

HAMILTON CAPITAL COMMITTEE

MINUTES OF MEETING

Hamilton Town Hall

Dec. 9, 2019

Members Present:

Heather Ford
Jack Lawrence
Dave Thompson
Bill Wilson
Bob Woodbury

Guests:

Joe Domelowicz, Town Manager

1. Heather called the meeting to order at 6:04 PM.

2. Public comments were solicited

There were none.

3. Budget Process and Schedule

The purpose of the meeting was to review the current status of the Capital Plan with the Town Manager and obtain input.

3. Discussions with Town manager

Heather reviewed the current status of the plan using the Dec. 9, 2019 version of the spreadsheet (copy attached). In particular it was noted that the school budget is a total number generated by the school district. Better information will become available in two days when the school district meets again on budgets. Bill will attend the school meeting and the meeting of Hamilton FinCom on the same date.

Joe requested that his name be removed as Dept/Liaison on the spreadsheet except under "General".

Bill explained that the spreadsheet refers to a "Project ID" that CapCom assigned and it may not be the same as an ID that may be assigned by the finance department.

Heather explained that CapCom assigned priorities only with respect to FY21 budget requests, without attempting to prioritize years after FY21. Priorities were assigned using guidance provided to the committee and noted at the bottom of the spreadsheet.

All regional budgets (shared costs with Wenham) are shown at gross costs and will ultimately be split in accordance with any cost sharing agreement.

Joe requested that a column for FY '25 be added.

The requested changes were made subsequent to the meeting and are reflected in a version of the spreadsheet dated Dec. 10, 2019, a copy of which is attached.

In addition to the spreadsheet, a document entitled "Capital Committee Recommendations" (dated Dec. 9, 2019) was provided to Joe. A copy is attached.

Joe thanked the committee for its work and placed the CapCom on stand-by until further assistance may be requested.

4. Adjourn

The meeting was adjourned at 8:15 PM

Attachments:

"Town of Hamilton Capital improvement Plan", draft Dec. 9, 2019

"Town of Hamilton Capital Improvement Plan", draft Dec 10, 2019

"Capital Committee Recommendations", draft Dec. 9, 2019

The meeting was adjourned at 9:02 PM.

Attachments: "Town of Hamilton Capital Improvement Plan", Draft Dec 6, 2019

"Town of Hamilton Capital Improvement Plan", Draft Nov 26, 2019

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

10-Dec-19

Potential Year change: Could be pushed out a year.

Department for '21		Item	Current Year	FY '20	FY '21	FY '22	FY '23	FY '24	FY '25	Total	Comments
Priority	Proj ID#		FY 19	FY '20	FY '21	FY '22	FY '23	FY '24	FY '25	Total	
General											
	G-1	Voting machines	\$ -	\$ 21,300						\$ 21,300	
		IT server needs	\$ -	\$ 21,300						\$ 21,300	Shared services? Dec 10th meeting; Schools & Library?
		Sub total									
Tim Olson Vehicle											
	V-1	GMC Dump Truck		\$ 58,000						\$ 58,000	Joint large equipment purchases with Wenham? ordered
5	V-2	Planer Attachment for John Deere Loader		\$ 35,000						\$ 35,000	Prep for pavement, should this be outsourced
4	V-3	Grading Blade for John Deere		\$ 10,000						\$ 10,000	For gravel roads. Determine use, could it be a shared asset
	V-4	2013 John Deere Riding mower			\$ 16,129					\$ 16,129	
	V-5	2006 John Deere Backhoe				\$ 125,000				\$ 125,000	
	V-6	2001 John Deere Tractor				\$ 28,375				\$ 28,375	
	V-7	2002 John Deere Tractor				\$ 28,375		\$ 28,375		\$ 28,375	
	V-8	1998 Flatbed Trailer						\$ 5,500		\$ 5,500	
	V-9	(2) 2013 International Sanders					\$ 150,000	\$ 150,000		\$ 300,000	
		sub total	\$ -	\$ 58,000	\$ 45,000	\$ 16,129	\$ 303,375	\$ 183,875	\$ -	\$ 606,379	
Tim Olson Highways											
	H-1	Road and Sidewalk repairs	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000		\$ 540,000	Incremental to chapter 90. Chapter 90 ~\$240k annually
1	H-2	NPDES Phase III-V Compliance	\$ 60,000		\$ 54,000	\$ 60,000	\$ 60,000			\$ 234,000	Manadated by EPA
	H-3	Cebacco Road Paving		\$ 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	
Tim Olson Facilities											
	F-1	COA Partition Wall	\$ 5,800							\$ 5,800	
	F-2	Town Hall Roof Repairs	\$ 10,000							\$ 10,000	
	F-3	Town Hall Renovations	\$ 100,000	\$ 75,000						\$ 175,000	
	F-4	Install Insulation at Public safety	\$ 10,000							\$ 10,000	
	F-5	Upgrade to ventilation & AC fans ECO	\$ 10,000							\$ 10,000	
	F-6	Town Hall Renovations Borrowed		\$ 467,767						\$ 467,767	
3	F-7	DPW yard Replacement of Fuel system			\$ 250,000					\$ 250,000	Pilot above ground tank at Iron Rail with Wenham
3	F-8	Town Hall Construction			\$ 9,700,000					\$ 9,700,000	Inflates FY'21 capital, how should this be budgeted?
1	F-9	PSB HVAC/Boiler Replacement			\$ 70,000					\$ 70,000	Should be replaced for FY'21 fiscal year. July AC turn on
	F-10	DPW salt shed replacement				\$ 50,000				\$ 50,000	
	F-11	DPW Garage Roof				\$ 50,000				\$ 50,000	
		sub total	\$ 135,800	\$ 542,767	\$ 10,020,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 10,798,567	
Tim Olson Water											
3	W-1	Meter Replacement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000		\$ 90,000	Based on cost per meter should this be Capitalized?
1	W-2	Hydrant & Gate Valve Replacement			\$ 15,000		\$ 15,000			\$ 30,000	Public safety, should all be funded.
	W-3	2013 GMC water Utility Vehicle w/Plow						\$ 45,000		\$ 45,000	Shared cost with GCTS
1	W-4	Water Storage Tank- Eval & Concept design			\$ 30,000					\$ 30,000	Could push out a year.
3	W-5	Phase 5 water Dist upgrades-Pines Nighbrd		\$ 1,500,000	\$ 1,500,000					\$ 3,000,000	Should this hit all in one year - debt service?
	W-6	Browns Hill Water Storage tank Design/Const.				\$ 3,000,000				\$ 3,000,000	Should this hit all in one year - debt service?
	W-7	New 2nd Water Tank Alternative site						\$ 1,500,000		\$ 1,500,000	Should this hit all in one year - debt service?
	W-8	Cebacco Road Water main		\$ 1,500,000						\$ 1,500,000	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

10-Dec-19

Potential Year change: Could be pushed out a year.

Department for '21	Priority	Proj ID#	Item	Current year		approved					Total	Comments	
				FY 19	FY 20	FY '20	FY '21	FY '22	FY '23	FY '24			FY '25
Tim Olson Cemetery		C-1	Road Pavement of new section	\$ 25,000								\$ 25,000	
		sub total		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
Sean Timmons Parks & Rec *Regional		PR-1	Gym Floor refurbish	\$ 12,000								\$ 12,000	
		PR-2	Playground equip - rec center		\$ 50,000			\$ 40,000				\$ 40,000	CPC funding?
		PR-3	Patton Park-Concession, bath									\$ 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	School budget - reminder \$500k in reserve. - Pingree Field?
		PR-7	HWRSD Turf Field			\$ 50,000	\$ 150,000					\$ 200,000	To cure flooding in park area. CPC funding?
		PR-8	Patton Park Re_dev.& drainage									\$ -	
	3	sub total		\$ 22,000	\$ 50,000	\$ 50,000	\$ 150,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 312,000	
Kim Driscoll Library *Regional		L-1	Replace roof			\$ 75,000						\$ 75,000	Wenham. \$7k spent to date, warranty check. FY22?
		L-2	Replace server			\$ 18,000						\$ 18,000	combine with Town Hall shared server
		L-3	HVAC retrofit				\$ 130,000					\$ 130,000	is this Opex, for capacity.
		L-4	WiFi access				\$ 10,000					\$ 10,000	
		L-5	Replace carpet on floors 1 and 2					\$ 85,000				\$ 85,000	
			sub total		\$ -	\$ -	\$ 93,000	\$ 140,000	\$ 85,000	\$ -	\$ -	\$ -	\$ 318,000
Russ Stevens Police		P-1	Patrol SUV	\$ 38,750	\$ 40,000	\$ 55,000	\$ 56,000	\$ 57,000	\$ 58,000			\$ 304,750	Vehicles schedule? Salvage Value ~ 2.9K
		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				\$ 8,250	Any federal programs or trade in value.
		P-5	Fire Arms									\$ -	
			sub total	\$ 72,250	\$ 40,000	\$ 55,000	\$ 65,000	\$ 65,250	\$ 58,000	\$ -	\$ -	\$ -	\$ 355,500
Ray Brunet Fire Dept		F-1	Pumper-Engine 1 (1996)	\$550,000								\$550,000	
		F-2	PU Truck- Squad 7 (2008)		\$48,703							\$48,703	
		F-3	Squad truck- Squad 5 (2006)			\$185,000						\$185,000	
		F-4	Extrication tools- (1996)	\$30,000				\$100,000				\$30,000	Regionalize with Hamilton Ambulance?
		F-5	Mobile Cascade Unit				\$12,135					\$12,135	Federal programs
		F-6	Defibs on Fire Apparatus					\$10,402				\$10,402	Federal programs
		F-7	Defibs for Town Buildings									\$ -	
		F-8	Ballistic Vests			\$6,000						\$6,000	
		F-9	Ambulance Service									\$ -	Shared service with wenham. Could add personnel cost.
		sub total	\$ 580,000	\$ 48,703	\$ 191,000	\$ 12,135	\$ 110,402	\$ -	\$ -	\$ -	\$ -	\$ 942,240	
Russ Stevens ECO		E-1	Upgrade ECO Repeaters			\$ 28,000	\$ 28,000	\$ 28,000	\$ -			\$ 84,000	Public safety, could all be done in FY21.
			sub total	\$ -	\$ -	\$ 28,000	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ -	\$ 84,000	
												\$ -	
Affordable Housing												\$ -	
			sub total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

10-Dec-19

Potential Year change: Could be pushed out a year.

Department for '21	Item	Current year										Total		
		FY '19	FY '20	FY '21	FY '22	FY '23	FY '24	FY '25	FY '25	FY '25	Total			
Open Space														
	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	
Julie Kukenberger														
Schools														
*Regional														
	sub total	\$ -	\$ 1,898,500	\$ 2,836,500	\$ 2,818,500	\$ 2,191,000	\$ 2,891,182	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,635,682	
		\$ 1,000,050	\$ 6,864,270	\$ 15,022,500	\$ 3,494,764	\$ 6,003,027	\$ 7,783,057	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,167,668	
Total Total														

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

Project ID's created by Cap Committee, should be replaced by Finance Department if adopted.

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	Maintains or improves productivity or existing standards of service, or directly benefits the Town's economic base by increasing property values, or provides new programs having social, cultural, historic, environmental, economic or aesthetic value.
5	Increases operational or personnel costs Lacking an ROI

Additional notes

Shared services opportunity. Commission 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. No Capital to support future solar projects. Grant writing, need someone to identify future grants that match our needs and write them. In FY'21 budget?

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

10-Dec-19

Potential Year change: Could be pushed out a year.

Department for '21		Item	Current year FY 19	approved FY '20	FY '21	FY '22	FY '23	FY '24	FY '25	Total	Comments
Joe D. General	Priority	Proj ID#									
		G - 1	\$ -	\$ 21,300						\$ 21,300	Shared services? Dec 10th meeting: Schools & Library?
		Voting machines									
		IT server needs									
		Sub total	\$ -	\$ 21,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,300	
Tim Olson Vehicle	Priority	Proj ID#									
		V-1		\$ 58,000						\$ 58,000	Joint large equipment purchases with Wenham? ordered
	5	V-2			\$ 35,000					\$ 35,000	Prep for pavement, should this be outsourced
	4	V-3			\$ 10,000					\$ 10,000	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							\$ 5,500	\$ 5,500	
		V-8							\$ 150,000	\$ 150,000	
		V-9								\$ 300,000	
		(2) 2013 International Sanders									
		sub total	\$ -	\$ 58,000	\$ 45,000	\$ 16,129	\$ 303,375	\$ 183,875	\$ -	\$ 606,379	
Tim Olson Highways	Priority	Proj ID#									
	2	H-1	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000		\$ 540,000	Incremental to chapter 90. Chapter 90 ~\$240k annually
	1	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	
Tim Olson Facilities	Priority	Proj ID#									
		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	
	3	F-7			\$ 250,000					\$ 250,000	Pilot above ground tank at Iron Rail with Wenham
	3	F-8			\$ 9,700,000					\$ 9,700,000	Inflates FY'21 capital, how should this be budgeted?
	1	F-9			\$ 70,000					\$ 70,000	Should be replaced for FY'21 fiscal year. July AC turn on
		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	
Tim Olson Water	Priority	Proj ID#									
	3	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?
	1	W-2			\$ 15,000					\$ 30,000	Public safety, should all be funded.
		W-3						\$ 45,000		\$ 45,000	
	1	W-4			\$ 30,000					\$ 30,000	Shared cost with GCTS
	3	W-5		\$ 1,600,000	\$ 1,500,000					\$ 3,100,000	Could push out a year.
		W-6				\$ 3,000,000				\$ 3,000,000	Should this hit all in one year - debt service?
		W-7					\$ 3,000,000			\$ 3,000,000	Should this hit all in one year - debt service?
		W-8					\$ 1,500,000			\$ 1,500,000	Should this hit all in one year - debt service?
		W-9		\$ 1,500,000						\$ 1,500,000	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

10-Dec-19

Potential Year change: Could be pushed out a year.

Department for '21	Priority	Proj ID#	Item	Current year		FY '20	FY '21	FY '22	FY '23	FY '24	FY '25	Total	Comments
				FY 19	FY 20								
Tim Olson Cemetery		C-1	Road Pavement of new section	\$ 25,000								\$ 25,000	
		sub total		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
Sean Timmons Parks & Rec <i>*Regional</i>		PR-1	Gym Floor refurbish	\$ 12,000								\$ 12,000	
		PR-2	Playground equip - rec center					\$ 40,000				\$ 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			\$ -						\$ -	School budget - reminder \$500k in reserve. - Pingree Field?
		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	\$ 150,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 312,000		
Kim Driscoll Library <i>*Regional</i>		Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Total		
	1	L-1	Replace roof			\$ 75,000					\$ 75,000	Wenham. \$7k spent to date, warranty check. FY22?	
	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		
Russ Stevens Police		Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Total		
	1	P-1	Patrol SUV	\$ 38,750	\$ 40,000	\$ 55,000	\$ 56,000	\$ 57,000	\$ 58,000	\$ 58,000	\$ -	\$ 304,750	Vehicles schedule? Salvage Value ~ 2.9K
		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		
Ray Brunet Fire Dept		Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Total		
		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	Regionalize 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	
	F-9	Ambulance Service	Added by Committee.										Shared service with wenham. Could add personnel cost.
		sub total	\$ 580,000	\$ 48,703	\$ 191,000	\$ 12,135	\$ 110,402	\$ -	\$ -	\$ -	\$ 942,240		
Russ Stevens ECO		Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Total		
	1	E-1	Upgrade ECO Repeaters			\$ 28,000	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ 84,000	Public safety, could all be done in FY21.	
		sub total		\$ -	\$ -	\$ 28,000	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ 84,000		
Affordable Housing		Priority	Proj ID#	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	Total		
		sub total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

10-Dec-19

Potential Year change: Could be pushed out a year.

Department for '21	Item	Current year										Total	
		FY '19	FY '20	FY '21	FY '22	FY '23	FY '24	FY '25	Total				
Open Space													
	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				
Julie Kukenberger Schools <i>*Regional</i>													
	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 Wrenham

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

Project ID's created by Cap Committee, should be replaced by Finance Department if adopted.

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	Maintains or improves productivity or existing standards of service, or directly benefits the Town's economic base by increasing property values, or provides new programs having social, cultural, historic, environmental, economic or aesthetic value.
5	Increases operational or personnel costs Lacking an ROI

Additional notes

- Shared services opportunity. Commission 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.
- No Capital to support future solar projects.
- Grant writing, need someone to identify future grants that match our needs and write them. In FY'21 budget?

Capital Committee Recommendations.

December 9, 2019

Please find the attached 5-year Town of Hamilton capital plan with comments. The file is segmented by Municipal department with a place holder for the Regional school district. Numbers provided by the School District are dated and the School Committee is scheduled to meet on December 11th to update and prioritize their 10-year capital plan.

To assist in the approval process and an attempt to create a way to compare cross functional department requests the committee utilized the below rating table to prioritize FY'21 capital.

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	Maintains or improves productivity or existing standards of service, or directly benefits the Town's economic base by increasing property values, or provides new programs having social, cultural, historic, environmental, economic or aesthetic value.
5	Increases operational or personnel costs Lacking an ROI

Overall the FY'21 ask for the Town of Hamilton (excluding schools) is \$12.2M. This number is inflated primarily due to Town hall renovations (\$9.7m) and Phase 5 water upgrades (\$1.5m). We assume these costs will be bonded and spread over many years. In addition, costs for Parks and Library will be shared with Wenham. We are not including schools in the above numbers, but their costs will be allocated between the Towns as well based on student enrollment.

Recommendations:

To further reduce costs and improve services, the committee recommends both towns commission a team to explore additional shared services. Currently, the Towns successfully share services with Schools, Library and Parks/Recreation. An opportunity to explore options for additional shared services in the following areas could reduce cost and improve services for both Towns:

- Police
- Fire
- Ambulance
- ECO/Dispatch
- Large equipment purchases (e.g. DPW vehicles)
- Trash Collection

The committee also recommends the Town utilize a Grant writer to take advantage of available Grant programs to fund needed services.

We are looking forward to reviewing the attached schedule and further discussion on justification for requests provided by Department heads. There are some items that could be pushed out to future years and some costs not included for Affordable housing and Patton Homestead that should be further discussed for inclusion. We appreciate your team's cooperation throughout this process as they were a tremendous help.

Regards,

Heather Ford

Dave Thompson

Jack Lawrence

Bob Woodbury

Bill Wilson

