**HARWICH CAPITAL OUTLAY COMMITTEE**

**Meeting Minutes**

**Tuesday, October 23, 2018 - 4:00 P.M.**

**Small Hearing Room – Town Hall, 732 Main Street, Harwich**

**Members Present**: Chairman, Rich Larios; Chris Harlow; Bruce Nightingale; Joe McParland (arrived at 4:10); Angelo LaMantia

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

**Others Present:** Christopher Clark, Town Administrator; Evan Melillo, Assistant Town Administrator; Carol Coppola, and those listed below.

**Call to Order**: Chairman Larios called the meeting to order at 4:01 PM.

Meeting Minutes: October 16, 2018 minutes approved unanimously on a motion from Mr. Nightingale, seconded by Mr. LaMantia.

Department Head Presentations - Detailed Overview Focus on Capital Requests for FY20 and Overview/Rationale for requests made from FY21 through FY26. Mr. Clark distributed a revised version of the 7 year Capital Plan dated 10/23/18.

**Building Maintenance – Sean Libby, Facilities Maintenance Manager**

Implement Facilities Wide American with Disabilities Act (ADA) Compliance Plan Improvements; this was completed by an ADA consultants who prepared a facilities plan for ADA compliance. They made recommendations and prioritized. Year 1 is $20,564. This will continue through the next three years. The town would be compliant after year 3. These were not all put into one year as Mr. Libby is concerned with some of the estimates. He will be meeting with the Disabilities Committee to review all the projects outlined in the plan.

Community Center – Replace two a/c compressors; $20,000. They are currently down 2 compressors – 2 failed this past summer.

Highway Barn metal roof insulation. This has been on the list for several years, the price did go up Mr. Libby believes because of steel prices, $260,750 is requested. Mr. Clark reminded that “new” items are shown in “red” on the table.

West Harwich School coverage; $20,000 to be requested. Certain work will need to be done to comply with insurance company requirements. Mr. Larios asked about working on a building that is in disrepair. Brief discussion about the building, it should either come down or offered to someone who wants it.

Out Years:

Cultural Center has some new items. For some of these large dollar items it is hoped they will be covered by Green Communities monies. Mr. Larios asked what the return is on the money to be spent on the Cultural Center. $11,000 is received each month in rent. Mr. LaMantia asked for a sources and uses report. The Town is currently keeping track of revenue and spending for the Cultural Center. The school class room section is at capacity. The cafeteria and the auditorium is not at capacity. Mr. Larios would like a revenue/expense report covering the past few years for the center sometime in January or February of 2019, also he would like to see included what the building does for the town, revenue, capital, and anticipated expenses for the next 5 years and he wants a meeting in January or February of 2019, which would include Mr. Libby, Carolyn Carey, Mr. Clark and Carol Coppola.

**DPW – Lincoln Hooper, Director and Kim Barube**

5 year road maintenance plan; $7,000,000 for the ongoing maintenance of Harwich roads of which there are 482 public roads. The other $7,000,000 is through the State Chapter 90.

West Harwich Route 28 ($125,000 is included within the 5-year road maintenance plan) the complete project is on the Transportation Improvement Plan (TIP) for FY23.

Lower County Road maintenance; $5,560,475. Mr. Hooper explained the project and how it came to be. A plan was completed by Mr. Ockerbloom. Mr. Larios asked what the alternative is to the Town doing this project. This could have been on the TIP; however it would have required the taking of private property and it would have had to have been completed under “complete streets” program which would detract from the character of the road and the neighborhoods. Mr. Nightingale expressed that the timing for this project is good as the road is deteriorating. The road will be increase by approximately 1’ on each side to allow for ADA compliant sidewalks and to maintain 11’ lanes. The hope is to have this constructed in two construction seasons. Hard numbers as far as an estimate will be received before Town Meeting. Mr. Clark explained further the difference between a “book” job rather than a full design project. Mr. LaMantia spoke about bicycles on Lower County Road and the dangers. There will be no takings associated with the project. The layout for the road is 40’.

Round About at Rte 39 and Pleasant Bay Road – Mr. Hooper does not see the need as much as possible. There have been minor accidents due to driver error. Mr. Harlow spoke to Route 39 and Pleasant Bay Road intersection. There is a serious drainage problem.

Mobile lifting system for large vehicles; $90,475. The existing lift is antiquated and a number of vehicles cannot be lifted. The proposed system is mobile.

Ford F-350 Dump Truck (#42) - $80,000; PUP Trailer - $40,000; 2 C&D Trailers – 150,000; The PUP and C&D are related to the revenue raised.

Johnston Sweeper Body and Pony Motor (#30):$125,000. This was on last year’s list and taken off the list by the Selectmen. In the plan, for the current fiscal request the items are listed individually. In the out years it is the total that is shown.

Kudos were given to Mr. Hooper.

**Golf Maintenance – Roman Greer, Golf Director and Sean Fernandez, Golf Superintendent**

$73,000 is a capital line item in the Golf Budget. This years requested capital projects are taken from the Golf Improvement fund and Golf Operating Fund. The actually funding sources will be clarified as the Golf Department has several funds available.

Landscape Reclamation and Major Tree Removal; this the final in the 6-year plan. $35,000.

Bunker Renovations; The will correct the worst bunkers, which only have a 5 – 10 year life. $75,000.

Build new cart path; this is an ongoing project. $50,000.

Golf improvement fund raises approximately $80,000 annually. $1.8M is the total revenue. This will be broken out more clearly to show where funding comes from and how it is expended. None of these projects will be paid for by the tax-payers.

Various Mowing Equipment per Lease; $87,050.

Out Years projects were briefly discussed, including new tee box improvements, net at driving range and irrigation.

In response to a question Mr. Greer noted that for three straight years there have been increases in memberships. Currently there are 1181 members. In response to a question, Mr. Greer noted that the cart barn will be completed as soon as the electric line is completed, which is currently being negotiated with Eversource. Mr. Larios asked if any restrooms have been proposed for the golf course. There are porta-potties that are accessible. Because there is no potable water, restrooms have not been allowed to be constructed.

Mr. Barrios asked about the current condition of the Pro Shop and main building. It is in good shape. Maintenance is included in the operating budget. A brief discussion of hornets took place.

Kudos were given to the Golf Department.

**Wastewater – Christopher Clark, Town Administrator**

Mr. Larios spoke to concerns that he has heard from people in the public. One issue is that older residents do not have email, computers and are not receiving correspondence. The other issue is the anxiety of people and they are scared. Mr. Larios also thought that there would be an ombudsmen. For the past 10 years wastewater committees have been trying to be more effective in public outreach. Even with mailings, free materials in town hall and the library, a website, CTV, newspaper articles, public meetings, posted agendas and minutes there still seems to be residents who are not being reached. Mr. Clark explained that mailings continue to go out. Mr. Clark explained that outreach has happened through the newspaper, websites, email, Channel 18, mailings, etc. He further explained that there are private companies using town information to “scare” people into signing up to do the installation work. A request went out for an outreach/ombudsman, but no one responded to the RFP. The Town will revamp the RFP and go out again.

Wastewater Outreach/Coordinator: $100,000 is requested to go out again to fill this position for the ombudsman. There is a great deal of literature available. A discussion ensued about the anxiety/fear that people have and how to address them. The purpose of a meeting back on October 3rd was to inform people that unless there is a town seal on information, it is not from the Town of Harwich.

**Administration – Christopher Clark, Town Administrator**

Harwich Center ADA Sidewalk Project; This is work that needs to be completed to allow for a safe and compliant sidewalk system. $700,000 is requested, with $250,000 anticipated from grants. This is for Harwich Center Initiative work, Cultural Center and Cultural District.

Albro House: TBD as a result of the study to be done with funds received this year ($2,500). Two uses will be looked at, the current office use or affordable dwelling.

Mr. Larios asked about the Town Hall and ADA compliance. The study discussed previously with Mr. Libby did identify some issues in this building.

Demolition/Remediation – 203 Bank Street & Parking Lot Improvements; $60,000 requested. Town meeting approved the sale of the property. A 21E (environmental report) and other inspections were completed. They did identify some issues that would need to be remediated (lead in the caulking for example). The thought is to demo the building, retain the parking lot for parking purposes and selling the wetlands area.

Walkway Reconstruction Rte 28 Saquatucket Harbor to Harwich Port (Supplemental); $450,000. The Town has submitted a MassWorks grant for funds for the sidewalk.

Insurance Work to Maintain Former West Harwich School (Bells Neck Rd); $20,000, this was discussed under Mr. Libby's report.

School House Rd Revision to Site Plan Expand Parking Lot; TBD.

Preparation and Utilization of Queen Ann Road Solar Farm Expansion; TBD

Green/Fuel Efficient Fleet Replacement Schedule; $27,000 would be used to change out to green vehicles. The Town has submitted an application to become a Green Community. There were 5 components to this program. This proposal would be three vehicles per year. Mr. Melillo explained that there is a one-time fee (a one pay), either $9,000 or $11,000 depending on the type of vehicle, for a three year lease. A brief discussion ensued about types of vehicles, departments that would benefit from them, charging stations, etc. Warranty work would be covered by the dealer.

Old Business – Boat tour is scheduled for Thursday, October 25, 2018 at 3:30pm.

New Business – Next week the Committee is scheduled to start voting. Mr. Clark will put together his recommendations and the Committee can agree or not.

On a motion from Mr. Nightingale, 2nd by Mr. LaMantia the meeting adjourned at 5:28 pm.

Respectfully submitted by,

Charleen Greenhalgh, Recording Secretary

Adopted:

Documents Reviewed and Distributed were Capital Projects Requests noted in the handout from Mr. Clark for:

Buildings and Facilities projects

DPW projects

Golf projects

Wastewater projects

Administration projects