

**MEREDITH CAPITAL IMPROVEMENTS PROGRAM ADVISORY COMMITTEE
MEETING MINUTES**

Date: September 14, 2005

Members Present: Peter Brothers, Chairman
Jack Carty, CIP Board Member, School Board Rep
Bill Bayard, Planning Board
Mark Flanders CIP Board Member
Lou Kahn, CIP Board Member
Scott Nolan, CIP Board Member
Tony Candage, CIP Board Member
Miller Lovett, CIP Board Member
Frank S. Michel, CIP Board Member, Selectmen's' Rep

Staff Present: Carol M. Granfield, Town Manager
Brenda L. Vittner, Director of Administrative Services
Mike Faller, DPW Director

Public in Attendance:
Jim Myhill, Guest from Australia
Ginny Lovett
Bob Flanders

Call to Order: Chairman Brothers called the meeting to order at 7:10 pm, at the Town Hall Annex Conference Room. First order of business was the review and acceptance of the minutes from September 7th, 2005. Scott Nolan moved to accept the minutes; Frank Michel seconded the motion, the Committee voted unanimously to accept the minutes. Second order of business was the review and acceptance of the minutes from the June 29th, 2005, Frank Michel moved to accept the minutes as presented, seconded by Bill Bayard, Scott Nolan abstained, the Committee voted to accept the minutes.

Deliberation Discussion: Mike Faller attended this deliberative session and handed out a clarification memo in reference to aggregate number for equipment replacement for the DPW Department. Discussion by the Committee questioned what was included in the aggregate number for equipment replacement; specifically all departments within DPW or just Highway Department. Mark Flanders asked a number of questions in regard to whether all the equipment DPW has listed for replacement is included in the \$160,000 aggregate. Mike Faller indicated that the \$160,000 aggregate was for the highway department only. Miller Lovett indicated that he felt the Committee should keep the aggregate and use the sub-sheets for back up. Mark Flanders feels that Highway needs approximately \$160,000 for purchase but other purchases need to be included in the aggregate. Jack Carty made the observation that the Committee should remain with the aggregate. Mark Flanders feels that the Committee needs to look at all items. Scott Nolan made the observation that holding or not holding an aggregate may be a double-edged sword for decision-making. Carol Granfield recommends that the aggregate of \$160,000 for DPW be for all departments not just highway. Conclusion for summary purposes was that the aggregates included on the worksheets for DPW would remain and that the italic items would be removed for the decision making process.

High/Waukegan Project: At last weeks meeting, Bob Hill provided an updated ID form for the High/Waukegan Project. The Committee had requested a break out for the project based upon the requested addition of \$350,000 for 2006. Mike Faller provided the Committee with the break out as \$150,000 for highway and \$200,000 for water and sewer.

Peter Brothers indicated that with the addition of \$350,000 the deficit for 2006 would be over \$460,000 based upon the illustrative worksheet provided to the Committee. Going back to Mike Faller's memo, Frank Michel asked if the 57,500 for the one-ton pickup for solid waste was a new vehicle or a replacement. Mike indicated that there is an older one-ton that is used for trash pickup and snow removal and this is the vehicle that would be replaced. Frank then asked if this vehicle is critical? Mike indicated it was, however could it be pushed out a year, possibly. Frank Michel stated that it is important not to defer capital items, however during the budget process a hard look will be taken at all line items.

Chairman Brothers suggests that at the Town Manager level, that she have a discussion with department heads to revisit the requests and make some recommendations back to this Committee in reference to the projects, dollars involved and timing of the projects. If the department heads can assist the CIP Committee with further information it would be beneficial.

Mark Flanders brought up the issue of capacity. If the capital expenditures become a diminishing amount, then deferral of projects becomes a reality. Mark further discusses the point of holding capital expenditures as a percentage of the total budget to operating expenses. Peter Brothers indicated that this is right on point to this discussion, however forecasting out and trying to determine an inflation factor is not viable. During the 2004 deliberations of this Committee, a spreadsheet was developed to look at comparisons of operating budgets for the school and town and theoretical percentages for capital spending. The worksheet titled "Operating Budget Comparisons" will be updated by Brenda Vittner for the next meeting. Bill Bayard points out the necessity of looking at the graph, and that if scheduled amounts were to meet the self-imposed capacity the 2006 Municipal budget would be approximately \$500,000 and would be hard to deal with.

Miller Lovett makes the observation that there are major needs for water and sewer. The Watershed presentation indicated a number of items that were going to impact planning. Miller asked if those items were included in the spreadsheets. Carol Granfield indicated that Bob Hill was part of that Committee and has brought forward a few items but are not part of the deliberation for the CIP session. Miller Lovett would like an answer to the issue of when the disinfection change would need to be addressed as he felt that this was an important issue to be dealt with.

The Committee continued reviewing the illustrative worksheet to understand all of the projects and needs for the next few years. Mark Flanders requested to take a look at other projects on the list that may be deferred. Frank Michel reminded the Committee that the number for the auditorium renovation as indicated might change significantly. Jack Carty indicated that the number will change and possibly be a maintenance item and a separate warrant article if necessary, however he feels that the number should not be taken off the worksheet at this point.

Chairman Brothers, in bringing the meeting to a close reflected on the frustration for this Committee to deal with all of the capital projects being brought forward. Peter has asked the Town Manager to go back to department heads and bring back some updates for the next meeting. Peter sincerely appreciates everyone's effort in working through the ID forms and the decision making process for this CIP cycle.

Bill Bayard asked to review the dates scheduled for CIP meetings for the rest of the September. Chairman Brothers indicated that there are two more meetings in September (21 & 28) and a final meeting on October 5. As a reminder, all meetings are held at the Town Hall Annex at 7:00 pm on Wednesday evenings.

Adjournment: Frank Michel made a motion to adjourn at 9:10 pm. Jack Carty seconded the motion. All voted in favor of the motion.

Respectfully submitted,

Brenda L. Vittner

September 15, 2005

Approved: September 21, 2005