

Hamilton Capital Committee
MINUTES OF MEETING
Via Zoom call
May 25, 2021

Members Present:

Heather Ford, Chair
Jack Lawrence, Vice-Chair
Dave Thompson
Bill Wilson
Bob Woodbury

1. **Heather called the meeting to order at 6:07 PM.**
2. Heather relayed that she spoke with Joe Domelowicz prior the meeting to propose that the Capital Committee have a bigger role in capital planning for the Town and that Joe was agreeable. A topic for the meeting was thus to discuss how to broaden the Capital Committee responsibility beyond member meetings with Department Heads.
3. Bob proposed that Capital Committee conversations should involve more coordinated and formalized conversations with BOS, the Town Manager, Wenham (regarding schools, recreation, the library, and other potential shared services), the Hamilton Finance Director, FinCom, any relevant consultants and others. He also suggested that the two Town Facebook pages could be good resources for taking the pulse of the Town and outreach. Jack agreed and felt the Capital Committee should be involved in the financing decisions around capital spending. Dave cautioned that the Capital Committee would need to coordinate with BOS, the Town Manager and FinCom on the use of social media and that ultimately the BOS should control the communication as the Capital Committee's role is advisory. Bill noted the lack of a form of macro communication by the Town.
4. Jack attended the first meeting of the Master Plan Steering Committee where it was noted the water supply would constrain future development. Beverly and Salem are huge water consumers with no restrictions. Heather and Dave are to meet with Joe and the Finance Committee next week regarding the water topic and will report back to the rest of the Capital Committee.
5. The topic of how the Capital Committee could fulfill part of its charter and track the Town's inventory of assets was discussed. Bill mentioned that the list of assets and associated depreciation could be a good source.
6. We also discussed our loss of control of what was included in the Warrant for ATM for capital expenses to be approved. Within that document, some of the assets were divided by funding source rather than what is a capital expenditure. We will need a list of the capital expenditure from the new Finance Director (Alex Magee) who starts in a week or so.
7. As part of our broadened scope, Jack proposed that we meet regularly with the Wenham Capital Committee (chaired by Jim Purdy), the Schools and other groups in

Wenham (BOS, FinCom) and the schools (capital planning subcommittee on the School Committee).

8. Heather discussed the formation of a new “umbrella” group comprised of a member from each of the Hamilton committees (Health, BOS, Conservation, Planning, etc) and asked if anyone on the Capital Committee was interested. Heather and Jack feel that they are at capacity already with participation on multiple Town committees. Jack volunteered to research the Umbrella Committee. He subsequently reported that David Wanger relayed that the Umbrella Committee met once before Covid shut it down and that a June restart with quarterly meetings thereafter is expected.
9. **Other Business**
 - a. The minutes from the meetings on February 1, 2021 and April 28, 2021 were approved.
 - b. Terms of 1, 2 or 3 years for the Capital Committee members need to be assigned.
 - c. We discussed whether the Capital Committee should support the FinCom in addition to the Town Manager with reporting. The feeling is that we should have a comprehensive spreadsheet including the impact of capital expenditures on the Town tax rate. Also, in addition to forecasting capital expenditures we need to consider the funding source.
 - d. We also discussed the possibility of being included in FinCom meetings with Department Heads which may eliminate/reduce CapCom members need to meet individually with Department Heads.
10. **Adjourn:** The meeting was adjourned at 6:57 PM.