

**CIP COMMITTEE MEETING  
MAY 14, 2012**

**Call to Order**

Councilor and Chair of the CIP Committee Sharon called the meeting to order at 6:05 p.m. in the meeting room located on the lower level of City Hall.

**In Attendance**

**Members:** Councilor and Chair Sharon, Councilor Desrochers, Councilor Cournoyer; Resident Kathy Fuller; School Board Steve Barton.

**Members Absent:** School Board Chair Yonaitis, School Board Karen Grzelak and Planning Board Chair Brian Colburn.

**Others in Attendance:** Police Chief Goldstein and Lt. Clough; Fire Chief LaChapelle; MSD Director Sullivan; Recreation Director Alpers; City Clerk Burbank; Councilor Dzujna; Mayor Merrifield; Finance Director Milner and City Manager Dragon.

Manager Dragon advised that working with the Department Heads and Director Milner the CIP and Book have been updated. She stated the level of years was hard to set so they established year 1, year 2, year 3, etc. Grant donations are shown as well as the enterprise funds and general fund. Further back in the booklet the detailed worksheets with all details are shown. Manager Dragon advised they have received no information from the school so the information shown has not changed from last year for the school district. During group meetings with the departments, all assets were put on the table and then divided into year 1, 2, etc. This revolving document will change each year.

The first few pages of the CIP Plan Booklet contain information concerning general information as well as guidelines that have been adopted. Page 16 and Page 17 list the enterprise funds and beginning at the end of Page 17 is the General Fund.

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Councilor Cournoyer inquired on Page 20, D-167 Parking Lot Improvements at the High School in the amount of \$175,000, wondering if there are more cars and buses or why this is needed. School Board member Steve Barton stated it is really a safety issue that buses don't have adequate room to turn around and when the buses are in the lot and the students are getting out it is not a safe situation.

Councilor Desrochers inquired about the Fuel Depot and asked is the fuel tank is in the ground. Chief LaChapelle responded yes it is in the ground which is one issue of concern. He also stated they have a DOS program for the Depot which is antiquated. The pumps are obsolete and the monitoring program is showing something in the tank but they have checked for water and have found nothing. Within 4 years the tank will need to be replaced; EPA will insist on that. They have also experienced the electrical system going down and this has an effect on maintenance. Chief LaChapelle commented that it comes down to we either replace the fuel tanks with above ground tanks or get out of the fuel business. Councilor Desrochers asked where the City would get fuel if the Fuel Depot was shut down. Councilor Desrochers inquired if other communities are using the City's Fuel Depot and Chief LaChapelle advised several communities as well as DES, Fish and Game and First Student. Those outside the City that are authorized to use the Fuel Depot pay an additional percent per gallon (11% to 12%). It was suggested that we look at what we are charging the other communities.

A question was raised concerning D-39, Page 18 \$45,000 for upstairs egress requirements at the Proulx Center. Comments were made that the upper level may not ever be used, that with the move to the Bessie Rowell Community Center, why would this be necessary. Manager Dragon commented that Planning and Zoning, Assessing, and FBIDC and if that improvement is not needed at a later date, it can be eliminated or pushed out further. Director Sullivan commented that the steps in the Proulx Center definitely need to be replaced and made ADA acceptable as well as to meet fire codes.

***Motion was made to adopt the updated CIP Plan and bring to the Council for approval. Motion seconded by Councilor Cournoyer.***

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There was a question concerning D-154, removing water storage tank and installing the correct size as the detail sheet had middle school in the project name and high school as the department. Both Kathy Fuller and Steve Barton felt the replacement was to be done at the high school.

Chair Sharon commented that the CIP is a working document, a planning tool that will be looked at each year and updated. He thanked Manger Dragon and Director Milner for a job well done in bringing the CIP up-to-date.

Resident Kathy Fuller asked if in the updated plan there is a message to the Council about putting funds into the CIP Plan, even if it is a small amount. She stated she believes at one time that was in the CIP booklet.

***Amendment to the motion made by Kathy Fuller to put in the CIP Plan Booklet the following: "Even if a small amount, the CIP Committee recommends appropriating an amount to begin the process of building a stronger capital reserve fund balance and committing to a long term funding plan. Motion seconded by Councilor Cournoyer. All in favor, amendment passes.***

***All in favor of motion as amended.***

***Motion to adjourn made by Councilor Desrochers, seconded by Councilor Cournoyer. All in favor, meeting adjourned at 7:00 p.m.***

Respectfully submitted,

Sue E. May