

Hamilton Capital Committee
MINUTES OF MEETING
Via Zoom call
November 3, 2021

Members Present:

Capital Committee:

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

1. **Heather called the CapCom meeting to order at 6:01 PM and noted that Laurie Wilson was recording the meeting.**
2. **American Rescue Plan Act (ARPA)**-There has been no decision yet with regard to \$2.1 million ARPA funding but it may be addressed at the December meeting of CapCom. Joe Domelowicz is planning to discuss this with the SB (Select Board) at an upcoming meeting. Heather noted that this Covid money can be spent over 7 years but clarification is needed with regard to the conditions that must be met. Jack suggested the need to digitize the Town Hall records which would require someone within the Town government to lead the effort. Bill proposed using the funds for a contribution (\$1 million?) toward the School's Other Post Employment Benefits (OPEB) liability. Heather pledged to check the SB schedule for when the ARPA issue will be discussed.
3. **Upcoming schedule for Department Head meetings:** Heather said that Department Heads and Alex Magee will use our spreadsheet for capital planning. The plan is to standardize the model for Joe to send to the Department Heads and Schools to populate with their data. Bob noted that Wenham departments will have submitted a 5-year capital request and will also submit a 20-year outlook on all capital assets. Wenham is planning a capital meeting among department heads, FinCom and their Select Board on Saturday, December 18th. Hamilton has not yet established a schedule but this will be discussed at the joint SB/FinCom meeting. Bill discussed the School's (Tom Geary, Director of Maintenance, Facilities and Operations at the HW Regional School District) interest in capital planning. Potential needs include a new bid for schools, security infrastructure, ADA (American Disabilities Act) and new school furniture. He mentioned that the Schools had passed the first hurdle required for a new school. He will provide more detail on that.
4. **Capital Project Ranking Priorities:** The CapCom will use the FinCom language (as follows) for capital project ranking. 1-Absolutely necessary/safety/grant, 2-Clear need, 3-Nice to have and 4-Identified but low priority. The funding source (not the priority ranking) drives the impact on the tax rate. FinCom will own the funding source decision.
5. **Town Hall project:** Jack noted that Joe Domelowicz would still like to get this project done but that its future is uncertain. Joe will be the champion for this project going

forward. Required maintenance on the Town Hall could raise its priority to Absolutely necessary. Heather will discuss this project with Joe. It was noted that the original quotes on the Town Hall project are no longer viable. Bob noted that the estimates on the HW Library roof project are increasing and would be a more significant impact for the Town Hall.

6. **Master Steering Committee (MSC):** Heather asked Jack (MSC Chairman) if there would be an impact on Department Head capital spending plans coming from the MSC. Jack acknowledged that the MSC has been moving slowly but that the target date for completion is still November, 2022.
7. **Other business:**
 - a. Dave noted the importance of more narrative on the need for each capital project.
 - b. We will check with Alex Magee, Finance Director/Town Accountant for the School debt rolloff schedule.
 - c. Heather will check with Joe on the proposed capital priority ranking schedule, ARPA and planning with Department Heads.
 - d. Jack said there will be Master Steering Committee presentation at 9:30 AM on Saturday, November 13th at the Miles River Middle School. This is an effort to engage the public and harvest their thoughts.
 - e. The CapCom will discuss ARPA at our next meeting likely to be scheduled in December.
8. **CapCom Minutes:** The minutes from the meetings on August 3rd, September 16th and October 6th were approved.
9. **Adjourn:** The CapCom meeting was adjourned at 7:23 PM.

Respectfully submitted as approved at the December 1, 2021 meeting.

Robert S. Woodbury, Clerk