

Capital Improvement Planning Committee
January 24, 2008
Slade Building

Present: Paul Hale, Committee Chairman & Selectman, Diane Lanney, Vice-Chair, Gerry Spring, Finance Committee Chair, Bill Murray, Kevin Motta, Jim Crystoff, Greg Cravedi, Debra Roussel, Town Administrator, and Karen Chick, Town Accountant (Ex-Officio)

Mr. Walter Ducharme, Resident.

Meeting called to order at 6:17pm by Chair, Paul Hale.

Open Meeting, official welcome of Kevin Motta – newest member of CIP.

Approval of the October 18, 2007 minutes. Motion – Diane Lanney. Second Gerry Spring. Vote – 6 in favor. 1 Abstain.

Technology Bond: 1.5 million. Paul Hale explained the 60-day process and the Debt Exclusion. Discussed that the committee in the future should have had an opportunity to review, however noted that the BOS were required to put the vote to the town due to regulations by the School District agreement.

Diane Lanney offered information compiled in the Assessors office and presented at the Technology Info meeting regarding the cost to the taxpayer. Two scenarios were offered giving the best and worst case scenario to the taxpayer. Copies were made available; a copy was retained and attached as part of the minutes.

School Boiler: Reported by Paul Hale. The Center School currently has two boilers. Only one is operable due to the poor condition of the oldest boiler. He reported that at this time it has been decided to hope to get thru the remainder of the cold season and go out for Bid and have definitive costs to present at the Annual Town Meeting. At this time the town has approved an appropriation of \$20,000. The current bids are in the \$40K range. Funding is the discussion for a Future meeting, perhaps in March.

Animal Control Agreement: Paul Hale reports that the agreement has been signed with Templeton. The agreement requires Hubbardston to pay 25% of wages and materials used for the animals. Karen Chick asked if the expenses were Gross or Net of the income generated at the facility. Paul Hale was not sure, but would research and report back to the committee.

Animal Control Officer Vehicle: Templeton currently has a vehicle. Annual Town Meeting appropriated \$5600. for the purchase/contribution to a vehicle for ACO. At this time the monies have not been needed. Paul Hale indicated that we might need to go town meeting to request a change for the appropriation to be used for a “Carrier” to go on the vehicle. This carrier would be purchased so that it is interchangeable to future vehicles.

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Facility Additions at the ACO: Paul Hale reported that the facility currently does not have restrooms. The employees use the Highway building (which is in the same parking lot) which is acceptable, however inconvenient.

Stabilization Accounts: Paul Hale did an overview of accounts. The stabilization accounts were established to “air mark” funds for future capital purchases for the designated departments. The funds would only be used in an emergency situation. Diane Lanney added that the intent was to “save” a minimum of 10% of intended purchase for a down payment.

It was decided to invite the PD, FD and Highway to the Feb 21 meeting to review the long-term plan. It will be requested that they come with a comprehensive 10 year plan, explanation of requested changes to current plan, inventory list and a financial plan to save the desired 10% down payments.

Suggested that the committee consider creating an account designated for the implementation of a Server. We currently have a Computer Committee – Dennis O’Donnell, Seth Knipe, and Debra Roussel.

Motion by Bill Murray, Second by Diane Lanney to add Kevin Motta to the committee. All in favor – Kevin Motta accepted the nomination.

Diane Lanney said that it would also require a person to maintain the Server. There is a need to develop a Capital plan to raise the necessary funds.

Deb Roussel advised of the need for capital for Computer Programs so there can be proper communication between departments.

Kevin Motta interjected the need for a secure location for a server, that would also be a major consideration.

Diane Lanney discussed that the Assessors office has their own server and that it would not be possible to connect other departments to it. There are restrictions because it would compromise the Assessors contract with their software provider and there are licensing issues.

Capital Improvement Planning Plan – Review for FY09.

Police has a written request in to change the 4 year purchase cycle back to a 3 year cycle. This was just changed last year; the committee would like an explanation of the change back.

Highway has a written request to purchase and trade a truck (Heavy Dump) every three years. This would put the 6 wheel dump trucks out to an 18-year life. The recommendation is to sand blast and paint body and frame at year 6 and 12 years. Cost associated is approx \$5000.00 for the next 3-4 years. Anticipation of this cost to be in the 10K vicinity in later years.

Fire has submitted a comprehensive 10-year plan. Diane provided the plan and said that Seth would be more than willing to attend in future meetings to discuss his plan.

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CIP Committee Reason for Being: Review of the CIP By-Law approved at STM February 27, 2006. Paul Hale discussed the importance and relevance of the committee. It was decided that a letter would be drafted (Motion by Bill Murray, Second –Diane Lanney. All in Favor) and sent to the BOS and Fin Comm to remind the committees that purchases of 10K or greater need to process thru CIP for approval and recommendation prior to purchase. This reminder will be sent in light of the recent purchases of Malone Road, PD Chief Vehicle, PD Radios and the Technology Bond. This letter will be emailed out to CIP for approval. The letter will be formally submitted as part of the minutes in the Feb. meeting.

Facilities Planning: Paul Hale started the conversation stating it his hope that a plan can be developed and be submitted for State Funded Grants to continue to develop.

Land on Rt. 68 is currently under Chapter and valued at \$211,000.00. The parcel has recently been placed on the market. Diane talked about the changes to the Chapter Land law. The town now has 3 years to purchase as this land is in Chapter - the town has first right of refusal.

Options to develop a plan should include Public Safety / Community Center and Senior Center – this would give 3 options for state grants.

Paul Hale will develop an outline in terms of square footage, vehicle facility and the number of personnel that it would need to accommodate.

Bill Murray has agreed to give a presentation to members of CIP and the department heads on Jan 31 @ 6-7:30 as an informational meeting. Bill would like the departments to help identify their wants and needs. Diane suggested an inspection be done with the department heads of the existing facilities. This inspection would be to identify what is currently working and what does not work.

Future Business:

Department Heads (Police Department, Fire Department and Highway) to meet with CIP to discuss their 10-year plans. CIP intends to make recommendations in March. This will be timely with the Budget process.

Next CIP meeting February 21, 2008 – 6:15 pm

Motion to Adjourn – Diane Lanney
Second – Jim Crystoff.
All in Favor
Adjourn at 7:54 pm.

Minutes submitted by Karen Chick