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Hamilton Capital Committee
MINUTES OF MEETING
Via Zoom call
October 5, 2020

Members Present:

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

Guests:

Joe Domelowicz, Hamilton Town Manager
Marc Johnson

1. **Heather called the meeting to order at 6:02 PM.**
2. **FY'21 Capital budget spreadsheet review**
 - a. General: G-1 digitizing records remains as a placeholder at no cost as financed at \$60k by State CARES Act money
 - b. Vehicle: V-2 planer attachment cost removed as financed by Chapter 90 funding per Tim Olson.
 - c. Highways: H-1A \$240k Chapter 90 money for Road and sidewalk repairs removed as this is a funding source and not an expense. Per Joe these dollars can accumulate and carryover. Joe wants Tim's input on how the dollars will be spent. Chebacco Road work will come out of Chapter 90 \$240k per year which is a consistent annual allocation.
 - d. Facilities: F-7 DPW yard replacement of fuel system for \$250k. Pilot (trial) with Wenham sharing the Iron Rail facility began on 7/1/20. Joe wants to test this in the winter to see if viable with plowing, etc. Tim wants this to remain in FY'21 as if needed it would be done ASAP prior to 7/1/21 as by then we'll know if needed. Should cost \$200-225k to build a new fuel tank alone or with Wenham. Plan B would be to relocate in another location than Iron Rail. Tim thinks there'd be room in the Town Hall's yard and we'd need to get rid of the underground tank there anyway. It had a useful life of 20-30 years at the outset and it has now been 30 years. \$50k to remove old tank and \$200k for the new tank.
 - e. Town Hall: F-8 This is a large investment (\$4.7MM) for the primary reasons of ADA, fire suppression, water leaks into basement, inadequate bathrooms & septic and HVAC. A cafeteria-style approach of doing it in phases won't work as once the demolition is done it makes sense to do all the work at once to keep costs down. As a result of COVID-19 cost estimates have come down. Jack discussed how the large meeting room has seen spreading which indicates the need for tension ties and reinforcing the floor. The question is do we need to tear out the floor? The reality is that this is a 100 year- old building on which we have not made a large investment over the years. Jack described how we need

to use wood and not PVC trim due to the historic status of the building. Synthetic materials can only be used in the cupola. Bill asked if the cell tower could be placed in the cupola. Joe said that we need the tower at over 100 feet. The Town Hall is no more than 70 feet. Several other towns in the area (Topsfield \$8.5 MM, Essex \$6 MM and Wenham smaller sum 10 years ago) have made in investments in their older town halls over the years. Jack said the Hamilton building is not to code. Roughly \$.7 MM (10%) has been allocated for contingencies, 10% for design and 10% for construction. The question is what damage/requirements will be found in the walls. Joe described how the FinCom, BOS and CPC are all in favor of the project and that the CapCom should have a perspective. Jack feels that with fire suppression needs and ADA, we do not have a choice. A poll among the members of the CapCom revealed that all 5 members are supportive of the Town Hall project.

- f. Schools: Joe commented on the aging status of the three elementary schools and that the middle/high school complex is okay. There is a limited lease with the schools at Winthrop and the Town would like to recapture that property to create additional revenue for the Town which would help to offset the cost of a new school. There is a 5-10-year lease which will need to be extended as the Schools are not ready to relocate anytime soon. Joe wants to keep them on a 5-year schedule to provide more flexibility. The Town needs an idea as to what to do with the land.
- g. Water: Joe would like to see us exit the Ipswich River water system as it may not be sustainable beyond another 10-15 years. Joe asked about W-11 Water source feasibility study at \$100k. Dave said there needs to be an assessment of the future water supply given the Ipswich water which is dirty and expensive to treat. We need to better understand our water source alternatives. W-4 Water storage tank-evaluation and concept design-we may need a new tank at Brown's Hill. GCTS (Gordon Conwell Theological Seminary) wants this to be below ground. Dave's view is that they should pay the difference in cost to have it be below ground. The \$30k is to evaluate the alternatives to determine the most cost-effective way for the Town. Joe felt that W-4 and W-11 can be pushed forward to FY'22. Regarding W-9 Water treatment plant for \$1 MM and W-10 Phase 4 water distribution upgrades for \$532k we should do only one in FY'21. The decision was to budget W-9 as it has more benefit to the overall Town. W-5 Phase 5 water distribution upgrades-Pines neighborhood for \$1.5MM can also be pushed out one year to FY'23 to allow us to get a better handle on future needs. We need to figure out alternatives (other towns, North Coastal Basin) to the Ipswich River watershed. Joe felt that W-11 Feasibility study for \$100k would need to come from free cash if done in FY'21 but if we bump to FY'22 we could begin the project immediately on 7/1/21. Jack asked about the need for two tanks. He understands the need for better pressure for the Fire Department but he doesn't feel we're under the gun for the next 3-4 years. We need to know the game plan beyond 2025. The two (W-6 and W-7) allocations are each \$3 MM (\$1.5 MM for the tank and \$1.5 MM for the piping) are slated for FY'25

and FY'24, respectively. We need \$15k each for W-1 Meters and W-2 Hydrant and gate valve replacement in FY'21 although this is likely an operating expense and not capital. Joe feels that we need to communicate to the Town that we need to do more to ensure good water quality and quantity but that the Town Hall is a big project now.

- h. Parks and Recreation: PR-3 \$50k for Patton Park concession, bath can be removed as that was a FY'20 approval and the money is already being spent.
- i. Police: There was discussion regarding whether we need 7 patrol cars, but the determination was made to leave the \$55k in for P-1 as the precedent has been to replace one car per year.

3. Other business

- a. We approved the meeting minutes from the 9/21, 23 and 28 meetings. Bob forwarded the final versions to Heather.
- b. Heather is going to check with John Pruellage to see if the FinCom would like another joint meeting with the CapCom in advance of the STM on 11/14/20. She will also ask Joe where and when is the STM.
- c. CapCom will also try to get a copy of the warrant articles for STM. We also want to make the case for starting some public relations with the Town regarding water projects.
- d. Bill offered to update the capital budget and distribute which he did on Tuesday, 10/6 am. Included in the email was the current version of the Capital Justification file for members to update for their specific areas.

4. Adjourn: The meeting was adjourned at 7:59 PM.