

Capital Budget Committee
Tuesday, January 5, 2016

Members present: Bob Springett, Kate Cannie, Brooks Gerner, Robyn Hunter, Gordon Kinder, Andrew Phelan, and Mark Sarro.

Chairman Springett called the meeting to order at 7:00AM in the Selectmen's Meeting Room.

1. Minutes of the December 15, 2015 meeting were approved.
2. Mr. Springett asked the members to review the vehicle inventory with their respective departments and request updates to that information.
3. Ms. Hunter and the other Selectmen will discuss whether to increase the minimum dollar threshold for capital requests, currently set at \$5,000. A proposal was made to maintain the \$5,000 threshold for new capital requests but to increase the threshold to \$10,000 for replacement items.
4. The Town Clerk, Felicia Hoffman, discussed her request for a new voting machine in FY 2017.
 - a. This request is for the machine that tallies the ballots. The Town currently has one machine, which is over 10 years old. Replacement parts for that machine will no longer be available after the November 2016 election, so the machine would no longer be serviceable.
 - b. If the Town reaches 6,000 or more residents per the U.S. Census, federal law requires two voting machines. Dover's population was 5,589 at the 2010 census, with the next census scheduled for 2020. So there may be a future request for a second voting machine.
5. The Committee reviewed the capital budget spreadsheet. Upon motions duly made and seconded, the Committee voted unanimously to recommend the following requests for FY 2017:
 - a. \$55,000 to replace the Cemetery Commission truck.
 - i. The Committee noted that Superintendent of Streets, Craig Hughes, also recommends replacing the truck.
 - ii. The Committee discussed whether there is a way to more consistently maintain vehicles across Town departments to maximize their useful lives.
 - b. \$42,000 to replace radio equipment for Fire and Ambulance.
 - c. \$8,000 to replace the Town's voting machine.
 - d. \$157,672 to fund Dover's 54.82 percent share of the Region's \$287,618 in requested capital items.

6. The Committee agreed to follow up with the following departments before voting on their respective FY 2017 requests:
 - a. Parks and Recreation
 - i. Craig Hughes confirmed that the Highway maintenance budget can cover the cost of both: (1) paving the driveway at Chickering, and (2) upgrading the drainage at Caryl Field. Both jobs likely will cost Highway significantly less than the \$21,000 and \$5,000 requested, respectively. Mr. Kinder will ask Parks and Rec to revise and resubmit.
 - b. Police
 - i. Before the next meeting, members of the Committee will make a site visit to the police station to view the condition of the kitchen and the patrol car.
 - c. School (Chickering)
 - i. The Committee is awaiting clarification of whether Chickering is able to purchase a used lift rather than a new one. Ms. Gernerd will ask the School Committee Chair to clarify.
 - d. Selectmen
 - i. The Committee is awaiting clarification of a discrepancy between the capital request form and the narrative for the Library building requests (handrail and lighting). Ms. Hunter will ask the Selectmen to revise and resubmit.

The next meeting will be at 7AM on Tuesday, January 19.

The meeting was adjourned at 8:05AM.

Respectfully submitted,
Mark Sarro