

**CAPITAL IMPROVEMENT PLAN COMMITTEE
REGULAR MEETING
April 7, 2005**

The Capital Planning Committee meeting of April 7 2005 was called to order at 5:30 P. M. in the Northgate Conference Room, 50 Nashua Rd., S#100, Londonderry, NH.

PRESENT: Dir. Planning & Economic Development, Andre Garron, AICP; Town Planner, Tim Thompson, AICP; Finance Director/Assist. Town Manager, Susan Hickey; Planning Board Reps., Rick Brideau and John Farrell; School Board Member, Ron Campo (5:50PM); Budget Committee Member, John Silvestro; Town Councilor, Tom Dolan; School Business Adm., Peter Curro and Executive Assistant, Margo Lapietro.

MEETING MINUTES: First meeting, no prior minutes.

A. Garron reviewed the Charter changes, agreed on meeting dates. **R. Brideau nominated T. Dolan for the Chairmanship. Second by P. Curro. Vote 5-0-0. J. Silvestro nominated R. Campo as Vice Chairman. Second by R. Brideau. Vote 5-0-0. T. Dolan declined the nomination** due to time factor in getting here on time. **J. Silvestro made a motion to rescind the vote. Second by R. Brideau. Council voted 5-0-0 to make J. Silvestro, Chairman.** Meetings will be held on the second Thursday of the month at 5:30 P. M., with a minimum of six (6) meetings a year. Scheduled meetings for May, June and August. Time frame for reporting to Budget Committee and Planning Board was scheduled for the beginning of October.

Review of Current CIP Process – A. Garron explained the prior process – hold an organizational meeting in May, go over the parameters we had set, send the forms out to the different departments and committees, give them a month to work on it. If the projects are coming up they have to provide us with information on the projects. The outer years are described via the CIP form, or if there is any question on what they are asking for, the Planning Dept. invites them in for a discussion of the project. The plan is to stay with this procedure. Last year the question came up as to who can submit a project. Only the Town or school committee can submit a project. J. Silvestro wants advanced planning. P. Curro recommended publicizing the ICP process more. J. Farrell said we have to get a level playing field, recommend going to a joint meeting. R. Campo wanted to make sure the scoring was equal for the school side as well as the town side. J. Silvestro asked if everyone could review the document from SNHPC, T. Thompson responded he would e-mail it to everyone.

A. Garron asked if a large project was coming up did the committee want to see the architectural/engineering study done a year or two in advance of the major purchase? Discussion ensued and it was decided preferably two years, minimum one year. T. Dolan asked T. Thompson for an explanation of a Capital Project. T. Thompson responded it has a minimum value of \$100K, and a useful life span of five years, and is non-recurring or is any project requiring bond financing or is any project involving land acquisition.

Discussion of Proposed Improvements to Process – T. Thompson passed out a sample of the new sheet for project requests. He will have a revised sample for the next meeting, as well as a consensus of the forms we are using, and the basic priority system. J. Farrell asked if dept. heads would do the scoring, T. Thompson responded the Committee will do it. Staff wants rationale and description of the projects. T. Dolan asked who developed the requests from the School end; R. Campo explained that the School Board would deal with the major issues in the existing format. T. Dolan suggested P. Curro work with T. Thompson.

J. Silvestro asked T. Thompson to get an update from Open Space for remaining property. J. Farrell wants to see the life of bonding and show what is dropped off. J. Silvestro asked if all the Open Space bonding was for 10 years, S. Hickey responded yes. He asked what year we were into, she responded the fourth. J. Silvestro asked S. Hickey and P. Curro for a schedule on the bonding life.

T. Dolan asked the amount of debt money. A. Garron said there is a percentage we should stay within. R. Campo stated according to RSA the school is allowed to go 12% to 13%. A. Garron stated the CIP is made up of 25% of budget. J. Silvestro asked for latest figures for the school population to be provided at the next meeting.

J. Farrell made a motion to adjourn at 6:15 P.M. Second by R. Brideau. Vote 6-0-0.