

CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE
Meeting Minutes
Thursday, June 9, 2011, Tracy Hall - Multipurpose Room

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

Secretary: Nancy Kramer

Others: Pete Webster, Steve Flanders

Tom Gray, Chair, called the meeting to order at 8:02 am.

1. Review of Agenda. The agenda was approved by consensus.
2. Public Comments. Flanders spoke about a conceptual public/private partnership between the Town and Cheryl Herrmann regarding the Parsonage. Flanders is suggesting moving the Parsonage, having the commercial in front and the Police Station in back. Flanders said he had spoken with Herrmann a while back and she had shown interest. Flanders suggests putting out a RFP for the project which would include affordable housing. Committee members discussed the cost and feasibility of such a project. White cannot see the RFP working under current economic conditions. Consensus was that it would be a complicated deal and require a detailed plan.
3. Preparation for First Public Forum on Wednesday, June 15, 2011.
 - a. Review of Hand Out for Public Forum – The Committee agreed the opening paragraph should include a sentence from the charge; that Long Term Facilities Planning Committee and recommendations that were adopted from the NORCAP Report be added to the History; that Selectboard adoption and implementation of recommendations be added to Current Process; that the Committee Schedule use regular time, highlight forums, add reference to completion in 2011 and be reformatted. White will work on the changes and send to Committee members for input.
 - b. Review of Materials for Publicity – It was agreed that Gray's suggested changes would be used except that chartered would be changed to appointed. It was also agreed that the letters would be changed to sentence case. Also date and time will be changed. The letter to the Valley News Forum will go out immediately. The notice will go out on the Town Email List and Norwich Digest Monday, June 13th. Gray will contact Ben Trussell about getting a sandwich board outside Tracy Hall.
 - c. Who Does Presentation and Other Details – It was agreed that Fulton would start, that the Committee would sit up front in chairs and that a flip chart would be used for notes. The Committee wants the timeline and process gone over and then open up the meeting for discussion and input from those present.
4. Discuss Revised Criteria for Ranking Projects. Fulton reviewed suggested changes to the Capital Budget Policy. Flanders discussed why the bullets: Reduces long-term operating cost, Sustainable, Maintains and improves the delivery of public services to the majority of the population and Improves energy use and environmental impacts of existing practices were struck from the document in the suggested changes. Flanders asked the Committee to consider striking the bullet: Improves the livability of the community especially for families with school age children. After some discussion, the Committee agreed to strike the bullet but include the

concept in the Town Plan. After revision discussed, document will be forwarded to the Selectboard for review at their June 22nd meeting.

5. Review of Minutes of June 2, 2011 Meeting. **Fulton moved (2nd Lawe) to adopt the June 2, 2011 minutes.**

6. Discussion of Agenda for June 23, 2011 Meeting. It was agreed that Fulton will handle the collection of Department Head data which is due in June 17th. The schedule for July was also discussed briefly.

7. Adjourn. **Rotman moved (2nd Childs) to adjourn the meeting at 9:05 am.**

Adopted by the Committee June 23, 2011.

Nancy Kramer, Secretary

Tom Gray,
Chair

Future Meetings: Wednesday, June 15, 2011 at 7 pm First Public Forum
Thursday, June 23, 2011 at 8 am
Wednesday, June 29, 2011 at 6:30 pm