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HAMILTON CAPITAL COMMITTEE

MINUTES OF MEETING

2019 OCT 29 AM 11:03

Patton Homestead

July 9, 2019

Members Present:

Heather Ford

Jack Lawrence

Dave Thompson

Bill Wilson

Bob Woodbury

Liaison:

Darcy Dale –BOS

Guest:

Rosemary Kennedy- BOS

1. Heather called the meeting to order at 6:04 PM.
2. Public comments were solicited – there were none.
3. Agenda

- a. **Revisions to the liaison assignments discussed at the last meeting.**

The table of CAPCOM liaison assignments developed at the 25 June 2019 meeting was reviewed and discussed. It was agreed to show Jack and Dave as liaisons for “Town Owned Assets”. This area is intended to review energy use by town owned facilities and utilization of town owned real estate. Jack will oversee the energy use area and Dave will oversee the land use area. It was agreed by consensus that these areas were side-bar matters that were not directly aligned with our purpose but deserved attention to the extent that time is available.

A revised table of “Liaison Roles” dated 9 July 2019 was accepted by unanimous vote and is attached.

- b. **Discussion of CAPCOM approach for department head meetings.**

There was a general discussion of the need for guidance to CAPCOM liaisons to use in their initial meetings with department heads. The need for some talking points or an “Elevator Speech” was identified. It was agreed that Bob would pull together the thoughts of the committee with input from the Town Manager.

The resulting guidance document is attached as “CAPCOM Elevator Speech”.

It is not intended that this be read verbatim. It is intended to provide a common base of reference for use by CAPCOM members as appropriate during initial meetings with department heads.

c. **CAPCOM Contact Information**

A list of CAPCOM member cell phone numbers was developed and will be distributed to Committee Members only at the next meeting.

d. **2020 budget items for continuing obligations**

Data on continuing capital obligations was discussed. A spreadsheet distributed previously by Scott Maddern entitled "Town of Hamilton Capital Improvement Plan (WIP)" provides initial information. The need for a bonding or financing amortization schedule reflecting the status of existing financing obligations was identified. Jack will request this from the town's finance director.

e. **Town Hall Renovations**

Jack, a member of the Town Hall Renovation Committee, reviewed the status of planning for the town hall renovation project. This will involve large capital expenditures that will impact the 5 year planning horizon for CAPCOM. It was agreed that the project status must be followed closely and funding needs identified and integrated appropriately in the CAPCOM plan.

f. **Town Assets and Energy Use Information**

Heather distributed an Email from Vicky Masone (Energy Manager, Hamilton and Wenham) which summarized current initiatives in the area of energy use.

Dave distributed a partial summary of town owned sites taken from the Hamilton Assessors database. There are a total of 75 sites listed in the database. The table distributed by Dave provides specific data on 34 of the parcels and is incomplete and a work in process.

Joe Domelowicz dropped off a "Depreciation Schedule" dated June 30, 2018 prepared by the finance department. The list shows all town owned assets including the status of their depreciation as of the date of the report. A 2019 version will be sought once available.

g. **Final Objectives for the April 2020 Town Meeting**

A general discussion of the form and content of our work product for the Town Meeting was had. In concept the CAPCOM product might be a spreadsheet showing capital costs by year and department with specific projects identified along with planned funding sources. In addition, for each significant project, there would be a general description with a justification of the need or benefit to the town and the CAPCOM evaluation. It was noted that CAPCOM and FINCOM will need to coordinate closely to avoid conflicting positions. Bill volunteered to produce the first draft of the spreadsheet for the Committee.

4. **New Business and Topics for Future Meetings**

Not discussed

5. Housekeeping

a. List of contacts- see item 3c above

b. Meeting location

There was some discussion of the lack of air conditioning at the Patton Homestead location currently in use. Some alternative sites were discussed including the library. It was agreed to continue to meet at Patton for now.

c. Minutes will be brief in writing, and recorded by tape recorder.

d. The minutes of the June 25, 2019 meeting were reviewed and approved as amended. (see discussion item 3a above).

6. Next meeting will be Aug 5, 2019 at 6:00 PM at Patton Homestead

7. To Do List:

a. Bob to write "elevator speech"

b. Jack to meet with finance director to obtain amortization schedule of bonds or other capital financing

c. CAPCOM members to set up initial meetings with department heads

d. Dave to distribute a copy of the "Depreciation Schedule" provided by the Town Manager.

8. The meeting was adjourned at 7:40PM

Attachments:

- CAPCOM "Liaison Roles" dated 9 July 2019
- "CAPCOM Elevator Speech"