**Capital Expenditures Committee**

**Meeting Minutes**

**Monday, December 2, 2014, 6:15 PM**

**Lower Conference Room, Dedham Town Hall**

**Members Present:** John Heffernan, Amy Paxson, Peter Springer and Susan Fay

**Members Absent:** Michael Podolski

Mr. Springer called the meeting to order at 6:15 PM

Town Clerk-

Paul Munchbach was present to represent the Town Clerk's office. His first request was for a new voting machine. He explained that the current machine is a 1996 model, and over time these machines will break down and require maintenance and troubleshooting to keep them running. Many communities have already purchased the machine they are now requesting, and have tested them out. Mr. Munchbach explained that he prefers to wait until the machines are tried and true in other communities before purchasing them so that the vendor can work out any issues with the machines beforehand.

Mr. Munchbach explained that he would also like to replace the old ballet boxes, and this will have to go out to bid. The existing ballot boxes have a trade in value of about $4,000.

The next request was to replace the voting booths. The Town currently has the old style booths which are approximately 20 years old. There are 25 booths at each location. The new booths would be easily stored. Mr. Munchbach demonstrated the small storage size of the proposed voting booth. He explained that there is no trade in value on the old booths. There are some grants available that Mr. Munchbach plans to pursue within the next year. There is money within the annual Town budget for federal state elections and that money gets reimbursed. Mr. Munchbach explained that a lot of towns use that money to purchase election equipment.

Mr. Heffernan asked how the machine works, and what it actually reads. Mr. Munchbach explained the process to the Committee and that the machine reads the barcodes.

Ms. Paxson confirmed with Mr. Munchbach that the request for the ballot boxes should be $4,000 less due to the trade in value.

Mr. Springer asked Mr. Munchbach what he found for results from other towns that were using the machines. Mr. Munchbach responded that Quincy's machine jammed, and since then the issue has been corrected and worked out.

Mr. Munchbach explained that the voting machine company (LHS) will staff one person all day to assist with first election. They will also do a demonstration of the machine for the Town before it is purchased.

Environmental Department

Virginia LeClair, Environmental Coordinator, was present.

She explained that she is requesting funding for the design and engineering of a trail to be built on an abandoned rail line in Town. The request from the Town is for $280,000 as most grants do not cover design and engineering expenses. The project itself is expected to be funded through grants. Generally design and engineering make up twenty percent of the total cost. The rail trail is planned to be a linear park which will have a multi-use path featuring public art and community gardens.

Ms. Paxson asked Ms. LeClair where the project stands with abutters. Ms. LeClair responded that there is always concern about crime and fear of the unknown. They have had a series of public meetings where they have been hearing concerns.

Ms. Paxson asked Ms. LeClair if there was any possibility that the Town would not get a grant for the construction of the trail. Ms. LeClair responded that it is always a possibility but there are so many grants available.

Ms. Paxson asked Ms.LeClair if there is no other way to get funding for the design. Ms. LeClair responded that it is tough; it is possible but she wants to be careful not to use up opportunities for other funding with just the design. Ms. LeClair explained that by the Town investing capital in these projects it shows they have buy-in and are invested in the project which is a stronger position to be in when applying for grants.

Mr. Heffernan asked how they will address privacy concerns for direct abutters. Ms. LeClair responded that they are willing to work with abutters to find the right solution, one option being tree placement for screening.

Ms. Fay asked if kids would ever use this trail to walk to school. Ms. LeClair responded that yes, kids are already using it to walk to school. Ms. LeClair described the safe routes to school program. Ms. LeClair explained that the plan for the trail would be for it to be more safe, attractive and inviting.

Mr. Springer asked if the trail would provide access to Boston. Ms. LeClair responded that right now it would extend to Readville Yard. Dedham is a missing link for a connection to the Readville Commuter Rail.

Mr. Springer asked which Towns have gone through something like this recently. Ms. LeClair responded that Newburyport is going through this currently. Ms. LeClair gave examples of the Minuteman Trail, the Cape Cod Rail Trail, and the Bruce Freeman Trail.

Mr. Springer confirmed with Ms. LeClair that the proposal would be for the trail to be open from dawn to dusk.

6:55 PM: Engineering Department-

Jason Mammone, Town Engineer, was present.

Mr. Mammone explained his request for a computer workstation. He explained that the request was originally for 2 workstations for a total of $15,000, but the technology department has replaced one that broke recently, so now they are only requesting one workstation at $7,500.

There was a request to fund a phase 2 study for the Colburn Street Dam. This will allow the Town to determine its hazard level. Mr. Mammone explained that a phase 1 study is required, and a phase 2 study is optional. If you perform a phase 2 study, then the phase 1 study will be waived.

Mr. Heffernan confirmed with Mr. Mammone that the Town has confirmed that the dam is the Town’s responsibility.

Ms. Paxson confirmed with Mr. Mammone that this request is for either $80,000 or $15,000, but not both.

Mr. Mammone explained a request to fund the Rustcraft Road sidewalks. Mr. Heffernan confirmed with Mr. Mammone that the current plan is to have sidewalks on both sides for purposes of meeting the requirements to get grant money.

Mr. Mammone explained the need to redo the Bussey Street sidewalks in order to comply with ADA.

Mr. Mammone explained a request for Violet Avenue Drainage improvements. He explained that this is a Riverdale development that was completed back in 50's. The drainage system is obsolete and cannot accommodate a storm, instead it backs up. They did a study to see what it would take for it to accommodate a 10 year storm. Mr. Springer asked if this could be a problem anywhere else in Town. Mr. Mammone responded that it already is.

Ms. Paxson asked how many homes are directly affected. Mr. Mammone responded there are 2.

Mr. Heffernan asked if issue was related to technology or land development. Mr. Mammone responded that shortcuts appear to have been taken.

Ms. Paxson asked if there is a less expensive way to resolve this issue. Mr. Mammone confirmed that this would be the best way to address the issue in his opinion.

Jennifer Gilbert was present from 70 Violet Avenue. She explained how at times there is 4 to 5 feet of water in her backyard. She presented pictures to the Committee. She explained that this happens every year at least once, sometimes twice. The pictures presented were from September 2013 and July 2014. She explained that basements have been lost; the man hole cover just pops off.

Police Department-

Chief of Police, Michael D’Entremont, was present.

He explained a request to replace 4 package vehicles, as he requests each year as part of a rotation. The Dodge Charger is the car the officers like the most at $41,000 each.

There was also a request to replace radios due to the fact that the current models were all discontinued. Motorola will support radios for 5 years. Since all of the portable radios are 9 years old he would like to replace all of them, and in FY19 when the others are no longer supported, he would like to replace all that are left.

Chief D'Entremont explained that he would like to replace a laptop with a ruggedized tablet that can be used on the motorcycle.

Mr. Heffernan asked how the Charger handles in the snow. Chief D'Entremont explained that they haven’t had any snow yet to test it out. Mr. Heffernan confirmed with Chief D'Entremont that instead of specifying a model vehicle, the Capital request should be for police package vehicles as it is less specific and prevents them from needed to come back to inform them of any model changes.

Mr. Heffernan confirmed with Chief D'Entremont that there was a significant price increase for radios; a radio stays on the market 10-13 years. The current radios were discontinued as of October 31 2014 and will be serviced 5 years.

Mr. Heffernan confirmed with Chief D'Entremont that the laptops were phased out of the detective vehicles and they are now just using the smartphones or iPads.

Fire Department-

Chief of Fire William Spillane was present.

Chief Spillane explained a request to replace Ladder 1, and that Ladder one would become the reserve truck. $9,000 was invested to deal with rust in order to get by. The truck they would like to purchase is estimated at $795,000. Weight, height and length have all been considered in choosing the appropriate truck. They still need to find a location to store current ladder truck once it becomes the reserve truck, and are still looking at back of East Dedham station. This storage solution will be part of a Town Facilities request. The solution would store their bucket truck, the reserve fire truck, and more.

Chief Spillane explained that some of the vehicle replacements on the schedule can be extended because the vehicles are not used as often.

There was a request for rescue equipment at $32,000. This includes protective clothing, which has a lifespan of about 10 years. It also includes SCBA air tanks; a pack is needed for each seat and a spare air bottle for each. This year they replaced 50 of the air bottles. Ms. Paxson confirmed with the Chief that they must have 40 packs to supply the whole department with a pack, bottle and face mask; 60 members need them. Ms. Paxson confirmed with the Chief that they need 80 bottles. These may be a lease, and Mr. Kern informed the Committee that it is a contract need that would need to be approved at Town Meeting.

Mr. Heffernan asked about the process to lease, Mr. Kern responded that it would require a two-thirds vote.

The Chief explained his requests for hoses. He also requested mobile radios as the version they have now are significantly older and no longer serviceable. He thinks he should be able to replace all of them over 4 years.

8:30 PM: Department of Public Works

Joseph Flanagan, Director Public Works, was present.

Mr. Flanagan requested that the roads program continue to be funded at $1.5 million.

Mr. Heffernan asked if this approves private roads that have gone through the process. Mr. Flanagan confirmed yes, they will fold them in.

Mr. Flanagan presented requests for sidewalks, sewer repairs, a backhoe, and Brookdale Cemetery.

Mr. Flanagan reviewed the Gateway to the Manor request for $550,000.

Mr. Heffernan asked who will do the work. Mr. Flanagan responded that the DPW may do some of the granite, and some prep work.

Ms. Fay asked if the owner of the Blue Jay wants this to happen. Mr. Flanagan responded that he does not.

Ms. Paxson commented that last year the CEC had asked for more information supporting this to be a safety concern.

Ms. Fay asked Mr. Flanagan what he thinks of this project. Mr. Flanagan responded that it is a nice project but he doesn’t think it is essential.

Mr. Flanagan explained that in 2017 they will need a MS4 permit for pollution control and the EPA has new guidelines to follow with regards to street sweeping and catch basins. Mr. Flanagan explained that he plans to write a letter that this is an added burden and the requirements are too stringent.

8:55 PM:

Mr. Heffernan introduced Town Manager James Kern to the Committee.

Mr. Kern explained that he would most likely not be making any changes to the process this year.

Carol Cappola, Interim Finance Director, explained that it is important to know the cost of borrowing with these projects.

Mr. Springer commented that they will be following a new process and the Committee is hoping to get information earlier on what they can spend.

Meeting Minutes

Ms Paxson made a motion to approve the meeting minutes from June 2, 2014, and June 16, 2014, seconded by Ms. Fay, UA.

Mr. Heffernan asked the Committee if they should divide the departments to do a deeper dive into one or two.

Ms. Fay responded that she is still concerned about the process of having stakeholders be aware of the requests related to them.

Ms. Paxson confirmed with the others that they plan to work on the ratings early, and make necessary revisions after hearing from the public. The Committee can compile the ratings later once they are done individually.

Mr. Heffernan commented that the Finance Committee will want to know the priorities, and the vote.

Ms. Paxson made a motion to adjourn at 9:30 PM, seconded by Ms. Fay, UA.