

Minutes
Town of Deerfield
Capital Planning Committee
Tuesday, January 20, 2015

Members Present: Chair Tom Clark, Ken Cuddeback, Carolyn Ness, John Paresky, Jack Davey, Roger Sadowski, Skip Sobieski

Absent: Roger Sadoski

Others Present: Kayce Nelson, Skip Olmstead, Mark Gilmore

The meeting convened at 6:04 PM

1. **Minutes for Approval** - Motion by Carolyn Ness, 2nd by John Paresky to approve the minutes of January 13, 2015 as amended. *Motion approved 6-0*
2. **Review Capital Requests** - The committee reviewed an updated Multi-Year plan prepared by John Paresky. The plan provides an update of requests made to the committee from FY12 through FY15, showing the amounts requested and approved for the past two town meetings and a summary of the sources of funding. The plan also shows the requests received to date for the FY16 plan year.

The committee proceeded to a review of requests submitted to date. The requests have been received from the Town Hall, Highway Dept., and Police Dept.

- 1) Kayce reviewed a request of \$20,000 for a new server for the Town Hall to replace two servers that will shortly become obsolete due to a discontinuation of support for the software in them. The committee discussed the capacity of the server and other issues and agreed that this was a necessary expense. *Motion by Ken Cuddeback, seconded by Carolyn Ness to recommend the purchase of a new server with final cost to be subject to the cost of additional storage capacity.*
 - 2) The committee reviewed a \$17,000 request for the purchase of archiving software and a large format scanner for the inspections department to help with a storage need in the department. The committee agreed to hold the request for more information and a prioritization of the need in relation to other requests.
 - 3) The committee reviewed a highway department request of \$50,000 for replacement of a tractor and mower. The committee had questions about the brush hog mower as there appears to be another request for a mower that is submitted. The committee agreed to hold this request until Kevin can attend to explain the request.
 - 4) Highway department requests for a roller and trailer (\$20,000) and Pickup truck replacement (\$40,000) were put on hold as well.
 - 5) The committee discussed the \$42,500 request for a new police cruiser and also placed this request on hold.
3. **Next Meeting** – The committee agreed to consider two meeting dates for the next meeting, January 26 and January 29, both at 7:00 PM. Kayce will contact the committee to confirm the date after checking for conflicts with other meetings.
 4. **Adjournment** – Ken moved to adjourn at 7:02 PM, seconded by Jack Davey, *Motion approved unanimously*

Respectfully Submitted,

Ken Cuddeback, Secretary