Capital Outlay Committee

Meeting Minutes

September 21, 2016 – 4:00 pm

Small Hearing Room – Harwich Town Hall

**Members Present:** Richard Larios, Chairman, Bruce Nightingale, Joseph McParland, Christopher Harlow, Peter Wall.

**Members Absent**: Ed McManus and Robert George

**Others Present:** Andy Gould, Finance Director/Town Accountant; Charleen Greenhalgh, Assistant Town Administrator; Roman Greer, Golf Director; Clem Smith, Golf Committee Chair; David LeBlanc, Deputy Fire Chief

Chairman called the meeting to order at 4:01pm

Minutes of March 15, 2016: on a motion from Mr. Nightingale, seconded by Mr. Harlow, the minutes of March 15, 2016 were unanimously approved – vote 5-0-0.

Mr. Larios noted that Capital Requests and Plans were due on Friday, September 23rd.

**Golf Presentation**:

Mr. Greer distributed a document entitled “Golf Operations and Maintenance Infrastructure Renovation 2016.” A metal cart-barn is proposed for $1.2M and this amount is still on track. Town staff is collecting/refining information to provide final amount. Originally a wood building was proposed; however the project design is now moving in-house and a metal building is cheaper. Original estimates were for $1.6M, just for the building. It was clarified that the overall project also includes the parking lot, demo of existing cart-barn, and re-skinning the maintenance barn. The original plan was drawn up by an architect.

Mr. Larios requested a comparison and breakdown of what had originally been requested/envisioned with what is being requested now. Further, the Committee wants to see a breakdown of the costs for each of the elements requested for the $1.2M.

Mr. McParland questioned the 70% (golf funds) – 30% (town funds) split relative to paying for this project. He is not in favor of the split and believes that golf should cover 100%. Mr. Nightingale supports the idea of the metal butler building. It was confirmed by Mr. Smith that there would be no heat and that it will be in the same location as previously proposed. Mr. McParland asked about the extent and cost of the grading. Per Mr. Smith, the cost estimate is $100,000 and would include the grading, bringing in fill, tree removal, stumping and the necessary retaining wall.

Mr. Larios asked how much is in the Golf Funds now. Per Mr. Greer, they have not reach the annual anticipated $50,000 as of yet. Mr. Gould explained that there are three existing funds (Pro Shop; Golf Improvement; and Golf Infrastructure Revitalization). Mr. Larios asked what the existing debt is for Golf and does the Golf revenue cover both operational costs and debt service. Mr. Gould will provide this information.

Mr. Greer indicated that the fees at Cranberry Valley are fairly comparable to what other towns charge. A brief discussion about the existing septic system and whether this should be upgraded as part of this project. No conclusion made. Mr. Smith provided that the $1.2M would also include solar panels. Bottom line from Mr. Larios, how will this project be paid for?

**Fire Department Presentation:**

Deputy Chief LeBlanc distributed the Capital Equipment and Projects FY18 – FY24. He explained that the Station 2 Committee had met the previous day and reps will be meeting with Chris Clark next week. The $50,000 for conceptual drawings may need to be increase. The Committee will come in independently.

Deputy Chief LeBlanc explained that in the plan last year, a pumper was on for FY17 for $590,000, it was removed. For FY18 they are seeking $420,000 for a different style/type of truck. It will have a commercial chassis, which saves money and can also be replaced (one time.)

CPR System – a grant was requested last year, but was not received. The cost is $62,000. It is needed for safety not only for patients, but for personnel.

Future Items: The pumper on the plan for FY20 is different than the once requested in FY18. Mr. Wall asked how long it takes to build a truck. Approximately 180 days; however a ladder truck can take up to 1 year. Mr. Harlow asked about the annual operating costs of pumpers. Deputy Chief LeBlanc explained that the maintenance costs should be the same. He would not want to see this trunk run-into-the ground. Safety standards changes, so he would want to see a good schedule for replacement. Mr. Harlow expressed good management for the department and the turn-over of vehicles before old/obsolete.

Mr. Larios asked if it would be cost effective to lease. He would like to see an analysis. Deputy Chief LeBlanc explained that one of the vehicles is 20 years old. With the new FY19 ambulance, the boxes can be reused once and place on a new chassis, thus a reduction in costs.

A brief discussion ensued regarding Station 2. The station was built in 1976, with minor modifications when the Sisson Road station was built. Concept drawing may cost up to $300,000, but that has yet to be determined. Number of runs was discussed, the need for a new/updated facility due to growth in the East Harwich area, need to operate at a certain standard, etc.

Radios – 5 town departments use radios. Looking to coordinate a town-wide system through Emergency Management. The new system is UHF and the request is for $279,000, this will appear under a town-wide rather than Fire Department.

Next meeting is October 5, 2016.

Meeting Adjourned at 5:25 pm.

Respectfully Submitted,

Charleen Greenhalgh

Assistant Town Administrator