

Hampton Falls Capital Improvement Plan Committee

DRAFT Minutes

The meeting was called to order at 6:06pm.

Present: Chair T. Santora, P. Robart, S. Hanson, L. Kucharski-Brown, C. Brown, T. Franciosa, J. Ziolkowski and Volunteer Secretary, M. Allen.

Review of items to discuss and Trustees of Trust Funds accounts scan given to the committee.

Library Treasurer, A. Magnarelli

Discussion of Library Buildings and state law. Chair confirmed library has responsibility for grounds and building interior and exterior. Chair recommends a TIC member be appointed as a Trustee of the Library.

Warrant article to be re-written as follows: Improvement and repairs to the Library and grounds, so it will include replacing trim boards with low maintenance, man-made materials such as Azak and Hardy Board, as well as interior and exterior painting.

Discussion: The consensus of the committee found that an inspection of the trim boards should be done. P. Robart will inspect. Committee agreed with the request for \$6.0K for 2017 but an inspection is to be completed for subsequent years to come up with a more accurate number than the \$35,200 listed/requested.

Committee consensus for Library deferred maintenance rating #4, Deferrable.

Rating System

Discussion of the new rating system of the projects before the CIP.

Priority 1: Urgent; Priority 2: Necessary; Priority 3: Desirable; Priority 4: Deferrable; Priority 5: Premature; Priority 6: Inconsistent; C: Committed (all approved bonds).

Approve Minutes of 9/21 and 9/28

C. Brown motion to approve the minutes of 9/21 as amended, second T. Franciosa, motion carried, unanimous.

C. Brown motion to approve the minutes of 9/28 as amended, second T. Franciosa, motion carried, 6-0-1, S. Hanson abstained due to not being present at end of the meeting.

PB Master Plan Update \$6.0K

Discussion of usefulness, scope and result versus expense of total project of \$60.0K. Rating discussion. Consensus, #3 Desirable.

Government Buildings, Town Hall Doors -Withdrawn

The town hall door project was withdrawn by Lori Ruest on behalf of the BOS

Highway Department, \$250.0 for Roads

CRF balance is \$107.0K, Town Administrator (TA) stated about \$10.0K still left from this year with a few bills still coming in, so roughly \$107K will be available for roads in 2017 plus the \$67.1K Highway Block Grant or \$174.0K in total.

CIP discussion of 9/21 indicated a request by the committee to the TA and Road Agent for a list of roads for 2017 that are to be completed. Review of previous meeting notes had the Road Agent stating only Old Stage Road and Victoria needed work. TA later stated roads to be paved are listed in Year 3 of the Axiomatic Report. The Report states \$212.0K for Drinkwater Road overlay, which was completed this year.

Continued discussion of the Axiomatic Report occurred. In particular discussion regarding the definitions of maintenance listed in the Report - what is considered maintenance and what is considered a capital project. It was the opinion of the committee that items such as cut and patch are considered maintenance and should be in the operating budget. Major projects like overlays, reclaim and rehabilitation should come before the CIP.

Committee consensus that amounts requested for 2017 should be reduced to \$25.0K in light of the existing CRF balance of \$107,000 (estimate) and the \$67K from the State of NH Highway Block Grant. Remaining years will be set at a placeholder of \$50.K until details emerge from the BOS regarding future capital projects.

T. Franciosa motion to reduce request from \$250.0K to \$25.0K and reduce succeeding years to \$50.0K. P. Robart second, motion carried, unanimous. Rating #3, Desirable. Note: The vote to reduce the 2017 request to \$25.0K was unanimous, the decision for remaining years at \$50.0K received one abstain vote.

HFVFD

Fire Detail Fund is \$9.0K, CRF is \$161.0K plus \$50.0K still to be deposited in November to the account, Ambulance Revolving fund balance is \$145.0K. Approximately \$356.0K available for vehicles.

Discussion: New/used vehicles, number of calls and mutual aid. Questions regarding need for new engine when new engine was purchased in 2010 and what additional revenue will new ambulance also generate in the next year.

P. Robart left the meeting at 7:50pm.

Committee consensus to reduce CRF Warrant to \$25.0K annually. Rating #3, Desirable.

Solid Waste, \$5.0K

No presentation from TA regarding Landfill Closure CRF. Balance is \$47.1K, no work-sheets submitted. Approved pending discussion with TA. Rating #3, Desirable.

Conservation Commission and Parks and Recreation, \$0 requested.

HFPD, \$22.0K annually for Police Cruiser Capital Reserve Fund

Discussion of lifespan of vehicles and 3 year turnover versus current 2 year plan and number of vehicles actually necessary for HF. Current balance in the account is \$26.0K and Police Detail Revolving Fund has \$60.0K. Committee desires better understanding of purchases from these accounts.

Committee consensus to recommend BOS analyze use of vehicles, number of vehicles and potentially move to a 3 year replacement plan. The idea was discussed of also keeping an older vehicle on the fleet just for details.

Committee decided to reduce \$22.0K to \$0 pending confirmation of \$85.0K available currently in the PD CRF and Revolving Fund. No rating if \$0. If need the \$22.0K and the \$85.0K is incorrect, rating is #2 - Necessary.

HFPD in Cruiser Computer Equipment, \$6.0K

J. Ziolkowski suggested communication and technology items potentially could be covered by the Comcast Media Fund. These revenues are approximately \$6.0K quarterly. Rating #2 – Necessary for 2017 with a recommendation that Selectman Ziolkowski and the BOS to inquire about using the Comcast Media funds in future years.

HF School District

#1 Land Purchase - C- Committed

#2 LAS Renovation, Addition and Community Center, \$7.4M Bond

Chair Santora opened discussion on how it is difficult to analyze the community center bond request due to its scope, and that it was not possible for this committee to understand this scope and make recommendations to it. It was discussed by all committee members that something needs to be done and most members felt the need was to be #2 necessary, with one member voting #3 desirable.

Discussion of cost of the SB not getting the bond passed 4 years ago, estimated at over \$1.5M. Project cost went up \$1.0M and \$500.0K(+) in necessary repairs that had to be done that would have been covered in the original project bond. The School Board "Plan B" of individual repair projects ends up costing the town more than the bond.

Rating "Plan A", \$7.4M Bond, #2 Necessary

#3 Window Replacement/Refurbishment, \$280.0K

Outside of renovation project. Rating #2 - Necessary.

#4 Portable Classroom, \$70.0K

Discussion of negatives of trailer classrooms but the overriding need for space. If bond does not pass, school needs this. Committee consensus is that this is not a cost effective solution. Rating #2 - Necessary.

#5 LED Lighting, and Electrical Upgrade, \$162.0K

Committee felt these items should be broken apart and that the lights were not necessary but the electrical upgrades were a safety issue that needed to get done.

6:00pm Town Hall

Tuesday, October 4, 2016

Rating#1-Urgent for Electrical Upgrades and #4-Deferrable for LED Lights.

WHS Capital Improvements

Need to clarify and get presentation on WHS projects. No ratings given as not enough information.

BOS Meeting 10/5/16

Chair Santora on the agenda to explain new rating system and plan for joint presentation November 2 to BOS and School Board. Discussion of joint meetings and expected outcomes. Purpose of getting boards together is to have a frank discussion and decision making that benefits the whole town.

T. Franciosa motion to adjourn, C. Brown second. Motion carried, unanimous, Meeting adjourned at 9:40pm.