

**CAPITAL PLANNING COMMITTEE
MEETING MINUTES
APRIL 3, 2008**

Present: Paul Hale, Chairman, Diane Lanney, Vice-Chair, Kevin Motta, Bill Murray, Deb Roussel, Town Administrator, Karen Chick, Town Accountant Ex-Officio

FD Chief – Seth Knipe

Meeting Called to order at 6:24pm

Review and approval of March 20, 2008 Minutes.

One change noted by Bill Murray – Add on page 3 plan – Bid for Boiler due on April 10th.

Motion to accept with changes – Diane Lanney, Second Kevin Motta
Unanimous in Favor

Committee was presented with the Highway Stabilization 10 year plan

Regarding Town Facility property options, Diane Lanney, Assessor, reported that the Laitinen property on Gardner Road was no longer an option **as she heard it had been sold.**

Discussion about the Tractor for the Parks and Recreation Commission Form C was submitted with Todd Fitzgerald signing the request.

Todd Fitzgerald entered the meeting to answer questions.

Requested is a Kubota Tractor (Gas vehicle) for **\$23,913.00** and a Mower in the amount of **\$1699.00**. Weed Whacker, **\$319.00**, Filter System for the irrigation, **\$1100.00**, Shed to store the equipment, **\$1500.00** (Labor to be donated). Total Cost **\$28,531.00**

This equipment will take care of Rec Field, Leonard Field, Town Common, Millennium Park, Town Offices, Mt. Jefferson and Malone Road.

Todd Fitzgerald said he currently has 3 bids. Diane asked Deb Roussel if Parks and Rec Comm. followed up with her office for proper procurement. It appears that this will need to go out to bid to follow procurement guideline, Deb Roussel has offered her assistance in the past for this process. Another option was to review the State Bid list

Diane Lanney has some concerns regarding the snowplow. The concern is that the wheels base is larger than the walking path; Todd Fitzgerald confirmed that the walking path is 8' wide and the tires will not make a muddy mess of the area around the pavement. The second concern was the manpower to facilitate the plowing during the winter months, or the need to have the path plowed. Todd Fitzgerald said the Parks and Rec budget has 5 hours a week for plowing: October thru March. April thru October it is budgeted for 20 hours a week.

Motion: Diane Lanney to remove the winter items and keep the requested mowing equipment, a \$1500.00 savings. Bill Murray seconded the motion.

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Vote: 4 in favor of motion, Unanimous to propose as Debt Exclusion
Todd Fitzgerald was thanked for time and information. He left the meeting.

Review of the Computer Oversight Committee, Seth Knipe joined the table.
There is a great need for one back up system for Town Offices, Library, PD, FD and eventually add Highway.
Proposal is for one Large Domain. Seth Knipe has been acting as the "IT" individual, however he acknowledges this proposal is beyond his abilities. It will require an IT consultant to work monthly 6-8 hours @ \$90.00/ hr.

Kevin Motta, a member of the Computer Oversight Comm., and an IT professional urges the need for a physical back-up ~ 3 locations to share information.

Proposal: Hardware \$12,675.00
Purchase thru the state bid list – Turcotte recommends Dell products with 3-year warranties.

The Financial Team (in the basement of the Library) shares the Library's Internet.
Conversation and pricing:
\$5100.00 – (Town Offices) Server
\$ 640.00 – Network Switch
\$ 119.00 – Wiring (Labor is Seth)
\$6000.00 – Total for the First Phase

Kevin Motta indicates the above is the bare essential. The proposal submitted to CIPC is in the amount of \$14,475. (On state bid list – no need for procurement)
Motion by Bill Murray to accept as a whole proposal for \$14,475.00
Second: Diane Lanney
Vote: 4 in Favor – Unanimous for Debt Exclusion

Highway Truck – F450 Truck – possibly consider a Gas Vehicle, committee will make the suggestion and defer to the Department heads decision. Chief Knipe agreed to the F450 as a hand down in future years. Move by Bill Murray to re-affirm the March 20th decision. **Second unknown. Vote unanimous**

Fire Truck – Chief Knipe will wait for the hand down of the F250 from Highway. This will take place once the F450 is recommended and the purchase has been made.

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Boiler for the Center School – Discussion regarding the purchase to be in or out of the Operating Budget. Diane Lanney strongly feels that it will pass as an exclusion, Bill Murray agrees. Deb Roussel concerned with the Debt Exclusion due to the need as an emergency project.

Boiler: Motion Diane Lanney as Debt Exclusion. (The amount to be the difference between the 20K already appropriated at 6/19/07 STM and the cost to be determined once all the bids are accepted) Second Kevin Motta.

Vote: 4 – Yes to accept as Debt Exclusion – Unanimous in Favor

The upcoming STM or ATM will require an article to change the use of the Animal Control Officer funding of \$5600.00. The change will be to acquire a “Transporter” for the animals, original article was for a vehicle.

Summary of CIPC Recommendations as Raise and Appropriate (One Article)

Stabilizations:

Fire Department	\$17,500.00	
Police Department	5,000.00	
Highway Department	18,000.00	
Facilities	5,000.00	
Library	<u>5,000.00</u>	Building Renovations
Total	\$50,500.00	

On a Separate Article - \$31,000.00 for the Assessors Department.

Motion: Diane Lanney – Second Kevin Motta –

Vote: 4 in Favor - Unanimous

Paul Hale – CIPC supports the \$150,000.00 as an override for FY09 for the Road Repairs.

\$500,000.00 of Chapter 90 funding will go to the roads projects. Chapter 90 to be increased for FY09 (\$220K to \$275K)

Motion: Diane Lanney, Second Bill Murray

Vote: All in Favor – Unanimous

Discussion of the Ragged Hill property. The perc test has come in good. Paul Hale to discuss with Diane Lanney, **as the Assessor**, the sale of property. This will be Future Business.

Recommendations from the CIPC committee for the upcoming April 10th Information meeting. Motion Bill Murray – Second Diane Lanney to make a draft report to the BOS

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for initial recommendations. The evaluating process of each request still needs to be done by the CIPC committee. Diane Laney will draft an updated 10-year plan.

Vote: All in Favor of a draft to the BOS.

Facilities:

Bill Murray reported the findings on the Beauvais property. Bill Murray feels that it will be a good substitution for the Ambulance. The current building will not fit the engines, which are currently housed at the old station. The available space is enough for an additional building, possibly a Butler Building. The sub-committee will continue to research this option and discuss with the Building dept. and report back to the committee. The purchase price is a very good price.

Breezy Hill - 2005 study – Significant capital expenditures to upgrade. The suggestion was made by the surveyors to look elsewhere, however it could be retrofitted, but at a substantial price.

Slade building was acceptable as a temporary PD facility.

The “old” Fire Station should be torn down and rebuilt for the PD and possibly **Town Office Space** in future years.

Additional information and discussion regarding the Beauvais property. Bill Murray thought the best plan of action would be to establish a “Lease to Purchase” agreement. Possibly a 1-year lease. The lease agreement could also consist of the heat included in the lease price to stay at the same price point that the FD is currently paying rent. The front of the building would require changes to comply with handicap accessibility. This can be done for a small cost. Bill Murray would suggest a letter coming from the Board of Health stating that the current use of the septic system is okay.

Next Meeting: May 1st @ 6:15

Motion to adjourn – Bill Murray, Second Kevin Motta. All in Favor.

Meeting adjourned at 8:40 pm