

Sunset Committee Meeting Minutes

Location: CI Historical Society
Date: 2/3/2014
Present: Beth Howe, Donna Damon, Will Lund, Ken Hamilton, Paul Belesca, Susan Stranahan, Sam McLean, Mary Holt (chair)
Absent: Tom Calder, Thor Peterson, John Wilson
Public: Carol Sabasteanski (also Secretary)

Chair, Mary Holt, called the meeting to order at 5:40 PM.

Minutes of Previous Meeting

A motion was made (Damon), seconded (Stranahan), and unanimously voted to approve the minutes of the January 20, 2014 meeting.

Review of proposals from SME and Nadeau Land Surveys

The committee discussed at length both the content and cost estimates from SME and Nadeau Land Surveys. It was agreed that there was some overlap in the estimates, but that Nadeau's was generally for the land survey and SME includes other necessary tasks (known to us at this time) other than the land survey. (There was some discussion that we may need a wetlands survey in addition to what has been discussed.)

Thor was supposed to get some more information on marine surveys. He was not present at the meeting and we did not have the benefit of his research.

Paul did not receive the promised proposal from Baker Design by the meeting time – which would have offered services similar to SME.

Sam suggested that grants may be available for some of the expense. Mary agreed, but said that the timing of the needs for funds is an issue. Grants take some time to obtain and the committee needs to submit a budget now.

In discussing the cost estimates, the consensus of the committee was that the project needed a professional project manager.

Paper roads – while we may be able to coordinate our land survey with the one being completed for paper roads – we cannot estimate to what extent the coordination will result in cost savings. Therefore, we will submit an estimate for the land survey independent of the paper roads survey.

There was agreement that the information received to date is adequate for budgetary purposes. The exact cost cannot be determined until specific proposals are received in response to an RFP.

The committee agreed that the cost estimates that will be submitted to the Board of Selectmen will be as follows: Land survey \$11,000. Other steps (as detailed in SME proposal) \$23,000.

The group discussed a timeline for completion of the budgeted items. Some of the work needs to be done in the spring. However, the funds for the project will not be available until the beginning of the fiscal year (July 1st). The solution that will be proposed is to request that the selectmen advance funds from their contingency fund. The funds would be replaced after July 1st. Mary will confirm with Peter (SME) the estimated cost of the tasks recommended to be completed before July 1st.

Budget Proposal to Board of Selectmen

The committee discussed the timing and content of the budget proposal it will submit to the board of selectmen. Carol will create and circulate to the committee a draft proposal.

At the meeting Donna and Beth said the proposal needed to be submitted by 2/5. However Donna circulated an email at 8:01 on 2/4 correcting the due date. The email read:-

"Just to clarify. I was a little confused last night re: when the budget estimate needs to be to the selectmen. Beth was correct that planning and engineering needs to be in on Wed 2/6. But this project is different. Even though it may end up in that line eventually, it will not be discussed on Sunday because the Board is waiting for your presentation. While Herb may have said we don't need a presentation with all the bells and whistles, we do need to explain the rationale for all parts of the proposal e.g. why do we need to do each item and why it needs to be completed when we are suggesting on our timeline. I don't feel that the Board expects any of this before next Wed Feb 12. I had been sick all day or I would have been more with it. When I got home I remembered that I am the chair and had already created the agenda for both meetings. Hope to see many of you Wed. Feb 12. Feel free to come to the budget workshop on Sunday, but we will not be discussing Sunset"

A motion was made (Stranahan), seconded (Hamilton) and unanimously voted to adjourn the meeting at 7:20PM.

The next committee meeting will be Monday February 17th at 5:30PM at the Historical Society.

Respectfully submitted,

