MEETING POSTING

DEPT./BOARD: Capital Budget Committee

DATE: March 5, 2019

TIME: 7:00 P.M.

PLACE: Town Hall Annex Room B

AGENDA

1. Review of Clerk Office Capital request

2. Review of Fire Department current Capital budget requests and 10 Year Capital plan

3. Citizens time
Ernest Zabolotny called the March 5, 2019 Capital Budget Meeting to order at 7:00 p.m. in the Town Hall Annex basement, 25 Center Street.

Members Present:
Ernest Zabolotny, Myrna Saltman, Pat Moreno, Gary Mercier, Gary Kasky, Adam Senesi
Also attending: Amy Warfield, Mike Patterson, Steve Yetman, Whitney Haskell

1. Review of Clerk Office Capital request:
Presented by: Amy Warfield, Town Clerk

   a. Phase II of the Electronic Permitting System - $30,000
Amy explained that the second phase of the electronic document management (or permitting) system, costing approximately $30,000, would enable us to add on the remainder of the Burlington departments in a multi-department licensing solution. All the information for all town departments on any parcel of land could be found via a link - expediting the process. Currently, due to a law implemented in 2017, the Town Clerk has become the Records Access Office. The Town Clerk’s office assigns requests to the appropriate departments; working on about 5-7 requests per week, with each averaging about 30-45 minutes to resolve. This system would save at least 3-4 hours a week.

   b. Townwide Website Redesign - $40,000
In 2012, there was a major re-design to the town website, and then another for the schools in 2016. A subsequent re-design is needed at this time for all town departments other than the schools. This redesign for Town Clerk, Selectmen, Planning, Conservation, Building, DPW, Board of Health, Recreation, Library, Police, Fire, Veterans, COA, YFS and others will link to those school sites; and allow the town to remain current with its presence and functionality on the internet.
2. Review of Fire Department current Capital Budget requests and 10 Year Capital Plan
Presented by: Fire Chief Steve Yetman and Police Chief Mike Patterson

   a. New Ambulance to replace A3 - $380,000
   The Fire Department has 3 ambulances, a primary, A1; a secondary, A2; and a spare A3. Typically, the oldest ambulance is replaced every 5 years; allowing the department to keep the vehicles current, minimizing maintenance interruptions. The current vehicles are a 2016, a 2010, and a 2005. This request is to replace the 2005 ambulance, A3. Currently the approximate cost is $380,000; an increase from $270,000 for the last one purchased. Part of the increase is due to the lift that would be included on the new vehicle which runs about $30,000. With about 3100 calls in 2018, of which approximately 2100 required transports, the ambulances were used more than 5 times a day and brought in about $1.2m. With the continued development of the town, the nature of the calls has been impacted as it relates to residential vs commercial; and can only be expected to continue at this rate.

   b. Fire & EMS Computer Aided Dispatch System, CAD Upgrade - $22,752.75
   This warrant covers the purchase of a new CAD system which will link with 2 incident reporting systems already in use by the departments. The systems currently used by Fire and Police are stand-alone systems, and as such, all response time data needed is entered into both systems. With the new CAD system, each entry will be simultaneously transferred to both the ambulatory system and to the fire system. The new system would reduce the time to process calls - it will provide more instantaneous and accurate information. The Police Department currently uses the entire TriTech system and would be using only the CAD part of the system. Training will be required and is included in the price.

   c. Security Camera Replacement at Fire Headquarters - $15,296
   The 3rd warrant is for 9 Security Cameras at Fire Station Headquarters. Of the 9 security cameras currently in place (inside and outside of the building), 6 are not working. The request is to duplicate the system that is in place at Police Headquarters; upgrading to the same level of technology, and for the same reasons. The MIS department upgraded their camera and video recording system recently and offered to include additional cameras to it for the Fire Department. It’s an IP-based system and the video content is accessible for up to 30 days. This warrant is to cover the cost of the new video cameras, licenses, and a monitoring station.

3. Citizens time: n/a
4. Vote
The Capital Budget Committee members voted on warrants presented at both the February 26th and the March 5th meetings.

VOTE: 6-0  Feb 26 mtg item: Simonds Park – Tennis and Skate Park Lighting $220,000
VOTE: 6-0  Feb 26 mtg item: Police Keyfobs and Improved Cameras $32,279
VOTE: 6-0  Feb 26 mtg item: Tech Department $300,000
VOTE: 6-0  Feb 26 mtg item: Treasury Department Software $68,000
VOTE: 6-0  Mar 5 mtg item: Fire & EMS CAD Upgrade - $22,752.75; Security Cameras - $15,296 and one new ambulance $380,000
VOTE: 6-0  Mar 5 mtg item: Phase II of the Electronic Permitting System - $30,000 & Townwide Website Redesign - $40,000

5. Next Meeting
The next meeting is scheduled for March 12, 2019 in the Town Hall Lounge, and the committee will discuss the requests from these departments:

- Department of Public Works
- Health Department

6. Other Business No other business was discussed

7. Adjourn
The Capital Budget Meeting adjourned at 8:45 p.m.

Respectfully submitted,
Terese Castellano