

TOWN OF YARMOUTH

CAPITAL BUDGET COMMITTEE

Meeting Minutes OCTOBER 30, 2023

The Yarmouth Capital Budget Committee regular meeting was called to order at approximately 5:00 p.m. by Chairman Judy Traver. Committee Members Present: Chairman Judy Traver, Sandra Fife, George Perkins, Andrew Laird (arrived late), Ken Smith, Lindsey Pietro. Also attending: Assistant Town Administrator William Scott, Jeff Colby, Public Works Director, Roby Whitehouse, Assistant Public Works Director and Police Chief Kevin Lennon.

ATA Bill Scott 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.

Minutes: October 23, 2023, ~ Motion –to approve minutes of October 23, 2023 as presented. by: George Perkins, Seconded by Ken Smith. Vote: 5 ayes; 0 nays. 0 Abstained: Motion passed unanimously.

CIP REVIEW

FACILITIES ~ Jeff Colby and Roby Whitehouse

POLICE STATION FOYER ~ FREE CASH \$23,000

Assistant DPW Director Roby Whitehouse explained the facilities front entranceway has shifted causing the cement to be lower. This public access way needs to be addressed to prevent trips and falls.

POLICE STATION UPSTAIRS CARPET ~ Free Cash \$53,000

Ms. Whitehouse explained this carpet is in the Detective area and does not include Lieutenant area. The second-floor carpet is original to the building, with parts replaced in 2023. Due to the age, there are areas frayed and could create a trip hazard.

POLICE STATION TRAINING AREA ~ Free Cash \$30,000

Ms. Whitehouse explained the 20-year-old flooring is frayed and peeling in places. This area is used by the public and for training. Extra squares will be provided for future replacement when needed. Price includes disposal and removal. Ms. Pietro

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asked of the 3 areas what is the priority if funds are not available. Chief Lennon stated Training area then Detective area as there is a trip hazard in both areas. There is a savings doing all 3 areas at once.

POLICE CELL TOILET REPLACEMENT ~ Free Cash \$86,000

Chief Lennon stated this request will replace 8 toilets that have been identified by State Health Inspectors as an issue for compliance. There are 13 toilets in all. Some were replaced several years ago. All facilities must meet certain standards to house criminals. Questions were raised on whether toilets would fit or require floor tile replacement. Chief Lennon stated each is custom made to meet health and safety requirements and should not impact the floor tiles.

ROOF REPAIRS~ 424 RTE 28(CHAMBER BLD) AND 340 HIGGINS CROWELL (POLICE DEPT) ~ Free Cash \$67,000

Ms. Whitehouse stated an insurance inspector has identified emergency repairs needed on both town facilities. If not addressed the issues with flashing, shingle and rubber roofing damage may cause structural damage. The insurance company also may not insure the buildings. Price includes materials and labor. Ms. Tarver asked if there were any leaks. Ms. Whitehouse stated yes at the Chamber and DNR building.

TOWN BUILDING FACILITY ASSESSMENT ~ Free Cash \$50,000

Mr. Colby stated this request will prepare a comprehensive facility assessment on 3 main buildings: Town Hall, Senior Center and Chamber/DNR Building. A comprehensive assessment will identify system issues, such as HVAC, sprinklers, electrical and plumbing and aid in budgeting future projects. The cost is approximately \$10,000 per building. Ms. Whitehouse stated if any funds are left over will look at bathrooms and concession stands. Mr. Colby said Libraries are not included as they are doing their own assessment. Ms. Tarver applauded the department for taking this approach.

TAYLOR BRAY COTTAGE ROOF REPLACEMENT ~Free Cash or CPC Funds \$40,000

Mr. Colby stated although repairs have been done the roof needs replacement to avoid water damage. Insurance inspectors have questioned future insurability if not done. OKH requires cedar wooden shingles. Mr. Colby stated they are

looking into a possible partnership with the Sheriff's office. Questions were raised on why cedar shingles and the Committee asked Mr. Colby to ask OKH if any type of architectural tiles could be used. Also discussed was the use of CPC funds and Mr. Colby will investigate this. Due to the maintenance nature of repairs, he did not think it would be approved.

SANITATION DEPARTMENT

REPLACE 2006 VOLVO LOADER LEASE (YEAR 2) Recycling Fund OR Free Cash \$110,506

Mr. Colby stated this is year 2 of 3 lease payments for the replacement of the loader. Mr. Perkins raised questions on process and risk for vendors if total funds were not appropriated at time of receipt of vehicle. Mr. Colby stated these vendors do many municipal leases and contracts are subject to appropriation. It was stated the Recycling fund may not have funds to pay this this year and it would have to come from free cash.

EMERGENCY GENERATOR 597 FOREST FACILITIES ~ Recycling Fund or Free Cash \$15,000

Ms. Whitehouse stated this request is to install a new generator at the Facilities office at the entrance of the disposal area. This will provide backup power for network services, such as scale operations. If the power goes down the scale software goes down and credit cards cannot be used. This request may come from Recycling Funds. The balance in the recycling funds is \$40,000.

DESIGN AND PERMITTING – CONSTRUCTION AND DEMOLITION AREA (FTM \$138,000 Free Cash)

Mr. Colby stated in borrowing 1.4 million for the construction and demolition of the new pad bond counsel identified lack of funding for design and permitting. This request will be presented at the November 7th STM.

PARKS DEPARTMENT

REPLACE 2016 INTERNATIONAL TRASH TRUCK ~ Free Cash \$80,000 (3 payments) (LEASE OPTION) OR PURCHASE \$217,000

Mr. Colby stated this request will replace the compactor truck used for all municipal waste for the town beaches, parks, and facilities. This truck runs 7 days

a week from May to October and then a modified schedule. 2 options were presented either a 3-year lease or outright purchase if funds are available. Truck would either be traded or auctioned.

OLD BUSINESS:

CIP REVIEW AND VOTES

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ENGINEERING

ROADWAYS - Motion to recommend \$1,443,297 from Raise and Appropriate for Roadway Improvements by: Sandra Fife, Seconded by: George Perkins. Vote: 6 ayes; 0 nays. Motion passed unanimously.

STORMWATER - Motion to recommend \$236,391 from Raise and Appropriate for Stormwater Improvements by: Sandra Fife, Seconded by: George Perkins. Vote: 6 ayes; 0 nays. Motion passed unanimously.

SEPTAGE ~ Motion to recommend \$500,000 from Septage Enterprise Reserve for the Replacement of Loader (\$200,000) and Septage Odor Control Design (\$300,000) by: Sandra Fife, Seconded by: Ken Smith. Vote: 6 ayes; 0 nays. Motion passed unanimously.

WASTEWATER ~ Motion to recommend \$200,000 from Wastewater Enterprise Reserve for the Watershed Permit Applications by: Sandra Fife, Seconded by: George Perkins. Vote: 6 ayes; 0 nays. Motion passed unanimously.

WATER ~ Motion to recommend \$860,000 from Water Enterprise Reserve for the Distribution System Improvement \$275,000, Production System Hardware \$200,000, Replace Case Backhoe \$130,000, Replace Ford Taurus \$40,000, Replace 2012 F250 Super Duty \$95,000 and Water Generator Improvements \$120,000 by: Sandra Fife, Seconded by: Ken Smith. Vote: 6 ayes; 0 nays. Motion passed unanimously.

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FIRE ~ Motion to recommend \$650,000 from Ambulance Reserve for the Payment to Stabilization \$100,000, Replace 2015 Ambulance \$450,000, and Replace Fire Gear and Equipment \$100,000 by: George Perkins, Seconded by: Sandra Fife. Vote: 6 ayes; 0 nays. Motion passed unanimously.

FREE CASH AND RECYCLING FUND VOTES HELD.

REVIEW ONLINE SYSTEMS ~ ATA Bill Scott

Mr. Scott reviewed issues and changes to the system and will make adjustments. Members online screens not refreshing and will be addressed asap.

CIP STATUS - Chairman Tarver

Ms. Tarver thanked everyone and asked all members to rank each item presented tonight once system adjustments are complete. Recreation and DNR offsite visits have been scheduled. Chairman Tarver asked if we could edit votes if we get new information. ATA Bill stated no, only he can edit, and forward changes to him.

NEXT MEETING ~ November 6th, 2023 – Natural Resources, Golf, Library, Senior Center and Recreation

TOWN MEETING ~ TUESDAY NOVEMBER 7TH AT 6 PM AT NEW SCHOOL.

7:00 PM: Motion to adjourn by: Sandra Fife, Seconded by: Ken Smith. Vote: 6 ayes; 0 nays. Motion passed unanimously.

The meeting was adjourned at 7:00 PM.

Respectfully submitted,

Sandy Fife

Sandy Fife