

**TOWN OF HARWICH - CAPITAL OUTLAY COMMITTEE**  
**Meeting Minutes**  
**Wednesday November 8, 2017 - 4:00 P.M.**  
**Donn B. Griffin Room – Town Hall, 732 Main Street, Harwich**

**Members Present:** Chairman, Rich Larios, Chris Harlow; Bruce Nightingale; Joe McParland.

**Members Absent:** Dana DeCosta and Peter Wall;

**Others Present:** Christopher Clark, Town Administrator; Carol Coppola, Finance Director; Daniel Pelletier; Heinz Proft; Roman Greer; Charleen Greenhalgh; Gary Carreiro; Allin Thompson; Danette Gonsalves; Shawn Fernandez; Clem Smith; and Noreen Donahue.

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

**Approval of Minutes:** On a motion from Mr. McParland, seconded by Mr. Harlow the minutes of October 17, 2017 were unanimously approved.

Mr. Larios explained that they are nearing the end

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.*)

4:00 PM **Engineering** – Chris Clark represented Bob Cafarelli who was not able to attend. FY19: MS4 Municipal Surface Drainage Plan and Improvements: this is a federal standard, which requires that road runoff be controlled. Compliance plan is being done for the future and catch basins (14 or 15 at this time) will need to be addressed. Future expenses will be involved in this project over the next five years. Mr. Larios asked about the TBD listed in the plans and asked when these numbers can be filled in, he would like to see a clarification.

Pleasant Lake Avenue Crossing Lights: coordination with the Bike Committee. There are currently other such lights in other locations. This would be along Route 124 near the former Country Store. Mr. Harlow suggested that the CPC articles should be looked at separately and the COC should take a position on whether to support the project or not.

4:05 PM **Water** – Daniel Pelletier; Allin Thompson

FY19: Lower County Road Project (Waterline Service Replacement Work); \$1.018 million is the latest estimate for this project. It is more than anticipated and they will be going back for some value engineering to see if the estimate could be lowered. This is part of the water master plan completed 2012. There are water flow issues that could occur with Fire issues. This is preparing for the future. 8” gate valves will be placed at all the side street junctions to allow for future upgrades to side street lines, without having to cut the road. The project would need to be done before the resurfacing job proposed by DPW along Lower County Road. This would go out to bid before the annual town meeting and it would be funded through the enterprise fund.

New Water Source North Harwich Exploration and Development (D&C); this has been moved to an out years (FY23 and 24). A brief discussion ensued regarding the FY24 cost of \$3 million. This is a conservative estimate.

2018 Ford Super Duty F-350 with Box (2 units in 2019); this is a replacement for unsafe, deteriorating vehicles (2004 and 2005). The older vehicles are undersized. The new vehicles would be fitted with plows and other necessary equipment. Discussion ensued about the year model, 2020 maybe appropriate.

Mr. Larios spoke on vehicles. He asked why employees use new 4-door sedans. Per Mr. Pelletier there is one “new” vehicle, a used Ford Taurus that he uses.

Wells and Pump Access Asphalt Management Plan: \$175,000 is requested. The ways leading to the various pumps are in bad conditions and need upgrading.

Mr. Pelletier explained that tanks have been washed and maintained and inspection will be completed. Mr. Larios asked that the TBD in out years be clarified.

The Lower County Road estimate will be refined as it is bid out and this will be presented when completed. Water lines are within the road and some draining will have to be located.

Retained earnings were certified at \$2.3 Million. \$1 million will be held back for future needs. No water rate increases are anticipated.

**4:25 PM Natural Resources – Heinz Proft**

FY19: Hinckley's Pond Restoration and Public Access Area off of Route 124 (Pond); This is a CPC request as is the Hinckley's Pond Restoration and Public Access Area off of Route 124. The study was done in 2009, this has been requested several times (3 times); there were fish kills several years ago which precipitated this project. There was another fish kill this summer, if the work had been completed previously, this could have been averted. This is part of the CWMP. This is part of CPC, this is an allowable expenditure under CPC and other communities have used funds for this type of work. CPC has not been supportive of this project; however it is not clear why they do not. One comment that has been made is that there is not public access. This proposal would address public access. The \$500,000 is needed to treat the pond with an alum treatment. There have been no issues with the water in Long Pond since that received treatment nearly 10 years ago. Mr. Larios commented that the CPC funds are town funds and should be utilized and spent. Mr. Clark explained the technology behind the alum treatment and how it works and that it does work.

Ford F-150; No discussion.

**4:38 PM Golf/Golf Maintenance – Roman Greer, Shawn Fernandez, Clem Smith**

1.2 million was approved last year for a variety of projects, including the new cart barn.

FY19: Landscape Reclamation and Major Tree Removal; going through the course a few holes at a time to make improvements as suggested by USGA.

Landscape and Hardscape & Operational/Safety Projects in Traffic Config.; This is a comprehensive improvement landscape plan for around the Club House and the new Cart Barn. Mr. Clark said that the Cart Barn portion of the project will be before the Planning Board shortly.

\$60-70,000 is received annually for the golf improvement funds. Close to 100% of the funding for all golf projects is covered by golf revenue. A brief discussion ensued regarding how revenue funds are collected and used. Old debt is being funded by tax payers, new debt by golf revenues.

Build New Cart Path (Hole #12, FY 19; #10 FY20, #6 FY 20 (\$24K) #1 FY 21): part of the overall course improvements. A 2007 plan was completed and it was part of the plan to improve/extend these cart paths.

FY20: Landscape Reclamation and Major Tree Removal; Build New Cart Path (Hole #12, FY 19; #10 FY20, #6 FY 20 (\$24K) #1 FY 21); part of the overall course improvements.

Improvements to Net at Driving Range; part of the overall course improvements.

Golf Course Irrigation Update and System Rebuild; the proposal is to update the system annually and the technology will be updated to allow for a more useful controlled system.

A brief discussion ensued regarding the various fees and how they are used. Brief discussion about the fertilizer program, and that they are looking for Audubon International designation in the future.

**5:00 PM Town Clerk – Chris Clark**

FY19: Records Retention - Contracting out Records Review and Reduction: There are two projects associated with this project. CPC request for records review and reduction. The other part is to construct the facility in the basement of the Community Center, which the COC heard at an early meeting. Mr. Clark explained that the scope of the project has expanded to a total of \$80,000, with \$40,000 having been encumbered from last year and \$40,000 from CPC.

Voting machines: this is in an out year; the state has changed the need for new machines to FY22. This is the machine that reads the paper ballot.

5:08 PM **Wastewater** – Chris Clark

Harwich is currently in discussion with Dennis and Yarmouth for joint treatment facility. This could save Harwich between \$5-8 million dollars.

FY19: Tie-In Costs to Pipes and Pump Station to Chatham; \$2.15 Million is needed for the pumps and pipes to get the waste to Chatham as part of Phase 2.

CWMP Implementation Services; this will assist with the ongoing work of the consultant.

Pleasant Bay (South) Watershed Collection System Design and Construction: \$20.28 Million. This is for the actual construction of the system. The design is underway.

Mr. Clark explained the project with Chatham, what will be happening, how it will work and other potential funding sources.

Noreen Donahue has a concern with the \$20.28 million number being used. The number has been used for several years; she is concerned that this number might be low. Mr. Clark spoke with the consultant about this number, and he is comfortable with the number holding. This is a big project, so the consultant believes that there will be a high level of competition. The core in the bid could be for 500, with an ad-alternate for the additional properties to sewer, to ensure that the project can be covered.

Mr. Pelletier agreed that the number should be looked at. The engineering has begun so we should have a better idea with the design as to the potential cost. Time will tell if the number will hold. Mr. Larios sees this as a place holder at this point and it may change.

Ms. Donahue noted that the agenda stated design and construction. It should only be construction.

4:55 PM **Administration** – Chris Clark

FY 19: Albrow House - Status Assessment; no discussion.

Walkway Reconstruction Rte 28 SAQ to Harwichport; The state has committed to do this when the state improves Route 28. The DPW director believes that the work for the sidewalk would only cost \$250,000 to construct, so that is why it is on the plan.

Demolition of Former West Harwich School on Bells Neck: no discussion.

FY 20: Harwich Center Initiative - StreetScape Only; No discussion.

Walkway Reconstruction Bank Street Center to Rte 28

Mr. Larios spoke to a recent article in the local paper regarding \$39 million in capital plan. He noted that the Committee has not voted on the plan. There are some large numbers associated with the total of \$39 million. The last page of the plan provides good information. This will be discussed further at the next meetings. The Fire Station 2 project will be going up to \$5.8 million.

Mr. Clark stated that free cash has been certified at \$3.5+ million. \$1.5 million will be allocated for capital projects. The remainder will be used for Snow/Ice, Reserve Fund, OPEB, etc.

Discussions: future meetings and what will be on the agendas. The Committee will begin voting on November 14<sup>th</sup>. November 21<sup>st</sup> is problematic. A meeting will be held on November 28<sup>th</sup> instead. Chairman Larios also reminded that four members must be present for a quorum.

If a project cost comes in lower, the COC does not have to revote. The COC only needs to revote if costs are more than in the currently plan.

For the meeting on November 14<sup>th</sup> it is not anticipated that anyone requesting projects needs to attend for further discussion.

The COC annual meeting with the Board of Selectmen will be held on Monday, November 13<sup>th</sup>. Mr. Larios reviewed the report he will be making.

The meeting adjourned at 5:42pm

Next Meeting Date: Tuesday, November 14, 2017

Adjourn

Respectfully Submitted,

Leah McPherson, Recording Secretary