

TOWN OF HARWICH - CAPITAL OUTLAY COMMITTEE
Meeting Minutes
Tuesday, October 3, 2017 - 4:00 P.M.
Small Hearing Room – Town Hall, 732 Main Street, Harwich

Members Present: Chairman, Rich Larios; Peter Wall; Bruce Nightingale; Joe McParland; Dana DeCosta

Members Absent: Chris Harlow and Ed McManus.

Others Present: Christopher Clark, Town Administrator; Carol Coppola, Finance Director; Sean Libby; Chief Norm Clarke; Deputy Dave LeBlanc; Deputy Chief Gagnon; Carolyn Carey; Eric Beebe; David Nixon; Michael MacAskill; and Charleen Greenhalgh.

Call to Order: Chairman Larios called the meeting to order at 4:00 PM.

Approval of Minutes: On a motion from Mr. Mr. Nightingale, seconded by Mr. Watt the minutes of September 19, 2017 were unanimously approved.

Mr. Clark explained the Capital Table referring to the 10/3/17 Draft of the Town of Harwich Capital Budget Request Summary (FY19 to FY25). Gold/Yellow items are still being worked on and refined. Items under \$50,000 do not have to come before the COC, but Department Heads will be asked to be prepared to answer questions if they arise.

Mr. Clark did note that the schedule for presentations has changed slightly, Golf has changed to November 8th.

Mr. DeCosta arrived at this time.

Department Head Presentations - Detailed Overview Focus on Capital Requests for FY19 and FY 20 and Overview/Rationale for requests made from FY21 through FY25. (*Capital items listed below are for FY19 & FY20 per Capital Request Forms submitted; however discussion may also include Capital Items projected for future fiscal years.*)

4:05 PM Facilities Maintenance – Sean Libby

FY19: HVAC Controls for Com Ctr, EMS, FD, PD and Town Hall. This has been on for the Community Center for a few years. It has been adjusted up to \$140,000 to include the EMS, FD, PD and Town Hall. The additional buildings have been added as a result of working with RISE Engineering to come up with a plan. If this project is not done, there will be no support for the JAVA applications or Windows98 which are currently used for each of these facilities. There will be no AC or heat. This is a mandatory/crucial project. Mr. Larios asked how much it would be for just the Community Center. Mr. Libby will find this out.

Library Preservation. The project bids came in over budget, so an additional \$300,000 is being requested.

Community Center & Town Hall Carpet: 25 years old in Town Hall and 18 years old in Community Center. They are worn and fraying creating a safety hazard.

FY20: Highway Barn Metal Roof/Insulation; the walls were replaced and it became apparent that the roof is in bad shape. It is causing issues with the insulation in the wall. This is a new project.

Records Storage Community Center has been on for 2 years, this request is for FY19 and funding is requested through a CPC application.

Generator for the Community Center remains on the list for FY22.

4:20 PM Fire Department – Chief Clarke, Deputy Chief LeBlanc

FY19: Ambulance on schedule for replacement every 2 years. The re-chasseing of ambulances are heavily regulated by the State and Feds. This is a replacement, one of four. Fontaine does affect the need for the ambulance. The revenue generated is very good, but it is leveling off now. A brief discussion ensued about the need for additional 2 people in the department. This year's budget inadvertently included 2 people, however personnel was not hired this year.

Station 2 Construction is on the schedule for \$4,000,000; however construction costs have risen. The Chief will present a plan for \$4,000,000 and the project will be bid before Town Meeting, so it will not be an estimate that is voted. If necessary there may be Add-Alternates. The focus is to make the building functional for the town's needs.

Air-Pack Replacement Program discussion – Grant anticipated to fund these, with a 5% town grant. If not available, replacement would be spread out over several years.

FY20: Pumper Truck. This is a replacement item.

PD/FD Radios: Massachusetts has not finalized what radio system will be utilized. A brief discussion about First Net. The State wide system is developing another 800 Megahertz system. This is going to be a 5-year plan so as not to over burden the towns. Deputy LeBlanc provided an update on how the phasing of the radio system is going town wide – Phase 1. This serves as a backup for Fire and primary for other town departments.

4:45 PM Police – Deputy Chief Gagnon

FY 19: Taser Replacement Program; the current Tasers are not repairable. The proposal is a 5-year program to lease Tasers which will be supported (maintenance, replacement, batteries, etc.). All the units would be replaced in FY19, with payments made over three years. The final 2 years there are no payments. This would be for 30 Tasers. All patrol officers will carry these, they will be available for detectives. Deputy Chief Gagnon explained how Tasers work, how there are computer chips to record the use, etc.

There are other requests in out years and brief discussion ensued (Ballistic Helmets; Digital Fingerprint Machine)

5:00 PM Community Center – Carolyn Carey

FY19: Records Retention Facility (Basement), a CPC article has been applied for to fund this project.

Brief discussion of Cultural Center. It is going well, per Ms. Carey. They are looking at policies to see if changes are in order. \$9,500 taken in each month in rent presently. Mr. Clark reminded that this is a 2-year project, so that there is \$50,000 in FY21 for two year plan for re-use. Internet for the building is being looked at. Discussion about the kitchen. Several people have asked about using this for incubator, commercial kitchen.

5:05 PM Recreation – Eric Beebe

FY19: Brooks Park Phase 5 – LED lighting, this is a CPC article request.

Bank St Beach Paving, it is currently in bad shape. It not as bad as Red River, but it is getting worse and is in need of repaving. This is a very popular beach.

Passenger Van for 15 persons. They would not be trading in; as the need is there for three vans. They have been discussing alternatives. Mr. DeCosta mentioned that the RTA has used vehicles available.

Brief discussion about Sand Pond, the need for bathhouse replacement (FY24). Also discussed the successful life guard program.

FY20: Whitehouse Field Score Board, no discussion.

Mr. Larios would like the Community Preservation Committee (CPC) articles culled out once all the department presentations have been made. The COC would like a CPC proposal session and they would like the opportunity to vote on supporting projects – Target December 5th. The CPC needs to know if the COC really supports a project.

Old Business: None

New Business: Mr. DeCosta is new to the Committee as the second representative from the Finance Committee.

Discussions: None

Next Meeting Date: Tuesday, October 17, 2017

Adjourn

Motion by DeCosta, seconded by Nightingale, so voted. Meeting adjourned at 5:28 pm.

Respectfully submitted,

Charleen Greenhalgh
Assistant Town Administrator