**Walter M. Gardner, Jr. Robert F. Davie Jr.**

 **Mayor Town Administrator**

**TOWN OF WARRENTON**

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**Minutes**

**Public Works Committee of BOC**

**March 4, 2016**

Commissioner Harding called the Committee meeting to order at 2:00 at Town Hall. In attendance were Commissioners Harding, Britt, Coffman and Town Administrator Robert Davie and Public Works Director, Bill Perkinson. The purpose the meeting was to discuss the purchase of a dump truck and trailer and a planning grant. Perkinson submitted the below information to the committee prior to the meeting.

Robert and I are requesting a meeting with the Public Works Committee for the purpose of discussing replacement / purchase needs of heavy equipment for the Public Works Department.

The Town has paid the last of 5 annual installments on truck No. 53 - 2011 Ford F550 during the 2015-2016 fiscal year. We want to recommend replacing truck no. 11 - 1996 Ford F350 (131,193 miles) with a new 2016 Ford F550 identical to truck no. 53 - 2011 model.

The recommended timing would be to order the truck in the next 30 days, take delivery after Sept 1, 2016, and make the first annual payment in the 2016 – 2017 fiscal year. The new annual payment (2016-2017 FY).

The State Contract price of the truck outfitted with safety lighting is $56,894. This does not include NC DMV fees.

It is our opinion that Truck No. 11 has pretty much reached the end of its working life. We anticipate having to make major repairs on it in the near future if we keep it in service. Some of these repairs include the transmission, doors, seat, dash, and fuel injectors.

Listed below is the history of what has been spent on Truck No. 11 for maintenance and repairs:

2010 – 2011 $1,400.08

2011 – 2012 $3,213.77

2012 – 2013 $3,794.25

2013 – 2014 $1,396.87

2014 – 2015 $1,052.15

2015 – 2016 $1,075.06

We are also recommending the purchase of a dump trailer that can be used specifically with the street sweeper. The lower profile of the trailer would make it easier to dump material from the sweeper. The trailer would also allow for more of a one person operation when street sweeping as it can be pulled behind the operators pickup truck. Last, it will free up the dump trucks so that they can be used on other projects. The price of the dump trailer is $5,790 plus NC DMV fees.

With the trailer we are exceeding $60,000, so we would like to finance all of it for 6 years.

There has been discussion in the past regarding replacing the 2000 garbage truck. We feel that the garbage truck is in good enough condition to stay in service for another 6 years without major repairs.

Commissioner Harding asked Bill Perkinson to begin discussion as it pertained to the trailer purchase. Perkinson stated that it was needed in order to run the street sweeper, which needs emptying every 10 minutes when in use. Currently a regular dump truck is tied up 3-4 days per week with debris pickup -- trailer would free up the dump truck in order to focus on curb, gutter and sidewalk. Perkinson stated that the last payment on current truck was made in October of 2015, freeing up budget money in the upcoming budget year.

Commissioner Britt asked the age of the truck for replacement. Perkinson replied 20 years exactly. Davie explained the overall budget environment as positive in the upcoming FY. Commissioner Harding highlighted needed repairs and expenses for the existing 20-year old truck at approximately $6,000 to $8,000, and if sold has a surplus value of approximately $4,000 to $5,000. Financing will be for six instead of five years as was done for the previous truck.

Commissioner Britt asked from where the truck would be purchased. Perkinson replied from Capital Ford at a state contract price and trailer would be purchased from Kaufman Trailer near Lexington, NC. Commissioner Coffman asked if a used truck could be considered. Perkinson stated that the new one was nearly identical to the existing truck. Davie replied that Public Works hoped to get 20 years out of a new truck, as they had on the previous truck.

The purchase price of the truck is $56,894 as compared to a previous purchase price of approximately $49,500 five years ago. The trailer cost is $5,790. The total amount to be financed is $62,684 with estimated annual payments of $11,391 as opposed to prior payments of $11,045, the only difference being a proposed six-year term versus a previous five-year term in order to keep payments within current budgeted amounts.

All commissioners agreed the purchase was needed and intend to recommend the Ford F550 truck and trailer purchase to the full Board of Commissioners.

Commissioner Harding asked for a summary of the grant opportunity for an Asset Management Plan (AMP) for the Water/Sewer department. Davie stated that grant funds were available that would inventory all the assets of the Water and Sewer department in order to determine their lifecycles and future replacement costs so that funds could be set aside. Davie stated that the Town does NOT currently set aside funds to cover depreciation of Water/Sewer assets and that the LGC regularly requests that the Town do so. Davie stated that it would cost approximately $50,000 to generate the AMP of which the Town would be responsible for $2,500. Davie stated that the Water/Sewer fund would have a surplus this FY. All commissioners agreed that the grant would be a good idea and would recommend pursuing it to the full board.

With no further business Commissioner Harding called for adjournment.