

Minutes of 12/6/07 CIPC meeting

Present        Pascal Cleve  
                  Derek Oram  
                  Jose Meitin  
                  Dan Silva  
                  Dan Messina

- 1        Committee came to order at 7:00pm in Town Hall.
  
- 2        Bill Talentino (library) followed up on his previous presentation and brought up 3 topics to consider,
  - The RFID project can be phased in over several years and will include,
    - 6 Staff stations
    - 3 Mobile stations
    - Security gates
    - Tags
    - Cabinetry to house equipment
  - Estimated total cost is down to 200K\$, 75K\$ first year requested, rest of first year will be contributed from the “Friends of the Library”, vendor not chosen yet.
  
- 3        Minutes of previous CIPC meetings were approved.
  
- 4        Committee voted to incorporate window replacements into Various building projects, which now becomes \$52500.
  
- 5        CIPC suggested an independent study of who is responsible for deficiency in Fire station that will need \$15000 to correct.
  
- 5        CIPC discussed the technique of putting and packaging items that should be expensed such as maintenance, painting into capital, resulting less money available for big items such as trucks, equipment. Should the capital threshold be raised from 10000 to say \$20000 for real capital items? A change will require a change in the bylaws, a meeting for that discussion will be set later by Pascal
  
- 6        The CIPC then voted on each of the requests. The results are indicated in the attached table produced by Pascal for a total request of \$362500 for the (-1% FY08) and \$394950 for the (+2% FY08).
  
- 7        Meeting adjourned at 8:54pm.

		Request	Voted	Votes		See
				For	Against	Notes
Buildings-P	Town Hall Painting	\$30,000	\$30,000	5	0	
Buildings-W	Police Station – Window Replacement	\$15,000		0	5	1
Buildings-O	Various Building Improvements	\$37,500	\$52,500	5	0	2
Buildings-O	Flynn HVAC – Computer Rooms	\$17,000	\$17,000	5	0	
Buildings-O	DPW HVAC Study	\$10,000	\$10,000	5	0	3
Fire	Replace HQ Bathroom floor	\$10,000	\$10,000	5	0	
Fire	Station Design Study	\$11,400	\$11,400	5	0	
MIS	GIS Data	\$16,500				4
MIS	GIS Software / Training	\$17,000				4
Highway	1988 John Deere Backhoe (Unit 22) Lease	\$27,000	\$27,000	5	0	
Highway	1997 Melroe Bobcat (Unit 26)	\$50,000	\$50,000	5	0	
Highway	1988 Bombardier (Unit 33) Lease	\$24,400	\$24,400	5	0	
Highway	1992 Mack 6 Whl Dump (Unit 27) Lease		\$28,000	5	0	7
Library	Self-Checkout & Security System	\$135,000	\$75,000	5	0	5
Park & Rec	Back Room Maintenance + ADA	\$15,000	\$15,000	5	0	2
School	Student Van Transportation	\$22,000		0	5	6
Treasurer	MUNIS Tax Software Modules	\$12,200	\$12,200	5	0	

Total \$450,000

<b>FY09 Target1 (1% below FY08):</b>	<b>\$380,307</b>	<b>\$362,500</b>
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Buildings-W	Fire station 2 window		\$20,000			8
Buildings-O	Energy saving light		\$12,450			8

<b>FY09 Target2 (2% above FY08):</b>	<b>\$391,831</b>	<b>\$394,950</b>
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Note 1:	The CIPC recognizes the need to improve the working condition at the police station. Given the uncertainty regarding the police station project, the CIPC decided to move this money toward “Various building improvements”. This money can be allocated during the year at the discretion of the Building Department to work on the most critical problems.
Note 2:	The CIPC requests that the department managers avoid bundling small items together to make a “Various projects” item of \$10k or more. Those smaller items should be financed within the department operating budget.
Note 3:	The CIPC requests that the study addresses (1) the technical difficulties at hand, (2) how to fix them and what will be the cost, and (3) how the problem originated (bad design, bad workmanship, lack of inspection, etc.) and how it could have been prevented.
Note 4:	The CIPC did not vote on the project. It is currently financed by the Water department.
Note 5:	New proposal presented at the meeting by the Library. This is a complete system that could be upgraded in FY10 and after if needed.
Note 6:	The school is currently investigating an “Outsourcing option”. If this option does not work, the CIPC will revisit its decision.
Note 7:	Added as the result of the saving on the RFID project.
Note 8:	This project was added by the CIPC for the +2% budget. Since we never received any documentation on the project, the CIPC did not vote or approve the project. The CIPC is willing to meet again when we know more about the Student Van Transportation or at any other time.