

RECEIVED

Capital Outlay Committee
September 16, 2019 / 6:30 P.M.

2020 JAN -8 PM 12: 40

Bourne Veterans' Memorial Community Center
239 Main Street, Buzzards Bay

TOWN CLERK BOURNE

Present: Mary Jane Mastrangelo, John Redman, Carol Lynch and Renee Gratis

Excused: John O'Brien

Others present: Finance Director Erica Flemming, Fire Chief Sylvester, DPW Director George Sala, DNR Director Chris Southwood, Vehicle Maintenance Supervisor Edwin Rivera, Facilities Manager Sean Feeney, Director of Business Services Jordan Geist and Engineering Technician Tim Lydon.

Chairman Mastrangelo opened meeting at 6:30 P.M.

If anyone in the audience is recording or video-taping, they need to acknowledge such at this time.

Review Capital Outlay Requests for FY2020 October Special Town Meeting

Department of Public Works:

Request 2 sanitation/recycling packers at \$365,000 each.

One packer will be paid by DPW and the other will be paid by ISWM. Packers will save time and each will only need one person to drive/operate instead of needing one person to load and one person to drive/operate. Two workers will be freed up to assist elsewhere.

Older packer no longer in service so we are down 1 truck. There is an 8 month waiting time before receiving new packer. Prices have gone up dramatically due to cost of metal.

New trucks have forks in front that can pick up dumpster at schools. Each school has around 15 blue bins.

Chairman Mastrangelo asked how many packers would ISWM own if they bought this one. ISWM will have 3 and DPW will have 3.

This size packer will work on 60% of the roads. New smaller packer can go on small side roads.

Useful life: 15 years

Department of Natural Resources

Barlow's Landing dinghy dock: \$38,000

Didn't have appropriate funding when bids were opened last December. Also asked CPC for matching funds. Total cost of project is \$76,000 with Capital Outlay funding \$38,000 from Waterways Fund and CPC funding \$38,000.

Dinghy dock has wear and tear over the years. Floats are secured to seasonal galvanized pipes that bend during weather events, and the float hardware and tackle fail causing the floats to break free. Dinghy dock will be secured to permanent, year-round pilings that are expected to last several decades and the floats should last 10 years will be minimal maintenance.

All permits are in order. Dinghy dock will be similar to Hen Cove. Will hold up to approximately 60 dinghies. With all the work that is being done it will be one of the nicest areas on that side.

Heating Garage System - \$11,500

Garage currently has one large bay heated by an oil furnace installed in 1986 with an outdoor oil storage tank from the 1920's.

An electric mini split heat pump system will be installed, including insulation and air sealing. This will be more cost effective than running a natural gas line from Everett Road and across the parking lot.

Garage is used as an animal shelter, when needed, and also is utilized every day by the DNR employees.

DPW/Facilities

Management Software - \$20,500

Request is for additional funding for Facilities Management Program training, data migration costs, and implementation. The purpose is to manage scheduling, servicing and maintaining work/service history of facilities and related equipment.

This will be an addendum in the appropriation at the spring Town Meeting. There are other buildings in town that we want to have covered. If utilized correctly and training is kept up this will be a benefit for the town for a long time.

Administrator Guerino and Chairman Mastrangelo fully support this warrant article.

Engineering

Sagamore Beach Fire Department Parking Lot Expansion Design - \$40,000

Request for designing a lot expansion at the Sagamore Fire Station. The fire station holds 40-60 events, including District 2 voting polls and trainings so additional parking has become a need. The overflow parking lot will be on the abandoned subdivision on #4 Cape View Way.

Mr. Lydon is mobilizing an engineering company to work on expansion design for getting additional parking spaces for municipality. Property was formally developed on pervious surface so it may need to modify drainage area.

Proposal would create an additional 80 – 100 parking spaces.

Chairman Mastrangelo said this is a new project that hasn't been seen on our 5-year plan. We need to keep this on our radar.

Hope to have contractor in June 2020 and award Notice to Proceed on July 1, 2020 with final construction completed by November 1, 2020.

Useful life: 30 – 50 years

Fire Department

Request to replace a 2010 Pickup truck with 130,000 miles and purchase new vehicle with snowplow package. Firefighters would be assigned to plow fire stations during snow storms. FY2018 this vehicle was in capital plan to be replaced in FY2021 but was deferred.

Request to replace 2013 Chevy Tahoe. This vehicle is used by the Fire Department to travel to Stow Academy over the next 3 – 6 months or pay mileage. There are currently 4 firefighters attending and 1 just started. After the academy the vehicle can be given the Emergency Management Director Charlie Noyes or Recreation Director Krissanne Caron.

Administrator Guerino said these types of vehicles come to the Annual Town Meeting on your capital plan.

Chief Sylvester said it takes 18 months before taking vehicle orders. Vehicle replacement last spring in rotation but I deferred from the plan because of a lot of stuff going on. Ultimately, it's the committee's decision.

Chairman Mastrangelo asked what all the vehicles are in the plan. Sort of ok with the pickup truck if not going to make it thru the winter.

Administrator Guerino said if it's going to be handed down, town needs to know what vehicles are going away. We've been 80% good about that. We need to stay on top and be vigilant.

Chairman Mastrangelo asked the following on Vehicle Replacement Vehicles:

- How is vehicle used
- What is plan for vehicle
- When is vehicle going to be replaced
- Chief's vision on these vehicles

Maintenance exhaust system at the Sagamore Fire Station is 13 – 14 years old. System is installed to handle the exhaust of vehicles. There is a company looking at all 3 stations except for Monument Beach station [call station]. This is becoming a health and safety issue.

This was supposed to go before the Finance Committee on 09.23.2019 for Reserve Fund Transfer.

HVAC System at the Sagamore Fire Station may need to receive a Reserve Fund Transfer. Need to get a crane to the roof to drain the freon. Chairman Mastrangelo said Reserve Fund Transfers are used for unexpected expenses.

This was supposed to go before the Finance Committee on 09.23.2019 for Reserve Fund Transfer.

Schools

Maintenance shed roof and siding replacement behind the former Peebles Elementary School holds equipment has been leaking and became significantly worse. Needs new siding on 3 sides but not the back since it's not exposed. Quote received is shy of \$30,000.

Chairman Mastrangelo asked if you get funding, when will it go out to bid and when do you expect it to be completed? This wasn't on the capital plan. Mr. Geist said as soon as possible. Further stated that he's new to this or he would have put in for it. Will forward to the Chairman the pictures the maintenance worker took.

Conservation

Scanning of Conservation Documents - \$51,000

Conservation Agent Sam Haines apologized for being late due to being held up at the CPC meeting.

Request for scanning historic documents to begin implementation of e-permitting, which will improve the efficiency of inspections by moving away from relying on the paper filing system and towards an electronic database.

Data Bank Management will scan items going back to 1978 and quote is based on what is needed. Don't want to store records in basement due to subject to flooding. Michelle Ford recommends same company. Want to make sure not to exceed \$49,000 or have to go thru procurement.

Priority is to scan documents in the basement then office. IT suggest looking at some items before going forward to see how documents look and sure you're happy with the outcome.

South Side Fire Station Feasibility Building Committee – Land Purchase

Study of 2 properties by South Side Fire Station on town land and county land. If county doesn't want the land the Town of Bourne would be able to get property.

Assistant Town Administrator Glenn Cannon said the committee looked at 10 lots and narrowed down to 3 and ended up with the county land as the best site. Chairman Mastrangelo recommends an article at the Special Town Meeting.

Before this goes to Town Meeting it is recommended to have an outreach meeting with the community, possibly at the Middle School Library. Capital Outlay has been made aware of this potential purchase and would like to be made aware of any upcoming meetings and be involved. Carol Lynch already reached out to Skip Barlow for outreach meetings. After outreach meetings are held the South Side Fire Station Feasibility Committee can present recommendation to the Board of Selectmen prior to the warrant being signed on October 1, 2019.

Chief Sylvester said 1st priority to make the Fire Station a part of the community and to be good friendly neighbors; design has to meet needs of the property and neighborhood and receiving input from the neighbors is important.

ISWM – Purchase of land

Request is to purchase additional parcels of land that abuts ISWM land. Administrator Guerino, Assistant Town Administrator Cannon, ISWM General Manager Dan Barrett and Town Counsel Troy will get together but don't know if this will be ready for STM.

Administrator Guerino recommendations:

- DPW - Recommends funding of Sanitation/Recycling Packer but needs to consult with Dan Barrett on spending from Retain Earnings.
- DNR – Recommends funding for Barlow's Landing Dinghy Dock in amount of \$38,000 from Waterways Funds and \$38,000 from CPC.
- DNR – Recommends funding for Garage Heating System in amount of \$11,500 from Free Cash.
- DPW/Facilities – Recommends funding for Facilities Management Software in amount of \$20,500 from Free Cash.
- Engineering – Recommends funding for Sagamore Beach Fire Department Parking Lot Expansion Design in amount of \$40,000 but will look at closing out articles or pay from Free Cash.
- Conservation – Recommends \$51,000 but do we pay from Available Funds or Free Cash. Will leave this up to the committee.
- Schools – Look for Tech School to do the work. May not be an emergency but will wait for pictures [Refer to Annual Town Meeting].
- Fire – Not recommended - Tahoe can wait until May Town Meeting. Chairman Mastrangelo said this is not on 5-Year Plan.
- Fire – Not recommended – Pickup Truck can wait until May Town Meeting.

John Redman made a **MOTION** and **SECONED** by Renee Gratis to approve and take \$123,000 from Free Cash. **UNANIMOUS VOTE 4-0**

John Redman made a **MOTION** and **SECONED** by Renee Gratis to approve \$730,000 for the purchase of 2 packers. **UNANIMOUS VOTE 4-0**

Chairman Mastrangelo went to the Bylaw Committee to make Capital Report due by January 10th to be ready for Town Administrator's Report.

Administrator Guerino want to thank Debbie Judge for all her work in getting the Capital Outlay done and the same time get her Sewer bills out. It's really appreciated.

John Redman made a **MOTION** and **SECONED** by Renee Gratis to adjourn meeting at 8:35 PM. **UNANIMOUS VOTE 4-0**

Respectfully submitted by:

Debbie Judge
Recording secretary