

Capital Improvements Program Committee
Meeting Minutes
June 8, 2010

Present: Alan Ballard; Richard R. Brown; Kim Dubuque; Heidi Davis; Peter Jensen; Dan Merhalski; Joel Mudgett; Carter Terenzini, Town Administrator

Absent: Jane Fairchild, Barbara Rando (with prior notification)

The meeting was opened at 5:00 p.m. Carter Terenzini explained the intent of this initial meeting was to be an orientation and to allow the Committee to select its officers. He reviewed the Charge and Composition which had been circulated previously and distributed a packet which primarily concentrated on various Right to Know (RSA 91-A) issues; the types of and how much advance notice time was required for meetings, the reasons for Non-Public portions or sessions (unlikely to be needed), what is required in the minutes and when they needed to be available, eMail as a public record or a violation of a "posted meeting", the circumstances under which telephone/video conferencing may be used for participation and that all documents and files are Public Records and must be maintained at Town Hall (Office of Development Services (ODS))

Dan distributed several documents explaining what an "Impact Fee" is, how it can be charged with a Capital Improvement Plan (CIP) in place, "Exactions" that can otherwise be charged (volunteered) on a substantially restricted list of items, and how a CIP must bear a relationship to the Master Plan (excerpts of which were distributed). He also distributed a model "How To" manual from the state. Carter explained that the Town has a Town Engineer who may be able to assist with some cost estimating and that staff support would be made available through ODS.

Heidi distributed a copy of the FY 2010 Budget (Operating and Capital), the current status of various trust funds, the current leases we have, the real property that the Town owned, and the most recent vehicle replacement schedule,. It was explained this schedule was now under wholesale revisions as we moved from a department by department view of our needs to a town/fleet wide view trying to ensure we are using the best piece of equipment common to the needs of all. The Administrator also noted we had been revisiting the value of simply paying mileage in some instances over the costs of buying, fueling, maintaining and insuring a vehicle.

It was noted that the most common ways to fund capital improvements are (a) current cash, (b) pre-funded cash (trusts), leases, and bonding. Currently the SelectBoard did not favor the use of bonding. It was also noted that the schools, notwithstanding that they are a separate body politic, will fall under the CIPC and should be approached about the interaction between the two bodies. The primary reason this inclusion is required may be so that the CIPC would be complete in the eyes of the state to allow for an impact fee should the Town decide it wished to go that route.

Dan reviewed the Charge of the Committee to have a CIP in place during CY 2011 and Carter urged the group to tour the physical plant to see it through the eyes of the users and be able to have a recall of various items of equipment as discussions began with departments. There was discussion of what the group could have ready for his upcoming Town Meeting with discussion of commenting on the vehicle schedule or Road Surface Management System. Dan revisited the

detail needed for a CIP and the unlikelihood it could be completed before the time anticipated in the Charge. Discussion continued on to a setting of priorities for examination and whether this was an appropriate time to move forward with officers.

Alan Ballard moved to nominate Kim Dubuque as Chairman and Joel Mudgett seconded 2nd the motion. There being no other nominations the vote was called for and approved unanimously.

Joel Mudgett moved to nominate Barbara Rando as Clerk and Alan Ballard seconded the motion. There being no other nominations the vote was called for and approved unanimously. It was noted the Clerk is also to act as the body's Chair in the absence of the standing Chair.

Next meeting is scheduled for June 17, 2010 at 5:00 p.m.

Joel Mudgett moved to adjourn and Alan Ballard seconded the motion. Approved unanimously at 5:58 p.m.

Respectfully submitted,

Approved by the CICP on this 17th day of
June, 2010

Carter Terenzini
Town Administrator