

Master Plan Task Force

Draft Minutes of September 25, 2008 Meeting

Present: Paul Giusti, Ken Campbell, Hazel Hobbs, Steve Karl, Susan LaPerla, Johnny Potts, Penny Rashin, Jeb Walker, Penny Young.

Absent: Mark DeWaele, Bob Spangler

1. Chair called the meeting to order at 7:15 pm.
2. Roll call was taken as indicated above.
3. The minutes of the meeting of Sept. 16, 2008 were amended and approved.
4. Chair announced that Tom O'Dea, Councilman, will be joining the Task Force. His areas of responsibility will be Police, Fire and EMS under Town Infrastructure.
5. Chair reviewed the Task force assignments. There are some areas of overlap with more than one sub-committee requiring interfacing with the same departments.

Mr. Karl suggested coordinating a single meeting with the appropriate department personnel and each sub-committee together to avoid confusion.

Chair suggested moving initial sub-committee reports to the next meeting.

The Infrastructure (Education) sub-committee had already met with Superintendent David Abbey and gave its initial report. The PCD line items related to BOE were reviewed (high school renovation nearly complete, parking still being studied as a result of buses and bus drivers at the high school, and site for educational facilities expansion dropped as a result of slightly declining enrollment projections). Current projects were reviewed as well as a preliminary list of projected projects. The sub-committee was asked to refine the priority listing of the projected items.

Mrs. Young asked which sub-committee was responsible for the athletic field re-design. Mr. Walker responded that most of the fields were on parkland but that the schools were the primary user of the fields. Thus, Parks and Rec would be the oversight commission but that any work would be done by Public Works. Ms. Rashin suggested that the BOE sub-committee work with the Parks and Rec sub-committee (Mrs. Young). Mr. Walker then added that there is a meeting scheduled next week with the Athletic Director, Public Works, Park & Rec and himself to discuss how to manage the process.

6. Master Plan Process – Chair distributed a conceptual flow chart which begins the budget process in the Fall. This allows for the vetting of needs, priorities and guidelines

so that a preliminary budget is developed by January when the normal review process is initiated.

Chair also distributed a very preliminary draft of a spreadsheet that summarizes historical budget information and carries it forward for 5 years. The purpose is to provide a document that can more accurately reflect expected or forecast liabilities for budgeting purposes.

Mr. Walker commented that he felt the feedback forms based on the PCD were cumbersome and difficult to work with. Chair agreed and suggested that they be re-designed.

7. Next Steps –

- continue to complete and consolidate the feedback forms
- meet with Glen Chalder of Planimetrics next time
- Formalize the flow chart
- Complete feedback form assignments by the sub-committees

8. Meeting Schedule

- a. 10/7 meeting – Glen Chalder of Planimetrics to address the MPTF; more detailed reporting of progress with assigned Board/Commission, Department; first draft of “report card;” second draft of finance plan; project list created.
- b. 10/16 meeting – Discuss process to establish budget priorities; integration with Budget Process Task Force and MPTF.
- c. 10/28 meeting – Draft of final report prepared and reviewed; need for other outreach meetings and public hearings, if necessary.
- d. 11/6 meeting – Implementation plan for BOS, BOF and TC review.

9. Meeting was adjourned at 8:45 pm.

Respectfully submitted,

Kenneth Campbell