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Hamilton Capital Committee
MINUTES OF MEETING
Via Zoom call
September 21, 2020

2021 DEC 15 PH 2: 33

Members Present:

Heather Ford
Jack Lawrence
Dave Thompson
Bill Wilson
Bob Woodbury

Guest:

Joe Domelowicz, Hamilton Town Manager

1. **Heather called the meeting to order at 5:02 PM.**
2. **Joe Domelowicz feedback:** Joe joined the meeting briefly at the outset to provide feedback on his conversation with Anthony Ansaldi (Wenham Town Manager) on the question as to whether or not capital expenditures for shared services (primarily the library, Rec Department and ECO) were shared between the two towns. In fact, they are shared and for fiscal year 2021 the percentage split between the two towns are 65.95% for Hamilton and 34.04% for Wenham (rounding difference accounts for the 99.99% total). Joe confirmed Bob's belief that the library roof project for \$75k in FY'22 should be added back into the capital projections per input from Anthony.
3. **Joint FinCom and CapCom meeting on September 23, 2020.** The purpose of this meeting will be to overview the CapCom's status and evaluation of capital projects and FinCom's current goals and projects. Other related topics will be the potential capital spending to be proposed at STM on November 14th, the Town Hall project and other related topics. It will give the FinCom a chance to ask questions. Bill asked Joe if not inviting other departments is a problem and Joe responded that it is not.
4. **Bill's meeting with Tom Geary, Director of Maintenance, Facilities and Operations (HWRSD):**
 - a. Bill discussed his meeting with Tom. The HWRSD will not be asking for more capital dollars at the Fall Town Meeting. The Schools are busy getting the schools open and the School Capital Committee has not met yet but has been formed.
 - b. Heather asked about whether there would be changes to school ventilation systems which Bill said would not be requested now.
 - c. There is \$1.0 MM included for turf field related expenditures.
 - d. Jack commented on the need for a School Committee planner to coordinate with the towns. The School budget includes \$250k for a planner who might be shared with the towns as a means to that coordination. Jack further mentioned that Hamilton needs a capital/financial plan to include both town and school budgets that ties to the tax rate. He suggested that Hamilton needs a 5-10 year plan including all operational and capital expenditures. Many significant budget items

are shared with Wenham so having that context to our planning would make more sense.

- e. He mentioned that Rose Kennedy (Hamilton Selectperson) asked if the CapCom would be looking at the Town Hall project.
- f. Dave emphasized the need for the CapCom to set priorities as with the water projects, turf field, Town Hall, School expenses related to COVID-19 and others there are some big expenses being discussed.
- g. Bill said that the spreadsheet has been modified to accommodate a 10-year projection with FY 26-30 currently hidden.

5. Capital budget line item review by Department:

- a. General: Heather suggested that the comment could be removed, but will check with Joe.
- b. Vehicle: Dave said the V-1 dump truck was already done and could be removed from the spreadsheet. V-2 (Planer) and V-3 (Grading blade) for \$35k and \$10k respectively should be moved from FY'22 to FY'21. All the other lines have no budget but the items should be left in the budget as a placeholder for now.
- c. Highways: H-1 Road and sidewalk repairs should have nothing in FY'21 but then \$90K per year for FY'22 thru FY'25 for a total of \$360k. H-2 NPDES Phase III V-Compliance should have \$54k in FY'21 and \$60k per year in FY'22 thru FY'25. H-3 Chebacco Road paving has been done and can be removed.
- d. Facilities: F-7 DPW yard replacement of fuel system for \$250k, F-8 Town Hall construction for \$4.7 MM and F-9 PSB HVAC/Boiler Replacement for \$70k should all be moved from FY'22 to FY'21. Dave will discuss F-10 DPW salt shed replacement and F-11 DPW garage roof with Tim Olson.
- e. Water: W-2 Hydrant and gate valve replacement should include \$15k in FY'22 and in FY'25. W-3 2013 GMC water utility vehicle \$45k should be moved from FY'25 to FY'24. W-4 Water storage tank \$30k should be moved from FY'22 to FY'21 for conceptual design. Added Phase 4 water distribution upgrades \$1.6 MM and \$532k should be moved from FY'21 to FY'20 and FY'22 to FY'21, respectively. W-5 Phase 5 water \$1.5MM should be moved from FY'23 to FY'22. W-6 Browns Hill Water storage tank \$3.0MM should be moved from FY'24 to FY'23. W-7 New 2nd water tank alternative site \$1.5MM should be moved from FY'25 to FY'24. W-9 Water treatment plant \$1.5MM should be moved from FY'21 to FY'20 and from FY'22 to FY'21 respectively. Dave commented that the W-9 study is essential to the growth of the Town regarding water sources. The sources may be the North Coastal watershed but not likely to be the Ipswich River watershed. Dave said that historically water issues had been addressed with a series of bandaids. We need to assess and source other resources as Hamilton is fortunate to occupy two drainage basins. The Water comments should include the statement that "the feasibility study is important." The question arose regarding Tim Olson's perception that a capital project doesn't need to be included in the budget if it's funded with a grant. Generally, the CapCom did not agree with that view as all capital expenditures should be visible regardless of the funding source.

- f. Cemetery: There was confusion regarding the \$25K in C-1 for Road Paving so Dave was going to discuss that with Tim.
 - g. Parks and Recreation: All of these items are split 65.95% Hamilton and 34.04% Wenham so only the Hamilton portion should be shown in the Hamilton Capital Plan with the comments including the total dollar amount of the project. However, this is only the case for the Rec Center and the pool. Park specific costs (Hamilton-Patton and Wenham-Pingree) should be covered by the Town where the park resides. Additionally, Bob mentioned that Sean Timmons (Rec Director) had identified two wish list items that are not included in the budget. These are improvements to the Rec Dept office for \$26k and repairs to the Patton Park tennis courts for \$30k. When asked if these should be included in the Hamilton Capital Plan Sean said the Rec office improvements would be done on a smaller scale than \$26k basis and thus would not rise to the level of a capital project. Also, the Patton courts would be Hamilton only (Pingree field is Wenham only) and he felt could be funded by CPC. However, based on our earlier conversation whether to include projects regardless of funding source, this should be included in FY'21. All Rec Dept expenses should be moved one year earlier (i.e. Patton concession from FY'21 to FY'20, Patton drainage from FY'23 to FY'22 and Playground equipment at Rec Center from FY'24 to FY'23). Bob also sent an email to Anthony Ansaldi, Jim Purdy, Alex Begin and others in Wenham asking if they were including the Rec Dept and Library expenses included in the Hamilton Capital Plan in their projections. They are including all of the library plans but not the Rec Center as all park specific capital projects are the responsibility of the Town where the park resides (i.e. Hamilton-Patton and Wenham-Pingree).
 - h. Library: The costs are split with Wenham so the line item should show the Hamilton share with the total being reflected in the comments. Heather asked if the \$85k for new carpeting was based on a quote. Bob asked Kim Butler (Library Director) about this and she responded that she will work on getting a more current quote on that. She also provided background information on the quotes for all of the other library projects. All library expenses should be moved one year earlier (i.e.-Roof and server from FY'22 to FY'21, HVAC and WiFi access from FY'23 to FY'22 and Carpet from FY'24 to FY'23).
 - i. Police: Bill met with Russ Stevens. The plan is to replace a vehicle every year. They get \$2,900 for trade-ins. Projects P-2 Ballistic vests and P-3 Fire arms are too small for capital threshold.
 - j. Fire: For FY'21 just F-8 \$6k for ballistic vests. Nothing for ambulance service.
 - k. Schools: \$15.5 MM over 5 years. Consideration to relocating elementary schools, HVAC related to COVID-19. No other COVID-19 items were mentioned.
6. **Town Hall Project:** Jack commented on the Town Hall project including the need to digitize records for efficiency and to free up storage space for other uses. This is not included in the \$4.7 MM Town Hall ask per discussions with the FinCom. However, 14 months in Pilgrim Hall at Gordon Conwell is included.

7. **Minutes for August 18, 2020 meeting:** Approved and Heather to forward to Pat Shannon.
8. **Adjourn:** The meeting was adjourned at 6:54 PM.
9. Following the meeting Heather sent a comprehensive list of questions to Joe Domelowicz and Marisa Batista for input to the CapCom and discussion at the September 23, 2020 joint FinCom and CapCom meeting. The CapCom will also meet on September 28, 2020.