

Town Clerk



CAPITAL IMPROVEMENT PLANNING COMMITTEE MINUTES
January 27, 2020

TOWN CLERK
TOWN OF SANDWICH

FEB 12 2020

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RECEIVED & RECORDED

4:00 P.M.
Sandwich Town Hall
2nd Floor Auditorium Stage
130 Main Street
Sandwich, MA 02563

Committee Members Present: Nancy Crossman, Peter Meomartino, Kevin Klein, John Juros

Staff Present: George Dunham, Town Manager, Heather Harper, Assistant Town Manager

Also Present: David Sampson, Chair, Board of Selectmen, Tao Wolfe, Reporter, Sandwich Enterprise

1. Convene Meeting

Ms. Crossman called the meeting to order.

2. Public Comments

None

3. Statements and Correspondence

None

4. Approval of Minutes

There were no minutes to approve.

5. Old Business

(a) Review of 2021 Budget Summary

Mr. Dunham gave a general overview of the 2021 Budget that will be presented the Board of Selectmen on Thursday January 30, 2020. He confirmed that this budget meets the Board of Selectmen's direction not to exceed 3% growth in the Town's operational budget and will sustain the Town's commitment maintain the additional levy capacity created by the 2019 Canal 3 PILOT Agreement as planned to fund the debt service for the Library and Center for Active Living Projects. The 2021 Budget includes a Net Capital Budget of \$976,112. As with other recurring expenses and within the 3% budget cap, the Town has included \$50,000 for NPEDS, previously funded in the Capital Budget.

Mr. Dunham provided a brief overview of the 100 Rt. 6a renovation project and reported that the Town has identified funding sources to support the additional costs of renovation without impacting taxes.

(b) Review of 2021 Capital Improvement Plan.

Ms. Harper provided an overview of the recommended FY2021 capital budget including requests from Public Works, Information Technology, Police, Fire, Recreation, Planning and Development, Facilities Maintenance and School Departments.

The CIPC discussed the requests in general.

Ms. Crossman asked about the Active Shooter Equipment and Training. Mr. Dunham explained that the training now and joint response including EMS staff who will receive protective equipment and training.

Mr. Klein inquired about the Antennae/Radio equipment, and requested additional information about why new equipment is needed with this new facility.

Mr. Dunham explained that this was a Radio System request and not for a new antenna.

Mr. Harper offered to provide the CIPC with additional information about the new Radio system including details about the copper wire network currently in use.

There was a general discussion about the need for additional information about vehicles and equipment including the hours/mileage on each, the annual utilization and history of use of the vehicle as well as information about the procurement strategy and how department will get the best value for new vehicles and trades.

Ms. Harper offered to gather more detailed information about each request.

There was a general discussion about the School Department's long range capital needs. Ms. Crossman inquired about the Oakridge and Forestdale School PA and Phone System.

There was a general discussion about the SPED Transportation Program. Mr. Juros requested more information about the Van Replacement.

(c.) Other Business

Mr. Dunham provided an overview of the cost expectations for the 100 Rt. 6a Renovation Project. He explained that while the costs are significantly more than anticipated the scope of work has not changed and the town with its architect has reduced the scope as much as possible to reduce overall need for additional funding. He further explained that the Board of Selectmen received a report and directed the staff to proceed to develop bid documents and to go out to bid for a General Contract with the intent to avoid any further uncertainty about the costs and to bring a real project budget back to the Town for consideration. Mr. Dunham explained that the funding sources are one time sources available within the 2020 budget that can be transferred to without any impact on taxes and that a March 23, 2020 Special Town Meeting is expected to give the Town the opportunity to consider additional funding needed.

The CIPC generally discussed the project.

Mr. Dunham asked if the CIPC might be willing to support the Capital Plan Funding at the anticipated March 23, 2020 Special Town Meeting to reduce the number of articles on the warrant in May.

The CIPC generally discussed and expressed a willingness to reduce the number of articles at the May Town Meeting and to work to approve a Capital Improvement Plan for a March Special Town Meeting.

6. New Business

Ms. Crossman suggested that reorganization appear on the next agenda.

The next meeting will be held on February 10, 2020 at 4:00pm.

7. Adjournment

Mr. Klein moved to adjourn. Mr. Meomartino seconded. Unanimously approved at 5:25pm.

Respectfully submitted,

Heather Harper, Assistant Town Manager

