

CAPITAL IMPROVEMENT MEETING MINUTES
SEPTEMBER 30, 2009

Present: Diane Lanney, Chair, William "Bill" Murray, Vice-Chair, Kevin Motta, Caleb Langer, Planning Board rep., Ernie Newcomb, BOS rep., Karen Chick, Town Accountant, Ex-Officio.

Others : Jamie Pitney, Newest Member of the Finance Comm., Todd Fitzgerald, Lyn Gauthier, Dave Simmerer as Finance Committee rep.

Correspondence:

Discussion of Barbara Laitinen's property. It is a property in chapter (61A) and therefore the Town has First Right of Refusal. The exception is if the land is converted by an immediate family member to build a home. It appears that her son will build a home, 200' of frontage and 12 acres. The town has not been officially notified of the owners intentions, however a request has been made to determine the roll back tax amount and a letter informing the property owner of Notice of Intent was sent by the Board of Assessors 20 acres will remain in Chapter, this is owned by her daughter. From the official notice you have 30 days to act if the notice is deficient the 120 days to act. At this point then a Hearing is held to determine the towns interest in the property, an appraisal is obtained to acquire fair market value. Diane Lanney offered to do a GIS map for the committee to analyze the possibilities of the property for a future site for a Public Safety Facility, however it is not a viable option due to location to the center and other factors.

Facility Planning:

Cronholm property – Tabled until next meeting.

10 Gardner Road: Diane Lanney would like to have the information collected for the Public Awareness placed on the town's website. It includes the cost analysis, pros and cons for the property. It would be beneficial for the residents to see the work associated with recommendations made by the CIP committee. It will provide credibility to the committee and lay ground work for future efforts.

Diane Lanney submitted a letter that has been drafted to indicate the towns continued interest in the property. This letter would go to the BOS as a request from CIPC to the new owners of 10 Gardner Road. This is a similar letter that was drafted and sent to the pallet company in the past. The committee decided against action. Bill suggested instead a person to person approach to the new owners. Caleb Langer suggested an RFP be developed indicating the number of acres desired within a specified distance of the center and specific criteria / expectations.

Breezy Hill's potential: Per the Architecture Study done when the property was originally for sale indicated that it would be cost effective to tear down the existing structure and build from the ground up. To retro-fit the existing structure was not cost effective and the building codes have changed since that report therefore being cost prohibitive.

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Public Awareness: It was suggested that the CIPC put together a report of all properties that have been investigated as potential sites for various needs of the town. This report could be posted on line for all public viewing. Bill Murray has agreed to draft a template and Diane Lanney will complete from Bill Murray's starting point. It was agreed by all that it will be in the form of "We're looking for land and this is what we've done to this point..."

Fy11 Capital Plan:

Todd Fitzgerald on behalf of the Recreation Comm. Submission of a \$10,000 request for a Zero Turn Mower and Accessories, Weed Whacker and New Shed (20 x 24) for storage of machinery. Half of the shed cost has been submitted to the Hubbardston Business Association (HBA) thru their Frozen Assets raffle. The Rec Comm. will be securing a larger mower from Yankee, the company currently maintaining the fields in exchange for "slash" off Mt Jeff. This contract is due to expire on December 31, 2009. The Rec Comm. was approved for \$6500 of town appropriation and will be using \$5000 of those funds for this purchase, of the larger mower from Yankee, the balance will support the cost of payroll for spring services. Todd Fitzgerald felt that the Rec Comm. had complied with all of CIPC's request of last year, being the purchase of some used equipment and finding alternative funding sources, both criteria had been met. Diane Lanney asked if any re-negotiations had been done in light of the ice storm damage (more slash than believed to be)

Lyn Gauthier joined the table as the Highway Superintendent. The 1988 Mack needs to be replaced, it was clearly determined it is not worth the \$15,000 investment to repair. The Highway dept currently has 6 – 6 wheel dump trucks. They should be slated to replace one of the 6 every 3 years, giving the vehicles an 18 year life, with two refurbishes at 5 year intervals. Currently the dept. is 2 years behind the refurbish schedule due to lack of funding. The schedule stands as follows:

- '98 Ford done in 2011
- '93 should be replaced instead of a refurbish
- '97 Ford done in 2012
- '98 Dump done in 2013
- '09 Sterling done in 2014

The committee asked the Super about the options of New vs. Used and 6-Wheel vs. 10 Wheel. It was previously determined that to purchase used there are some 30B issues. New vehicles come with a 1 year warranty, used commercial trucks do not have any extended warranty. He was asked to research a "Lease to Purchase" option. The Super will come back with an analysis of **3 scenarios: 6 Wheel Used – 10 Wheel Used – 6 Wheel New**. The pro and con for each vehicle. The committee wants to understand in a simplified form the information the Superintendent has so they can respond to the public and advocate on behalf of the department for the appropriate purchase for the town.

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Dave Simmerer representing the Finance Committee brought forth a request the Fin Comm. would like to see made at the Fall Town Meeting. Fin Comm. would like to recommend that the town have 2 Stabilization accounts. One for General Stabilization and combine all the Targeted Stabilization to one Capital Stabilization. The thought process behind this recommendation is that the shift would be to viewing the capital needs of the town as a "whole" instead of by department. It is important to work collaboratively and for the better of the whole, eliminate the ownership of accounts.

Diane Lanney's response was that the Targeted Stabilization accounts were established for transparency and ownership issues are separate and could / should be addressed as such. There is no reason more than 1 Targeted Stabilization could not be used for 1 Capital purchase. The Finance Comm. believes the transparency can be maintained with the elimination of ownership.

Ernie Newcomb as the BOS rep asked CIPC to host a meeting with BOS/Fin Comm. and CIPC. He requested a formal invitation be sent to each committee.

Motion made by Ernie Newcomb, Second Bill Murray. All in Favor

A formal invitation will be sent by Diane Lanney, Chair, to BOS and Fin Comm.

requesting a "Roundtable" form of meeting to be hosted on Oct 21, @ 6:3 pm.

Caleb suggested BOS and Fin Comm. provide topics of discussion regarding the overall Financial Management of the town and the future of Successful Funding Mechanism.

This will also be an opportunity to discuss procedural issues.

Diane Lanney asked Dave Simmerer to obtain a copy of the Finance Comm. Policy and Procedures so all of CIPC can familiarize themselves with them. Dave and Jamie Pitney agreed to send the policies.

Motion to Adjourn:

Bill Murray – Second by Diane Lanney

Adjourn at 9:23 pm