

CIP Committee  
Draft Minutes  
Wednesday, March 16, 2016  
6:30 pm

Meeting called to order at 6:35 pm in the Water & Sewer Office

Present: Steve Felton, Susan MacLeod, David Toth; Absent: Ingrid Heidenreich  
Fran Newton, Norm DeWolfe, Town Administrator Heather Thibodeau

**1. Brief Overview:** Committee is simplifying the process with scheduling one meeting with each of the department heads. Prior to the meeting they will receive a memo listing what information they need to provide, and a spreadsheet for their department. The use of updated written best estimates for costs is needed, with the knowledge that plans and costs can and will change. Department priorities should be communicated with other departments were they overlap, i.e. DPW and Water & Sewer projects. These project details can be added to the GIS system for better coordination.

**DPW:** A paving plan and equipment replacement schedule are still needed to add to the ten-year spreadsheet for a more accurate saving/spending plan. The current situation with equipment is doing 4-5 year leases with no ability to build any reserves.

**Police Department:** The Chief will be asked to update estimated cost of vehicles. With the request of \$30,000 for capital reserves instead of recommended \$35,000, there will be a short-fall with the next purchase. A few options: increase next warrant request to \$40,000; push purchase year out one more year; possibly cover outfitting costs (always as guesstimate) with the BOS obligating some of the yearend surplus funds to cover the equipment (not the vehicle). The unassigned fund balance money (surplus) could not be put into a capital reserve fund to accomplish this without a warrant article vote. It was expressed that once this unassigned fund balance is within the recommended level, this approach might be considered.

**Fire Department:** Plan for financing apparatus becoming more complicated with warrant failing for purchase this year. Chances of getting 60% majority vote is low, so the department apparatus committee will explore 5- and 7-year lease options that would need renewal votes each year. The option of a less expensive truck is a shorter term solution as it will not last as long. In addition, the other engine was scheduled for replacement in 2019 and the ambulance in 2025 with capital reserves being requested each year to purchase outright. The department continue to look for grants and explore other fundraising options.

**Park & Recreation Department:** Facilities have no separate capital reserves. Booster Club under town buildings for repairs, but a list of capital needs will be developed with the CIP working with Director Barney. It was suggested that AARA should be asked to participate. One project mentioned was the playground. Also mentioned was a plan for the Booster Club on which Lee Nichols has been taking a lead without consulting with the BOS which must be done. The campground brings in revenue, and now the programs should be evaluated and developed to be self-sustaining. Cooperation with Holderness and Plymouth should be explored.

**Town Buildings:** A complete list is in the *Town Report*, and all buildings should be included in the CIP regardless of which department uses it. Fire Department and Water & Sewer have now included their buildings in their plans.

Heather will hold meetings with department heads to work on their individual plans prior to the scheduled meetings with CIP Committee.

**Other:** Budget Committee focuses on the operating budget which does not have much flexibility to reduce the tax rate. The capital needs should be discussed more as the higher expenditures that, with planning for them, is where the tax rate will be reduced and stabilized in the long run. It is important that the CI Plan be as timely and accurate as possible. It also is an important base for applying for more grants.

**Next Meeting:** Wednesday, April 20, 2016 6:30 pm at the W&S Office for committee.

May 18, 2016 at the Fire Station at 6:30 for General Government; 7:00 pm for P&R; 7:30 pm for Library.

7:20 pm: Motion to adjourn, all in favor.