

CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE  
Meeting Minutes  
Thursday, October 20, 2011, Tracy Hall - Multipurpose Room

**Members Present:** Ed Childs, Neil Fulton, Tom Gray, Evan Pierce, Barry Rotman, Tom Sterling  
**Members Absent:** John Lawe, Bob White  
**Secretary:** Nancy Kramer      **Others:** None

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

1. Review of Agenda. A new item 4 was added on Vehicle Acquisition and Replacement Policy.
2. Public Comments. None.

3. Review of Draft RFP for Public Works, Fire and Police Facilities Deficiencies and Functional Needs Analysis. Fulton described the draft RFP and an accompanying draft memo to the Selectboard. The memo points out the need to define both functional and regulatory deficiencies at the current facilities in order for the Committee to move forward with their work on what, if any, improvements are needed. The RFP is broken down into two parts. Part 1 deals with code and regulatory issues. An example given was the current disposal of water from the vehicles at both the Fire Department and Public Works which does not meet current code standards but is grandfathered. Part 2 deals with functional deficiencies. There is a mandatory pre-proposal conference and site tour proposed in the RFP. The time frame to receive a report from the consultant is estimated to be 3 to 4 months. Fulton suggested that the goal of the Committee should be to address any improvements needed in the next budget cycle (for the Town budget for FY14), since the report will not be in time to affect the 2013 budget. Sterling questioned the need for the expense of a consultant to analyze the facilities' needs and deficiencies. A discussion followed with most Committee members expressing the view that a formal analysis is needed in order for the Committee to determine how needs and deficiencies can be addressed and make recommendations that can attract public support.

At this point, the Committee had a discussion regarding next steps. Fulton said a public forum on public safety communications needs can go forward anytime in his opinion since a needs analysis has already been done in that area. The next step would be the replacement of the Town Pool Dam due to the fact that federal and state disaster relief will provide 90% of the funding required. Fulton is working with the Recreation Council to move forward on an analysis of the current status and preferred alternative. Next in line are the Public Works, Fire and Police facilities as the Committee feels it is important that Town employees have decent work facilities.

**Pierce moved (2<sup>nd</sup> Rotman) to recommend to the Selectboard that the Town Manager be authorized to obtain proposals on consulting services to determine the code and regulation and functional deficiencies of the current Public Works, Fire and Police facilities. Motion passed. Sterling abstained.**

4. Vehicle Acquisition and Replacement Policy. Fulton explained that the Policy has been set up for cost efficiency and to look at the whole picture using a filter other than age since there are other factors that come into play, such as the number of hours a vehicle is actually used and changes in technology which make obtaining used parts more difficult. The Policy envisions a

two-step process. The first step is justification listing options and alternatives. The second step is to put it out to bid and make a recommendation. There was some discussion of the sample graph of life-cycle costs. Afterwards, the Committee agreed by consensus to support Selectboard adoption of the Policy.

5. Continue Review of Reserve Funds. Fulton is working on updating the reserve funds as part of the FY13 budget process. Fulton will try to have an update on the reserve funds for next week's meeting.

6. Review Tentative Meeting Schedule. After some discussion, the Committee agreed to meet October 27<sup>th</sup> at 8:00 am.

7. Discussion of Agenda for Next Meeting. The Committee will continue discussion of reserve funds and prepare for a public forum on communications.

8. Review Minutes. The Committee approved the October 13, 2011 minutes by consensus.

9. Adjourn. The meeting adjourned at 9:02 am.

Approved by the Committee October 27, 2011.

Nancy Kramer, Secretary

Tom Gray,  
Chair

**Future Meetings:** Thursday, October 27, 2011, 8:00 am