

CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE
Meeting Minutes
Thursday, December 1, 2011, Tracy Hall - Multipurpose Room

Members Present: Neil Fulton, Tom Gray, John Lawe, Barry Rotman
Members Absent: Ed Childs, Evan Pierce, Tom Sterling, Bob White
Secretary: Nancy Kramer **Others:** Doug Robinson

Tom Gray, Chair, called the meeting to order at 8:05 am.

1. Review of Agenda. After minimal discussion the agenda was left as is.
2. Public Comments. None.
3. Public Forum on Town Communications Plan on Monday, 12/12, 7 p.m.: Preparation. Lawe asked why Gile Mountain had not been considered as one of the locations for a tower. Fulton responded that accessibility was a problem. Later Fulton expanded his answer to say that costs would be significant to locate a tower there due to lack of a road and no electric or telephone access. Fulton will be the presenter for the Forum and Gray will facilitate. Fulton reviewed the PowerPoint slides he had prepared which included FCC requirements, narrowband impacts, police and fire coverage problems, what we have now, locations studied, the proposed system, maps of existing and proposed coverage, estimated costs and potential sources of funds. The FCC changes are mandated. Why the changes are needed will be covered orally. Doug Robinson and Steve Leinoff will give real life examples of coverage problems. The Committee discussed: the types of communications used, tower specs and the Act 250 process, why estimated costs are so high and grant possibilities. Afterwards, the Committee reviewed changes needed on the presentation that included more explanation for the FCC mandated changes, reworking the numbers on estimated costs showing grants already received and grants being pursued to reduce the local cost and explaining what the Town will get out of the fix. After some discussion, the Committee agreed by consensus that they support the communications upgrade. Fulton was thanked for his work on the slides.
4. Update on RFP for Public Works, Fire and Police Facilities Deficiencies and Functional Needs Analysis. The mandatory pre-bid meeting was Tuesday and two potential firms showed up. The legal notice was placed in today's Valley News. The RFP is on the Town website under Announcements.
5. Update on Reserve Funds. Fulton provided an updated spreadsheet for the Fire Department Vehicles Reserve Fund. The schedule alternates re-chassis/refurbish with replacement so that contributions to the fund are kept within a reasonable range. The Selectboard has approved the concept. Sidewalk reserve fund work still needs to be done.
6. Review Tentative Meeting Schedule. Gray will draft a letter about the Communications Public Forum for the Valley News Forum and the Norwich Digest. Suggestions were made for changing the title of the Forum. Gray will review and change as appropriate. Gray will send a draft of the letter out to the Committee for review prior to its release. Kramer was asked to put the Communications Study on the Town website. Fulton will work on a revised schedule after the FY13 budget is approved by the Selectboard.

7. Discussion of Agenda for Next Meeting. Key reserve funds and wrap up of the public forum will be on the agenda for December 15th.

8. Review Minutes. The Committee approved the November 10, 2011 minutes by consensus.

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

Approved by the Committee December 15, 2011.

Nancy Kramer, Secretary

Tom Gray,
Chair

Future Meetings: Thursday, December 15, 2011, 8:00 am

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