

CAPITAL IMPROVEMENT MEETING MINUTES

OCTOBER 15, 2009

Present: Diane Lanney, Chair, Caleb Langer, Planning Board, Kevin Motta, Ed Blanchard, Finance Committee rep., Karen Chick, Town Accountant, Ex-Officio

Meeting called to order at 6:40 pm

Motion to accept Meeting Minutes of Sept. 17, 2009 as amended.

Diane Lanney, Second by Kevin Motta. All in Favor

Motion to accept Meeting Minutes of Sept 30, 2009 as amended

Diane Lanney, Second by Caleb Langer. All in Favor

Open Position: Diane Lanney asked Dennis O'Donnell if he would be interested in joining the committee. He said he would consider the position. Diane Lanney will follow up with Dennis and if he is not interested, she will contact Brian Jette, he had some interest and was not selected for a position on the Finance Committee and perhaps he will consider CIPC.

Financial Management Report (FMR): A copy was handed out to each member for review. Although it had already been discussed that the FMR, conducted by the DOR, had commended the CIPC for their long term plan, it is cited that the funding of the plan and targeted Stabilization accounts is a problem. A second recommendation was to post the CIPC plan on the town website, which has already been done. A third recommendation was to combine all the targeted stabilization accounts. Caleb Langer believes there should be even more transparency, and accountability through direct correlation to the item of those accounts, each account pin pointing the amount allocated to a future purchase.

Special Town Meeting: 1988 Mack Replacement: December 10th, Thursday night. The warrant closes on November 9th, CIPC to meet on November 3rd.

Diane Lanney will contact Lyn Gauthier and ask for him to attend the November 3rd meeting to discuss the analysis of new vs. old and 10-wheel vs. 6-wheel trucks in order to make their final recommendations to the BOS for the warrant.

Kevin Motta told the committee that the Computer Committee will be requesting funds at the STM to replace a couple of computers that are "dying" prior to what the committee originally anticipated. Karen Chick asked that when deciding on an amount for replacement if the committee would also consider funding for some IT support for the staff. It is appreciated to be awarded new equipment however, if your department is not computer savvy, or simply does not have the time to do a switch over and the new equipment sits idle waiting for that assistance. Kevin Motta agreed and will bring back the suggestion to the entire committee.

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Diane Lanney agreed, stating that although the Committee's purchase of 2007 Office was a good idea, the 1 copy she received would've caused computer problems with the other work stations running on 2000. Also, to her knowledge not more than a couple people have installed it due to lack of IT knowledge and support. Communication with departments and the committee prior to such purchases would be beneficial in the future.

Facilities: Regarding the swap of land from Pitcherville Road and the Mass Pallet facility on Gardner Road. It was agreed that Caleb Langer would write a draft for the committee to review. After review it will be submitted to the BOS as they had requested CIPC to review the options for this type of arrangement. The letter will include the specific reasons as to why this is not a viable option at this time.

Laitinen Property: Diane Lanney presented a GIS map of the property and an additional map that highlighted the wet lands. After some discussion it was decided that CIPC is not interested in this piece of property.

Motion: Diane Lanney, Second Caleb Langer All in Favor

CIPC is not interested ~ Diane Lanney has offered to draft a letter to be sent to the BOS on behalf of CIPC listing the reasons that this does not fit the needs of the Master Plan. Upon approval of the committee it will be forwarded to BOS.

Cronholm Property: Discussion was tabled at this time, William Murray was unable to attend the meeting and he is the lead for this project. Caleb Langer did express an interest in making this one of CIPC's priorities. Much of the long term plans are contingent upon the progression of this property.

Ed Blanchard inquired about the approximate 20 acres across the street from the Recreation Field. This is DCR owned land. Apparently this was a parcel that was investigated 8-10 years ago. At that time DCR was not interested in entertaining the option of a land swap, they did however offer an easement. Ed Blanchard was wondering if this too would be an option for a waste water treatment facility, and the possibility of a town well, depending on the findings on the land. Diane told Ed Blanchard she would get copies of her files and Mr. Murray can answer all his questions.

Public Awareness: 10 Gardner Road ~ After a lengthy discussion regarding the information compiled at this time; Timeline, Pros and Cons of the property, Cost Analysis it was determined it was not the most appropriate time to put this information on the towns website. Caleb Langer felt it more appropriate to develop CIPC's Master Plan, making this our #1 responsibility. Once this has been finalized then it would be appropriate to post the work done by CIPC regarding 10 Gardner Road. Diane Lanney reminded the committee that much work has been done by herself and William Murray and this task will require the entire committees efforts. All were in agreement to move forward and make this their priority.

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The August 17, 2009 BOS meeting minutes indicate their interest in taking over the maintenance of the Center School. Diane Lanney will follow up with the BOS for clarification on their comment and if this is their desire it should be added to the Selectboards Facilities Maintenance 10 - year plan, when they develop it.

CIPC/ Fin Comm and BOS Joint Meeting: October 21, 2009 the three committees will come together for a Roundtable meeting. Originally the Finance Committee had submitted 9 bullet items for discussion that night. Ed Blanchard reported that Fin Comm. has decided to withdraw all items and would like to replace it with only one issue, Develop a Methodology and process to work together, determine the responsibilities of each committee and see where they overlap to encourage the open lines of communication. He also reported that the Fin Comm. suggested obtaining a Facilitator for a future meeting to help develop this mutual commitment and trust between all parties. CIPC at this time all agreed that this should be the only item on the agenda for the evening. Although it is only one item it is rather monumental and other bullets should only be added in future meetings once the "Ground Rules" are outlined and accepted by all involved.

Motion to Adjourn:

Diane Lanney, Second by Kevin Motta at 9:00pm

Next meeting November 3rd, to discuss Capital for the Highway Department