

Town of East Bridgewater
Capital Improvement Planning Committee



Glenn Tattrie, Chairman
David Foley
Kris Fabroski
Dan Picha

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George Samia
Tim Cramer
Rob Rhuda

Meeting Minutes
February 13, 2019

Members present: Glenn Tattrie, Dave Foley, Tim Cramer, Kris Fabroski, Dan Picha

Member(s) absent: Rob Rhuda, George Samia

Guest(s): Police Chief Scott Allen, Deputy Chief Paul O'Brien, Sargent Michael Jenkins, IT Director Ryan McGonigle

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1. Meeting called to order at 6:33 PM by Glenn Tattrie
 2. Chairman Tattrie welcomed Dan Picha to the Committee. Dan will serve as the liaison from the Finance Committee.
 3. Budget Presentation – Police Department
 - a. Chief Allen provided an overview of the “Cruiser Replacement Program” which is a four-year plan and provided a document overiewing the plan.
 - b. Chief Allen provided an overview of the FY 2019 Capital Request for a standalone Police Department garage to be built behind the existing Police Station. The project has not yet begun; however, site engineering has been completed. Due to increased steel cost, Chief Allen is hoping to move forward by mirroring a similar project recently completed in Middleboro by the Bristol County Vocational Education group. Chief Allen has approached Southeastern Vocational School to complete this and the school is working through the logistics.
 - c. **FY 2020 Request -- Cruiser Replacement (\$46,124.65).** Cruiser 209 will be taken out of the fleet and auctioned off. This vehicle was only used for truck enforcement and has incurred \$7,000 of maintenance to date. Cruiser 204 will be assigned to the School Resources Officer. The Chief noted that the DPW is now doing all maintenance on Police vehicles saving the department an estimated \$28,000 in total labor charges.
 - d. **FY 2020 Request -- Replacement of Police Department Server Room (\$24,500):** Chief Allen, Sargent Jenkins and IT Director McGonigle reviewed the current problems with the location of the non-temperature controlled servers currently housed in the Police Station. Additionally, there are safety concerns as they are not located in a secure location. The proposed Capital Request will relocation to a secure room and provide temperature regulation.
 - e. **FY 2020 Request – Phone System Upgrade (\$21,000.00):** The Police Department is using the phone system that has been in place for the last 20 years. The system is dated

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and has limitations on its functionality. Additionally, replacement parts for the phone system are largely unavailable due to the age of the system. The proposed system would be a Voice Over Internet Protocol (VOIP) with the majority of the lines as POTS lines that would always remain functional in the event the internet went down.

- f. ***FY 2020 Request – Town Hall Exterior Cameras (\$8,860.00):*** IT Director McGonigle has identified gaps in the perimeter surveillance cameras on the outside of the Town Hall. It was pointed out that this project falls below the threshold for a Capital Project; however, the cost may be rolled into the phone project.
 - g. Chairman Tattre asked IT Director Ryan McGonigle if he had completed an overall IT review of all town services. This has been done and IT Director McGonigle reviewed progress to date.
 - h. The Police Department prioritized their projects as: Cruiser, Server, Phone System and then Cameras
 - i. Chairman Tattre asked about the wireless plan for Town Hall and IT Director McGonigle shared a high-level overview of his plan.
4. Budget Presentation – IT
- a. ***FY 2020 Request – Server Upgrade (\$132,500.00):*** The existing servers at Town Hall are reaching end of life. Beginning in January 2020, the existing servers will not receive necessary security updates. As part of this upgrade, the IT Director will look to move all backup to cloud based service. This upgrade includes upgrading to a 2019 environment including battery backup. Chairman Tattre asked if the upgrade could be done in phases; however, it cannot as all data is currently housed on one server. All existing servers will be moved to the Police Department in the proposed new server room.
 - b. ***FY 2020 Request – Town Wide Wireless Upgrade (\$112,000.00):*** This upgrade would give full wireless access to all Town Buildings. If funding were limited this could be phased in over time. The IT Director executed a similar project at his last job.
 - c. ***FY 2020 Request – Office 365 Migration (\$49,000.00):*** Move all current Office licenses to a cloud-based solution.
 - d. The IT Director prioritized projects as: Server Upgrade, Office 365 Migration and then Town Wide Wireless.
5. Miscellaneous
- a. Dave Foley to ask Town Administrator George Samia to provide a budget/capital update prior to the Committee's next meeting on February 25, 2019.
6. Meeting Adjournment
- a. ***Motion to Adjourn the meeting at 7:40 PM***
 - i. ***M/S Fabroski/Foley*** ***Motion Passed 5-0***

Respectfully submitted,
Dan Picha
Capital Improvement Planning Committee