

Capital Budget Committee Meeting Minutes
January 29, 2013

Attendees: Mike Aceti, Kim Collins, Carol Lisbon, James Stuart, John Cone, Mark Sarro, Robyn Hunter

Guests: Steve Bliss, Dawn Fattore, Ralph Kelly, Valerie Spriggs

Meeting was called to order at 7:30 a.m. in the Selectmen's meeting Room.

1. Minutes of 1/22/13 were approved.
2. Chickering School Facilities:
 - a. Discussion of 2011 Protocol was discussed. With two years of experience and the OnSite/InSite Plan, it was agreed that further discussion should take place on refining the nuances of the Protocol. The Plan serves as a foundation to evaluate the school for both major operating expense maintenance items as well as capital budget items. The protocol only works if Warrant and Capital Budget Committees review details of all major maintenance needs and previous year accomplishments.
 - b. FY14: Drainage Improvements and Road Widening \$33,000- roof drainage into areas by exterior walls creating major erosion problems. Emergency road around building too narrow for fire apparatus without going on ground at turns.
 - c. FY14: replace Library Carpet \$20,155 (carpet and furniture moving) – Buckling and seam splits problems. The carpet will be replaced with carpet squares and additional carpet squares will be purchased for dye-lot matching for future replacement. It was suggested that higher grade squares could be used in heavy traffic areas.
 - d. FY14: Sidewalk Light Poles \$5,427 – 9 poles along sidewalk to be replaced with LED lighting due to current leaking, ballast problems, etc. Energy Incentive Program will be used.
 - e. Cafeteria \$6,662- shades for high windows. Power supply already there.
3. Chickering School Technology
 - a. Reviewed prior years' outstanding capital budget items. Technology balance of \$61,113 will be used in FY13.

- b. FY14: \$30,000 – library laptop replacement may not be required but additional discussion at School needed
- c. FY14: \$14,000 – ipads for grades 2/3 pilot program

4. Updates:

- a. Parks and Recreation estimates received for gym floor, vehicle and tractor
- b. Cemetery Gator (\$22825) further discussion required. Significant frame rust, 950 hrs. and 11 years old. Gator used by Cemetery, Highway and P&R to move dirt, salt, markers, sprayers, salt, snowblowing and serves as a “mini dump truck.” Good deal on trade.
- c. Timeline reviewed. Mike to schedule meeting with BOS.

5. Votes:

- a. After review of Chief McGowan’s response to the 1-2-1-2 replacement schedule, the CBC unanimously voted to approve his request for \$70,000 to replace 2 vehicles in FY14.

6. Follow-ups with submitting boards and committees were reviewed:

- a. Fire: Squad car- obtain prioritized list of reconditioning needs with estimated costs
- b. Cemetery: clarify tractor inventory vs. manpower
- c. Schools: schedule visit to Chickering to view library carpet and cafeteria windows
- d. Schools: Steve Bliss to send links to K/1 videos
- e. Schools: School to revisit \$30,000 technology hardware request
- f. P&R/Highway/Cemetery: visit scheduled for 7:30 am 2/5 to view all equipment
- g. Library: obtain shelving/furniture quotes
- h. Schools: revisit Protocol

7. Next meetings: 2/5 (Highway garage visit)

Respectfully submitted,
Carol Lisbon

