

**MOULTONBOROUGH, NEW HAMPSHIRE**  
**CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES**  
*Draft*  
**Minutes of November 9<sup>th</sup>, 2013**

Members Present: Richard Brown (Chair); Josh Bartlett; Peter Jensen (Planning Board); Jordan Prouty (alt); Barbara Rando (alt); Bruce Woodruff (Town Planner)

Absent: Alan Ballard (ABC); Heidi Davis (Finance Dir.); Jon Tolman (BOS)

Others:

The meeting began at 1:05 PM. Members congratulated Jordan Prouty on his appointment to the committee as an alternate. Jordan Prouty was seated in place of Alan Ballard. Barbara Rando was seated in place of Jon Tolman.

Minutes from the August 22<sup>nd</sup> and August 27<sup>th</sup> meetings were discussed.

A motion to approve the minutes of August 22<sup>nd</sup> 2013 was made by J.Prouty and seconded by P.Jensen and approved unanimously with J. Bartlett abstaining.

R.Brown asked that the minutes of August 27<sup>th</sup> be amended to consolidate the explanation of changes to appendix B (on page two) with the statement that the changes were made (on page one). A motion to approve the amended minutes of August 27<sup>th</sup> 2013 was made by J.Bartlett and seconded by J.Prouty and approved unanimously with J. Bartlett abstaining.

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The committee chair asked for the town administrator to join the meeting to clarify some issues:

- The committee heard R.Brown's review of the status of the Neck Fire Station Roof relating his on-site review of the building's roof condition.
- Two Baseball Field requests from the recreation department (rehab the field and install lights). The committee was told by the Town Administrator that the baseball field requests were deferred by at least one year due to their impact on the budget. This will mean the CIP 6-yr plan will show the \$45K request for engineering work in 2015 (rather than 2014); the \$300K request for the project rehab work will move from 2015 to 2016; and the \$85K request to install lights will move from 2015 to 2016 in the plan.
- The Town Administrator clarified the request for dollars for the pathway repairs. He said that the request the CIP has is from the town administrator and DPW Director and represents their estimate of what will be needed to complete remediation. He said it may cost more depending on composition of below-ground substrate below the areas where remediation includes widened pathway pavement. Their goal for completion of the requests is to get the pathway to a status where it requires only a few sweeps to clean annually plus whatever long-term maintenance may be required to maintain an acceptable surface for walkers and bicycles. The committee agreed with B.Rando that it was important to be clear that the request in front of the committee is confined to

remediation of problems with portions of the existing pathway. The committee voted to change the Priority Class code for this request from a "4" to a "3". Peter made a motion to change the priority code for the Pathway request from a 4 to a 3 and to include commentary in the report explaining it is for portions only seconded by Barbara; the motion passed 4 in favor (J. Prouty, P. Jensen, B. Rando, R. Brown) to 1 opposed (J. Bartlett).

- The Sidewalk request report. The petition warrant article for \$45K in 2013 will be concluded with a report on the findings of the study completed. The phase one costs for sidewalks identified in the study would be roughly \$500,000 in 2016 dollars. No request will be made to the CIP and the town will not propose a sidewalk project warrant article this year other than a warrant article asking the town if they will accept the report. The report should be available for review very soon. He said the draft report should be ready for discussion at the Nov. 22 BoS Workshop. After the town administrator left the meeting, the committee discussed adding a line in the CIP 6-yr plan for \$500K to show the possible request in 2016. The town planner said the committee should not add items to the 6-yr plan if there was no formal request for them. Some committee members said yes we should as we had done so with the gymnasium (added a placeholder request amount for \$300K annually for ten years to begin in 2017). The planner explained that the placeholder request was added because the committee had received a request for a gymnasium but the request had no start date nor a dollar estimate. The committee agreed by consensus that the planner was correct. Some members asked that the committee's annual report-comments include mention of the possible upcoming request for the sidewalks including the potential costs if such a request is made.

R.Brown made a motion, seconded by B.Rando, to change update the 6-yr plan spreadsheet to reflect the Neck Fire Station Roof Replacement priority code from a 4 to a 3; to change the Pathway request priority code from a 4 to a 3; to move the requests to Rehab the Baseball Field and Install Lights at the Baseball Field out another year; to add on line 80 that the placeholder amounts were placeholders numbers from the CIPC; the motion passed unanimously.

B.Rando recommended the committee ask the BoS to include the CIP votes on Capital items in the Town Report so taxpayers could see results of the committee's recommendations. R.Brown asked her to work with him offline to draft the request. P.Jensen noted that the CIPC does not recommend "Yes" or "No" but rather recommends with a "1" through "7" priority code. A member suggested "1" to "3" be consolidated into "Yes" and the rest into "No". J.Prouty concurred that including the CIP recommendation is an important communication to the taxpayer.

Following discussion about approving a final report P.Jensen moved to request a final report be approved on condition the changes discussed are integrated into the current draft report; J.Bartlett seconded and the motion passed unanimously.

P.Jensen made a motion to adjourn the meeting. J.Prouty seconded and the motion was unanimously approved. The meeting was adjourned at 2:35 PM.

Respectfully Submitted,

Peter Jensen,  
Capital Improvements Program Committee

DRAFT