

**HAMILTON CAPITAL COMMITTEE**

**MINUTES OF MEETING**

**Hamilton Town Hall**

**Dec. 6, 2019**

Members Present:

Heather Ford  
Jack Lawrence  
Dave Thompson  
Bill Wilson  
Bob Woodbury

Guests:

Ray Burnett, Fire Chief  
Russ Stevens , Police Chief

- 1. Heather called the meeting to order at 8:35 AM.**
- 2. Public comments were solicited**

There were none.

- 3. Budget Process and Schedule**

The purpose of the meeting was to provide opportunity for town department heads to review and comment on the current version (Dated 12/06/19) of the capital plan and discuss priority considerations with the committee.

The attached spreadsheet dated Dec. 9, 2019 reflects revisions to the capital plan as a result of these discussions.

- 4. Discussions with Tim Olson**

In addition to the fire and police chiefs who were present, Dave met with Tim Olson on Dec 5 to obtain his input on the DPW items in the current plan draft. Tim's comments were summarized in Dave's email dated 12/5/19, a copy is attached.

- 5. Discussions with Fire and Police Chiefs**

ECO repeaters- Motorola system is no longer supported. When/if the hardware fails, it can't be repaired. This system facilitates emergency communications between fire and police. This is a high priority but might be spread over a few years.



Regionalized Services with Wenham- both Chiefs agree that regionalization could result in better services for less money. However, there is concern for loss of control, i.e. Hamilton would take over control of Wenham. There needs to be a committee on regionalization.

Ambulance Service- Ray said Hamilton is looking into re-instating the service but more EMTs are needed for a combined service with Wenham. Jack thinks it is an area for cost savings and service improvement.

Re-fueling Tank- the Hamilton tank behind town hall will be removed as part of the town hall renovations. The idea of constructing a joint tank to service Hamilton and Wenham fire and police was discussed, possibly an above ground facility at Iron Rail. Neither chief objected to the idea.

## **6. Adjourn**

The meeting was adjourned at 10:16 AM

Attachments:

Email- Dave Thompson to All Capital on Tim Olson Input

"Town of Hamilton Capital Improvement Plan", Draft Dec. 9, 2019



**From:** Dave Thompson <dthompson@hamiltonma.gov>  
**Sent:** Thursday, December 5, 2019 1:29 PM  
**To:** allcapital <allcapital@hamiltonma.gov>  
**Subject:** Tim Olson Input ti Dec 6 version of plan

I met with Tim this morning and reviewed the Dec 6 draft including priorities.  
The following are take-aways:

1. The criteria added to the Dec 6 version do not print correctly.
2. Items V-2 and V-3- could be paid out of Ch 90 money, but the Ch 90 total would remain the same (about \$240K per year). . Tim still thinks the planer (V-2) is a good investment ( I can explain) and would prefer that these items be delayed, if necessary, not rejected.
3. Item H-1 (\$90,000 for road repairs) is not Ch 90 "match", it is an added expenditure to the Ch 90 funds mentioned above. We can delay it with no impact on the Ch 90 amounts we will receive.
4. Item F-7 (Fuel system replacement). This is tied to the Town Hall project but no part of it. Tim has requested a proposal for replacement of the Hamilton system. We discussed a shared system with Wenham. He will talk with Joe.
5. Item F-9 (PSB HVAC and Boiler). The system is performing well currently. If it was going to fail it would likely happen when first switched from A/C to heat in the fall because of the source of the problem (I can explain). It is likely to work fine all winter. It could be postponed.
6. Item w-5 (Water Distribution Upgrades) this could be postponed a year.
7. Item w-7 Priority 0....?????
8. Item L-1 (Library Roof). Tim has never seen this before. He usually never gets costs for library work. He quoted from a 2001 agreement on cost allocation as the likely basis that he has not been involved (I am not sure his interpretation of the document is correct). He is not familiar with the reported \$7K spent previously on the roof. We discussed warranty issue and he said he knew nothing about it until now.

At the end of our meeting I asked if he had to get rid of some items what would they be:

Response:

- A. Postpone item H-1 (Road Repair), not a required match to get Ch 90 funds. We could still do \$240K in projects.
- B. Let the PSB boiler go another year
- C. Postpone item W-5 (water distribution) for a year
- D. Postpone the planer Item V-2 for a year

I invited him to our meeting tomorrow. I doubt that he will choose to come.

Dave



TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

Draft: Dec. 9, 2019

Potential Year change: Could be pushed out a year

Dept/Liasion Place holder	for '21		Current year									Total
	Priority	Proj ID#	Item	FY '19	FY '20	FY '21	FY '22	FY '23	FY '24	FY '24		
General		G-1	Voting machines	\$ -	\$ 21,300						\$ 21,300	
			IT server needs	\$ -	\$ 21,300						\$ 21,300	
			Sub total									
Joe D Vehicle												
		V-1	GMC Dump Truck		\$ 58,000						\$ 58,000	
	5	V-2	Planer Attachment for John Deere Loader			\$ 35,000					\$ 35,000	
	4	V-3	Grading Blade for John Deere			\$ 10,000					\$ 10,000	
		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 Deer Tractor						\$ 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	
Joe D Highways												
	2	H-1	Road and Sidewalk repairs	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 540,000	
	1	H-2	NPDES Phase III-V Complancy	\$ 60,000		\$ 54,000	\$ 60,000	\$ 60,000			\$ 234,000	
		H-3	Cebacco Road Paving		\$ 1,000,000						\$ 1,000,000	
			sub total	\$ 150,000	\$ 1,090,000	\$ 144,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 90,000	\$ 1,774,000	
Joe D 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	
	3	F-8	Town Hall Construction			\$ 9,700,000					\$ 9,700,000	
	1	F-9	PSB HVAC/Boiler Replacement			\$ 70,000					\$ 70,000	
		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	
Joe D Water												
	3	W-1	Meter Replacement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000	
	1	W-2	Hydrant & Gate Valve Replacement			\$ 15,000		\$ 15,000			\$ 30,000	
		W-3	2013 GMC water Utility Vehicle w/Plow							\$ 45,000	\$ 45,000	
	1	W-4	Water Storage Tank- Eval & Concept design			\$ 30,000					\$ 30,000	
	3	W-5	Phase 5 water Dist upgrades-Pines Nghbrd		\$ 1,600,000	\$ 1,500,000					\$ 3,100,000	
		W-6	Browns Hill Water Storage tank Design/Const.					\$ 3,000,000			\$ 3,000,000	
		W-7	New 2nd Water Tank Alternative site						\$ 3,000,000		\$ 3,000,000	
		W-8	Cebacco Road Water main						\$ 1,500,000		\$ 1,500,000	
		W-9	Water Treatment Plant		\$ 1,500,000						\$ 1,500,000	
			sub total	\$ 15,000	\$ 3,115,000	\$ 1,560,000	\$ 15,000	\$ 3,030,000	\$ 4,560,000	\$ 4,560,000	\$ 12,295,000	

Shared services? Dec 10th meeting; Schools & Library?

Opportunity for equipment purchases to be shared with Wenham ordered  
Prep for pavement, should this be outsourced  
Used for gravel roads. Determine use, could it be a shared asset

Incremental funds added to chapter 90. Chapter 90 ~\$240k annually  
Manadated by EPA  
How does this impact yearly budgets when bonded?

Shared with Wenham. Location ideas: Iron Rail or Wenham Town Hall  
Inflates FY'21 capital, how should this be budgeted?  
Could be pushed to FY'22

Based on cost per meter should this be Capitalized?  
Public safety, should all be funded.

Shared cost with GCTS  
Could push out a year.  
Should this hit all in one year - construction loan then Bond?  
Should this hit all in one year - construction loan then Bond?  
Should this hit all in one year - construction loan then Bond?  
Treatment process for organics, satellite well? In design. Approved

TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

Draft: Dec. 9, 2019

Potential Year change: Could be pushed out a year

Dept/Liasion	for '21		Current year		approved		FY '20	FY '21	FY '22	FY '23	FY '24	Total	Comments
	Priority	Proj ID#	FY 19	FY 20	FY '20	FY '21							
Cemetery		C-1	\$ 25,000									\$ 25,000	
		sub total	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	
Bob Woodbury Parks & Rec <i>*Regional</i>		PR-1	\$ 12,000									\$ 12,000	
		PR-2						\$ 40,000				\$ 40,000	CPC funding?
		PR-3		\$ 50,000								\$ 50,000	\$65k removed, FY24, add back if turf field is denied.
		PR-4										\$ -	\$65k removed, FY24, add back if turf field is denied.
		PR-5										\$ -	completed
		PR-6	\$ 10,000									\$ 10,000	In School budget - reminder \$500k in reserve. - Pingree Field?
		PR-7						\$ 150,000				\$ 150,000	To cure flooding in park area. CPC funding?
		PR-8						\$ 50,000				\$ 50,000	
	3											\$ 200,000	
		sub total	\$ 22,000	\$ 50,000	\$ 50,000	\$ 150,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 312,000	
Bob Woodbury Library <i>*Regional</i>		Proj ID#	FY 19	FY 20	FY '21	FY '22	FY '23	FY '24	Total				
	1	L-1			\$ 75,000				\$ 75,000			\$ 75,000	Maintained by Wenham. \$7k spent to date, warranty check. FY22?
	4	L-2			\$ 18,000				\$ 18,000			\$ 18,000	combine with Town Hall shared server
		L-3				\$ 130,000			\$ 130,000			\$ 130,000	is this Opex, for capacity.
		L-4				\$ 10,000			\$ 10,000			\$ 10,000	
		L-5					\$ 85,000		\$ 85,000			\$ 85,000	
		sub total	\$ -	\$ -	\$ 93,000	\$ 140,000	\$ 85,000	\$ -	\$ 318,000		\$ -	\$ 318,000	
Bill Wilson Police		Proj ID#	FY 19	FY 20	FY '21	FY '22	FY '23	FY '24	Total				
	1	P-1	\$ 38,750	\$ 40,000	\$ 55,000	\$ 56,000	\$ 57,000	\$ 58,000	\$ 304,750			\$ 304,750	Get schedule on number of vehicles and Cost? Salvage Value ~ 2.9K
		P-2	\$ 8,500						\$ 8,500			\$ 8,500	
		P-3	\$ 25,000						\$ 25,000			\$ 25,000	
		P-4				\$ 9,000			\$ 9,000			\$ 9,000	
		P-5					\$ 8,250		\$ 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		\$ -	\$ 355,500	
Bill Wilson Fire Dept		Proj ID#	FY 19	FY 20	FY '21	FY '22	FY '23	FY '24	Total				
		F-1	\$550,000						\$550,000			\$550,000	
		F-2		\$48,703					\$48,703			\$48,703	
	1	F-3			\$185,000				\$185,000			\$185,000	
		F-4	\$30,000						\$30,000			\$30,000	
		F-5					\$100,000		\$100,000			\$100,000	Regionalize with Hamilton Ambulance?
		F-6				\$12,135			\$12,135			\$12,135	Federal programs
		F-7					\$10,402		\$10,402			\$10,402	Federal programs
	1	F-8			\$6,000				\$6,000			\$6,000	Consider shared service with wenham. Could add personnel cost.
	F-9	Added by Committee.											
		sub total	\$ 580,000	\$ 48,703	\$ 191,000	\$ 12,135	\$ 110,402	\$ -	\$ 942,240		\$ -	\$ 942,240	
Bill Wilson ECO		Proj ID#	FY 19	FY 20	FY '21	FY '22	FY '23	FY '24	Total				
	1	E-1			\$ 28,000	\$ 28,000	\$ 28,000	\$ -	\$ 84,000			\$ 84,000	Public safety, could all be done in FY21.
		sub total	\$ -	\$ -	\$ 28,000	\$ 28,000	\$ 28,000	\$ -	\$ 84,000			\$ 84,000	
Affordable Housing		Proj ID#	FY 19	FY 20	FY '21	FY '22	FY '23	FY '24	Total				
		sub total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	



TOWN OF HAMILTON CAPITAL IMPROVEMENT PLAN

Draft: Dec. 9, 2019

Potential Year changes: Could be pushed out a year

Dept/Liasion	for '21	Item	Current Year		approved					Total	
			FY '19	FY '20	FY '20	FY '21	FY '22	FY '23	FY '24		
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		
Bill Wilson											
Schools											
*Regional		Combined Total									
		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 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

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.  
 Grant writing, need someone to identify future grants that match our needs and write them.

