

CAPITAL IMPROVEMENTS PROGRAM MEETING
June 21, 2010

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2 The Capital Improvement Program meeting was held in the Elwood Conference Room, Town
3 Hall, 268B Mammoth Road, Londonderry.
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5 **PRESENT: Capital Improvement Plan (CIP) Committee Members: Planning Board Rep.,**
6 **Mary Soares: School Board Liaison, Ron Campo; Budget Committee Member, John**
7 **Curran; Planning Board Rep. Rick Brideau; Town Council Liaison, John Farrell.**
8

9 **Staff Present: Town Planner, Tim Thompson, AICP; School Business Administrator, Peter**
10 **Curro; Assist. Town Manager/Dir. of Finance and Admin., Sue Hickey; Executive**
11 **Assistant, Margo Lapietro.**
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13 **APPROVAL OF MEETING MINUTES**
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15 Being the first meeting of 2010, there were no prior minutes to approve.
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17 **INTRODUCTIONS, SELECTION OF CHAIR AND VICE CHAIR**
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19 **Rick Brideau made a motion to elect John Farrell as Chair, second Ron Campo.**
20 **Committees vote 5-0-1.**
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22 **Mary Soares made a motion to appoint Rick Brideau the Vice Chair, he declined the**
23 **nomination. Rick Brideau made a motion to appoint Ron Campo as the Vice Chair, second**
24 **Peter Curro. Committees vote 5-0-1.**
25

26 T. Thompson said the draft memo in their packets is scheduled to go out tomorrow. The memo
27 pertains to the update of the CIP for 2012-2017. The deadline for submitting requests from
28 Boards/Committees/Commissions is July 23, 2010. The forms have not changed. Consensus is
29 that the forms and the method are working so they should be sent out.
30

31 T. Thompson asked if the committee wants to have a discussion about the 2011-2016 plan. J.
32 Farrell said he would like to add a new guideline to the CIP. We should recommend to the
33 Planning Board to recommend to the Council to add to the CIP a guideline that we will only be
34 going forward looking at projects from the time that bonds roll off, to replace bonds we paid
35 versus new bonds. P. Curro asked what would happen if we needed the bond, J. Farrell
36 responded that is different. It is a guideline if we need it moves to a priority 1 or 2 and we move
37 it forward. He said he wants to start tracking it so we as a committee know what is coming off.
38 We should have a clearer view of what is coming off and what we have paid off. P. Curro
39 agreed. T. Thompson suggested adding a section to the preamble of the plan that talks about
40 existing debt outside of the spreadsheet. S. Hickey stated she already has a document with that
41 information. J. Farrell said it would be nice to know that it isn't changing the tax rate if we need
42 to get another bond. It brings greater visibility. P. Curro said the School Board and Town do

43 watch the bonds but he suggested bringing this information to the attention of the tax payers
44 either at Town Meeting or as a discussion on the Cable TV. M. Soares said she can do it and
45 suggested doing it more than one month. The consensus was to add a section to the preamble
46 and come up with some language on the policy guideline for the committee to look at. We will
47 discuss this at the August meeting. M. Soares said we should talk about the debt level as well.
48 J. Farrell asked S. Hickey what the total debt is now, she responded \$25.9M for the Town. He
49 said if we roll-off the \$8M for instance, we paid to do the police station and the town hall and go
50 to \$17M the people should know that. M. Soares said people get a false impression when you
51 take \$8M off the tax roll, it does not mean that taxes are less.

52
53 J. Farrell referred to page 11 of the items in the packet which listed the N/W Fire station
54 replacement as a priority #1 which has been funded. He pointed out that there are no other #1
55 priorities as of this date. He asked if anyone had heard about any of the priority #2's being
56 moved up, the response was no. He asked if anyone heard about any new projects, the response
57 was no. He asked if we needed a meeting in early – mid August prior to our presentation
58 meeting. P. Curro said yes. R. Brideau responded we did not last year. T. Thompson responded
59 we have not had it for 2 years in a row. J. Farrell asked if we would feel comfortable after we
60 receive the returned forms by 7/23 to not hold a “prep” meeting. T. Thompson can send out an
61 e-mail to notify the members if a meeting should be scheduled. S. Hickey said you might want
62 to have another meeting due to the fact that she will be on maternity leave and won't have her
63 spreadsheet done. T. Thompson said he has talked to P. Curro about that spreadsheet and he will
64 help him put it together. The consensus was to wait until the forms are returned on 7/23 to
65 schedule the next meeting.

66
67 Discussion ensued about what the date would be for the August meeting. It was decided to
68 schedule the presentation meeting for 8/18/10 in Moose Hill if it is available or in the SAU
69 Office.

70
71 J. Farrell asked the new people on the committee if they had any questions. He explained the
72 criteria. M. Soares asked if people who have already presented in prior years have to come to re-
73 present. J. Farrell said if they want more money they can come and argue for it. The Pettingill
74 Rd. project would probably be back as well as Open Space.

75
76 **OTHER BUSINESS**

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78 None.

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80 **NEXT MEETINGS**

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82 August 18, 2010 at 6:00 PM scheduled for the SAU Conference Room. If a July meeting is
83 needed, T. Thompson will notify the members by e-mail.

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85 **ADJOURNMENT**

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87 M. Soares made a motion to adjourn at 6:23 P. M. second, R Brideau. Committees vote
88 6- 0-0.

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91 Notes and Tapes by: Margo Lapietro Date: 06/21/10

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93 Minutes Typed by: Margo Lapietro Date: 06/22/10

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95 Approved via Electronic Vote; CIP Committee Date:

DRAFT