

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MEETING
Draft
Minutes of April 18th, 2013, Meeting

Members Present: Richard Brown (Chair); Josh Bartlett; Peter Jensen (Planning Board); Jon Tolman (BOS); Bruce Woodruff (Town Planner)

Absent: Alan Ballard (ABC); Heidi Davis (Finance Dir.); Barbara Rando (alt)

Others: Carter Terenzini (Town Administrator)

The meeting began at 9:05 AM.

The committee discussed member appointments and terms

Minutes of the prior meeting (March 21st, 2013) were discussed with a request to amend them to include the re-election of Richard Brown as Chair of the CIPC for the 2013-2014 term. Josh made a motion to approve the 3/21/2013 minutes as amended. Jon seconded the motion. The motion was approved unanimously.

The committee reviewed revised capital requests from the Fire Dept., Police Dept., and the School. Bruce said he had discussed the DPW requests with the department's director and those should be expected by early next week.

The committee discussed capital revenue sources. They asked Bruce to find out how funds from resale of capital equipment were applied in the town's budget and can CIPC account for them in CIPC reports and forecasts. The committee also asked Bruce to find out the same info for revenue from grants for capital expenses. The committee will include revenue info from Capital Reserve funds in their reports.

Bruce advised the committee that all permitting was complete for the Playground Drive Soccer field repair project.

The committee discussed a memo from the Town Administrator regarding various some of the "capital expenditure and contribution" articles approved at town meeting and his comment that the "year on year tax levy increase for these items was 4.71%" which is within the BoS target of 5%. Jon commented on the old-landfill project confirming the BoS is proceeding carefully with the project. Richard asked for a review of the potential changes to Dry Hydrant policy. Jon said the BoS is awaiting feedback from Chief Bengston on what changes (if any) should be considered. The Police Chief is preparing recommendations regarding communication needs. Carter joined the committee to explain items in his memo and answer questions from the committee. He indicated that cisterns need to be included in the scope of the Dry Hydrant fund. Bruce will be drafting a memo to the BoS and Planning Board to recommend when and where hydrants and cisterns should be used, how their ownership, funding and maintenance should be managed. Carter reviewed the BoS 5% cap guidance for Capital Reserve Funds and how it relates to the CIPC work even though some of the funds do not fall under the review of the CIPC.

After Carter completed his assistance he left. The committee then engaged in a somewhat lengthy discussion about how the forecasted reserve fund withdrawal numbers were calculated in the 6-yr spreadsheet plan for capital requests. Carter returned and explained the out-year estimates were built with a constraint that total withdrawals would not exceed total contributions to the funds. Carter suggested that for forecast purposes we should with the current approved budget, that uses \$302.5K from reserve funds to offset capital expenses for 2013, and apply a year-over-year increase of 2.5% to 3%.

Peter gave the committee an update on the department heads efforts to improve asset management of rolling stock. The department heads were asked by Carter to identify and standardize the things they will track and agree on standard terminology. The committee discussed what the CIPC would like to see – time out of service and / or analysis of cost of repairs and maintenance – to assist the department heads requests to replace equipment. Looking at the request forms the committee saw an area for the cost of repairs and maintenance but not an area for the equipment’s downtime for repair or maintenance. The committee asked that the forms for the next year include this. This year the department heads will be asked to provide the information when they meet with the committee to review their requests.

Richard advised the committee that one of the upcoming meetings may be moved to an afternoon to accommodate the Boy Scouts as occurred the prior year.

Our upcoming meetings schedule is:

- Thursday, May 9th, 2013, 9:00 AM in Town Hall,
- Thursday, May 16th, 2013, 9:00 AM in Town Hall,
- Thursday, May 23rd, 2013, 9:00 AM in Town Hall,
- Thursday, May 30th, 2013, 9:00 AM in Town Hall,
- Thursday, June 13th, 2013, 9:00 AM in Town Hall,
- Thursday, June 20th, 2013, 9:00 AM in Town Hall,
- Thursday, June 27th, 2013, 9:00 AM in Town Hall,
- Thursday, July 11th, 2013, 9:00 AM in Town Hall,
- Thursday, July 18th, 2013, 9:00 AM in Town Hall,
- Monday, July 22nd, 2013, 9:00 AM in Town Hall,
- Thursday, August 8th, 2013, 9:00 AM in Town Hall,
- Thursday, August 15th, 2013, 9:00 AM in Town Hall.

Jon made a motion to adjourn the meeting. Josh seconded and the motion was unanimously approved. The meeting was adjourned at 12:15 PM.

Respectfully Submitted,

Peter Jensen,
Capital Improvements Program Committee