

Hamilton Capital Committee
MINUTES OF MEETING
Via Zoom call
January 21, 2022

Attendees:

Capital Committee:

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

Guests:

Joe Domelowicz, Town Manager
Alex Magee, Finance Director/Town Accountant

1. **Heather called the meeting to order at 8:41 AM and completed roll call.**
2. Alex opened the meeting by sharing the current version of the capital budget for all to see on the screen (copy of budget attached). He stated that he and Joe agree fully with all CapCom recommendations. They have some questions regarding funding sources but don't feel that should stall progress.
3. Dave started a review of the capital projects included in the budget.
 - a. **H-1 Road and Sidewalk Repairs** Priority 2 for \$150k. Tim needs the additional \$150k to keep up with the repairs. The CapCom would still like to see the schedule of road priorities. We don't question the need for repairing the roads but rank is as a priority 2 as we currently don't have supporting documentation for the amount requested.
 - b. **H-2 NPDES Phase III-V Compliancy** Priority NA for \$60k. This is an obligatory operating expense so not the purview of the CapCom. Alex agrees that it's an operating expense but noted that we can't accumulate unused money for future use if it's an operating expense. If it were capital it could be accumulated and used later. Jack felt that it's a good policy to give back unused money rather than accumulating so feels it should be an operating expense. Alex again agreed it should be an operating expense but has not yet discussed this approach with Tim Olson. Tim and Alex need to decide how to run the DPW most efficiently.
 - c. **F-1 Fueling Facility** Priority 3 for an undetermined cost. Tim gave this a priority 1. We currently share Wenham's facility and need to explore the benefits of permanently sharing a new facility. The need for this review and the availability of the current temporary sharing arrangement and/or recommissioning the existing facility behind Town Hall caused the CapCom to lower this priority to 3.
 - d. **F-11, 12, 13 DPW Roof, Doors and Heaters** Priority 1 for a combined \$225k. There is a strong preference to avoid the cost of a new garage so the effort is to extending the life of the existing building. All three of these projects were pulled forward into FY'23 to take advantage of the lack of capital requests from the

Schools in FY'23. However, the first consideration is to confirm the integrity of the bar joist roof structure. All three projects are ranked priority 1 and moved to FY'23 with ideally one contractor.

- e. **F-16 PSB Roof Replacement** Priority 4 for \$230k in FY'25. The roof may not need replacement as the problem seems to be with the HVAC and moisture removal. This is pushed out to FY'25 to allow time for a roofing contractor to potentially prepare an overall town roof management plan.
- f. **W-8 Meter/Valves/Hydrant Program** Priority 1 for \$30k. This is the inventory of small parts and should be an operating expense not capital. However, it needs to be done so is a priority 1. Joe agreed that it should be moved to an operating expense.
- g. **W-9 GIS Asset Management** Priority 1 for \$63.5k. This information is currently institutional memory among employees who will soon retire and in notebooks. The expected staff turnover is coming which creates the need for the move to a GIS database. The two components of this project originally scheduled for FY'23 and '24 were pulled into FY'23 as the CapCom didn't want to strand part of the project in FY'24. This also takes advantage of the Schools having no capital spend in FY'23.
- h. **W-7 Water Study** This is a \$155,110 grant and was not rated by the CapCom but is exactly what Hamilton needs. The State grant money needs to be spent by 6/30/22.
- i. **C-2 Cemetery Mowers** Priority 1 for \$15k. This is not capital but was assigned priority 1 and should be funded from the Cemetery Perpetual Care Fund. Joe has been reviewing the cemetery duties which have been assigned to Tim and the DPW. The need for improvement to the cemetery roads was noted.
- j. **PR-8 Patton Park Master Plan** Priority 1 for \$25k. This will be followed by \$150k in FY'24 to do the actual work but prior to this we need a plan. Separate from this is the need to fix the drainpipe problem to eliminate flooding in Patton Park playground This could possibly be financed with CPC funding.
- k. **Library Roof** This is a project already approved for FY'22. Bob updated that the plan was originally to repair both the Library and Rec Center roofs. However escalating costs resulted in Wenham considering only doing the library roof as this could be covered by the combined \$305k (\$200k Hamilton and \$100k Wenham) already appropriated. Additionally, the repair to the Rec Center roof was driven by Vicky Massone's interest in having solar panels on the Rec Center roof. Since the economic benefit of the solar panels is small and Mike Hrdy (Wenham Facilities Director) feels the Rec Center roof has 5-10 years of life, the Rec Center roof was not considered necessary. The latest development is that Wenham and the Library are exploring additional quotes to potentially lower the cost. Joe expressed frustration with this project and felt that the solar panel issue should be a secondary decision once the roof decision is made. This further highlights the need for an overall Town roof management plan.
- l. **L-4 Library IT Infrastructure** Priority 1 for \$27.4k. This is three parts: network switches, firewall and WiFi access. Given the risks of hacking and ransomware

for the Library and patrons who use the Library WiFi for taxes and job searches, this was given a priority 1. Joe asked about the financing and noted a regional IT effort being coordinated by Danvers that the Library may join. Joe will speak with Tom Younger in Wenham.

- m. P-1 Patrol SUV** Priority 1 for \$57k. This should include an inventorying of all Town vehicles.
 - n. E-1 Upgrade ECO Repeaters** Priority 1 for \$28k. This a continuation of an earlier project and should be the last of it for a while.
 - o. Schools** No capital request for FY'23. The lack of a request for capital from the Schools for FY'23 is reason for the prioritization of other projects. Joe said the Schools have not organized their requests/priorities.
4. Joe thanked the CapCom for their work and said the report was exactly what they were looking for. He and Alex have no qualms about our recommendations. He noted that the Iron Rail location for fueling facility may not work for either Hamilton or Wenham and we need to identify the right location. Joe had a conversation with Catherine Harrison, Chair of the Wenham Select Board on this topic. More work needs to be done.
5. **Adjourn:** The CapCom meeting was adjourned at 9:42 AM.

Respectfully submitted as approved at the March 1, 2022 meeting.

Robert S. Woodbury, Clerk