



# TOWN OF YARMOUTH

CAPITAL  
BUDGET  
COMMITTEE

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-24451  
Telephone (508) 398-2231, ext. 1271, Fax (508) 398-2365

## Notice of Meeting

<b>Name of committee, board, etc.:</b>	<b>Capital Budget Committee</b>
<b>Date:</b>	<b>October 23, 2023</b>
<b>Time:</b>	<b>5:00 PM</b>
<b>Place:</b>	<b>Yarmouth Town Hall 1146 Route 28, South Yarmouth, MA Conference Room A</b>

### Agenda (Topics to be discussed; All times are approximate):

- 5:00 p.m. Open Meeting, Read Zoom Announcement**
- 5:05 p.m. New Member Introduction**
- 5:10 p.m. Minutes Review and Voting**
  - a. January 10, 2022 Meeting Minutes**
  - b. January 24, 2022 Meeting Minutes**
  - c. October 16, 2023 Meeting Minutes**
- 5:20 p.m. Old Business**
- 5:25 p.m. CIP Project Review**
  - a. Town Clerk**
  - b. Building**
  - c. IT**
  - d. Fire**
  - e. Police**

**Sequence may change at meeting.**
- 6:20 p.m. Assistant Town Administrator Update**
- 6:30 p.m. Adjournment**

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

This is to formally advise that, as required by G.L. Chapter 30A, §§ 18-25, and pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, as extended by Chapter 2 of the Acts of 2023, the Yarmouth Capital Budget Committee will hold a public meeting on Monday, October 23, 2023, at 5:00 p.m. in Conference Room A, Yarmouth Town Hall, 1146 Route 28, South Yarmouth, MA 02664. The public is welcome to attend either in person or via the alternative public access provided below.

### **Zoom Meeting Information for Alternative Public Access**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86969634019?pwd=cljL0JbHFTSTZCRHdDSmtSMXkzdz09>

Passcode: 198546

Or One tap mobile : +16469313860,,89451526070# US+19292056099,,89451526070# US (New York)

Or Telephone: Dial(for higher quality, dial a number based on your current location):

+1 929 205 6099 US (New York)+1 301 715 8592 US (Washington DC)+1 305 224 1968 US+1 309 205 3325 US  
+1 312 626 6799 US (Chicago)+1 646 931 3860 US+1 669 444 9171 US+1 669 900 6833 US (San Jose)+1 689 278 1000 US  
+1 719 359 4580 US+1 253 205 0468 US+1 253 215 8782 US (Tacoma)+1 346 248 7799 US (Houston)+1 360 209 5623 US  
+1 386 347 5053 US+1 507 473 4847 US+1 564 217 2000 US

Webinar ID: 869 6963 4019









## TOWN OF YARMOUTH

### CAPITAL BUDGET COMMITTEE

#### Meeting Minutes January 24, 2022

The Yarmouth Capital Budget Committee regular meeting was called to order at approximately 5:01p.m. by Chairman Sandra Fife. Committee Members Present : Sandra Fife, Judy Tarver, Lindsey Pietro, Curt Sears, Bob Ciavarra, Will Rubenstein, and Kathy Hyslop Also attending: Assistant Town Administrator William Scott.

Vice Chairman Tarver read the advisory as required by Massachusetts General Laws, Chapter 30A, Section 18-25, and pursuant to Chapter 20 of the Acts of 2021, an Act Relative to Extending Certain COVID-19 Measures adopted during the State of Emergency, signed into law on June 16, 2021, as extended by Special Legislation dated July 16, 2022, that the public was welcome to attend the meeting either in person or via the alternative public access.

**Motion by: Lindsey Pietro Seconded by: Bob Ciavarra Vote: 7 ayes; 0 nays. Motion passed unanimously.**

Mr. Scott left the meeting briefly to address an issue with another meeting happening simultaneously.

The Committee reviewed the rankings on the items presented by Assistant Superintendent David Flynn at the last meeting.

- 2 Trucks \$100,000
- Work Van \$52,000
- HS Roof Guards \$65,000
- SA Floor Tiles \$220,000
- Fire Alarm Panel Upgrade \$16,000
- Repair Tennis Courts \$80,000
- ME Small Drainage \$40,000
- ME Small Plumbing System \$550,000
- ME Small Roof Replacement \$2,200,000 (2024)

Questions were raised on what items should be classified capital such as floor tiles and interior painting and recommended these items should be part of the School budget as recurring maintenance. The Committee also questioned again the land ownership on the Tennis Courts. Overall rankings for ME Small items were low due to lack of plan on the future use of the building. Mr. Scott stated items for SAE and MES are the Town of Yarmouth's responsibility while the items for the High School are shared with the Town of Dennis. Mr. Sears questioned the accuracy of the dollar estimates if they come from old FCA report.

Mr. Scott stated he will issue an addenda to our previous recommendations to the Board that includes the School items. Questions were raised on the funding source of the school items and

CBC January 24, 2022

if they would come from the same funding source as the department requests. Mr. Scott will clarify at the next meeting.

**5:20 PM Motion to adjourn by: Kathy Hyslop Seconded by: Bob Ciavarra Vote: 7 ayes; 0 nays. Motion passed unanimously.**

**The meeting was adjourned at 5:20 PM**

**Respectfully submitted,**

*Sandy Fife*

**Sandy Fife**

**TOWN OF YARMOUTH**

**CAPITAL BUDGET COMMITTEE**

**Meeting Minutes OCTOBER 16, 2023**

The Yarmouth Capital Budget Committee regular meeting was called to order at approximately 5:03 p.m. by Chairman Judy Traver. Committee Members Present : Sandra Fife, Judy Tarver, George Perkins, Andrew Laird, Ken Smith. Also attending: Assistant Town Administrator William Scott , Jeff Colby, Amanda Lima, Laurie Ruzala and Roby Whitehouse.

Chairman Judy Tarver read the advisory as required by Massachusetts General Laws, Chapter 30A, Section 18-25, and pursuant to Chapter 20 of the Acts of 2021, an Act Relative to Extending Certain COVID-19 Measures adopted during the State of Emergency, signed into law on June 16, 2021, as extended by Special Legislation dated July 16, 2022, that the public was welcome to attend the meeting either in person or via the alternative public access.

**Introduction of new member ~ Ken Smith, Planning Board.**

**Minutes:**

January 10, 2022 and January 24, 2022 were held due to lack of members available who were members last year.

**October 2, 2023 ~ Motion –to approved minutes of October 2, 2023 as presented. by: George Perkins, Seconded by Andrew Laird. Vote: 4 ayes; 0 nays. 1 Abstained: Ken Smith. Motion passed.**

**OLD BUSINESS:**

**RATING SCALE:** Mr. Scott stated as we review each item he will present on screen and the rating scale is available to members to rate each item after the meeting.

**CIP REVIEW**

**WATER DEPARTMENT** ~ Mr. Colby introduced Laurie Ruzala, Water and Wastewater Superintendent.

Ms. Ruzala introduced the items requested for Fiscal 2025 Capital Plan.

**Distribution System Improvements \$275,000**

This request will continue to improve the water system, replacing water mains and necessary repairs. Ms. Ruzala stated a 2% inflation factor has been built in.

**Production System Hardware \$200,000**



This request will continue upgrades to the SCALA System which controls the well function and chemical feeds. Ms. Ruscala stated the existing hardware is obsolete and the manufacturer is no longer supporting the hardware.

**Replace 1999 Case Backhoe \$130,000**

This request replaces the current backhoe with one of equivalent size. Ms. Ruzala stated it is very rusted, over 20 years old and needs costly repairs.

**Replace 2008 Ford Taurus \$40,000**

This request replaces the Water Superintendent's vehicle with a SUV type vehicle that can access construction projects and remote sites. The current vehicle will either be auctioned or transferred to another department.

**Replace 2012 F250 Super Duty \$95,000**

This request will purchase a new Water truck, replacing #1421. The existing truck will be transferred to Engineering, replacing a 1990 truck.

**Water Department Generator Improvements \$120,000**

This request will replace the existing generator with a larger unit, address location issues and will include re-wiring within the building. Ms. Ruzala stated the current generator is too small and does not power many areas. It will also address any electrical code issues.

**Total requests from Water Department \$860,000 funded from Water Enterprise.** Mr. Colby stated the department tries to average \$900,000 for improvements keeping infrastructure updated.

**WASTEWATER – Jeff Colby**

**WATERSHED PERMIT APPLICATION- \$200,000**

Mr. Colby explained due to new regulations the Town is required to file Watershed Permits with DEP for three nitrogen sensitive areas, Bass River, Parkers River and Lewis Bay. If not filed individual homeowners would be impacted. Funds to come from Wastewater Enterprise.

**Total request for Wastewater Enterprise \$200,000**

**SEPTAGE- Laurie Ruzala**

**REPLACE SEPTAGE LOADER ~ \$200,000.**

This request replaces the existing Septage Loader which is used to move dried sludge within the building into trucks and is essential to daily operations.

**SEPTAGE ODOR CONTROL DESIGN ~ \$300,000**

This request includes the design of a new odor control system at the Septage Treatment Plant. The system is over 30 years old year and this will address corrosion issues and take advantage of new technologies. Mr. Colby added in fiscal 2024 the Town appropriated funds for a study, in 2025 will address Design funds and in 2026 will ask for Construction funds. Funds for septage requests will come from Septage Enterprise Account.

**Total Request for Septage \$500,000.**

**HIGHWAY – ROBY WHITEHOUSE, Assistant Public Works Director**

**REPLACE 2008 ¾ TON PICK UP W/PLOW ~ \$71,000.**

Ms. Whitehouse explained this request will replace unit 70 with an F250 4x4 Super cab Pick-up Truck. The current vehicle has rust issues. Also includes a ground temperature sensor for snow operations. Funds for this purchase will be free cash.

**PURCHASE AND REPLACE TORNADO BRUSH CHIPPER ~ \$90,000**

This purchase replaces the 20-year-old chipper with a new one. Mr. Colby stated the DPW is the only department with a chipper with other departments currently renting. The old chipper, although showing signs of aging, will be kept and offered to departments such as golf and water for storm related response. Funds for this purchase will be free cash.

**ENGINEERING- Amanda Lima , Town Engineer**

**ROAD IMPROVEMENTS - \$1,443,297**

Ms. Lima stated this request includes preventative maintenance such as crack filing, chip sealing and repaving roads and parking lots. Ms. Lima shared a list of completed projects and projected projects which included sidewalks, drainage, and preventative pavement management. Estimated from Chapter 90 \$840,000 for a total of \$2,283,297 for fiscal 2025. Mr. Colby added this request will be funded from R&A, tax levy as previously voted in 2013.

**STORMWATER IMPROVEMENT AND COMPLIANCE ~ \$236,391**

Ms. Lima explained the request includes permit monitoring as well as storm water improvements improving existing storm water drainage issues. Mr. Colby stated this request was not funded during COVID for several years and there is a back log. Request includes construction costs of \$186,391 and engineering costs of \$50,000. New drainage requirements of the MS4 Permit will

be addressed. Funds for this request will come from R&A, tax levy dollars. Completed and projected projects were shared with the Committee.

### **SIDEWALK IMPROVEMENTS ~ \$250,000**

This request addresses handicap ramps at crosswalks, existing trip hazards and resurfacing or widening of existing sidewalks. The Town currently has 37 miles of sidewalks. Ms. Lima stated if an area is disturbed you must bring it up to code. Mr. Colby added it would be great if the town could fund this annually from R&A, tax levy making it a recurring item. Currently request is from free cash.

### **Total Request from Engineering \$2,769,688.**

- **Raise and Appropriate ~ \$1,679,688**
- **Free Cash \$250,000**
- **Chapter 90 \$840,000**

### **DEPARMENT LIAISONS/SCHEDULE CHANGES**

The Committee discussed date and liaison conflicts. Ms. Tarver stated Curt Sears departments were allocated to other members. It was agreed all liaisons should meet with departments asap.

October 23, 2023 – Police, Fire, IT, Finance, Town Clerk, Building (Inspectional Services), Community Development (CPC) –

October 30, 2023 – Parks, Cemetery, Facilities, Sanitation

November 6, 2023 – Natural Resources, Golf, Library, Senior Center, Recreation

November 13, 2023 – CIP Schools and Call Backs

Mr. Scott will notify departments and send out new schedule.

### **REVIEW ONLINE SYSTEMS ~ ATA Bill Scott**

Mr. Scott presented an overview of the Town of Yarmouth CIP Process that will be available to residents and the Committee once ratings are complete.

### **CIP STATUS - Chairman Tarver**

Ms. Tarver asked all members to rank each items presented tonight. At the next meeting the Committee will vote on items from Enterprise Accounts. Items from free cash will be held until all are presented.

Capital Budget Committee October 16, 2023

**6:42 PM: Motion to adjourn by: Sandy Fife, Seconded by: Ken Smith. Vote: 5 ayes; 0 nays. Motion passed unanimously.**

**The meeting was adjourned at 6:42 PM.**

**Respectfully submitted,**

*Sandy Fife*

**Sandy Fife**