

## **Hampton Falls Capital Improvement Plan Committee**

The meeting was called to order by Chair T. Santora at 8:09am.

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

Chair Santora reviewed the purpose of the CIP and the guidelines for approval of proposed projects that fall outside of operating budgets for all departments of the Town as well as the School.

### **LAS M.Lane, G. Parish, N. Tuttle & M. Ferreira**

Chair Santora made the committee aware that item #1, Bond for Renovation and Repair of LAS and Community Center amount would be available at next week's CIP meeting. If the bond passes most of the CIP submission sheets are no longer valid. There will be a presentation of the renovation plans at the School Board meeting.

M. Lane concurred, if the bond passes there will be no need for three portable classrooms at \$70.0K each. Applications to CIP identify what action items need to be attended to if the bond does not pass. Gives greater visibility to tax impact on bond versus individual projects.

C. Brown stated concern for the number of warrant articles.

Discussion of prioritization of projects, long term planning and operating budget versus warrant articles and bonds.

### **Bond: Renovation and Addition to LAS**

M. Lane: Back to original plan from four years ago net of work already done (roofs, heat pump, air handlers, etc.) . Resolves lack of science lab, classroom space for special programs, classroom space for grades 4,5,6, music room, Spanish room, cafeteria and physical education. The question for the taxpayer is: Do you want to take care of all issues at once or address issues annually.

N. Tuttle: Please visit the school and take a tour.

### **#2 Restore/Replace Windows, \$280.0K**

Need separate from bond, either a warrant article or likely budget expenditure.

Windows are not operational and an energy issue. M. Lane: Cost \$200.0-\$250.0K to replace front large windows. B. Mutrie asked LASSB to maintain aesthetics by refurbishing and it turns out restoration costs \$50.0-\$100.0K less than replacement.

Discussion of replacement versus restoration. Questions regarding energy efficiency and additional opinions on replacement versus restoration. RFP was issued for replacement but not for restoration. Suggestion to gather unbiased opinion.

N. Tuttle: If contract in place by 6/30/17, may encumber what has been budgeted/set aside until next fiscal year (FY).

Discussion re: need to clarify and inform public how money is being used, encumbered as needed if not returned. \$250.0K is in current budget for windows.

### **#3 Portable Classroom for Music, \$70.0K**

Provides Spanish program a dedicated classroom and provides space needs for Music program/band to practice without interfering with Library.

Discussion regarding concern of use of portable classrooms. Additional \$20.0K in operating budget for maintenance, additional costs for security, electricity, groundwork, E-911 phone, public address/communication needs are not detailed. Expect more than \$70.0 K plus the \$20.0K for each portable.

### **#4 LED Lighting, \$15.0K**

Not included in bond. For consistent lighting with added efficiency. Possible utility rebates for upgrade.

### **#5 Primary Wing Electrical Upgrades, \$127.0K**

If bond passes, this request goes away. The FY 17/18 operating budget maintenance line item of \$350.0K would be level funded with \$150.0 earmarked for electrical, if bond passes.

### **#6 Windows Replacement, 1987/1974 install, \$210.0K**

If bond passes, this request goes away. These are the blue windows, very inefficient earmarked to be replaced in FY 18/19.

Discussion of \$350.0K maintenance line item in operating budget. The line item would not be spent FY 18/19, if bond passes, and the amount could be transferred to cover debt service for the first year, bottom line would be stable. \$75.0K consulting fee would also be covered.

### **#7A-C Portable Classroom for Science Room and Grade 5, \$220.0K**

Room was divided in half with 5th grade on one side and 6th on the other. This restores original classroom size and allows enough space for a science room. 5th Grade moved

to a portable classroom. Currently, hallways used for science labs. Current size of rooms are 600 sq. ft., State minimum is 900 sq. ft.. Part B & C for FY 19/20.

**#8 Physical Education Room, \$287.0K**

Bond covers this item. Most cost effective way to gain space. Physical Education is compromised by interruptions to set up for nutrition at snack and lunchtime. This request turns room into a real gym with a safe floor and renovated locker rooms.

Discussion: This is best last resort for physical education if the bond does not pass. What is the last resort for portables if bond does not pass? Not all problems are resolved by these warrant articles and portables in the long term. These alleviate space needs but don't address educational needs.

G. Parrish: Not meeting State requirements for physical education, 40% of educational time is lost.

L. Brown-Kucharski: Why is this priority #8?

M. Lane: Music, Spanish and Science addressed first, pushed PE to #8 anticipating passage of the bond.

L. Brown-Kucharski; Re-word bond to explain you want Science lab, Music, Spanish...etc.

**#9 Parking Lot, \$230.0K**

Not an issue if bond passes. Discussion of where lot would be and safety concerns regarding people parking on Rte. 88.

**#10A-B Portable Classroom for Grade 4, Cafeteria, \$150.0K**

If bond passes, a non-issue. Also addresses storage issue and gets rid of the two storage containers currently on campus.

**#11 Re-appoint exterior bricks, \$62.0K**

**#12-15 WHS HVAC, IT, Art Dept Renovation, Security ID badges, \$989,110.0K.**

Hampton Falls is 7.5% of the WHS appropriation, \$74.2K.

J. Ziolkowski returned to the school bond warrant article. Discussion that included the \$180.0K from the Scholarship Fund that is now ear-marked (with voter approval in March) to go towards a Community Center at LAS. DRA has stated that these funds could be used to cover items that mutually benefit school/community and this will also

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offset the cost of the bond. Bond should state it is for Science lab, technology, Music, Spanish, Nutrition, Physical Education and a Community Center.

M. Lane said there is an active group of private citizens fund raising for the Community Center. G. Parrish thought a joint session of the BOS/LASSB would be a good idea. Chair Santora stated he was on the agenda for the 10/5 BOS meeting and this was a topic he was going to address along with suggestions for CIP recommendations.

S. Hanson left the meeting at 10:00am.

### **HF Volunteer Fire Department - Chief J. Lord**

Chair Santora asked the Chief to detail how the department raises money.

J. Lord said that in 1987 a Fire Truck Capital Reserve Fund was voted at Town meeting, small scale additions are added almost every year. Additionally, from ambulance fees, a Fire Apparatus Revolving Fund was established seven years ago. Combining these accounts funds allows purchase of ambulance arriving this November and funding of future fire trucks via Town Meeting.

Chair Santora inquired of the current balance in the Apparatus Fund. The Chief did not know but expects about \$40.0K in revenue per year in ambulance calls.

Discussion of life of ambulances and cost found that the lifetime is 10-15 years and cost is about \$200.0K.

Chair Santora asked for the balance in the CRF for Fire Truck and was directed to the Trustees of the Trust Funds.

Discussion of Fire Engine replacement. Request asks for \$600-700.0K, Chief felt that was a placeholder and that the cost was probably closer to \$500.0K so a compromise placeholder of \$600.0K was decided.

Discussion of decision making process in replacement plan and what is the determining factor to the number of engines and tankers. Chief Lord detailed the Town owns two engines and two tankers. With no municipal water, have to be able to move water where it is needed.

### **HFVFD Capital request for 18 SCBA Air packs and Bottles, \$125.0K**

New requirements for safety regarding possible explosions and the user's knowledge of available oxygen. J. Lord has applied for a \$125.0K grant that was denied. Current SCBA's are 13 years old with a life span of 15. J. Lord requested a vote for this project during the meeting.

**Motion: T. Fransciosa to reduce the \$125.0K request to \$0. L. Brown-Kucharski, second. Motion carried, unanimous.**

J. Lord stated he would re-apply for the grant to fund the SCBA packs.

Discussion as to how many fire trucks are needed and how many years are left on the engine up for replacement in 2019. J. Lord stated five years is the remains life.

Discussion regarding how to make decisions on capital requests with no fund balances being able to be reviewed. Chair Santora stated he asked for all fund balances. His email was forwarded by the Town Administrator to Trustees of the Trust Funds Chair for the Police and Fire Department accounts with no response. Chair Santora also requested information from the library with no response. The Town Administrator only offered the Highway CRF balance of \$102.0K.

J. Lord stated he felt the Fire CRF was around \$100-150.0K and the Apparatus Fund was approximately \$225-250.0K.

### **CIP Recommendations**

The Chair lead a discussion on the CIP rating system and offered an alternate system. Instead of a high/medium/low rating, a 1-6 rating with "C" for committed. Additionally, Chair has requested to be on 10/5 BOS agenda to explain rationale behind CIP decisions and he then would like to have a joint BOS/LASSB meeting receive the CIP recommendations. Following that presentation, those two boards would then jointly prioritize while keeping an eye on the tax rate.

### **HFPD with Chief Dirsa and Lt. Veno**

#### **#1 Police Cruiser, \$59.7K from Vehicle Revolving Fund**

The Vehicle Revolving Fund is fed through police details at \$50/hour, approximately \$6.0K per year. Request was a continuation of the \$22.0K annual amount.

Discussion of vehicle life and mileage and how many vehicles does this town need. Not all vehicles are used on a given day, two patrol officers and one Chief. Chief not necessarily patrolling. Chief was asked if three patrols could be rotated and then use the higher mileage cars for low mileage work to extend life. The Chief felt that would not work because of added repair/maintenance costs and the aging of the equipment on the inside of the car. \$50.0K is for all of the equipment in the car except for the computer.

#### **#2 Vehicle Computers, \$6.0K**

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Purchasing used equipment to purchase more for less. E-ticketing will be state requirement soon a \$3.6K grant is coming to provide technology for that but other upgrades are needed to match the incoming e-ticketing program.

**#3 In station Computer Equipment, \$5.0K**

Software to protect from spyware, malware, etc..Using same vendor as the Town. Server upgrade was 2015, 2011 network was re-built, oldest computer is 2010 and newest is 2015.

**#4 Replace Phone System, \$6.0K**

46 phones and intercom for the entire Public Safety Building. Moved from 2020 to 2018, last phone upgrade was 2000.

**#5 Body and Cruiser Cameras, \$18.0K**

2018, 6 cruiser cameras and 2 body cameras, these body and cruiser cameras will be linked. The Chief was asked if any grants were available for the cameras and he stated he would work to find grants most likely for body cameras.

**Library RSA 202-A:6**

Town Administrator provided this document delineating that the Library is its own entity as part of the discussion over who has responsibility for building maintenance from last meeting.

Discussion. The Committee came to the consensus that the RSA does not state that building maintenance is under the Library Trustees umbrella. Committee concerned over improper installation of planks and flashing at Town Hall and with oversight of ongoing maintenance projects on all government buildings. The Committee would like to see continuity in how building maintenance is done and in making sure it is correctly completed.

Consensus to challenge RSA 202-A:6 and to investigate how other towns maintain libraries and government buildings and to layout a process to ensure accountability.

**Next Meeting October 4, 6-10pm**

If fund balances are not available, all CIP requests will be denied.

**Motion: T. Franciosa made a motion to adjourn at 12:00pm, second by C. Brown.**

Motion carried, unanimous.