

MOULTONBOROUGH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MEETING
Draft
Minutes of June 13th, 2013, Meeting

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

Absent: Heidi Davis (Finance Dir.); Josh Bartlett; Barbara Rando (alt)

Others: Donna Kuethe (Rec Dept. Director)

The meeting began at 9:00 AM.

Peter announced the Chair, Richard, would be late to the meeting. As committee secretary Peter assumed the role of temporary chair. Peter seated Barbara Rando in place of Richard.

Minutes of the prior meeting (May 30th, 2013) were briefly discussed. Alan made a motion to approve the 5/30/2013 minutes as amended. Jon seconded the motion. The motion was approved unanimously.

The Committee reviewed capital requests from the Recreation Dept. Director, Donna Kuethe.

Richard arrived at 9:20 AM, assumed chairmanship and Barbara moved back to an alternate role.

Donna handed committee members packets describing the Rec Dept. intent for acting on the Warrant Article #10, approved at the 2013 Town Meeting, that read "To see if the Town will vote that it is the 'Sense of the Meeting' that, as recommended by the Blue Ribbon Commission on Community Services and Facilities, the Town should '... pursue development of a facility that includes an indoor gymnasium, Recreation Department office, program and storage space that would be on existing school land or property adjacent to school facilities.'" Donna's packets included the request made at the prior meeting, through Bruce, for a list of programs with days and times the programs are run.

The committee discussed materials in Donna's handout and asked her to add the following to her package:

- Show current programs vs. requested but not currently available,
- Show current program levels vs. requested but not currently available,
- Show current program staffing levels vs. levels needed to provide requested but not currently available programs and/or program levels,
- Show potential contracted staffing where appropriate if it might impact the overall cost,
- Show typical cost per sq. ft. based on costs for surrounding communities that have built such facilities (ex. Meredith Comm. Cntr.)
- Show what locations would be appropriate,
- Show which new program services are also offered by privately run businesses in town.

The committee discussed a placeholder in the 6-yr plan spreadsheet and asked Bruce to add a line for the facility starting in

The committee discussed the pathway on the neck and questioned why we were not repairing just one side at a time. Donna referred the question to DPW Director Kinmond (not in attendance).

Donna discussed keeping her bus request on the 6-yr plan spreadsheet saying she wants to update the request justification with an additional year of data. She was asked to move the request from 2015 to 2016 to avoid the spending spike in '15.

Donna discussed the request to rebuild the baseball field to improve poor drainage and install infrastructure that would support field lighting for night games. Donna explained there may be problems finding areas to available for wetlands mitigation if they are needed.

Donna discussed rebuilding plans for three areas at States Landing; the beach area, the park area, and the boat launch. Donna was asked what the staffing levels at States Landing would be if the beach is returned to a useable state. She responded there would be two lifeguards needed to staff the beach.

Donna discussed a request for new playground equipment needed because the current equipment is so old there are no sources for replacement parts. She said the insurance vendor is concerned about the safety factors for some of the old equipment.

The committee discussed requested alterations to the Police and Fire Dept. plans intended to help prevent the capital expense budget from exceeding a year-over-year 5% growth cap. The committee asked for the Dept. heads to return and discuss their thoughts on the changes.

Bruce reviewed the recommended changes to the 6-yr plan spreadsheet he intends to complete and distribute prior to the next meeting.

Alan made a motion to adjourn the meeting. Jon seconded and the motion was unanimously approved. The meeting was adjourned at 10:15 AM.

Respectfully Submitted,

Peter Jensen,
Capital Improvements Program Committee

The following is included for informational purposes only and may change:

Our upcoming meeting schedule is:

- Thursday, June 20th, 2013, 9:00 AM in Town Hall – review Town Hall requests,
- 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.