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CAPITAL IMPROVEMENT PLANNING COMMITTEE
Monday, January 28, 2019

4:00 P.M.
Sandwich Town Hall, 130 Main Street
Sandwich, MA 02563

CIPC Members Present: Nancy Crossman, John Juros, Charlie Holden, Dawn Wilson
Others Present: Tao Wolfe, Paul Gately, Bob George, Assistant Town Manager Doug Lapp, Town Manager Bud Dunham

Meeting was called to order by Chairman Nancy Crossman at 4:00 p.m. There was no public comment or statements and correspondence provided.

MINUTES OF NOVEMBER 26, 2018

Mr. Holden moved to approve the minutes of November 26, 2018. Ms. Wilson seconded.
Approved via 3-0-1 vote with Mr. Juros abstaining.

OLD BUSINESS

Mr. Dunham provided an overview of the FY'20 Budget timeline along with the key dates that approval votes are needed from the relevant boards and committees. Most votes to finalize what will be presented to Town Meeting, including the capital budget, are needed shortly after April 1 at the latest. In terms of operating budgets, the Board of Selectmen typically votes its recommendation to the Finance Committee by March 1.

Mr. Lapp and Mr. Dunham then went through the most recent version of the FY'20 Capital Budget in detail which has a net appropriation of \$1.7 million. Mr. Lapp distributed the full capital budget summary (copy attached) and highlighted the larger projects which are supported for funding. Historically, the Town has been great about supporting at least \$1.0 million in capital improvements and replacements the last many years which has led to fewer requests in succeeding years. Mr. Lapp has a binder with all the detailed submission from each department, including those that are not recommended for funding at this time.

It was noted that if the Town proceeded with plans to potentially purchase the former Santander bank property at 100 Route 6A, the net capital budget would likely need to be reduced closer to \$1.0 million in order to fund the acquisition without issuing debt. Mr. Dunham explained the due diligence the Town has undertaken so far to review the building. These efforts have included a test fit analysis with a qualified public sector architect, cost estimates of needed repairs to relocate offices from the Town Hall, Annex, and Jan Sebastian Drive buildings into one facility, and a formal appraisal. The Selectmen's plan is to sell the Annex and Jan Sebastian Drive properties as part of any acquisition.

Mr. Juros felt the 100 Route 6A property would be an ideal opportunity for consolidating town offices and recognizes that even with the acquisition price and needed repairs, the total cost would be far less than if the Town built something new to consolidate these departments. Internal efficiencies would be greatly expanded and public service and convenience would be greatly enhanced. Mr. Juros also spoke about



the need to address a center for active living and internal renovations of the library in the very near future. Mr. Holden strongly concurred.

Mr. Juros asked for further clarification of the Water Infrastructure Investment Fund (WIIF) efforts and if this funding mechanism included wastewater, water, and stormwater. Mr. Dunham explained the WIIF in more detail & said the legal purposes for the WIIF exactly match the environmental needs spelled out in the Town's Comprehensive Water Resources Management Plan (CWRMP). The CWRMP encompasses wastewater, water, and stormwater just like the WIIF.

The group also asked Mr. Dunham to explain the short-term rental laws that the State recently adopted. Mr. Dunham explained what he knows thus far with the State Department of Revenue (DOR) planning to issue regulations in March, with the law not taking effect until July 1, 2019. The law also creates a 2.75% surcharge for Cape Cod wastewater issues which communities will need to apply for to receive funding. This will help supplement the WIIF to, hopefully, address the Town's full CWRMP needs over the next several decades. A "Frequently Asked Questions" page has been set up on the State DOR website.

Mr. Dunham further highlighted a few of the larger capital requests on the Town side, especially the Fire Department's \$300,000 appropriation from the Ambulance Fund for a Quint vehicle and a mini-pumper downpayment. The rest of the funding will come from the Lease/Purchase of Equipment account in the Fire Department operating budget. He also touched on the \$220,000 to digitize and organize files for all Jan Sebastian Drive offices. This would supplement the \$100,000 appropriated in FY'19 for new permit tracking & planning software.

The Committee does not need to see any department heads right now in terms of the recommended capital list.

Future meeting schedule:

- 2/25/19 at 4:00 p.m. to go over the list more, including any reductions to get down to \$1.0 million with a potential Santander building purchase
- 3/11/19 at 4:00 p.m. with a focus on wastewater needs with Health Director Dave Mason.

The Committee asked for a quick update on beach erosion issues, especially the on-going U.S. Army Corps of Engineers Section 111 work. Mr. Dunham has been told a final draft will be completed this May with hopeful final approval by October 1, 2019.

Mr. Juros moved to adjourn the meeting at 5:18 p.m. Mr. Holden seconded. Unanimous.

Respectfully submitted,



George H. Dunham
Town Manager

Attachments:
FY'20 Capital Budget Summary – 1/28/19