

CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE
Meeting Minutes
Thursday, November 10, 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

Secretary: Nancy Kramer **Others:** None

Tom Gray, Chair, called the meeting to order at 8:06 am.

1. Review of Agenda. Pierce asked for the Committee to discuss a consistent Agway property message. Pierce suggested that the statement be “we need to do a needs assessment first and then explore all options”. Gray said he had passed along comments from community members as information for the Committee, so that the Committee could have the benefit of hearing other points of view.

2. Public Comments. None.

3. Update on RFP for Public Works, Fire and Police Facilities Deficiencies and Functional Needs Analysis. Fulton said the RFP should go out next week and that he is working on a mailing list. The site visit will be November 29th and the due date for proposals is December 9th.

Town Pool – Fulton said he has started to prepare an RFP for evaluation and design services for repairing or replacing the Norwich Pool Dam. This work will be coordinated with the Recreation Council and the Committee.

Work is progressing on completing the FEMA project worksheets for damages from Tropical Storm Irene with expectations of seeing the reimbursements in February or March.

4. Public Forum on Town Communications: Preparation and Schedule. After some discussion, the date was changed to December 12th at 7:00 pm. A PowerPoint presentation defining the problems and offering solutions will be developed by Fulton with help from Pierce and Gray.

5. Update on Reserve Funds. Fulton has shared with the Committee what he presented to the Selectboard in their FY13 budget binders. The Committee discussed: the tendency for Department Heads to use Reserve Funds without developing a plan, that future expenditures planned for by Reserve Fund contributions can be a political item, that the Committee needs to think ahead for next year’s recommendations and make solid recommendations for the next 15 years for major Reserve Fund contributions.

6. Review Tentative Meeting Schedule. 7. Discussion of Agenda for Next Meeting. The next meeting of the Committee was moved from November 17th to December 1st. The Norwich Digest, the Valley News Forum and a sign in front of Tracy Hall will be used for pre-publicity for the Communications Public Forum. Gray will draft something for the Digest and Forum. The PowerPoint presentation will be ready for the Committee to review at their December 1st meeting. Fulton was asked to incorporate real-life examples where the ability to communicate was compromised, like Tropical Storm Irene and the fire at Teeter’s.

8. Review Minutes. **Fulton moved (2nd Pierce) to adopt the October 27, 2011 minutes. Motion passed.**

9. Adjourn. The meeting adjourned at 8:52 am.

Approved by the Committee December 1, 2011.

Nancy Kramer, Secretary

Tom Gray,
Chair

Future Meetings: Thursday, December 1, 2011, 8:00 am

Public Forum: Tuesday, December 12 @ 7:00 pm
Communications Forum