

Hamilton Capital Committee
MINUTES OF MEETING
Via Zoom call
December 1, 2021

Attendees:

Capital Committee:

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

Guest:

Alex Magee, Finance Director/Town Accountant

1. **Heather called the CapCom meeting to order at 6:02 PM and completed roll call, noting the attendance of Alex.**
2. **ARPA Discussion:** Alex began the discussion by noting that the FinCom and CapCom would be evaluating the proposed ARPA projects and reporting back to the Select Board (SB) on December 6th. Specifically, the SB wants input on the 4 ARPA proposals as follows:
 - a. **GAC Pre-treatment project \$1.4 million:** This project has been preapproved and these monies are needed to cover the funding shortfall. Dave noted that this issue has been in process for two years. Alex said that the GAC quote is holding until December 20th and that pricing has gone up primarily due to the ARPA funds available all over the country. Also, not many contractors can handle this scale of work. Availability is also an issue. Heather expressed concern whether the project would work.
 - b. **Asbury Grove Backflow Valve \$100k:** This project is to prevent the backflow of contaminated water into the Town water distribution system. The issue of where the problem originates should be addressed. Dave wondered who should pay for this. The feeling is that Town funds should not be used for the benefit of a small group of seasonal rental camps. The current system is non code compliant and should be funded by Asbury Grove. Jack added that all permanent residents are code compliant.
 - c. **Ongoing Pandemic Response \$50k:** This is a one-time response but may be ongoing with future uncertainty associated with Omicron.
 - d. **Town Employee Premium Pay \$139,750:** This would be a one-time payment/bonus for all municipal employees based on exposure to the public. Hamilton Town Hall remained open for most of the pandemic and municipal employees couldn't work remotely.
3. The consensus of the CapCom regarding the projects is as follows:
 - a. **GAC Pre-treatment project \$1.4 million:** In favor
 - b. **Asbury Grove Backflow Valve \$100k:** Not supported at this time

- c. **Ongoing Pandemic Response \$50k:** No position as this is not a capital expense
- d. **Town Employee Premium Pay \$139,750:** No position as this is not a capital expense
- 4. Alex left our meeting at 6:35 to attend the FinCom meeting also in progress.
- 5. **CapCom Minutes:** The minutes from the meeting on November 3, 2021 were approved.
- 6. **Other business:**
 - a. Bill received the HWRSD operating budget but not the capital budget. The School Committee is expected to adopt the budget on February 10, 2022.
 - b. The Hamilton cemetery plots are roughly one third the price other local towns charge and the cemetery is not well maintained. This issue needs attention. Jack will follow up on this with Alex along with Perpetual Care accounts.
 - c. Heather volunteered to draft the CapCom response on the ARPA funds and circulate to other members for review in preparation for the SB meeting on December 6, 2021.
 - d. The need for more/better descriptions for the capital project writeups was discussed. We may be able to leverage the memo prepared by Alex and the Department Heads. Bill offered to call Alex regarding the DH template on project writeups and will communicate the CapCom liaisons to Alex.
 - e. It was agreed that CapCom members would schedule DH meetings during the week of December 6th.
 - f. Tentative CapCom meetings were scheduled for:
 - i. December 16, 2021
 - ii. December 29, 2021
 - iii. January 3, 2022
 - g. Jack and Dave planned to attend the December 6th SB meeting.
- 7. **Adjourn:** The CapCom meeting was adjourned at 7:45 PM.

Respectfully submitted as approved at the December 28, 2021 meeting.

Robert S. Woodbury, Clerk