

CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE
Meeting Minutes
Thursday, April 12, 2012, Tracy Hall - Multipurpose Room

Members Present: Ed Childs, Neil Fulton, Tom Gray, John Lawe, Evan Pierce, Barry Rotman, Tom Sterling, Richard Stucker

Secretary: Nancy Kramer

Others: Phil Dechert, Jill Niles

Tom Gray, Chair, called the meeting to order at 8:00 am.

1. Review of Agenda. After minimal discussion the agenda was left as is.
2. Public Comments. None.
3. Update on Town Communications Plan and Tower. Fulton is proceeding with the Act 250 process with an expectation of completion by June 30th. In an effort to offset some of the project's cost, Fulton has contacted AT&T and VTel about the possibility of leasing space on the tower. VTel is running propagation studies for wireless communications to determine the degree to which using the tower would help. Hanover Dispatch received a \$352,000 Assistance to Firefighters grant which will pay for part of the costs of a six-tower system. Norwich helped to prepare the grant application. The grant received includes equipment on the tower in Norwich, but not the tower itself. Norwich is now meeting regularly with Hanover, Hartford and Lebanon to find ways to improve communications and address other issues of mutual concern. If Norwich has to bond the financing of the tower, it will have to be approved by the voters. The Committee discussed possible timelines for this, noting that the Committee would need to hold another public forum. FAQs from the 1st public forum on communications system upgrade were discussed and the Committee noted that it is a public safety issue and the tower is the only viable alternative. Dechert observed that the coverage maps are up on the walls in the multipurpose room in Tracy Hall.
4. Review Proposals for Town Pool Dam Consulting Services. Three companies submitted proposals for consulting services for repair or reconstruction of the Pool Dam and Recreation Area: DuBois & King, Engineering Ventures and Pathways Consulting. Niles spoke about why she recommends DuBois & King. Dechert noted that Pathways had submitted a unique idea. Fulton said DuBois has more experience and a high degree of competence for the permitting process. Fulton also said that FEMA has indicated that under FEMA Public Assistance Guidelines engineering services are a reimbursable expense if they do not exceed approximately 16% of the project cost. This would mean that 95% of the cost of most if not all of the engineering services would be reimbursed. The goal is to have a better facility that looks the same. Water quality at the Pool and changing rooms were also discussed. Niles said the current changing rooms have been condemned. The Committee agreed by consensus to support the recommended selection of DuBois & King.
5. Update on Public Works, Fire and Police Facilities Deficiencies and Functional Needs Analysis. The project has started and some violations have to be corrected now. Fulton is looking for a draft report from the consultant in May. The consultant is looking at code violations and the costs to remedy those first.

6. Review Tentative Meeting Schedule. 7. Discussion of Agenda for Next Meeting. Fulton told the Committee that he would need their report by the first week in September for the FY14 budget development. It was agreed that the next meeting date would be announced when the consultant's report on the Public Works, Police and Fire facilities was received. The Committee also discussed the balloon test for the tower and how communications will be dealt with until the tower is built. It was agreed that financing for the tower is the biggest hurdle.

8. Review Minutes. **Pierce moved (2nd Fulton) to adopt the January 12, 2012 minutes. Motion passed.**

9. Adjourn. The meeting adjourned at 9:00 am.

Approved by the Committee June 11, 2012.

Nancy Kramer, Secretary

Tom Gray,
Chair

Future Meetings: TBD