneumatic controlled systems to direct digital controls. Incentives are available. Phases 1 and 2 are necessary and approximately \$800k each, Phase 3 is a maybe. Should this project not be approved this year, it will be placed on the project list next year.

#### Discussion / Review:

- These projects are facility related with an emphasis on school safety. Projects total \$9.5m – up from \$8m last year. Any project that makes a CIP list is prioritized; Priority 1 projects are over the \$60k ask. Submissions for the next five (5) years average @\$5m per year. Proposed school CIP projects are reviewed and approved by the

School Committee, then final recommendations go to Town Manager Ells. Most projects speak to conditions, capacity, and quality of deferred maintenance. Deferred maintenance costs run about 40% more over time. Each schools' projects were reviewed, prioritized, grouped, and prioritized again and again to obtain these 15 high priority projects.

- Councilor Tamash confirms that the CIP Task Force will review all submissions.
- Councilor Terkelsen requests data on the revenue and savings from the solar arrays at BHS.
- The next CFAC CIP Subcommittee meeting will continue to review the projects. Gareth shared that the projects are currently being reviewed and scored and that Town Manager Ells is making minor adjustments to submissions with an anticipated completion date of 1/19/24. All projects will need to be approved by 4/8/24.
- Members request WPC project review at a future meeting; Lillian will reach out to Mark Milne to schedule a presentation / review date accordingly. That CIP request is one project for a total of \$39m.
- DPW will review CWMP at the next CFAC meeting scheduled for 1/22/24.

Correspondence received:

- Due to family necessity, Wendy has submitted her resignation from CFAC. Wendy's presence and commitment was valued, and she will be missed. Lillian has extended an offer to the CIP Subcommittee of any assistance if needed to complete their work.

Communications from Staff:

- Jim shared a conversation he had with a resident regarding an abatement issue on the most recent tax bill. Mark Milne spoke at a Town Council meeting about a small error identified which affected taxpayers' bills, and reference to one particular resident issue which has since been resolved.
  - \* Hector has requested this be a topic for discussion and review at a future meeting, and for Mark to further explain, while also providing what corrective measures have been put in place to prevent future issues.
- \* Gareth explained that when a system upgrade was done, an error occurred. When this year's bills were issued the turnaround time was so tight the error resurfaced only affecting 42 taxpayer bills. It is believed the issue has been resolved.
- \* Lillian will speak with Mark to extend an invitation for Assessing Director Lane Partridge to attend a CFAC meeting.

Next CFAC meeting is scheduled for January 22nd and topic(s) will include:

- DPW CWMP review

Motion to adjourn the meeting duly made by Hector, seconded by Jim.

Roll Call vote by Chuck: Lillian-yes, Hector-yes, Jacky-yes, Neil-yes, Jim-yes, Chris-yes, and Chuck-yes.

Meeting adjourned at 7:40pm

Respectfully submitted.

Theresa M. Santos

Attachments: [BPS FY25 CIP Powerpoint Final.pptx - Read-Only.pptx](#)