



Town of Clayton
Equipment Committee Meeting Minutes
Thursday, July 7, 2022
Town Hall, 414 Main Street, Clayton

Attendance: Chairperson: Mr. Paisley
Committee Members: Mr. Smith
Ms. Carrow

Councilors:

Staff: Robert Cote, Town Manager
Dave Ross, Public Works Lead
Technician
Melissa Knight, Recording Secretary

Guest: Jonathan Burnett

Absent:

1. Call to Order

Mr. Paisley called the meeting to order at 6:30 p.m.

2. Old Business - None

3. New Business

a. Long-term plan for equipment purchase

The purpose of this meeting is to discuss building a long-term plan for the Towns Public Works Equipment and to discuss how such a plan should be organized. Mr. Paisley and Mayor Smith discussed building a spreadsheet that inventories some of the Towns larger equipment, the classification of such equipment, when it was purchased, expected life span and the cost of purchasing a new one so that the town can be prepared when it comes time to replace item and budget yearly in anticipation for such acquisition.

Mayor Smith suggested that you prepare the spreadsheet and email to Mrs. Knight and Mr. Ross; Mr. Ross will research and fill in the spreadsheet with the necessary equipment that will be needed for the long-term plan. The expenditures for the equipment should be over the next 5 years, 10 years and 15 years, etc... This will

allow the Town to establish a capital improvement to accommodate the bigger equipment purchase. The Town of Clayton, being a smaller town, the big purchases just blow-out the budget, if we can get a plan set aside annually and accruing to accommodate that expenditure we parallel asking state and county for assistance in the purchasing the equipment. This meeting was scheduled to have Mr. Ross and Mr. Paisley familiarize themselves on what equipment the Town may need in the long-term.

Mr. Carrow asked, "Do we want the spreadsheet to show a lawnmower in the amount of \$20,000?" Mayor Smith said the purchase of \$20,000 is not that steep. His long-term plan would be anything \$50,000 or more.

Mr. Ross asked, "Would the Town consider leasing a vehicle vs. purchasing a vehicle? Mayor Smith that is something the committee could weight out. He is open to anything that would be feasible for the Town of Clayton. Mayor Smith, for example, Mr. Hurlock's truck that Mr. Ford uses now, that would be a vehicle that we would still be making payment on if we did not purchase it. In the long-term the truck is paid off vs. making payment on a lease. If the trucks are lasting 10 to 15 years, the Mayor feels it's not cost effective to lease. The other thinking to look at is the warranty on a leased vehicle vs. purchased vehicle. With a lease vehicle the vehicle is covered under warranty where the purchase vehicle warranty will expire. The town does not current lease any Public Works equipment.

Mr. Cote asked that once the spreadsheet is completed that Mr. Ross would review with the Town Manager prior to giving the information to the committee. In addition to another think to look at is the maintenance cost on the current vehicles.

Mr. Carrow asked, "How is the maintenance on the vehicles now?" Mr. Ross stated that PW Crew are changing the oil and rotating tires. The fleet is 10 to 15 years old with only 25,000 miles on them so right now it is working. Snow is the hardest wear and tear on the vehicles. The current electric truck is 15 years old, the prior electric truck the Town had for 25 years. The item that would need to be replaced at this time would be the street sweeper.

Need to keep on the radar about the dump situation, whether the town purchases a chipper, bulldozer or have GFL put dumpsters in to haul the yard waste from the property. Nothing at the time is causing a problem as long as what is dumped is legal just running out of room in approximately 8 to 10 years. If purchasing a chipper would that make a difference in capacity time of filling the dump area. As of right now, the PW Crew is pick-up the items that are listed in the ordinance. It is the straight-line winds and hurricane damage that adds to the dump. Maybe when that happens the town could have the dumpster brought in at that time to take the extra debris. It takes the crew two (2) full days to pick-up the yard waste; whoever drives the truck cleans the truck afterwards. In the future the town will need to look at modifying the schedule during the winter months maybe one (1) day a week.

The leaf machine would be another big purchase for the town as of right now you need a couple of people picking up leaves. New leaf machines are so updated now that it would only take one crew member to operate. Smyrna and Middletown have the latest and greatest, we could schedule a time to view their leaf machine.

Another category to add to the spreadsheet would be a wish list of equipment.

The Town does have a good rapport with the Town of Smyrna, for example the electric truck was down for about six (6) months; they helped us out.

The town will need a generator at the PW Building, if the Town Hall goes into a National Disaster situation, the employees will be able to relocate to the PW Building to perform their duties. Natural gas would be ideal for a generator. The Town Manager stated that he would rather look at this now and not later. Lieutenant Rau stated that he would look at the Military surplus. The generator the Town Hall has currently, came from the Military surplus. The Military generators do not run for very long it just might need some tender loving care. The Town would need a 3 phase generator.

Is there a timeline to have the spreadsheet completed? At this point, when the Town Manager and PW Lead Technician has reviewed they will let the committee members know to schedule a meeting.

The only thing that Public Works would need is fresh tires and the parts that were ordered in January for the snowplow.

4. Scheduling of Next Meeting

No meeting scheduled at this time.

5. Adjournment

Mr. Smith made a motion to adjourn the meeting at 6:51 p.m., seconded by Mr. Carrow. Motion carried unanimously.