

DATE: OCTOBER 26, 2011**LOCATION: TOWN HALL, SECOND FLOOR CONFERENCE ROOM****OPEN MEETING: 7:30 CLOSE MEETING: 9:15****NEXT SCHEDULED MEETING DATE: 11/2/11**

IN ATTENDANCE	REPRESENTING	IN ATTENDANCE	REPRESENTING
JEAN-MARC SLAK (JMS)	CAP EX (CHAIR)	BRAD HAFFER (BH)	CAP EX / SCHOOL
JIM O'NEIL (JO)	CAP EX (VICE CHAIR)	MICHELLE MATTEO (MM)	CAP EX
BRIAN DEVELLIS (BD)	CAP EX (SECRETARY)	JON O'CONNOR (OC)	CAP EX
WILLIAM MOONAN (WM)	CAP EX / SELECTMEN	ALMA HART (AH)	CAP EX
BARBARA PERRY (BP)	CAP EX / FINCOM	JESSICA PORTER (JP)	TOWN

	AGENDA	ACTIONS
1.	Finance Victor Garofalo	<ul style="list-style-type: none"> Victor Garofalo presented the FY13 requests. \$20K for main copier (purchased in 2007) has 1.461m copies but also is a printer
		BP: Could we move it to another location and have it still productive? VG: possibly, problem is it may be too big.
		OC: Is it already at life end or could we push it a few more years? VG: Don't think so. Maintenance performed weekly / bi-weekly. Not reliable, out of service.
		Question: Are jobs being tracked on the machine to specific departments? VG: Not currently, possibly in the future.
2.	Information Tech Sherwood Ives	<ul style="list-style-type: none"> Sherwood Ives outlined 4 proposals <ol style="list-style-type: none"> PC and Printer (\$36,000) / Server and Network equipment (\$7,500 / \$10,000) Operating System Upgrades (\$11,000) <ul style="list-style-type: none"> Currently running 2008, need updates that are not currently supportable BH: have you looked at other systems SI: we are too familiar with current system and at our size it would be too costly Security Audit (\$10,000) <ul style="list-style-type: none"> VG: State is cracking down on municipalities with heavy fines for violations JMS: Is this a Mandated item? VG: No Study (\$10,000) <ul style="list-style-type: none"> Top to Bottom review of all communications, may need a consultant
3.	Fire Dave Grunes	<p>FY13 Enterprise Fund – looking to collect for capital projects – ONLY 1 FIRE REQUEST, though some under Facilities for the department</p> <ol style="list-style-type: none"> Breathing Apparatus is at end of lifespan. Purchased in 1998 at \$2K / pack now much more money to replace, estimate \$220,000 MM: Why not cycle the purchase and can we bond? DG: is, every 15 years, and we can bond. BP: Is this a safety issue? DG: Absolutely! We can no longer refill the existing tanks. Also applying for federal grant but won't know until after TM JMS: Can you walk us through a timeline of how this purchase could happen? VG: could borrow a band-aid loan and pay off with grant. DG: Could push out 18 months and will know on grant by summer 2012 DG: Facility wise, rear door is imperative – needs to be wider. Not an issue of cars parked outside, even with no cars it is a difficult maneuver – not to mention snow MM: Do members want to schedule a visit? BH: That's why we have liaisons. BD: Saw it and can see how this would be a huge problem in an emergency situation. DG: looking forward, Ladder truck is quickly nearing its end of lifespan.
	CEC Business	WM – motion to approve 9/21/11 minutes as modified / BH seconded - unanimous Discussion on Chapter 90 funds and process 9:15 OC motion to adjourn / MM Second – unanimous