

CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE
Meeting Minutes
Thursday, May 19, 2011, Tracy Hall - Multipurpose Room

Members Present: Ed Childs, Neil Fulton, Tom Gray, John Lawe, Evan Pierce

Members Absent: Barry Rotman, Tom Sterling, Bob White (Bill Flynn has resigned from the Committee, effective 5/16, due to personal reasons.)

Secretary: Nancy Kramer

Others: Pete Webster

John Lawe, Interim Chair, called the meeting to order at 8:00 am.

1. Define the steps needed to complete the assignment. 2. Develop a time line and set dates to hold public meetings and to meet with other Town Officials. 3. Define additional ordinances, reports, etc. that the Committee may need.

Lawe would like to look at lists of equipment and replacement timelines. He asked if it was the responsibility of the Committee to evaluate the projects listed in the NORCAP Report. He then reviewed his updated Capital Budget Plan Recommendations. Lawe believes prioritization of projects is necessary for bonding purposes.

Childs said the Committee should confirm the schedules listed in the NORCAP Report and that prioritization is the responsibility of the Selectboard. Childs believes the Committee should develop a core list before going to the public.

Fulton said the first step of the Committee is data gathering. What does the Committee see as the capital needs of the community? He believes the Committee should start with Department Heads and then ask the community. It is critical to build community support. TRORC, Department Heads and Webster should be resources for the Committee.

Webster is working on a list of Department Heads' goals/objectives for FY13 for the Selectboard's May 25th meeting. This list will be shared with the Committee once developed.

Pierce suggested identifying when the Committee needs the list for the Public Forum and working backward from there.

When to have a meeting with the DPW Review Committee was discussed. The Committee agreed by consensus to delay this meeting until more progress has been made by the DPW Review Committee.

Fulton volunteered to write a Scope of Work for the Committee. Lawe does not think this is necessary. Childs, Gray and Pierce like the idea and think the Committee needs to do this step.

4. Public Comments. None.

5. Acceptance of minutes. Gray **moved** (2nd Pierce) to adopt the May 2, 2011 and May 12, 2011 minutes as presented. **Motion passed.**

6. Next meeting agenda. Reviewing the Scope of Work will be the main agenda item. There was some discussion as to incorporating a long-term financing plan, establishing guidelines and percent of indebtedness to use.

The Committee also discussed how to generate public interest for the forums. It was agreed Department Heads would be involved in the forums.

After some discussion of funds and projects, Kramer was asked to distribute the Selectboard Financial Policies to the Committee.

Gray **moved** (2nd Fulton) to adjourn. **Motion passed.** Meeting adjourned at 9:00 am.

Approved by the Committee May 26, 2011.

Nancy Kramer, Secretary

John Lawe,
Interim Chair

Future Meetings: Thursday, May 26, 2011 at 8 am
Thursday, June 2, 2011 at 8 am