

Capital Improvement Committee meeting minutes for 1-3-17,

Highway Garage conference room, in attendance: Committee members Tracy Hall, Tony Walker, Erwin Reynolds, Select Board liaison to Highway Sarah Reynolds, Highway Superintendent Gordon Hathaway, and Town Administrator Peg Dean

Called to order 7:03pm

1. Action: Erwin moves to approve meeting minutes for 12-20-17. Tony 2nd's. All in favor
2. The Committee thanked Gordon for having them
3. Gordon has 1 request for this year and 2 requests from last year. It was suggested he re-rank them all into this year.
4. Reviewing the 2000 Mack truck, it had multiple deferrals. Consider it a 3rd request. The current truck is a \$5,000 truck. Can put \$35,000 in to it, but the Town will still have a \$5,000 truck. It is unsafe though it runs. Erwin mentioned that it was never designed as a dump truck. The Town spent around \$30,000 to get them through what was anticipated to be 5 years. It's now been 7 years. The Department can't be liable for its employees' safety with such an unsafe vehicle. At the time of purchase, it was about \$30,000. It was an old road tractor, with no locking differential. Gordon shared he is concerned it at any point may not meet current regulations. He recommends if purchasing used, it should be checked by a professional. The two most important requests for the Dept are: the truck and the loader. Focusing on ranking the FY18 requests during this meeting: 1) loader, 2) replace the Mack truck – 35,000 gvws, 3) F550 – 1 Ton Dump truck, and 4) when possible replace 84 and 85 surplus vehicles (consider \$20k). Peg to edit and distribute to Committee. Can't survive without the Mack in winter. "--Has awesome people working for [him]".
5. The loader is the most important piece of equipment. During summer it's the backhoe, bulldozer, ditch cleaner, and much more. During winter, uses it to quick change the bucket. This is not just to load sand. While the loader was out of commission, rented one for 2 weeks. It cost \$20,000 to rebuild the transmission and rent a machine while it was being built. **Action:** Tony asking that Gordon provide a clear list of what the loader does. Tracy 2nd's. All in Favor.
6. Sarah Reynolds introduced herself as the Department's liaison. She expressed the learning curve involved with Highway, encouraged them to view the trucks, and pictures of what is done during shop time to maintain. Sarah presented a DLS comparison of DPWs. She commented on surplus trucks, and what is required to run the surplus trucks, how multiple spare parts are needed. Florida's budget is \$100,000 more than Charemont's. It was asked if the military maintenance program is out of the question.
7. If we buy new trucks, they last 20+ years with a 5-year warranty. If the Town wants to present the option of used, it needs to establish its useful life and commit to saving for future purchases.
8. Commented on whether contracting out is viable. Sarah cannot find research showing savings. Sarah is meeting with other towns to see if there's a cooperative model for a tractor; it also may be a good surplus item. In terms of priority, it gets deferred many times. The one they have is a vineyard mower, not made for the current use. It has an arm boom for light duty because the tractor can't take it. Gordon mentioned that the machinery maintenance budget is through the roof this year fixing things.
9. The Committee discussed how it could present options at Town Meeting. Sarah mentioned why this committee is so important, and how it will be able to maintain legacy knowledge. The

Committee discussed if they are going to be recommending an item up front, can it be contingent on setting up an account at the time to finance future items.

10. Gordon reviewed his Dept. He has four big trucks, and is down one. Gordon's truck is a good truck, and he hopes will last until he retires. He has four fulltime staff, and many part-timers. The team works hard. During shop time they are doing many things to maintain rolling stock; they fabricate, they weld. BJ is an awesome fabricator and good welder.
11. The Committee walked through the garage inspecting all vehicles and reconvened to discuss.
12. They discussed how to manage road brush, how if the Town doesn't manage brush, growth encroaches, how in the past, Fire Depts used to go out with Highway Depts to clean up trees. It was asked if he knows how much it would cost to rent. Gordon will research and get back to the Committee.
13. Tony brought up how are we going to deal with all our bridges; it affects how people think about affording other capital items. Sarah highlighted the grant awards of recent, the \$949,000 MassWorks grant for Legate and the restricted bridges on 8A this year, that the Town is waiting to hear back about the new small bridge grant to repair the Maxwell bridges and the Transportation Improvement Program to repair West Oxbow and Tower Road bridges in 2021. They discussed efforts that have been made by the Town to consider culverts or more affordable options for bridges where applicable. They all agreed that keeping the Town informed of bridge progress will help.
14. It was mentioned that the Committee did not meet its quorum on 12-27-16. Tracy Hall and Erwin Reynolds met and reviewed some Fire information with Doug Annear. They will reschedule. Invite Doug into meet 1-17 at 7:30 at Town Hall, contingent on being able to get addt'l information requested 12-27.

Adjourned at 8:21pm

Respectfully submitted by Peg Dean 01-05-17

Draft minutes until approved by CIC