

MOULTONBOROUGH, NEW HAMPSHIRE  
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

Minutes of September 16, 2010, Meeting

Members Present: Kim Dubuque, Chair; Alan Ballard; Heidi Davis; Jane Fairchild; Peter Jensen; Dan Merhalski; Joel Mudgett; and Barbara Rando. Absent: Richard Brown.

Chairman Kim Dubuque called the Capital Improvements Program Committee (CIPC) meeting to order at 5:00pm. After making name-spelling corrections, the minutes of the August 25, 2010, CIPC regular meeting were approved by motion of Jane, seconded by Kim, carried unanimously. Alan requested an amendment to the minutes of the SAU site visit to include a comment about the potential need for major work on the well at Central School. Jane, seconded by Kim, made a motion to approve the minutes of the SAU site visit as amended, carried unanimously. After additional name-spelling corrections, the site visit minutes of the Transfer Station, Town Hall, Recreation Department, Library, and Highway Garage, were each approved by motion of Jane, seconded by Kim, carried unanimously.

Barbara questioned whether the group should make a site visit to the Playground Drive facilities and Lions Club since the town owns them. It was felt that viewing the Playground Drive building and fields might be valuable and members will do this on their own. The Lions Club property may be viewed later if that property becomes pertinent to the group's work. At the present time, it is leased.

Members discussed their overall impressions of the various town facilities they have visited. In general, the facilities are relatively new, clean and well maintained, and the staff is doing a good job of utilizing and maintaining them. It was noted that the greatest capital expenses over the next six years may come from repair of the parking lot and collapsing floor at the Public Safety Building (fire station), and future needs of the Recreation Department. Joel noted that the Town Engineer recently submitted a report on the floor problem, which stated that the rate of sinking seems to be somewhat slower than earlier measurements, had indicated. No immediate recommendations have been made.

A discussion regarding whether the town has access to the Capital Improvements Reserve Fund for emergency maintenance and repairs followed. Although residents at a recent Town Meeting approved an expansion of the purposes for that fund, strict controls would need to be established and the proposed project would have to go back before voters.

The group reviewed the CIPC Draft Schedule of Procedures prepared by Dan, based on the NH Office of Energy and Planning (OEP) Guidelines. He believes town department heads may need up to 90 days to prepare and submit their data after the Committee makes its' requests for their capital needs. The Committee will ask for interim deliverables over that period at 30, 60 and 90-day intervals. The CIPC's final report will be submitted to the Select Board by September 1, 2011, with an earlier target date of June 1, 2011, if possible. Alan made a motion, seconded by Kim, to approve the Draft Schedule as presented, carried unanimously.

The next meeting date was tentatively scheduled for October 14 at 3PM. Dan will confirm. Jane, seconded by Kim, made a motion to adjourn at 6:10 pm, carried unanimously.

Capital Improvements Program Committee  
Sept 16, 2010

Respectfully Submitted,

Jane Fairchild, Clerk  
Capital Improvements Program Committee (CIPC)