**TOWN OF EAST HAMPTON**

**CAPITAL COMMITTEE MEETING**

**THURSDAY, FEBRUARY 25, 2016, 6:30 P.M.**

**HIGH SCHOOL LIBRARY**

Draft Minutes

**Present:** ChairpersonPatience Anderson, Kevin Reich, Joanne Barmasse, Janine Jiantonio, Town Manager Mike Maniscalco, Director of Finance Jeff Jylkka

**Absent:** Dean Markham

**Call to Order:** Chairperson Anderson called the meeting to order at 6:30 P.M. in the East Hampton High School Library

**Public Remarks:** None

**Reclassification of Project Funds:** Mr. Jylkka explained that Public Works Director Sissick created a new category called “water quality infrastructure improvements”. He would like the formerly created account “install infiltration catch basins in lake watershed” combined with this new account as this allows more flexibility of use of the funds. The funds would be used for catch basins as well as other improvements. The formerly created account carries a balance of $30,000 which would be added to the $80,000 in the “water quality infrastructure improvements” project for a total balance of $110,000.

*Mr. Reich made a motion, seconded by Ms. Barmasse, to reclassify funds in the Dept. of Public Works budget category of “install infiltration catch basins in lake watershed” as “water quality infrastructure improvements.” Voted 4-0 in favor.*

**Review, Discussion & Approval of Capital Improvement Plans:** Mr. Maniscalco & Mr. Jylkka reviewed the Capital Improvement Plan line items for funds requested from the department and funds recommended by Mr. Maniscalco with some brief explanations and discussions. Mr. Maniscalco noted that the budget policy statement has recommended implementation of more sinking funds which are included here:

* **Sears Park Boat Launch & Parking Lot Renovation**: Parks & Recreation requested $63,198, Manager recommends $0 for 2016-2017. Discussion included the possibility of a future grant for this project. Mr. Reich noted that he feels this project should not disappear.
* **Fuel Island (Construction)**: $500,000 has been recommended for the 2017-2018 budget as a location has not yet been identified for this year. A study is being conducted on this currently.
* **Public Works Garage (Replace overheard doors):** Public Works requested $10,000, Manager recommends $10,000. Ten overhead doors at the garage needs to be replaced as they have surpassed their useful life and are now falling, and are a human hazard. $10,000 will replace two doors this year.
* **Fire Department Maintenance & Repair Sinking Fund:** Fire Department requests $50,000, Manager recommends $40,000. This sinking fund are to fix facilities issues at Companies #1 and #2 such as roof, boilers, general maintenance, and other items highlighted in the JLN Report and by the members of the Department. The name of the fund was changed to “Fire Department Facility Maintenance & Repair Sinking Fund.”
* **Playscape Replacement at Memorial School (Sinking Fund):** Parks & Recreation requests $20,000, Manager requests $20,000. Sinking fund created as the big playscape has surpassed its useful life and does have hazardous issues. Mr. Hall reports that current replacement estimates are around $100,000 and the department is looking into grants as well. Discussion was held around public fundraising and community support to add funding to this.
* **Field and green top drainage:** Memorial & Middle Schools request $15,000, Manager recommends $0. Instead, a sinking fund associated with school projects has been created, for the schools to address items as they see fit. Mr. Harwood gave an explanation of the proposed drainage project.
* **Track resurface sinking fund:** High School requests $15,000, Manager recommends $15,000. Discussion was held around the lifetime of a track and how often resurfacing needs to occur. Also brought up were access and a timeline (because of construction).
* **Bathroom Partitions:** Mr. Harwood reports that phase I of this project is already completed (at Memorial). Phase II is now being quoted. The BOE would like to formally request to allocate this fund for a broader use so that the funds can be used at Center School and the Middle School, with an anticipated turn back to the town. This can be discussed at the next Capital Committee meeting as a reclassification.
* **School Safety:** All Schools request $30,000, Manager recommends $30,000. Mr. Harwood explained that the district is trying to meet nine elements of the All Hazards Security Plan. The top priorities identified for this project are the CCTV program, interoperability with the PD (radio communications) and the lock replacement program for a lockdown situation.
* **Accessible Walkway to Middle School Athletic Fields:** Middle School requests $15,000, Manager recommends $0. Mr. Maniscalco identified this as an item that could be paid for by the School Repair & Maintenance sinking fund.
* **CO Detection:** All Schools request $11,000, manager recommends $0 and identifies this as an item that could be paid for by the School Repair & Maintenance sinking fund. Mr. Harwood notes that CO Detection in schools will be required by State Law effective 2017.
* **Asbestos Abatement:** requested $14,000, Manager recommends $0 and identifies this as an item that could be paid for by the School Repair & Maintenance sinking fund. Mr. Harwood noted that the majority is at Center School but some needed at Memorial and the Middle School as well. It was suggested that this item be called “Flooring and Asbestos Abatement” since when the asbestos is abated, the flooring needs to be replaced. This can be discussed at the next meeting.
* **Bathroom Upgrades:** requested $12,000 for Center School, Manager recommends $0 and identifies this as an item that could be paid for by the School Repair & Maintenance sinking fund.
* **HVAC/RTU Replacement:** Middle School requested $40,000, Manager recommends $0 and identifies this as an item that could be paid for by the School Repair & Maintenance sinking fund. Mr. Harwood explained about the multiple issues with the HVAC units, including their advanced age.
* **Traffic and Pedestrian Safety Barrier:** requested $8,000, Manager recommends $0 and identifies this as an item that could be paid for by the School Repair & Maintenance sinking fund. Mr. Harwood noted that this was for Memorial School because of safety issues.
* **School Repair & Maintenance Sinking Fund:** Manager recommends $40,000 to take the place of the items that were not funded. This allows the BOE to make the decision which items are their priorities.
* **Upgrade unimproved roads:** Public Works requested $40,000, Manager recommends $40,000. This is for upgrades and maintenance to the ten miles of dirt roads that the Town currently maintains.
* **Road repairs (Private Roads):** Public Works requested $25,000, Manager recommends $25,000. This account was created in an effort to separate this from other town funds as there are 13-20 private roads that the town has maintained to some degree in the past. This would account only for fixing potholes and patching cracks. There was a discussion on the nature of private roads and how the town came to maintain them.
* **Sidewalk repair and replacement:** Public Works requested $50,000, Manager recommends $25,000. There is an ongoing balance associated with this project of around $120,000 now. Discussion occurred on what types of projects this fund supports.
* **Water quality infrastructure improvements:** Public Works requested $40,000, Manager recommends $40,000. This item was discussed in agenda item #3 and will now include installing infiltration catch basins, storm drains, etc.
* **Engineering Road Study:** Public Works requested $45,000, Manager recommends $45,000. This is consistent with the request from the budget policy statement to evaluate the different qualities of roads in town to put forth into a prioritized road plan project. Ongoing road projects with the state were discussed and it was noted by Chairperson Anderson that for future projects, contingencies for drainage (among others) need to be added.
* **Road Repair/Maintenance:** Public Works requested $328,000, Manager recommends $328,000. This is a standard fund every year for major repairs & maintenance. Current cost of paving is about $1,000,000 per mile of road. This fund would be for patching, potholes and skim coating.
* **Sinking Fund for Fire Department Rolling Stock:** Fire Department requests $75,000, Manager recommends $75,000. This is a new sinking fund for future purchases.
* **Cruisers and Conversion Equip.**: Police Department requests $67,767, Manager recommends $67,767. Annually the Dept. is purchasing two new vehicles, even though the fleet will be downsized. Chief Cox is looking to purchase a Ford Intercept sedan and a Ford Expedition.
* **4x4 Pickup truck w/ plow:** Facilities requests $40,000, Manager recommends $0.
* **4x4 Pickup truck w/ plow:** Public Works requests $40,000, Manager recommends $40,000. Mr. Maniscalco provided the Committee with a list of all the vehicles owned by the Town and the BOE. Discussion was held around the age of the vehicles and that the town has not been doing a good job of replacing the vehicles as needed. This is a replacement plow. Also discussed was the possibility of adding another plow route as the town has accepted a number of new roads in the recent past.
* **2 Plow Trucks:** Public Works requests $400,000, Manager recommends $200,000. This would fund one large dump plow truck. Discussion occurred on the number of plows, the types of plows utilized, the plow routes, etc. It was requested that Public Works Director Sissick attend the next Capital Committee meeting and present a run-down of what happens before, during and after a snow storm so the public and the Committee have a better understanding because of the large dollar amount.
* **Vehicle equipment sinking fund:** Public Works requests $75,000, Manager recommends $75,000. This will help in the future to have a buildup of funds to replace trucks. The balance of $28,800 was carried over from years ago.
* **Cold Planer:** Public Works requests $25,000, Manager recommends $0. This is the attachment for the trackless municipal tractor.
* **Truck plows/sanders:** Public Works requests $20,000, Manager recommends $20,000. This fund is for the actual plows and sanders that attach to the plow trucks.
* **Replace cans & equipment trash recycling at Transfer Station:** Public Works requests $10,000, Manager recommends $10,000. The waste haulers are refusing to haul the dumpsters away from the Transfer Station because they are falling apart; subsequently the town has been leasing containers, which is more expensive than buying new containers. $10,000 purchases two containers.
* **Scag Turf Tiger:** Parks & Recreation requests $13,964, Manager recommends $13,964. Mr. Hall explained that this is a large mowing tractor replacement. He estimates that these should be replaced about every 12 years based on the amount of hours the town puts on them. Chairperson Anderson asked if a sinking fund should be considered for Park & Rec equipment.
* **Turnout gear:** Fire Department requests $18,000, Manager recommends $18,000. This is an annually funded account, Mr. Maniscalco notes that in the case of a large fire, there is the potential for a large expenditure of replacement gear. Chairperson Anderson asked if the FD could seek grant money for this item, Mr. Jylkka stated that sometimes there are grants for Personal Protective Equipment, but he is not sure if they may now be inactive.
* **Air Bottles:** Fire Department requests $14,000, Manager recommends $14,000.
* **Upgrade servers/printers:** General Government requests $9,814, Manager recommends $9,814. Mr. Jylkka explains that these are for the Police Department; to replace two old servers with one new server and to virtualize. He explained the cost of maintenance on the old servers vs. purchasing a new with free maintenance for three years.
* A general discussion occurred on technology for the Board of Ed. It was suggested that Superintendent Smith come talk to the Committee at a future meeting about the technology vision for the schools.
* **Lake Watershed 9 point plan:** Conservation & Lake Commission requests $100,000, Manager requests $0. Mr. Maniscalco and Chairperson Anderson stated that it was not clear what the money would be used for. Chairperson Anderson stated that she would feel more comfortable if the plan were in place and there was direction as to how the money could be spent. There is hope that the STEAP Grant funding for green infrastructure will help fund improvements as well. Mr. Maniscalco explained that funding is already included in the recommendation for storm water runoff, green initiative funding, etc, and that this will continue to make a difference in the long term.
* **Revaluation:** Tax Assessor requests $130,000, Manager recommends $20,000. There is a project balance shown because the town hasn’t finished paying the contractor for completing the current revaluation.

Mr. Reich asked how this year’s Capital Improvement Plan relates to past years. Mr. Maniscalco stated that it’s the same: $1.134 million was approved in 2015, this year the same amount is being proposed.

The next meeting, which will be held on March 9, 2016 at 6:30 P.M. will include discussions on the Dispatch center in Glastonbury, the Police Department, and road projects. Road projects were discussed in further detail and possible amounts and timelines associated with the above mentioned projects. If there are additional questions, Committee members are asked to send them to Mr. Maniscalco ahead of the next meeting.

**Adjournment:** *Ms. Jiantonio made a motion to adjourn at 8:43 P.M. This was seconded by Ms. Barmasse. Voted 4-0 in favor.*

Respectfully submitted,

Eliza LoPresti

Recording Secretary