

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

Minutes of August 25, 2010
Site Visit – Moultonborough Town Hall

Members Present: Alan Ballard; Peter Jensen; Jane Fairchild; Richard Brown; Barbara Rando; Dan Merhalski.

Absent: Heidi Davis, Kim Dubuque, Joel Mudgett.

Town Staff Present: Carter Terenzini, Town Administrator; Gary Karp, Town Assessor; Heidi Davis, Finance and Personnel Director; Hope Kokas, Administrative Assistant; Carol Fucarile, Executive Assistant; Susette Remson, Tax Collector; Barbara Wakefield, Town Clerk; Don Cahoon, Code Enforcement Officer; Debra Peaslee, RN Director.

Acting Chair Jane Fairchild called the Capital Improvements Program Committee (CIPC) Site Visit to order at 11:00 am.

The committee members toured the facility, met with each department head and discussed their capital needs and functions in the Town.

Carter Terenzini discussed with the CIPC the possible need for a computer software system upgrade in the next few years and indicated that at present the Town Hall building is meeting the space needs of the Town.

Heidi Davis indicated that space will be needed for secure storage of her confidential files, as they are added to each year. She also indicated that a possible combination of software from Vision, payroll and payables might be beneficial to the Town in the future.

Gary Karp, Town Assessor, indicated that at present he was not in need of any improvements, though computer software and hardware are usually items that are in need of upgrading on a regular cycle.

Carol Fucarile and Hope Kokas indicated that space for files may be needed in the future as current files are growing beyond their present space and the need for paper backups and records has not decreased with computer storage capabilities.

Barbara Wakefield, Town Clerk, indicated that the Town Clerk's office does not have a separate office and that when discussions are supposed to be confidential with residents, they are forced to speak in front of the rest of the office due to this lack of space. Secured storage for records was also identified as a future need.

Susette Remson, Tax Collector, discussed the lack of a fire-proof vault and the use of vault space by other bodies in the Town were taking away from needed space. Computer system upgrades were also discussed.

The RN Director, Deb Peaslee discussed the possible need for office space to discuss confidential items with medical recipients and HIPAA regulations. Possible computer upgrades may also be needed.

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Don Cahoon, Code Enforcement Officer, indicated that computer upgrades might be the only thing that he could think of.

Town Planner, Dan Merhalski, indicated that at present the needs of the land use boards and the Development Services Department were being met. The addition of the Town's new GIS on-line system had opened many possibilities for future functionality, including on-line posting of site plans, surveys and other documents to increase the usability of the web site for residents. Added GIS layers for the web site may also be items for the future, but these would have to be looked at on an item by item basis for the cost-benefit analysis of the Town. Such features would be additional benefits to the Town residents, but were not needs of the department's functionality. Computer software upgrades and systems usually are cyclical and a need for a Town Hall wide computer upgrade may be needed in the next few years.

The storage room was also toured and it was noted that there may be space saving measures that could be undertaken if the current storage of non-record items were moved to other locations.

Jane Fairchild left the meeting at 12:40.

The committee members thanked all department heads for their input and assistance with the tours.

The Site Visit was ended at 11:54 am.

Respectfully Submitted,

Daniel Merhalski, Town Planner
Capital Improvements Program Committee, Ex-Officio Member