

**HARWICH CAPITAL OUTLAY COMMITTEE**  
**Meeting Minutes**  
**Thursday, November 1, 2018 - 4:00 P.M.**  
**Small Hearing Room – Town Hall, 732 Main Street, Harwich**

**Members Present:** Chairman, Rich Larios; Chris Harlow; Bruce Nightingale; Peter Wall (4:03 arrival) Joe McParland (arrived at 4:17); Angelo LaMantia; Dana DeCosta (arrived at 4:07)

**Members Absent:**

**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 4:00 PM.

**Meeting Minutes:** October 23, 2018 minutes approved 4-0-0 on a motion from Mr. Harlow, seconded by Mr. LaMantia. Messers Wall, McParland and DeCosta had not yet arrived

Mr. Clark distributed the 11/1/2018 version of the Town of Harwich Capital Budget Request Summary (FY20 to 26). He explained that this contains his recommendations on funding for FY20.

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

These items are not yet available.

**Review and potential votes on 7-year Capital Plan - Requests for FY20 through FY26**

The target for free cash was \$1.5M Mr. Clark came in just under at \$1,487,099. Mr. LaMantia asked if the plan was going to come in at a 2½% increase that has been decreed by the Board of Selectmen per the budget message. Yes per Mr. Clark.

**Administration:** Funding has been recommended as follows:

203 Bank Street, demolition/remediation– funding through free cash \$60,000.

Bells Neck Property Insurance Work – to be included in the operating budget \$10,000.

Green/Fuel Efficient Fleet – to be included in the operating budget \$27,000.

Mr. Larios asked why amounts under \$50,000 are shown here. Mr. Clark explained that projects that are cumulative over a couple or several year and are over \$50,000 he thought should be listed. Mr. LaMantia asked about the lease of the vehicles once the lease is over. If there are dents, etc. there may be added costs associated.

Mr. Nightingale asked what happens to the items not recommended for this year, per Mr. Clark these will be move the FY21.

Mr. Nightingale moved approval of the \$60,000 for Bank Street, seconded by Mr. Wall, so voted 6-0-0 (Mr. McParland and Mr. DeCosta had not yet arrived)

Questions and discussions ensued about the vehicle leases. Mr. Clark will be putting this in the operating budget and hi-lighting that these are going to be leases, which needs to be approved by the town meeting. The committee decided that it would not vote on the green vehicles as it is part of the operating budget and will be scrutinized by the Selectmen and Finance Committee.

**Cemetery:** Recommended for Funding:

Pet Burial Ground Completion for \$57,000. This would come out of the Pet Revolving fund, once and if this is approved at the Town Meeting in May 2019.

Arboretum Project Mapping and Software: the final amount has not been determined, this is an estimate at this point. This is a place holder number only, although it will likely be over \$50,000. Mr. Larios asked about the completion of the Pet Burial. Does this include anticipation for future building construction if voted in the future? Per Mr. Clark, yes. Mr. DeCosta asked when pets will begin to be buried. Mr. Clark explained that cremains will be accepted only. Legally plots could be sold now and the funds would be put into the general fund; however the decision has been made to wait until the Pet Revolving Fund is established, which requires Town Meeting approval. Mr. Nightingale asked what happens if the revolving fund is defeated. Mr. Clark suggested that the project may not proceed as it was the legislative decision not to create the fund. Money for the completion would not be expended until funds are available. Mr. Clark explained how the work completed to date was funded, ultimately it came out of the general fund.

Motion from Mr. Harlow, seconded by Mr. Nightingale to approve the Pet Burial completion, so voted (6-1-0) Mr. DeCosta voted against.

Discussion regarding a place-holder amount for the Arboretum Mapping/Software, which would come from the cemetery revolving fund per Ms. Coppola. Motion to approve \$100,000 as a place holder made by Mr. DeCosta, seconded by Mr. LaMantia, so voted (6-1-0) Mr. McParland voting against.

**Engineering:** Recommendations funding.

MS4 is estimated over the years to cost \$340,000 to \$350,000 to complete the needed catch basin works. This is a multi-year project. Mr. DeCosta moved approval of the first year for \$40,000, seconded by Mr. Wall, so voted unanimously.

**Facilities Maintenance:** Recommendation for funding.

ADA compliance is a multi-year project estimated at approximately \$100,000. Mr. Larios asked that these be identified as multi-year projects. Mr. Clark will identify these more clearly. This covers various locations throughout the town. On a motion from Mr. Nightingale, seconded by Mr. LaMantia the Committee voted unanimously for funding of \$20,564 for year one.

Highway Barn metal Roof – How bad is that roof, per Mr. Nightingale, can it be deferred to a later year. Mr. Melillo expressed that the roof was rotting through. The Committee held its vote for additional information. It was noted that generally Lincoln Hooper, DPW Director, does not ask for projects that are not needed. Mr. Wall will take a look at the roof. Mr. Hooper and/or Mr. Libby will come back to the Committee.

**Fire:** Recommended for funding.

Radio – this is a multi-year project, this being the last year. Mr. Larios asked about First Net, which is what the State has sign up with, he believes that the direction of the town is not the answer to the town's radio issue. There is a radio band and a cellular band. This request is for radio frequency, per Mr. Larios there is a cellular band that First Net provides and that the State has signed up with, he does not understand why the town is going the radio route, rather than

mobile/cellular. Mr. DeCosta suggested breaking out the request into two, rather than bundling them into one. No vote required for the \$40,000 request. The out-years for \$200,000, will be separated out.

Auto Extrication Equipment totals \$100,000. This will be funding by both free cash (\$5,000) and an anticipated grant for \$95,000. Mr. DeCosta moved to approve, seconded by Mr. McParland, so voted unanimously 7-0-0.

Pumper Truck Replacement \$600,000. The intent, per Mr. Clark, is to pay this over 4-years. A discussion about funding ensued, free cash and/or debt exclusion. Mr. Wall moved approval, seconded by Mr. McParland, so voted unanimous 7-0-0.

### **Golf:**

All paid for out of golf funds. There are some older projects that are still being paid off through the general fund and not from golf funds, as the funds did not exist at the time these projects were approved. Discussion about utilizing golf funds to pay-off some of this older debt for capital projects ensued. The committee would like to see what debt exists for golf that predates the various golf funds. Mr. Clark explained that new debt may be utilizing the available golf funds. The committee would also like to see the amounts available in the various golf funds. The finance department looks at the debt and if there are opportunities to reduce the interest paid, it is done. This will come back to the committee for further discussion.

### **Harbor:**

The boat ride held the previous week was eye opening and helpful.

Wixon Dock \$70,000 from free cash recommended by Mr. Clark. On a motion from Mr. Nightingale, seconded by Mr. Wall, the committee voted unanimously to approve.

Allen Harbor \$57,000 from free cash recommended by Mr. Clark. Mr. Nightingale asked why a new study is necessary. Mr. Clark explained that this is less study and more design and construction. The table will be changed to reflect this. The funding would not be coming from Harbor fees. The vote at this time is only on the \$57,000, Mr. McParland moved approval, seconded by Mr. LaMantia, the vote was 6-1-0 to approve. Mr. Nightingale voted against.

Mr. DeCosta departed at 5:02 pm.

### **Library:**

Sidewalk repair/streetscape \$90,000 from free cash per Mr. Clark's recommendation. Mr. Clark went to the Community Preservation Committee (CPC) to see if funding would be allowable. Per CPC, no it would not be eligible. Mr. Harlow thinks this is important, as does Mr. McParland. Mr. Nightingale moved approval, seconded by Mr. McParland, so voted unanimously to approve (6-0-0).

### **Planning:**

Housing Trust/Housing Coordinator \$340,000. Mr. Larios expressed frustration, in that if CPC does not approve funding for a project there is no fall back. There has not been communication between the two committees. Ms. Coppola did provide information to the CPC and it is on the Capital Plan on the last page, which shows the available Community Preservation Act (CPA)

funds. A brief discussion ensued about CPA funds. Motion to approve the CPC funding for \$340,000 made by Mr. McParland, seconded by Mr. Harlow, so voted unanimously 6-0-0.

### **Conservation:**

The Committee went back to the Conservation request for the Red River Beach Jetty for \$100,000 from CPC funds. Mr. McParland moved approval of CPC funding for \$100,000 for the jetty, seconded by Mr. Nightingale, so voted unanimously 6-0-0.

### **Planning:**

The Committee returned back to Planning Requests. The Local Comprehensive Plan update \$200,000 recommended from free cash. The hope is to obtain funds through grants, however many grants are either reimbursable or matching, so funds upfront are needed. Mr. McParland moved approval, seconded by Mr. LaMantia, so voted unanimously 6-0-0.

### **DPW:**

Road Maintenance, \$700,000 from debt exclusion and \$700,000 from Chapter 90 funds. Mr. McParland moved approval of \$1.4M, seconded by Mr. Nightingale, so voted unanimously 6-0-0.

Lower County Road maintenance \$5,560,475 through debt exclusion. On a motion from Mr. McParland, seconded by Mr. Nightingale, discussion about length of bonding, 20 to 30 years, the committee voted unanimously so support the request 6-0-0.

Mobile Lifting, \$90,475 from free cash. Motion from Mr. McParland, seconded by Mr. Harlow to approve, so voted unanimously 6-0-0.

Truck, \$80,000 from free cash. Motion from Mr. McParland, seconded by Mr. Wall to approve, so voted unanimously 6-0-0.

C&D Trailers (2), \$150,000 from free cash. Motion from Mr. McParland, seconded by Mr. Wall to approve, so voted unanimously 6-0-0.

Sweeper Body and Pony Motor, \$125,000 from free cash. Motion from Mr. McParland, seconded by Mr. Wall to approve, so voted unanimously 6-0-0.

### **Recreation/Youth**

Pleasant Road Beach Parking, \$112,000 from free cash. Motion from Mr. McParland, seconded by Mr. Wall to approve, so voted unanimously 6-0-0.

Sand Pond, \$125,000 from CPC. Motion from Mr. McParland, seconded by Mr. Wall to approve, so voted unanimously 6-0-0.

Whitehouse Field, \$53,000 from CPC. Motion from Mr. McParland, seconded by Mr. Wall to approve, so voted unanimously 6-0-0.

If funding were available would the Red River and Cahoon Road Restroom be done? If there were available funds, Mr. Clark would like to use any available funds for sidewalks. Mr. Larios would like to take a closer look at these restrooms for next year.

### **Wastewater:**

Outreach Coordinator – This would be broken into funding through the operating budget and free cash for a total of \$100,000. This person would serve as an ombudsman, and would report to the wastewater committee. Mr. Larios believes strongly that this person should not be reporting to a committee. Mr. McParland suggested that a motion contain that the ombudsman reports to the town. Discussion ensued. Suggestion from Mr. LaMantia that the ombudsman report to the Town Administrator and work with the Wastewater Committee. Mr. McParland made a motion to

support this request and that the consultant reports to the Town Administrator, seconded by Mr. Harlow, so voted unanimously 6-0-0.

DHY Community Partnership – brief discussion about future funding, it currently shows in FY21 at to be determined (TBD). It was expressed that this should be moved to FY20 in the event that funding may be needed.

**Water:**

Pleasant Lake Tank \$300,000 from Water Enterprise funds. Motion from Mr. McParland, seconded by Mr. Wall to approve, so voted unanimously 6-0-0.

T1 Generator \$65,000 from Water Enterprise funds. Motion from Mr. McParland, seconded by Mr. Nightingale to approve, so voted unanimously 6-0-0.

John Deer \$64000 from Water Enterprise funds. Motion from Mr. McParland, seconded by Mr. Wall to approve, so voted unanimously 6-0-0.

F-550 Truck \$76,551 from Water Enterprise funds. Motion from Mr. McParland, seconded by Mr. Wall to approve, so voted unanimously 6-0-0.

Golf items and the DPW Roof have been held and will be brought back at the next meeting.

Per Mr. LaMantia's request, the debt has been provided on the chart, Estimated Tax Impact – Existing, Authorized Unissued and Proposed Debt.

**Schedule for additional meetings**

Mr. Harlow is presenting to the BoS on Nov. 5<sup>th</sup> the annual report.

December 10<sup>th</sup> is the by Charter requirement to show what the Capital Plan shows to date, with the understanding that it can change up to Town Meeting.

November 8<sup>th</sup> – Next regular meeting, Golf and Highway Barn, and update on CPC.

This will allow for the ability to meet if needed before the Dec. 10<sup>th</sup> meeting. January and February and generally a hiatus.

An additional meeting on November 29<sup>th</sup> is also scheduled to do a “final” review for the Dec. 10<sup>th</sup> presentation.

**Adjourn**

On a motion from Mr. McParland, 2<sup>nd</sup> by Mr. Wall the meeting adjourned at 5:48 pm.

Respectfully submitted by,  
Charleen Greenhalgh, Recording Secretary  
Adopted: November 8, 2018