

CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE
Meeting Minutes
Thursday, October 27, 2011, Tracy Hall - Multipurpose Room

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

Tom Gray, Chair, called the meeting to order at 8:12 am.

1. Review of Agenda. After minimal discussion the agenda was left as is.
2. Public Comments. None.
3. Update on RFP for Public Works, Fire and Police Facilities Deficiencies and Functional Needs Analysis. Fulton said the Selectboard approved the RFP at their meeting last night. The Committee discussed that there should be some assessment of the economical cost, expressed concerns over the cost for the proposals, asked about who would receive the RFP and the timeline. Rotman asked if samples of prior work would be included in the proposals and was told examples of similar studies were asked for in the RFP. The RFP will go out in the next two weeks for receipt of proposals 30 days thereafter. The finalized report should be completed in 45 to 60 days. The Committee talked about getting the input of the DPW Committee. After some discussion, the Committee agreed that Rotman would draft an email for Gray to review and send out to the DPW Committee asking for their input once the report is received.
4. Public Forum on Town Communications: Schedule, Preparation. The radio communications needs assessment has been completed. The Committee agreed to set the Communications Forum date for Tuesday, November 15 at 7:00 pm. Fulton will do the presentation and Gray will facilitate. Fire Chief Steve Leinoff, Police Chief Doug Robinson and Public Works Director Andy Hodgdon will be asked to be present to answer questions. Fulton will prepare a PowerPoint presentation. The Committee then discussed current communications coverage, or lack thereof, and what is being done. Fulton said grants are being pursued, the Town is working with VTel and the Fire Department coverage has improved with their switch from Hartford to Hanover. Possible questions regarding cell phone coverage and whether a new communications system would or could help this was discussed as something that might come up at the public forum.
5. Continue Review of Reserve Funds. Fulton provided the Committee with a spreadsheet showing a snapshot of what he is going to present to the Selectboard with his FY13 budget. The spreadsheet shows June 30, 2011 balances, FY12 appropriations, possible FY13 appropriations and notes. Individual funds looked at were:

Public Works Buildings and Grounds Equipment – The Town needs to start putting money aside for this. Fulton is suggesting a \$5,000 appropriation for FY13.

Communications Project - Fulton is suggesting a \$25,000 appropriation for FY13.

Fire Department Vehicles - Fulton is suggesting a \$62,000 appropriation for FY13. Projected deficit in 2022. There is a need to address this deficit but it cannot be done this year. The contribution to this and other reserve funds was reduced in the past in order to keep the tax rate stable.

General Administration Equipment – The Town has not budgeted for Tracy Hall computer replacement out of this fund before due to the unpredictability of when funds will be needed, Fulton is proposing to do so.

Public Works Vehicle Replacement – Fulton has redone this schedule based on use of the new Vehicle Acquisition & Replacement Policy.

Police Department Vehicles – Fulton has reduced the FY13 contribution from \$25,000 to \$20,000. Fulton is also looking at the need for three marked vehicles.

Sidewalks – Fulton needs to meet with the Fire District, determine ongoing costs when sidewalks are taken over by the Town and calculate real costs.

Tennis Courts – Fulton is proposing fixing all courts in FY13, including using the Guardian Crack Repair System on courts 2, 3 and 4.

Town Pool – Fulton is not proposing an appropriation for FY13 for now. Fulton's estimate to rebuild the Pool is \$350,000.

Town Reappraisal – Appropriation for FY13 is already set from March, 2011 Town Meeting.

6. Review Tentative Meeting Schedule. The Committee will meet November 10 and November 17 at 8:00 am in the multipurpose room of Tracy Hall.

7. Discussion of Agenda for Next Meeting. Fulton will prepare a draft of the presentation for the November 15th public forum for review at the November 10th meeting.

8. Review Minutes. The Committee approved the October 20, 2011 minutes by consensus.

9. Adjourn. The meeting adjourned at 9:18 am.

Approved by the Committee November 10, 2011.

Nancy Kramer, Secretary

Tom Gray,
Chair

Future Meetings: Thursday, November 10, 2011, 8:00 am
Thursday, November 17, 2011, 8:00 am

Public Forum: Tuesday, November 15 @ 7:00 pm
Communications Forum