

**Hamilton Capital Committee**  
**MINUTES OF MEETING**  
**Via Zoom call**  
**August 18, 2020**

Members Present: Heather Ford  
Jack Lawrence  
Dave Thompson  
Bob Woodbury

Members Absent: Bill Wilson

Guests: Joe Domelowicz, Hamilton Town Manager  
Tim Olson, DPW Director, Hamilton  
Pat Shannon, Assistant to the Town Manager  
Rick Mitchell, Hamilton resident

- 1. Heather called the meeting to order at 4:35 PM.**
- 2. Election of Officers:**
  - a. Heather reconfirmed as Chair for FY '21
  - b. Bob to succeed Dave as Clerk. Subsequent to the meeting, Joe forwarded the MA Attorney General meeting writeup description to Bob for reference. Currently only written records are approved for minutes. No video/audio records can be used yet.
- 3. Update on Town Meeting Budget**
  - a. Joe discussed postponement of the April Annual Town Meeting (ATM) due to uncertainty regarding the impact of the pandemic on Town finances. The ATM was held on June 20, 2020 and budgetary issues, minus the Capital Expenses, were included in the meeting votes.
  - b. The BOS and Town Manager decided to split out the Capital Expenses and tabled the FY '20 Capital Plan. Discussion of the Capital Expenses will be brought back at the Special Town Meeting (STM) on November 14, 2020.
- 4. Capital Budget Items for Special Town Meeting**
  - a. The request for funding to cover Town Hall construction has been reduced from \$9.7 MM to \$7.8 MM with a STM ask of \$4.7 million with \$3 million now to be covered by a CPC grant. Part of the reduction is the \$1.1 million already spent on planning and design.
  - b. Upgrade of ECO repeaters were \$28k for FY '21. Based on age and equipment, the request will now combine FY'21 and '22 into a single ask of \$56k at STM to reflect two upgrades. Tim Olson and Russ Stevens (Police Chief) to discuss the ECO repeaters, the plan for replacement and issues related to serving the needs of the DPW staff.
  - c. Library roof (L-1) replacement at \$75k has been eliminated due to Wenham's pursuit of warranty coverage with vendor. The issue of the library capital items,

roof (L-1) and HVAC (L-3) inclusion on the Hamilton capital spreadsheet needs to be resolved with coordination among Hamilton, Wenham and the Cap Com.

- d. Joe encouraged CapCom members to discuss these items with the relevant Department Heads.
- e. Rick Mitchell asked if the CapCom spreadsheet of capital requests is on the Town website for public view. Joe will add this if needed, but spreadsheet is included in CapCom meeting minutes.
- f. Rick questioned if the \$9m for the turf field at the High School was included in the capital budget for the schools. Heather clarified that it was included.

#### **5. Prepare for the 2021 Capital Budget**

- a. Joe described how the HWRSD School Committee anticipates liaising with the Hamilton Capital Committee regarding HWRSD capital projects. A School Committee member will be assigned this responsibility. Joe is also pushing Wenham to institute a Wenham Capital Committee for further coordination.
- b. Joe discussed the Hamilton/Wenham one-year trial sharing of the Iron Rail refueling station.
- c. Rick asked how the capital projects would impact the tax rate and how they would be financed. Joe explained that the purpose of the capital planning is to forecast needs. The existing capital budget request was \$503k to be financed from free cash. The Hamilton FinCom would approve specific items for vote at the ATM/STM.

#### **6. Discussion with Tim Olson**

- a. Bids on the water projects for High, Village, Beech, Partridgeberry, and Woodbury streets came in higher than expected so there's not enough money to do it all. Modifications needed at the Woodbury/Essex streets intersection for safety. For these Phase 4 Water Distribution upgrades, DPW will be requesting an additional \$532k to complete the work (\$502k is the bid for the water work and \$30k is needed for police details. Work priority jumped up as Forest, Village, and Beech streets are having more water line breaks.
- b. FY'21 ask of \$1.5MM is Phase 5 (Water project W-5) for the redoing of water lines in the Pine Street neighborhood (Tally Ho, Fox Run, Plum, etc streets). Joe added that Phase 5 is a new request that may be pushed out and Tim confirmed that it could possibly be pushed forward to FY'22.
- c. Tim discussed the water treatment plant. There may be a need to drill a new Idlewood 2 well due to high levels of organics. He has estimates of \$1.0 MM for the new well and/or to continue with Idlewood 2 and install a new pretreatment system. DPW consultants have evaluated a resin ion pretreatment system and a GAC pretreatment system. The current plan is to install a GAC system if pre-treatment is selected (DEP endorsed). Reports will be sent to Dave for his review. Discussion on whether this is a FY '21 or '22 item is on-going based on Idlewood 2 could be off for a while. Noting there is currently a water ban and the next step would be no outside water at all. This would allow meeting basic demands without overstressing the wells. The current water supply is adequate despite the plant running at 50% and the drought.

- d. Tim said that vehicle projects V-2 and V-3 (planer attachment for John Deere loader and grading blade for John Deere, \$35k and \$10k, respectively) can be removed from the Capital Budget as he has sufficient Chapter 90 money to cover these costs.
  - e. Highway project H-1 road and sidewalk repairs can be moved forward but keep H-2 \$54k for NPDES Phase III-V Complacency as is.
  - f. For refueling, the Fire, Police, DPW, Water and School departments will be going to the Iron Rail on a trial basis with Wenham. This is a pilot (trial) arrangement for the next 6 months. The current tank at the Hamilton Town Hall will be removed commensurate with the Town Hall project. This will possibly be replaced with an above ground tank but only if the trial sharing with Wenham is not extended. The Iron Rail location is limited for capacity due to its proximity to water resources. It's not clear what water resources are threatened. The \$250K ask (F-7) will remain to either support the change to Wenham or replace the fueling system in Hamilton alone if a joint system does not work. This \$250k request provides \$50k to remove the existing Hamilton Town Hall tank and \$200k toward a new joint tank.
  - g. Project F-9 PSB HVAC/Boiler replacement stays in the budget.
  - h. Project W-1-meter replacement (\$15k annually) to be funded but the DPW wants to delay the Hydrant replacement program (W-1) for one year.
  - i. Parks and Rec project PR-8 Patton Park drainage \$50k in FY'21 can be taken out as it can be handled in-house by the DPW. The \$150k in FY'22 to regrade left field in the Patton Park baseball field should stay.
  - j. Heather commented that Bill Wilson could update the spreadsheet to reflect these changes prior to resubmitting to Joe.
- 7. Direction from the Town Manager**
- a. Joe said the Capital Committee should shoot for the beginning of October to get our work to the FinCom in preparation for the STM on November 14, 2020. He will send the Committee a projected schedule.
  - b. He said that CapCom members should revisit with their respective Department Heads to reconfirm original capital requests.
  - c. Bill Wilson will connect with the School Committee member who is assigned to liaise with the Hamilton Capital Committee. Joe will make the connection for Bill.
- 8.** Jack suggested the CapCom findings would be more useful if combined with a 5-10-year budget projection which included all expenditures, operational and capital. The program might utilize the \$250K approved in the school budget to hire a planner who would work with representatives of Hamilton, Wenham and the schools to provide some context for citizens making decisions for the future. Such a budget could provide tax rates based on assumptions; the objective identified by Rick Mitchell.
- 9. Adjourn**
- The meeting was adjourned at 6:02 PM.

