Capital Budget Committee
Monday, December 18, 2017

Attendees:
Dover Capital Budget Committee (the Committee) – Bob Springett (Chair), Kate Cannie, Barry Goldman, Fred Hammerle, Robyn Hunter, Andrew Phelan, Mark Sarro

Mr. Springett called the meeting to order at 7:30AM.

The Committee approved the minutes of December 4, 2017.

Mr. Springett asked for additional comments on the Committee’s FY 2017 town report. The Committee agreed to submit the report as drafted.

The Committee reviewed updates to the list of capital requests from each department.

Police Chief Peter McGowan attended to discuss the Police Department’s request for $36,500 to replace police cruiser #341 in FY 2019.

- This cruiser has two separate meters to measure engine hours and idling hours. It currently has approximately 44,000 miles and the equivalent of 147,000 miles after accounting for idling time.
- As a practical matter, the car would not be replaced until late in 2018. When it would have about 70,000 miles. For example, the new cruiser approved at the 2016 Town Meeting has been ordered but still has not yet arrived.
- The Department has only four cruisers. So, having even one car out of service can have a significant impact on a shift. There is always a minimum of two cars on the road at a time, and sometimes as many as four cars.
- Police departments in other towns have additional cars they can use as line cars when a cruiser is being serviced, but Dover’s Police Department has only the four cruisers.

Caryl Management Committee (CMAC) Chair Kathy Weld and Town Administrator David Ramsay attended to discuss the Selectmen’s request for $4,000,000 for building improvements to the Caryl Community Center.

- Mr. Ramsay provided a floor plan of the building (attached to these minutes) color-coded to reflect the occupancy by department. The spaces rented to private tenants are dedicated for their use and are not available for Town use. Town use is roughly 27% (6,830 s.f.) of the building, including storage areas used by Parks and Recreation Department. Excluding storage, current Town use is just under 20% (5,030 s.f.) of the 25,000 s.f. of useable space.
- Mrs. Weld indicated that as a result of maintenance since 2010, and with the proposed improvements, the building is poised to last structurally for another 50 to 100 years.
- Mrs. Weld emphasized the distinctions between “needs” and “demands” (or wants) for the building. The demand for building use has changed over time, for example, the demand for a basketball court has evolved into a full-sized gym. A use summary (program based) is being prepared by Parks and Recreation and the Council on Aging while CMAC is working to show the changes in use of the building over time. Mrs. Weld believes that the data will demonstrate the building’s ability to meet changing use demands, including shifting between private and Town uses.
The Committee asked to distinguish between the items in this request that the CMAC and Selectmen view as "must have" versus "nice to have." The boiler plants are a "must." The related piping and controls are also important for regulating the resulting heat in the building. Initially, other items would have been done incrementally over time. However, making the other improvements at the same time, as an integrated project, reduces the cost.

- There was a discussion of whether the proposed improvements should include air conditioning for the building. Mr. Ramsay said the Town does not anticipate the need for air conditioning because the building is not used during the summer.

- There was a discussion of whether any contingency money should be specified to cover potential improvements/replacements of aging (but currently operational systems) infrastructure, such as the windows and septic system. Mr. Ramsay said the condition of both the windows and the septic are monitored, understood, and not expected to require replacement in the foreseeable future.

- The Committee requested a financial model to analyze the cost-benefit tradeoffs and estimate the "return" on the capital investment of making these improvements. A three-year operating budget (attached to these minutes) was distributed and discussed. Mr. Ramsay noted that the rental revenue the building generates is sufficient to essentially cover its operating costs. Ultimately, the net cost to Dover taxpayers of the requested improvements would be the debt service.

- The Committee asked about the expected future uses and the associated costs to maintain and improve the building over the long-term. Mrs. Weld noted that the building provides space for future expansion of Town offices. There was a discussion of space available in other Town buildings, such as the Town Garage, and why, for example, the Parks and Recreation Department did not move into that space in the past. Mrs. Weld emphasized that alternative spaces have been carefully considered. However, possible alternatives for future uses of municipal spaces seem to be an important consideration in evaluating the proposed improvements.

- Next steps:
  - Complete summary of use information
  - Develop a financial model that shifts more cost from taxpayers to users
  - Could other community groups/services be located in the building?
  - Are there alternatives to providing needed services at a Town building by partnering with neighboring towns who have already invested in new buildings?
  - What are other alternatives?

The next meeting is January 8, 2018 at 7:30 a.m. at the Town House.

The meeting was adjourned at 9:15 AM.

Respectfully submitted,
Mark Sarro