

CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE
Meeting Minutes
Thursday, June 2, 2011, Tracy Hall - Multipurpose Room

Members Present: Ed Childs, Neil Fulton, John Lawe, Evan Pierce, Barry Rotman, Tom Sterling
Members Absent: Tom Gray, Bob White
Secretary: Nancy Kramer **Others:** Pete Webster (9:00 am), Dennis Kaufman (9:10 am)

Neil Fulton, Vice-Chair, called the meeting to order at 8:04 am.

1. Review of Agenda. Sterling asked if there could be more details in the minutes regarding documents and/or materials discussed.

2. Public Comments. None.

3. Review Update Work Plan. Fulton reviewed the revised Work Plan, which now has public forums in June, July, September and October with a projected November date for the final report. Sterling was updated on last week's meeting and the memos that went out to Department Heads, Commissions, Committees, DPW Review Committee and TRORC requesting information with a due back date of June 17th. The Committee discussed how to project population growth. Childs said there was a Town population increase in the 80s and Norwich subsequently has tightened zoning regulations. The economy has also slowed things down. There may be more households, but the belief is that household population census is down. The Planning Commission will have real numbers by the end of the year. **By consensus, the Committee adopted the draft Work Plan as presented.**

6. Schedule and Time for Future Meetings. Fulton went over the tentative meeting schedule, which includes five public forums and two meetings with a 6:30 pm start time instead of 8:00 am. The meeting schedule is intended to follow the Work Plan. Dates are provided through September 15 where the Committee will review the information from the first four public forums, develop a final project list and determine if additional public forums are needed. After discussion, it was agreed that the third and fourth public forums on the Public Works facilities and Police/Fire/Communications facilities should include the respective consultants, the Planning Commission and Selectboard as well as the Committee. **The Committee agreed with the tentative meeting schedule as presented, with one date change, by consensus.**

4. Preparation for First Public Forum on Wednesday, June 15, 2011. After discussion of keeping the scope of work simple, educating people and selling the final project, it was agreed that Fulton would do a simplified work plan for Committee review at the next meeting. The Committee agreed that a PowerPoint presentation would not be used for the first public forum. There followed a discussion of how to advertise the forum. Childs, with input from Committee members, will draft an ad for review at the Committee's June 9th meeting. Methods discussed were: the Norwich Digest, the Town Email List, a letter to the Valley News Forum and sandwich boards.

5. Discussion of Criteria for Ranking Projects. The following suggested changes to the Capital Budget Policy from Steve Flanders were discussed:

“Capital projects or acquisitions to be funded by long term debt will receive a higher priority if they meet some or most of the following criteria:

- The project or acquisition
 - Corrects noncompliance with state or federal regulations
 - Mitigates existing safety hazards
 - Achieves the best life cycle cost of all options, including the status quo.
 - Meets policy goals or strategic plan that may be set by the Selectboard.
 - Is eligible to receive matching state or federal grant funds.
 - Addresses public demand for new or improved capabilities that benefit a majority of the population.
 - Mitigates or reduces the potential of both natural and man-made disasters, according to established risk-assessment calculations.
 - Achieves recognized sustainability standards like LEED™ or Energy Star™.
 - Provides capacity to serve future growth, resulting from known or highly probable changes in Town needs.”

The Committee agreed that the fourth bullet above should include the Town Plan and that the fifth bullet above should include private funds. The Capital Budget Policy will be reviewed by the Selectboard at their June 22nd meeting. Pierce suggested that the criteria should include specifics for community growth regarding the school age population. **The Committee agreed that making the community more attractive is an important criterion.** Fulton will redraft the list for the Committee’s June 9th meeting. Members should email suggested changes to him.

7. Review of Minutes of May 26, 2011 Meeting. **The May 26, 2011 minutes were adopted by consensus.**

8. Adjourn. The meeting adjourned at 9:14 am.

Adopted by the Committee June 9, 2011.

Nancy Kramer, Secretary

Neil Fulton,
Vice-Chair

Future Meetings: Thursday, June 9, 2011 at 8 am
Wednesday, June 15, 2011 at 7 pm First Public Forum
Thursday, June 23, 2011 at 8 am