

HAMILTON CAPITAL COMMITTEE

MINUTES OF MEETING

Patton Homestead

Dec 2, 2019

Members Present:

Heather Ford
Jack Lawrence
Dave Thompson
Bill Wilson
Bob Woodbury

Guests:

None

1. Heather called the meeting to order at 6:13 PM

2. Public comments were solicited

There were none.

3. Budget Process and Schedule

A draft of the "Town of Hamilton Capital Improvement Plan" dated Nov. 26, 2019 was reviewed and revised.

Bill reported that he had breakfast with Wenham selectman Bill Wilhelm to discuss capital projects. Bill reported that Wenham is very interested in working with us where shared services are more cost effective. Wenham is facing some financial planning challenges due to lower tax revenues and will be watching expenses. Bill suggested that Joe D. initiate contact with the Wenham Town Manager to follow up on regionalized services opportunities.

Jack discussed possible opportunities in sharing ambulance services with Wenham.

Capital expenses with the library were discussed including the cost of a new roof. The age of the roof, warranty issues, and prior year repair costs were discussed.

The committee noted the potential value of a grant writer to help the town identify and pursue opportunities for outside funding.

The attached spreadsheet dated Dec 6, 2019 summarizes revisions to the capital plan.

4. Adjourn

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

Draft: Dec. 6, 2019

Dept/Liasion	for '21	Item	Current year	approved	FY '21	FY '22	FY'23	FY'24	Total	Comments
Place holder	Priority	Proj ID#	FY 19	FY '20	FY '21	FY '22	FY'23	FY'24	Total	
General		G - 1		\$ 21,300					\$ 21,300	
		IT server needs							\$ -	
		Sub total	\$ -	\$ 21,300	\$ -	\$ -	\$ -	\$ -	\$ 21,300	Shared services? Dec 10th meeting, Schools & Library?
Joe D	Priority	Proj ID#								
Vehicle		V-1		\$ 58,000					\$ 58,000	opportunity for equipment purchases to be shared with Wenham ordered
		V-2			\$ 35,000				\$ 35,000	Prep for pavement, should this be outsourced
		V-3			\$ 10,000				\$ 10,000	Used for gravel roads. Determine use, could it be a shared asset
		V-4				\$ 16,129			\$ 16,129	
		V-5					\$ 125,000		\$ 125,000	
		V-6					\$ 28,375		\$ 28,375	
		V-7					\$ 28,375		\$ 28,375	
		V-8					\$ 5,500		\$ 5,500	
		V-9					\$ 150,000		\$ 300,000	
		(2) 2013 International Sanders								
		sub total	\$ -	\$ 58,000	\$ 45,000	\$ 16,129	\$ 303,375	\$ 183,875	\$ 606,379	
Joe D	Priority	Proj ID#	FY 19	FY '20	FY '21	FY '22	FY'23	FY'24	Total	
Highways		H-1	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 540,000	Matching funds for chapter 90?
		H-2	\$ 60,000		\$ 54,000	\$ 60,000	\$ 60,000		\$ 234,000	Mandated by EPA
		H-3		\$ 1,000,000					\$ 1,000,000	How does this impact yearly budgets when bonded?
		sub total	\$ 150,000	\$ 1,090,000	\$ 144,000	\$ 150,000	\$ 150,000	\$ 90,000	\$ 1,774,000	
Joe D	Priority	Proj ID#	FY 19	FY '20	FY '21	FY '22	FY'23	FY'24	Total	
Facilities		F-1	\$ 5,800						\$ 5,800	
		F-2	\$ 10,000						\$ 10,000	
		F-3	\$ 100,000	\$ 75,000					\$ 175,000	
		F-4	\$ 10,000						\$ 10,000	
		F-5	\$ 10,000						\$ 10,000	
		F-6		\$ 467,767					\$ 467,767	
		F-7			\$ 250,000				\$ 250,000	
		F-8			\$ 9,700,000				\$ 9,700,000	Could we create a shared Fuel system with Wenham elsewhere?
		F-9			\$ 70,000				\$ 70,000	inflates FY'21 capital, how should this be budgeted?
		F-10				\$ 50,000			\$ 50,000	usefull life? Sould get 20+ years? Warranty
		F-11				\$ 50,000			\$ 50,000	
		sub total	\$ 135,800	\$ 542,767	\$ 10,020,000	\$ 100,000	\$ -	\$ -	\$ 10,798,567	
Joe D	Priority	Proj ID#	FY 19	FY '20	FY '21	FY '22	FY'23	FY'24	Total	
Water		W-1	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000	Based on cost per meter should this be Capitalized?
		W-2			\$ 15,000				\$ 30,000	Public safety, should all be funded.
		W-3							\$ 45,000	
		W-4			\$ 30,000				\$ 30,000	Shared cost with GCTS
		W-5		\$ 1,600,000	\$ 1,500,000				\$ 3,100,000	was this approved
		W-6					\$ 3,000,000		\$ 3,000,000	Should this hit all in one year - construction loan then Bond?
		W-7						\$ 3,000,000	\$ 3,000,000	Should this hit all in one year - construction loan then Bond?
		W-8						\$ 1,500,000	\$ 1,500,000	Should this hit all in one year - construction loan then Bond?
		W-9		\$ 1,500,000					\$ 1,500,000	Treatment process for organics, satellite well? In design. Approved
		sub total	\$ 15,000	\$ 3,115,000	\$ 1,560,000	\$ 15,000	\$ 3,030,000	\$ 4,560,000	\$ 12,295,000	

Dept/Liasion	for '21	Item	Current Year										approved					Total	Comments
Joe D	Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24								Total			
Cemetery		C-1	\$ 25,000												\$ 25,000				
		sub total	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000				
Bob Woodbury	Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24								Total			
Parks & Rec		PR-1	Gym Floor refurbish	\$ 12,000											\$ 12,000				
*Regional		PR-2	Playground equip - rec center												\$ 40,000	CPC funding?			
		PR-3	Patton Park-Concession, bath		\$ 50,000										\$ 50,000				
		PR-4	Donovan Field Re-develop												\$ -	\$65k removed, FY24, add back if turf field is denied.			
		PR-5	Patton Park Re-develop												\$ -	\$65k removed, FY24, add back if turf field is denied.			
		PR-6	Outdoor BBall Hoops Replace	\$ 10,000											\$ 10,000	completed			
		PR-7	HWRSD Turf Field				\$ -								\$ -	il School budget - reminder \$500k in reserve. - Pingree Field?			
		PR-8	Patton Park Re_dev& drainage				\$ 150,000								\$ 200,000	To cure flooding in park area. CPC funding?			
		sub total	\$ 22,000	\$ 50,000	\$ 50,000	\$ 150,000	\$ 40,000	\$ -						\$ 312,000					
Bob Woodbury	Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24								Total			
Library	1	L-1	Replace roof			\$ 75,000									\$ 75,000				
*Regional	4	L-2	Replace server			\$ 18,000									\$ 18,000	combine with Town hall shared server			
		L-3	HVAC retrofit				\$ 130,000								\$ 130,000				
		L-4	WiFi access				\$ 10,000								\$ 10,000	is this Opex, for capacity.			
		L-5	Replace carpet on floors 1 and 2				\$ 85,000								\$ 85,000				
		sub total	\$ -	\$ -	\$ 93,000	\$ 140,000	\$ 85,000	\$ -						\$ 318,000					
Bill Wilson	Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24								Total			
Police	1	P-1	Patrol SUV	\$ 38,750	\$ 40,000	\$ 55,000	\$ 56,000	\$ 57,000	\$ 58,000						\$ 304,750	Get schedule on number of vehicles and Cost? Any salvage Value			
		P-2	Camera System	\$ 8,500											\$ 8,500				
		P-3	Magnetic Swipe Card System	\$ 25,000											\$ 25,000				
		P-4	Ballistic Vests				\$ 9,000								\$ 9,000				
		P-5	Fire Arms					\$ 8,250							\$ 8,250	Any federal programs or trade in value.			
		sub total	\$ 72,250	\$ 40,000	\$ 55,000	\$ 65,000	\$ 65,250	\$ 58,000						\$ 355,500					
Bill Wilson	Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24								Total			
Fire Dept		F-1	Pumper-Engine 1 (1996)	\$550,000											\$550,000				
		F-2	PU Truck- Squad 7 (2008)		\$48,703										\$48,703				
	1	F-3	Squad truck- Squad 5 (2006)			\$185,000									\$185,000				
		F-4	Extrication tools- (1996)	\$30,000											\$30,000				
		F-5	Mobile Cascade Unit					\$100,000							\$100,000	regional with Hamilton Ambulance?			
		F-6	Defibs on Fire Apparatus				\$12,135								\$12,135	federal programs			
		F-7	Defibs for Town Buildings					\$10,402							\$10,402	federal programs			
	1	F-8	Ballistic Vests			\$6,000									\$6,000				
		ambulance														consider sharing with wenham			
		sub total	\$ 580,000	\$ 48,703	\$ 191,000	\$ 12,135	\$ 110,402	\$ -						\$ 942,240					
Bill Wilson	Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24								Total			
ECO	1	E-1	Upgrade ECO Repeaters		\$ -	\$ 28,000	\$ 28,000	\$ 28,000	\$ -						\$ 84,000	motorola phasing out, can we utilize cell carrier			
		sub total	\$ -	\$ -	\$ 28,000	\$ 28,000	\$ 28,000	\$ -						\$ 84,000					
Affordable Housing			FY 19	FY 20	FY 21	FY 22	FY 23	FY 24								Total			
		sub total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -					

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

Draft: Dec 6, 2019

Dept/Liasion	for '21	Item	Current year FY 19	approved FY '20	FY '21	FY '22	FY'23	FY'24	Total
Open Space			FY 19	FY '20	FY '21	FY '22	FY'23	FY'24	Total
		sub total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total Town			\$ 1,000,050	\$ 4,965,770	\$ 12,186,000	\$ 676,264	\$ 3,812,027	\$ 4,891,875	\$ 27,531,986
Bill Wilson			FY 19	FY '20	FY '21	FY '22	FY'23	FY'24	Total
Schools		Combined Total		\$ 1,898,500	\$ 2,836,500	\$ 2,818,500	\$ 2,191,000	\$ 2,891,182	\$ 12,635,682
*Regional									
		sub total	\$ -	\$ 1,898,500	\$ 2,836,500	\$ 2,818,500	\$ 2,191,000	\$ 2,891,182	\$ 12,635,682
Total Total			\$ 1,000,050	\$ 6,864,270	\$ 15,022,500	\$ 3,494,764	\$ 6,003,027	\$ 7,783,057	\$ 40,167,668

Includes Turf. Next meeting Dec 11 to prioritize capital

Regional departments will be split with Wenham

Priorities are set for fiscal year 2021 only.

FY'19 and FY'20 costs are assumed approved. Town finance should determine any/project carryover costs needed for FY'21 budget

Priority Table

1	Eliminates a hazard to public health and safety or required by state or federal laws and regulations.
2	Uses outside financing sources , such as grants
3	Supports adopted plans, goal, objectives and policies, or stabilizes or reduces operating costs, or makes better use of a facility or replaces a clearly obsolete one.
4	social, cultural, historic, environmental, economic or aesthetic value.
5	Increases operational or personal costs lacking an ROI

Additional notes

Shared services opportunity. Recommend Town Fincoms or dept heads to meet and discuss Affordable housing? Town will likely be asked to contribute, CPC funding? Patton Homestead? Additional funds will be needed to fulfill future use plans. Grant writing, need someone to identify future grants that match our needs and write them.

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

Drc

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Place holder	Priority	Proj ID#	FY 19	FY '20	FY '21	FY '22	FY'23	FY'24	Total	
General		G - 1	\$ -	\$ 21,300					\$ 21,300	
		IT server needs				\$ -			\$ -	regional IT with ?? Dec 10th meeting, include library
		Sub total	\$ -	\$ 21,300	\$ -	\$ -	\$ -	\$ -	\$ 21,300	
Joe D	Priority	Proj ID#								
Vehicle		V-1		\$ 58,000					\$ 58,000	opportunity for large equipment purchases to be shared with Went ordered
		V-2			\$ 35,000				\$ 35,000	prep for pavement
		V-3			\$ 10,000				\$ 10,000	Smooth gravel
		V-4				\$ 16,129			\$ 16,129	
		V-5					\$ 125,000		\$ 125,000	
		V-6					\$ 28,375		\$ 28,375	
		V-7					\$ 28,375		\$ 28,375	
		V-8					\$ 5,500		\$ 5,500	
		V-9					\$ 150,000		\$ 150,000	
		(2) 2013 International Sanders					\$ 150,000		\$ 300,000	
		sub total	\$ -	\$ 58,000	\$ 45,000	\$ 16,129	\$ 303,375	\$ 183,875	\$ 606,379	
Joe D	Priority	Proj ID#								
Highways		H-1	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 540,000	Matching funds for chapter 90
		H-2	\$ 60,000		\$ 54,000	\$ 60,000	\$ 60,000		\$ 234,000	Mnadated by EPA
		H-3		\$ 1,000,000					\$ 1,000,000	Should this hit all in one year - construction loan then Bond?
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		F-2	\$ 10,000						\$ 10,000	
		F-3	\$ 100,000	\$ 75,000					\$ 175,000	
		F-4	\$ 10,000						\$ 10,000	
		F-5	\$ 10,000						\$ 10,000	
		F-6		\$ 467,767					\$ 467,767	
		F-7			\$ 250,000				\$ 250,000	Could we create a shared Fuel system with Wenham elsewhere?
		F-8			\$ 9,700,000				\$ 9,700,000	Should this hit all in one year - construction loan then Bond?
		F-9			\$ 70,000				\$ 70,000	usefull life? Sould get 20+ years? Warranty
		F-10				\$ 50,000			\$ 50,000	
		F-11				\$ 50,000			\$ 50,000	
		sub total	\$ 135,800	\$ 542,767	\$10,020,000	\$ 100,000	\$ -	\$ -	\$ 10,798,567	
Joe D	Priority	Proj ID#								
Water		W-1	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000	public safety, should all be funded.
		W-2			\$ 15,000				\$ 15,000	
		W-3							\$ 45,000	
		W-4						\$ 45,000	\$ 45,000	
		W-5		\$ 1,600,000	\$ 1,500,000				\$ 3,100,000	Shared cost with GCTS was this approved
		W-6					\$ 3,000,000		\$ 3,000,000	Should this hit all in one year - construction loan then Bond?
		W-7					\$ 3,000,000		\$ 3,000,000	Should this hit all in one year - construction loan then Bond?
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		W-9		\$ 1,500,000					\$ 1,500,000	Treatment process for organics, satellite well? In design. Approved
		sub total	\$ 15,000	\$ 3,115,000	\$ 1,560,000	\$ 15,000	\$ 3,030,000	\$ 4,560,000	\$ 12,295,000	

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

DTC

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Cemetery		C-1	\$ 25,000								\$ 25,000			
		sub total	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000			
Bob Woodbury	Priority	Proj ID#	FY 19		FY 20	FY 21	FY 22	FY 23	FY 24		Total			
Parks & Rec		PR-1	Gym Floor refurbish	\$ 12,000							\$ 12,000	CPC funding?		
*Regional		PR-2	Playground equip - rec center					\$ 40,000			\$ 40,000			
		PR-3	Patton Park-Concession, bath		\$ 50,000						\$ 50,000			
		PR-4	Donovan Field Re-develop						\$ -	\$ -	\$ -	\$65k removed, FY24, add back if turf field is denied.		
		PR-5	Patton Park- Re-develop						\$ -	\$ -	\$ -	\$65k removed, FY24, add back if turf field is denied.		
		PR-6	Outdoor Bball Hoops Replace	\$ 10,000							\$ 10,000	completed		
		PR-7	HWRSD Turf Field				\$ -				\$ -	Included in School budget - reminder \$500k in reserve./ Pingree File		
		PR-8	Patton Park Re_dev.& drainage			\$ 50,000	\$ 150,000				\$ 200,000	To cure flooding in park area. CPC funding?		
		sub total	\$ 22,000	\$ 50,000	\$ 50,000	\$ 150,000	\$ 40,000	\$ -	\$ -	\$ 312,000				
Bob Woodbury	Priority	Proj ID#	FY 19		FY 20	FY 21	FY 22	FY 23	FY 24		Total			
Library	1	L-1	Replace roof			\$ 75,000					\$ 75,000			
*Regional	4	L-2	Replace server			\$ 18,000		\$ 130,000			\$ 18,000	combine with Town hall shared server		
		L-3	HVAC retrofit					\$ 10,000			\$ 130,000			
		L-4	WiFi access					\$ 85,000			\$ 10,000	is this Opex, for capacity.		
		L-5	Replace carpet on floors 1 and 2								\$ 85,000			
		sub total	\$ -	\$ -	\$ 93,000	\$ 140,000	\$ 85,000	\$ -	\$ -	\$ 318,000				
Bill Wilson	Priority	Proj ID#	FY 19		FY 20	FY 21	FY 22	FY 23	FY 24		Total			
Police	1	P-1	Patrol SUV	\$ 38,750	\$ 40,000	\$ 55,000	\$ 56,000	\$ 57,000	\$ 58,000		\$ 304,750	Get schedule on number of vehicles and Cost? Any salvage Value		
		P-2	Camera System	\$ 8,500							\$ 8,500			
		P-3	Magnetic Swipe Card System	\$ 25,000				\$ 9,000			\$ 25,000			
		P-4	Ballistic Vests					\$ 8,250			\$ 9,000			
		P-5	Fire Arms								\$ 8,250	Any federal programs or trade in value.		
		sub total	\$ 72,250	\$ 40,000	\$ 55,000	\$ 65,000	\$ 65,250	\$ 58,000	\$ -	\$ 355,500				
Bill Wilson	Priority	Proj ID#	FY 19		FY 20	FY 21	FY 22	FY 23	FY 24		Total			
Fire Dept		F-1	Pumper-Engine 1 (1996)	\$550,000							\$550,000			
		F-2	PU Truck- Squad 7 (2008)		\$48,703						\$48,703			
	1	F-3	Squad truck- Squad 5 (2006)			\$185,000					\$185,000			
		F-4	Extrication tools- (1996)	\$30,000							\$30,000			
		F-5	Mobile Cascade Unit					\$100,000			\$100,000	regional with Hamilton Ambulance?		
		F-6	Defibs on Fire Apperatus				\$12,135				\$12,135	federal programs		
		F-7	Defibs for Town Buildings					\$10,402			\$10,402	federal programs		
	1	F-8	Ballistic Vests			\$6,000					\$6,000			
		ambulance										consider sharing with wenham		
		sub total	\$ 580,000	\$ 48,703	\$ 191,000	\$ 12,135	\$ 110,402	\$ -	\$ -	\$ 942,240				
Bill Wilson	Priority	Proj ID#	FY 19		FY 20	FY 21	FY 22	FY 23	FY 24		Total			
ECO	1	E-1	Upgrade ECO Repeaters		-	\$ 28,000	\$ 28,000	\$ 28,000	\$ -		\$ 84,000	motorola phasing out, can we utilize cell carrier		
		sub total	\$ -	\$ -	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ -		\$ 84,000			
Affordable Housing			FY 19	FY 20	FY 21	FY 22	FY 23	FY 24			Total			
		sub total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

D/C

Dept/Liasion	for '21	Item	Current Year										Comments
			FY 19	approved	FY '20	FY '21	FY '22	FY'23	FY'24				Total
Open Space			FY 19		FY '20	FY '21	FY '22	FY'23	FY'24				Total
		sub total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -
Grand Total Town			\$ 1,000,050		\$ 4,965,770	\$12,186,000	\$ 676,264	\$ 3,812,027	\$ 4,891,875				\$ 27,531,986
Bill Wilson Schools *Regional			FY 19		FY '20	FY '21	FY '22	FY'23	FY'24				Total
		Combined Total			\$ 1,898,500	\$ 2,836,500	\$ 2,818,500	\$ 2,191,000	\$ 2,891,182				\$ 12,635,682
		sub total	\$ -	\$ 1,898,500	\$ 2,836,500	\$ 2,818,500	\$ 2,191,000	\$ 2,891,182					\$ 12,635,682
Total Total			\$ 1,000,050		\$ 6,864,270	\$15,022,500	\$ 3,494,764	\$ 6,003,027	\$ 7,783,057				\$ 40,167,668

*Regional departments will be split with Wenham

Additional notes
 Shared services opportunity. David Wagner and Alex Begin for Wenham
 Open space?
 Affordable housing?
 Patton Homestead?
 Grant writing

Includes Turf. Next meeting Dec 11 to prioritize capital

