

HAMILTON CAPITAL COMMITTEE

MINUTES OF MEETING

2019 OCT 29 AM 11:03

Hamilton/Wenham Library

Aug 5, 2019

Members Present:

Heather Ford  
Jack Lawrence  
Dave Thompson  
Bill Wilson  
Bob Woodbury  
Darcy Dale –BOS

Liaison:

**1. Heather called the meeting to order at 6:05 PM.**

**2. Public comments were solicited –**

Darcy commented on the recent water supply informational meeting held on July 28. She noted that the planning horizon for water supply issues appears to be the year 2035. She noted that this is only about 15 years in the future and may not be adequate to address some of the issues from a planning prospective.

The committee reviewed and discussed the information shared at the water supply informational meeting noting the possible impact of various scenarios on capital investments. Although our water quality and quantity needs are currently adequate, costly improvements to the system are being considered in the water system master plan and will need to be tracked.

**3. Agenda**

**a. Review of status of meeting with Department Heads (names in parenthesis track committee assignments):**

- i. Finance (Fin. Director, FinCom) – Jack met with the Finance Director, Marisa Batista and received reports on expenditures including utility costs. Using the town budget and initial available data on capital cost items, Jack prepared a first draft of a spreadsheet entitled “Town of Hamilton Capital Improvement Plan.” The spreadsheet captures capital cost items from FY 2019 through FY 2023. Jack and Bill will work on the spreadsheet as required to accumulate costs from all departments as provided by CapCom liaisons. Note that the FY 2019s received were still in projected budget form. As 2019 has closed, Jack will obtain the 2019 actuals.
- ii. Public Safety (Police and Fire) - Bill met with the Police Chief, Russ Stevens, and began discussions on the capital planning. The Fire Department is not yet ready to begin discussions.

- iii. Schools (H/W school committee and District) – Bill reported that he had received no response to his email requesting the initiation of discussions. He will continue to pursue various contacts in order to initiate discussions.
- iv. Library – Bob met with the new Library Director, Kim Butler, and is also pursuing contacts with the new Wenham town manager and financial director to begin discussions. Heather will ask Joe Domelowicz, Town Manager, to reach out to Wenham staff and let them know that the Capital Committee will be asking department staff for information.
- v. H/W Recreation – Bob met with the Recreation Director, Sean Timmons, to begin planning. There was discussion of a new athletic field (artificial turf - \$3M) and the need to rebuild the tennis courts at Pingree Park.
- vi. Open Space – Bob met with the current chair of the Open Space Committee, Richard Boroff, to begin planning. The need for a “war chest” to be used to purchase open space as it becomes available was mentioned. Bill expressed concern for departments each having a “war chest.” It was preferred that the town maintain one capital stabilization account instead of separate accounts.
- vii. DPW – Heather and Dave met with Tim Olson to begin discussions. Tim provided a copy of his current year capital requests. The material was presented on a template form with estimated expenditures by year (FY2019 through 2023), sources of funds, and a priority description. DPW and Water Enterprise are separated. The DPW budget also includes costs for Town Hall renovations, and facilities improvements for public safety, COA and other town owned structures. The documentation received is in excellent form but requires updating.

**b. Other Relevant Topics**

- i. A general discussion was held on the format of the spreadsheet. It was agreed that columns should be added noting the CapCom liaison, for some initial ranking (tbd), and that showing the prior years’ actual costs would be useful.
- ii. It was agreed that it would be desirable if the department budgets were prepared using the DPW template and that a system should be included for ranking items in priority order. Likely a numerical rating system with about 5 levels of priority. Heather will meet with Joe to discuss this request.

**c. April 2020 Town Meeting Presentation**

- i. Not discussed.

**4. New Business**

- i. It was agreed that a meeting with FinCom should be scheduled.

**5. Housekeeping**

- i. The minutes of the July 9, 2019 meeting were reviewed and approved as submitted.
- ii. The next meeting will include the FinCom, at 6:00 PM on 28 August. at the library.

**6. To Do List**

- i. All liaisons to continue meeting with department heads.
- ii. Heather to meet with TM to review progress and coordinate details.
- iii. Jack and Bill to update spreadsheet based on input from liaisons.

**7. The meeting was adjourned at 7:55 PM**