

CAPITAL IMPROVEMENT PLANNING MEETING

FEBRUARY 5, 2009

Meeting called to order at 6:36 p.m.

Present: Diane Lanney, CIPC Chair, William "Bill" Murray, CIPC Vice Chair, Greg Cravedi, Kevin Motta, Sue Motta, Kristie Casey, BOS member, Caleb Langer, Karen Chick, Ex-Officio, Town Accountant, Walter Ducharme, member of Facilities Planning Sub-Committee.

Others present for their presentations: Todd Fitzgerald, Chief Dennis Perron.

Meeting Minutes of January 29, 2009

Motion: Greg Cravedi, Second Bill Murray.

All in Favor, 1 Abstain (member was not present at the Jan 29th meeting)

Review of an email from Judith McArthur, Library Trustee Chair. The email declined the invitation by CIPC to submit capital needs at this time. Diane Lanney has responded to the library reminding them they currently have \$5000.00 in their stabilization account for repairs (contingent on town approval).

Diane Lanney presented a "Vehicle List" at this time no changes have been made from the respective department heads.

Department Heads began their presentations for their capital needs for 2010 fiscal year.

Recreation : Todd Fitzgerald presented for Parks Commission.

Forms C is for Kubota Tractor, Cub Cadet Tractor, 2 Weed Whackers, 2 Push Mowers in the amount of \$27075.00. The tractors will be registered and driven on the road so they can be moved from site to site. The mowing decks are hydraulic, the Kubota will have a bucket and snow blower for winter use.

Greg Cravedi had questions regarding the employees to operate. Todd Fitzgerald responded their need would be for 20 hrs/week April – October. October – April only 5 hrs/week needed. It was noted at this time that the BOS have entered into a contract with a private company for the mowing services of all town fields thru December 2009 in lieu of slash wood from Mt Jefferson. At this time the Parks commission will be submitting an FY10 budget to cover these costs. It was also mentioned the budget request will also need to include the costs of registration and insurance.

Sue Motta, Kristie Casey and Greg Cravedi all asked if Todd would be willing to go back and ask the Baseball commission / and Soccer commission if they would be willing to help support the cost of this equipment purchase and or the maintenance of the fields thru their registration fees. Bill Murray asked for Todd Fitzgerald to ask the respective commissions and report back to CIPC to raise usage fees and contribute to the purchase.

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Todd Fitzgerald asked if the Hubbardston Preservation Fund could be used for the maintenance and or the purchase of the machinery. Karen Chick will look into this as a funding mechanism and report back to the committee.

Chief Dennis Perron presented for the Police Department.

It has been requested by the Police Department that a new Police Cruiser and a new Police SUV be purchased in the amounts of \$28736.00 and \$29716.00 respectively.

Information was submitted by Chief Perron for the maintenance cost history of the current vehicles in the fleet. Diane Lanney requested a detailed breakdown of the most recent maintenance costs associated with the two up for replacement. The fleet as an aggregate has 450 thousand miles on them. The two vehicles requested to be replaced have 124 and 134 thousand miles. The Chief explained that two vehicles need replacing this upcoming fiscal due to the failure of last years attempted override. It would be more desirable to purchase one a year however the cruiser in question *may* last one more year, but this will create additional miles on the rest of the fleet because it will be used minimally. The SUV requested to be replaced is expected to possibly run another 4-6 months but is in need of a new catalytic converter, approximate cost of \$1000.00.

Regular maintenance is provided for the fleet at the highway department. The cruisers typically accumulate 30-35 thousand miles a year, the SUV 20-25 thousand and the Chief's SUV 10 thousand miles a year. The Chief's vehicle has been left occasionally and especially during the state of emergency in the December ice storm, as the older SUV is not as reliable and it is necessary especially during the winter months.

Chief Perron's proposal to the CIP committee; Purchase a Ford Explorer (SUV) within the budget and to place the cruiser on as a Capital/Debt exclusion. The Chief cautioned what would happen in the event of failure of proposal. The vehicles will last only half the estimated life. The Chief's vehicle could be converted into a patrolman vehicle at a cost of \$4-5 thousand dollar expenditure, as it was not purchased with the heavy duty Police Department package.

The fire department has no changes to their existing Capital Plan. They still have a need for a pick-up truck in the event one does not hand down to their department from highway.

Cemetery / Parks has the use of a 2 wheel drive pick-up truck. It is currently housed at the Highway barn and signed out by the individual committees upon use. Discussion re: the fire department use of this vehicle as their replacement. It is not adequate as it is not 4-wheel drive.

BOS had three requests: Telephone System, Public Safety Communication and Slade Building Renovations. Costs associated at \$8500.00, \$4500.00 and \$125,000.00 respectively. The Form C's were left on the conference table for the CIPC to review. The committee asked for clarification regarding the requests from Kristie Casey, as the BOS representative, unfortunately Kristie Casey was unaware any Capital requests from the BOS however, Kristie believed that there was to be some ice issues and walkway repair to be done as part of the Slade Building Renovations, however was not sure of all the

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details. The committee tabled all three requests until further information could be obtained. Kristie Casey would research the requests and be ready to report back to the committee so they could make their recommendations based on clearer information.

Bill Murray updated the committee on the presentation made at the 2/2/09 BOS meeting regarding the recommendation from CIPC to enter into a lease / purchase option of 10 Gardner Road. It was reported that Mr. Paul Hale, BOS chairman, was a bit reluctant to proceed forward, as was Acting Chief Bob Hayes. The BOS meeting however did have 2 of the 3 in support of moving forward with this option. Bill Murray has agreed to provide an updated Facilities Plan.

Kristie Casey, as the BOS liaison to the Fire Department, will attend the FD officer meeting to answer questions and address some of the departments concerns. Bill Murray has agreed to send a draft of CIPC Executive Summary to Kristie Casey prior to her meeting with the FD. This overview has also been electronically provided to each member of the committee and attached as part of the minutes.

The CIPC will attend the BOS meeting on February 23rd to present the overviews along with information regarding the Cronholm property on route 68.

Future Business:

To discuss the Form C's that have been presented and make recommendations, especially if the purchases will be within or outside of the levy.

A review of CIPC's policy, regarding debt. The recommendations of the committee shall not exceed 3% of the operating budget, excluding the school assessments.

Walter Ducharme has offered to coordinate the Public Awareness aspect of the lease/purchase option and begin to introduce the opportunity for the Cronholm property. This was agreed upon with CIPC and the BOS that CIPC and their sub-committees would take charge of the marketing of these projects to the general public.

Meeting adjourned @ 8:30 pm.

Respectfully Submitted,
Karen Chick

Modifications made by Chairperson, Diane Lanney