

**CAPITAL IMPROVEMENTS PLANNING COMMITTEE
MEETING MINUTES
JULY 23, 2009**

Present: Diane Lanney, Chairman CIP, Kevin Motta, Ernie Newcomb, BOS Representative, Caleb Langer, Planning Board Representative, Karen Chick, Town Accountant, Ex-Officio

Meeting called to order at 6:35 pm

Meeting Minutes of May 28, 2009 were approved. 1 Typo correction – All in Favor

The CIPC has been notified that Ed Blanchard will be the new Finance Committee representative, replacing Sue Motta. Mr. Ed Blanchard will need to be sworn in by the town clerk to have voting privileges.

Open Position: - Diane Lanney reported that Greg Cravedi has officially resigned. He cited he was no longer able to attend or participate in the committee. This leaves an open position. Diane Lanney will send an email to the Elaine Peterson, town secretary, and request the open position be posted on the Web Site and PEG.

Chair and Vice-Chair nomination: It was decided to post pone the nominations until William "Bill" Murray can attend the meeting as he is the current vice-chair.

Motion: Kevin Motta, Second : Ernie Newcomb All in Favor

Next Meeting Agenda to nominate Chair and Vice-Chair for Fiscal 2010.

Emails and Correspondences:

FY 2010 updates need to be added to the existing Capital Plan.

BOS meeting minutes of June 1, 2009. The PD SUV recommended by CIPC was a 5 - year lease. The Finance Committee and BOS changed it to a 4 - year lease. A lease beyond 3 years requires town meeting approval. The Police Chief requested the additional funding from the Finance Committee through a Reserve for Transfer with the promise of a Fall town meeting article to replenish the funds to Fin Comm. from his PD Maintenance. The adjustment needs to be made to the Capital Plan, no down payment from PD stabilization was made, failed as an override attempt at the ballot, and it is a 3 - year lease not the CIPC recommended 5 year lease. The old SUV will now be turned to Highway, this change will also be reflected on the new Capital Plan.

The question was raised about the cost of a 3 - year vs. 5 - yr lease. Karen will review with the Treasurer, Jim Dunbar, however it is assumed that a longer "lease" clearly has higher costs associated with the term.

Diane Lanney attended the most recent Finance Committee meeting where it was discussed that CIPC was negligent in not putting forth an article for the PD vehicle for a 5 - year term. Caleb Langer commented that it is not, nor has it been the committee's responsibility to write such articles for the warrant. Diane Lanney sent an email to Chief Perron that CIPC does not put forth these articles so in the future he will realize either he or BOS should present an article for town meeting approval.

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Discussion from the Finance Committee has also been in regard to the funding mechanism of Capital purchases. It is the belief of some members of Fin Comm. that it is not in the purview of CIPC to make funding recommendations for the Capital purchases recommended to BOS. Diane Lanney also informed the Committee that at the last Financial Team Meeting it was advised by the Town Administrator that she will be bringing forth a policy change to the BOS that CIPC no longer be a part of or consider the funding mechanism for their Capital recommendations. All of these comments brought about great discussion from the group. The synopsis is that CIPC feels it truly irresponsible to make Capital Purchase recommendations if they have no input to the financing. The general consensus was that consideration should be made for Fin Comm. and the BOS to meet directly with the Department Heads and make their own determination of Capital necessary for the town and possibly relieve CIPC of any and all responsibilities. It would seem foolish for a committee to continue to put forth their efforts only to maintain the Capital 10 year plan.

Further discussion regarding some changes for the CIPC to be considered for the next meeting ~

- Start in February, or even earlier, to analyze the Capital needs put forward by each Department
- Rank the CIP purchases and use the ranking to add to the purchases as the funding becomes available (Town and State numbers are more solid)
- Change the communication to the Town. If a Debt Exclusion is approved and then it is determined once all the numbers are solidified with the State Receipts, Local Receipts and Taxation then the Exclusion will be reduced, only the amount above and beyond the other sources of revenue will be required from the taxpayer from the Debt.
- Take more time to explain the Capital process at the Town Meeting. The Assessor's office has had great success with their request for stabilization, of course it was acknowledged that it is within the tax levy, but it also comes from the willingness to stand on town floor and "lobby" for their needs.

10 Gardner Road

Unfortunately at this time the property is no longer available to the town. Mr. Beauvais, owner, has accepted an offer from a business in Rutland. It is believed that the BOS acted very slowly and therefore the opportunity ceased to exist. Ernie Newcomb as the BOS clarified that a board member was to speak with Mr. Beauvais, after he offered to so do, as this board member had been the contact all along but were unable to coordinate the time and the outcome was the loss of the property to the town. Upon further discussion it was noted that CIPC had approached the BOS back in October and the P&S was initiated with the Rutland business in June. The CIPC feels they had done everything in their purview, plus some to encourage the BOS to act, however it appears at this time that this was not the direction the BOS wanted to go. It was however agreed that CIPC would in the future be as clear as it was this time but with even more emphasis on the "time" factor that they would encourage the BOS to act upon.

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Public Awareness:

Diane Lanney contacted Kristie Casey to follow up on the Public Awareness Program. Diane asked if Kristie would be willing to continue in this capacity although she is not the current BOS representative. At this time Diane has not heard from Kristie and assumes her silence indicates she is not able to participate. Caleb Langer has offered to do some work on this project, and Diane has offered to assist Caleb in his efforts.

Breezy Hill:

It was reported that a new well is being installed at Breezy Hill and a new septic system was installed approximately 5 years ago. Per BOS meeting minutes of May 26, "Mr. Castriotta recommended revisiting Breezy Hills Corner business complex with the CIPC to see if the building is compatible for town office space now that many of the tenants have moved out. Ms Roussel will contact the realtor to schedule a visit" Diane Lanney contacted Deb Roussel prior to this meeting to inquire what the outcome of her contact and / or BOS visit was with the owner of Breezy Hills. As of an email of July 17th Deb Roussel has not had an opportunity to contact the Real Estate Broker and would not do so before tonight's meeting as she was going on vacation. A follow up will be required.

Cronholm Property:

Bill Murray has done the lion share of the research and work on this project and with his absence and expertise it was agreed to table until the next meeting.

FY '11 Capital Plan:

It was agreed upon by the committee to postpone the August meeting and agreed to the commitment to the two meetings in September. At the first meeting, Sept. 16th, the discussion will be pointed at "where is our plan in regards to small modifications discussed for the future of CIPC", Updated 10 year Capital Plan, Focus on "why have the attempted overrides in regard to Capital and targeted Stabilization failed" and "what do the departments want and need from CIPC to obtain needed capital in light of the past couple years of failures". Diane Lanney agreed to extend an invitation to all Department Heads to attend both September meetings with the above listed agenda.

At this time CIPC is still in need of 10 year plans from the Library, School and Facilities (all town owned buildings) Ernie Newcomb as the BOS representative has agreed to request the BOS to develop a 10 year plan for all the town owned buildings.

New and Old and Loss Control were tabled.

Motion by Diane Lanney to adjourn. Second by Ernie Newcomb.

Next Meetings September 16th and 30th at 6:30.

Meeting adjourned at 8:40 pm