

MINUTES

Capital Outlay Committee October 27, 2010

Present: Chair, Bob Pelosky, Vice Chair, Jim Wick, Ceil Downey, Connie Moors, Agnes Chatelain, Bill McEllaney, Bill Savicki, Mike Brennan, Liaison, Heidi Schadt, Assistant Town Administrator, Sandy Fife

Articles passed out at the meeting included the following:

- Re: Cemetery Article from Bruce Hill
- Capital Planning Policies
- Financial Reserve Policies
- Dennis Fire Department Vehicle Inventory
- Agenda for Capital Outlay Committee

The Committee reviewed dates for all CAC meetings through January 11, 2011. Last weeks, Oct. 20th, 2010, meeting notes were accepted. Chair, Bob Pelosky discussed liaison updates as follows. Connie Mooers will replace Agnes Chatelain as liaison with the Beaches, and replace Bill McEllaney as liaison with Computer MIS and Assessors Office. Bill McEllaney will be liaison with Municipal Building and the Waterways. Mike Brennan will be liaison with Engineering, Highway Grounds and Sanitation.

Fire Department - Chief, Mark Dellner

Chief Dellner discussed the approved projects for 2011 Ambulance and Staff Vehicle. He mentioned the Patient Reporting system will be reevaluated to ensure state of the art technology. There is 5 year plan for 2012 which includes the following:

1. 2nd lease for ambulance with a fixed price.
2. 4 wheel drive staff vehicle . He was not sure of the price at this time, still investigating.
3. Pumper 3-5 year lease.
4. Refurbishing the ladder truck
5. Hoses

Action item: Jim Wick requested that Chief Dellner scale above items to balance each year. Chief Dellner will bring back to CAC.

Council on Aging

Meeting moved to November 10, 2010.

Assistant Town Administrator/Finance – Sandra Fife

Sandra gave an update of the Employee Self Service module which was implemented in September, 2010. The goal is to streamline Operations to be more online. Presently employees are able to go online and check benefits, pay, etc. There is also applicant tracking and the ability to review on line positions.

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The module contains several additional features that they would like to add which includes the following items: 1. Employee self service space. 2. Request time off. 3. Open enrollment for benefits. 4. Review employee evaluations and put on line. Citizens will have the ability to go online and review tax bills. This would cut down on walk-ins, phone calls, etc.

The total cost for this additional software is approximately \$23,000.

Action item: Chair Pelosky requested the balances of various departments from Maryanne Gibbs for the next meeting.

Meeting adjourned at 5:00P.M.