

**TOWN OF HARWICH - CAPITAL OUTLAY COMMITTEE**  
**Meeting Minutes**  
**Tuesday November 14, 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 and Ed McManus. **Members Absent:** Dana DeCosta and Peter Wall

**Others Present:** Christopher Clark, Town Administrator; Carol Coppola, Finance Director; Charleen Greenhalgh;

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

**Approval of Minutes:** On a motion from Mr. Nightingale, seconded by Mr. McParland, the minutes of November 8, 2017 were unanimously approved.

**Review and potential votes on 7-year Capital Plan - Requests for FY19 through FY25.**

Mr. Larios suggested that the requests pending the CDC's approval should be looked at a later date and that they should focus on the critical ones first. All agreed.

**Administration:** Walkway Reconstruction Rte 28 SAQ to Harwichport, connection of the sidewalk from HP Center to the Harbor for \$250,000. The Town would fund the project and have the state construct it. Per McManus, there may be some funding available through the state. Nightingale is very much in favor of this. A motion from Mr. McManus, seconded by Mr. McParland, to approve; so voted unanimously.

**Cemetery:** Two parts to this request: the construction of the pet crematory building (\$486,000) and the cremation device (\$91,950). This would be paid from cemetery revenue. A motion from Mr. McParland, seconded by Mr. Nightingale, to approve the funding for both elements; so voted unanimously.

**Conservation:** Judah Eldredge Property – funds requested from two sources (CPC - \$319,000 and Free Cash - \$50,000). A motion from Mr. McManus, seconded by Mr. McParland to approved the full funding, with a maximum of \$50,000 coming from Free Cash.

**Facility Maintenance/DPW:**

Update HVAC within all buildings (\$140,000): A motion from Mr. Harlow, seconded by Mr. Nightingale to approve; so voted unanimously.

Carpeting for Community Center and Town Hall (\$130,000): McParland/Nightingale, so voted.

Boilers Discussion: In both the Albion and Brooks Academy the boilers are in need of replacement. They are becoming less reliable. This is under the \$50,000; however the Committee did discuss this item. Question of why this would not fall under CPC; perhaps because it is maintenance more than historic preservation; however other historic buildings have used CPC moneys for heating replacement as a means of preserving the historic building.

**Fire:**

Town wide Radio System – Phase 2, \$100,000. Overall looking at a \$1,000,000 over the next 5 years. A motion from Mr. Nightingale, seconded by Mr. McParland to approve, so voted unanimously.

Deputy Chief Vehicle: Mr. Clark did not recommend funding this vehicle this year. He recommend deferring this to next year; however if other funding becomes available he would try to fund in FY19. For next year the chair has asked that the usage/mileage be provided so that the COC has a better idea of how much use the vehicles are getting. Brief discussion about vehicles and the overall inventory.

Air Pack replacement program: Total request is for \$300,000 to update the FD air packs. A grant has been requested for \$285,000, leaving the town's contribution of 5% at \$15,000). The overall cost may be coming down per a conversation with the Fire Chief this morning. A motion from Mr. McParland, seconded by Mr. Harlow to approve \$300,000 for the replacement provided the grant is received; so voted unanimously.

Ambulance Replacement Program: The request is for \$340,000 and this is part of the on-going preplacement program established by the Fire Department. There are changes coming forwarded that the bodies of the truck can be changed out, rather than requiring a replacement of the entire vehicle. A brief discussion about ambulances and how they are equipped and the requirements ensued. The Chief has done a fine job in keeping costs under control. Each ambulance would last for eight years under this program. Mr. Harlow would like to have an unbiased third party make recommendations on vehicles and replacements. This would be a good topic for next year. A motion from Mr. Nightingale, seconded by Mr. McParland to approve; so voted unanimously.

Station 2 – new construction \$6,050,000: There was a brief discussion on the process. A motion from Mr. Nightingale, seconded by Mr. McParland to approve; so voted unanimously.

Overall debt will be broken down to provide the tax impacts of this as well as other projects will be provided to the voters.

**Golf:** Landscape, Hardscape & Operational/Safety Projects in Traffic Configuration: \$50,000 requested. Funded through golf fees. Brief discussion about funding of various golf projects through golf fees. A motion from Mr. Nightingale, seconded by Mr. McManus to approve; so voted unanimously.

**Harbormaster:** Mr. Clark is holding off on this until they can refine the numbers further, based on several grants that are being requested to assist with this project. No voted taken.

**Library:** Holding off on this item, pending some further clarifications. Brief discussion regarding the bids that had come in for this project under the previous RFP. There was not adequate funding under last year's appropriation to do the front and sides of the building. More funding is needed.

**Natural Resources:** Total funding requested is \$650,000. CPC funding \$525,000, with \$150,000 from Free Cash. Mr. Clark explained the two parts of the project, allum treatment and a recreation component. A motion from Mr. McManus, seconded by Mr. McParland to approve the Free Cash portion of the funding provided CPC funds are also approved; so voted unanimously.

**Police:** This is for a 5-year Taser replacement program \$36,000 for the first year (\$13,700 – FY20; \$14,400 – FY21; \$37,000 – FY24; \$15,000 – FY25). A motion from Mr. McManus, seconded by Mr. Harlow for first year and to support the total project over the years; so voted unanimously.

**Public Works:** West Harwich Rte 28 Design and Road maintenance plan request for \$700,000. A motion from Mr. Nightingale, seconded by Mr. Harlow. So voted unanimously.

Vehicle replacement: the sweeper is not being recommended for this next year FY19. FY20 will be adjusted accordingly. The request for FY19 is a total of \$215,000 for 2-F150 Dump Trucks and 1-F250 Pick-up Truck. A motion from Mr. McManus, seconded by Mr. McParland to approve the three vehicles; so voted unanimously.

**Recreation:** Mr. Clark explained that they are getting a better number from DPW for the paving of Bank Street beach parking lot; however at this time he is recommending \$80,000. A motion from Mr. Nightingale, seconded by Mr. Harlow to approve; so voted unanimously.

**Wastewater:** Mr. Clark explained that there are two components tied to this project: 1) Tie-in costs to pipes and pump station to Chatham (\$2,150,000) and, 2) the Pleasant Bay (South) Watershed Collection System construction (\$20,280,000). Mr. Larios expressed that this is one of the largest expenditure that the town will see in a long time. When will the completion of Phase 2 affect residents? The design should be completed this next spring, the permitting could take 6 months, the construction will most likely take two construction seasons. This will come out of SRF loans (2%); but optimistically 0%. A motion from Mr. McParland, seconded by Mr. McManus to approve the \$2,150,000; so voted unanimous.

In response to the questions, will people at ATM know when they will be affected by the hook-up, Mr. Clark responded yes, that there will be maps completed by January to show this. Once it goes by the home, they will have 1 year to hook-up. CDM will continue to assist the town under \$20,000 proposed for the operating budget. A motion from Mr. Nightingale, seconded by Mr. McParland to approve \$20,280,000; so voted unanimously.

**Water:** Lower County Road (waterline service replacement work): pipes and laterals to the side streets. Brief discussion ensued about the water system and the need to improve. A motion from Mr. McParland, seconded by Mr. Nightingale to approve \$1,018,700, so voted unanimously.

Mr. Clark reported that \$2.3 million were certified in retained earnings, which will be the funding mechanism the Water Department Capital requests.

Vehicles: 2-F-350 Trucks with Boxes - \$110,000 requested. A motion from Mr. Nightingale, seconded by Mr. McParland to approve; so voted unanimously

Wells and pumps access asphalt request for \$175,000. A motion from Mr. McManus, seconded by Mr. Harlow to approve; so voted unanimously.

**Review and potential support of requests for Community Preservation funds**

This will be discussed at the next meeting. Mr. Clark has been asked to breakout the CPC projects. Mr. Clark will schedule the presenters for the next meeting on November 28th, if he believes that it is necessary.

Old Business: None

New Business: None

Discussions: None

Next Meeting Date: Tuesday, November 28, 2017

The meeting adjourned at 5:30pm

Respectfully Submitted,

Leah McPherson, Recording Secretary