

CAPITAL PLANNING COMMITTEE
Meeting Minutes
Nov 16
Scituate Town Hall - Select Board Hearing Room

- I. Committee Attendees, Richard Taft, Michael Gibson, Curt Gunther, Nicole Brandolini, Jamie Gilmore,
 - A) Invitees Nancy Holt (Town Accountant)
 - B) William Branton
 - C) Mark Cloud
 - D) Kevin Cafferty
 - E) Not in attendance, Select board member designee
- II. Call to Order
- III. Approval of Agenda
 - A) Agenda Approved – 5 yea, 0 nay
- IV. New Business
 - A) Facilities Department– Kevin Kelly, Facilities Director, Facilities FY 24 \$ 470,281
 - i **Findings:** Request for capital is based on study completed in 2020 of town wide facilities needs. The capital request is for a wide range of items in multiple building across many different departments, totaling approximately 50 different projects. Only 4 projects totaling 40% of the requested amount exceed the minimum threshold of \$25,000 for capital project designation.
 - a Every item detailed in the report performed by the outside consultant were included the Facilities Department capital request. Town Administration approved all except the Widow’s Walk Maintenance Building.
 - b There has not been a distinction or determination done by the Facilities Department or Town Administration to discern which items recommended in the study are capital or operational expenses. There is \$90,000 in the Facilities operating budget for repair and maintenance expenses.
 - c The intent is for all of the items to be approved in lump total.
 - 1 Some building like, Scituate Town Community Building, have an undetermined future use. Others building and associated projects have their own operating budgets.
 - ◆ School buildings represent 34% of requested total.
 - ◆ Enterprise departments represent 25% of the requested total.
 - 2 Prices noted were from 2020 when the plan was finalized. It is likely these costs are significantly under current expectation for costs. In the event there are cost overruns, the total budget amount will remain the same but fewer items would be completed.
 - 3 Not all items in the report have had a final review as to whether there are less expensive solutions for resolving how to fix the items noted.
 - 4 It’s possible some of these items, such as roof repair, parking lots and sidewalks, could be consolidated under the same scope of work and in a common RFP.
 - 5 Some items may not be completed in the budget year for which the funds were request.
 - d Jenkins Fire Suppression System
 - 1 Section in the back corner of the classroom area needs to be addressed. Compressors and items may need to updated. System is currently operating.

- C) DPW – Kevin Cafferty –
 - i As a carryover for information from the last meeting, DPW provided a review of all the trucks which are in use.
- D) DPW Transfer Station – Kevin Cafferty, DPW Director; Truck Replacement **\$80,000**
 - i **Findings:**
 - a Department Financial Overview: DPW has a positive retained earnings account balance of \$ 513,000, fees raised by \$15 / sticker in 2022. Operating surplus before debt service is \$54,000. Surplus after debt service is \$4,000, represents 0.2% of operating revenue.
 - b Cost for disposal of different materials is increasing. DPW is investigating possibilities to invest in more equipment that would allow the town to do
 - c Truck Replacement
 - 1 The request for this particular truck request has been ongoing for 8 years.
 - 2 Needed for snow salt treatment at the transfer station.
 - 3 Cost includes plow and sander.
 - 4 It is used for general use for the entire transfer station.
- E) c. DPW Water Division – Kevin Cafferty, DPW Director; Mark Cloud
 - i **Findings:**
 - a Department Financial Overview:
 - 1 Retained earnings certified in 2022 was \$1,548,375
 - 2 FY 24 operating budget is \$608,000 more than FY 23
 - 3 Forecasted FY 24 surplus before debt is \$3,714,000. FY 24 Surplus after debt is \$90,700
 - b Concerns were raised about the water retention capacity.
 - 1 Water demand has reduced in the past 10 years by an aggregate of about 100M gallons. Demand has also gone down in the last year.
 - 2 DPW is in required by permit to release water for fishery habitat improvement.
 - c All town buildings are metered for usage efficiency.
 - 1 Golf water use is from an independent well and aquifer that cannot be used for potable town water.
 - ii Two projects from previous years have been approved by capital planning to increase water supply.
 - a Raising the reservoir - Higher reservoir levels allow the town to improve water release and storage capacity. As part of its standard operating procedure, DPW releases water to anticipate high precipitation or storm weather events.
 - 1 Attempts to dredge the reservoir could create a scenario puncture the natural water retention liner which has built up over years.
 - 2 Higher water levels can also reduce wetlands, which requires more state EPD review.
 - b Dolan Water Well Site – Put on hold as costs have escalated. Current escalation is estimated to increase cost from \$3M to \$12M. It may be included with the new plant facility.
 - c Alternatives are being considered for central treatment facilities for all wells.
 - iii Granular activated carbon filters - **\$ 220,000**
 - a This is used to reduce TPR chemicals in the water system.
 - iv Ten-year meter replacement cycle **\$ 230,00**
 - a Part of replacing about 10% of the 8000 installed water meters around town.
 - b As meters get older, they don't record water usage accurately. They under reporting water usage.
 - v Replace Water Mains - **\$ 2,300,000**
 - a Ongoing water pipe replacement
 - b Past goals have been 2 miles of pipe replacement per year.

- c Pipe lead time has extended to up to 16 months. Class 52 ductile iron cement lined pipe, with an expected life over 50 years.
 - d Pipe installation expense has increased.
 - e As pipe expense has increased, there may be need revise future budget capital expenses.
 - f This will be authorized as part of debt service.
 - g Projects are opportunistically timed with other utility improvements like gas mains.
 - h While steel commodity prices have come down, cost from US manufacturers of pipe have not come down.
 - vi Replace Chevy Colorado Truck **\$67,000**
 - a It was damaged in an accident. It is a 2006 truck.
 - b Decision was made not to repair the truck. It continues to be used.
 - c New truck request has been requested with a plow fixture.
- F) d. DPW Sewer Division - Kevin Cafferty, William Branton,
- i Department Financial Overview:
 - a Total Revenue Budget FY 24 \$3,281,000 which is flat compared to 2023
 - b Retained earnings certified in 2022 was \$668,085.
 - c Fees increased by 16% in 2022, 9% in 2021 and 6% in 2020
 - d Forecasted FY 24 surplus before debt service is \$898K
 - e Net Surplus (Deficit) after all debt service is (\$135,747).
 - f Deficit in operating budget of \$230,804
 - ii Influent Improvement Project - **\$4,522,000**
 - a One of the influent gates is no longer operating which leads to flooding in the building. It requires manual opening and closing of the influent gate.
 - b Not part of the Town Administrators budget.
 - iii Inflow and Infiltration **\$ 200,000**
 - a General pipe repair for multiple sites. Some of the inspection and replacement is done directly by the DPW. Part of ongoing effort to minimize the amount of water that gets into the system for treatment.
 - b Cost of line from homes to main sewer are the responsibility of the homeowner to replace or repair.
 - iv Future rates increase in sewer rates are being considered and could be 7-8%.
 - v Replace Utility Body Truck - **\$ 90,000, includes a \$15,000 inflation contingency.**
 - a Very few options from manufacturers for new utility level trucks.
 - b It is one of the workhorse trucks for the department for different DPW projects.
 - c Expectation is the old truck will be put up for auction.
 - vi Cybersecurity audit - **\$45,000**
 - a The town has experienced cyber vandalism in the past.
 - b Audit for sewer facilities is different from other systems in town, which explains a need for a separate audit. This can also be funded through an enterprise fund rather than other general fund capital request.
 - c More functions can be performed by town employees remotely. Increases the need to have secure cyber system.

V. Old Business/Other Business

- B) Review of prior departmental submissions
- C) Review of upcoming meeting agenda

VI. Approval of minutes

- B) Motion to approve, Nov 9 meeting minutes as amended – 5 yea / 0 nay
- C) Motion to approve, Nov 2 meeting minutes as amended - 5 yea / 0 nay

VII. Adjournment

- B) Approve motion to adjourn – 5 yea.