

CIPC Minutes- Draft
June 12, 2014

MOULTONBOROUGH, NEW HAMPSHIRE
Capital Improvements Program Committee
Minutes of June 12, 2014 Meeting

Members present: Alan Ballard, Josh Bartlett, Paul Punturieri, Richard Brown (arrived at 9:17am)

Also present: Nancy Wright, videographer; Donna Kuethe, Carter Terenzini, Jean Beadle, Al Hume, and Carla Taylor

The meeting was called to order at or around 9:13am.

J. Bartlett moved and P. Punturieri seconded to appoint J. Bartlett as temporary chair. Vote U/A.

The review of minutes of the June 5, 2014 meeting were postponed until later in the meeting.

Richard Brown arrived at 9:17am and took over as Chair.

D. Kuethe started with a presentation on State Landing and how costs can be explained to committee in element pieces.

Carter presented the history, work/plan so far and concept plans, estimates. Dredging is the most expensive element and topo survey should be done first – it must be stressed that dredging to make the swim area and beach usable cannot be phased.

Beach water quality testing:

There have been 45 tests over 6 years with only 3 exceedences – which is not bad. Long Island Beach has zero, (hottest time, highest use, water fowl contribute to these occasional exceedences).

It will be at the June 26 Board of Selectmen meeting where we report the status of the project to get their sense of direction. And, O+M costs will also be estimated once we get Board of Selectmen's sense of direction on tasking, phasing and spending limits.

A 2016 Dredging timeframe is the most likely scenario, if approved at Town Meeting.

We are recommending pushing the bus off to 2018.

From the Committee: Pathway retrofit questions. User counts questions. The history of the various phases and issues of the pathway project was given by Donna.

Phase III Planning & Funding discussed by Donna. She explained the \$132,500 figure and where that comes from to the committee. Half by Town and half by Pathway Committee in Phase II. Expected to be the same for this future phase. State of FHWA Grant Program explained. Updated/new numbers/years coming from Administration/Recreation for the next time Recreation meets with the Committee in July.

Rehab of baseball field, timing driven by wetland issue (2016 or 2017). Design/permitting amount for the field is \$15k, not \$35k based on updated numbers from the engineer. Updated costs, usage of field information, and schedules request – Donna can get, but please understand the field is also open to

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public, and it does need this repair. The committee talked about lights and adult league usage. Built in 1976, but during the 80's some drainage work was done. Right field is sinking, you can actually see it. The field gets lots of usage. How much money does adult softball league raise? Donna will get the figures. LWCF (Land and Water Conservation Fund) inspects every couple of years, and the Town has never failed so far, we are good stewards of these facilities. If the Town doesn't continue maintaining and using the facility the money is or recaptured by that Agency.

RAB review/recommendation request was discussed between the CIPC and RAB representatives present. When is Donna coming back to the committee? July 17 or July 24. Can the ball field be constructed and paid for in more than one year? Carter answered, no and explained all that is needed for this type of contract. Are all items required? Lights? Alan wants usage numbers. Josh wants parking fee or sticker for playground drive parking lot instituted. Program fee discussion into rec. revolving fund used for equipment, not capital projects, ensued. There was an accounting process discussion. Eligible for LWCF funding again.

Replace play equipment on Playground Drive 2017 for safety getting there & quality. One set young kids, one set older children. Product liability issues. Committee is comfortable with this.

Construct Recreation Facility:

2014 projects: the Planner will replace the term "feasibility" with the correct term "site" under study. The committee talked about the site study status first. Then feasibility/needs/usage study, maybe UNH this fall. Is this bypassing the Town Meeting article understanding of what was approved? By legislative body? It was stated that the cost would be under \$5000 and that this would be a BoS issue.

Question on whether funds asked for were accurate as place holders, or should they be changed? No answer.

Discussion on Town Rec. use of school facilities (gym) not being allowed and history of report by Mike Branley, Town Fellow. R. Brown will look at this issue, but wanted to curtail non-CIPC authority discussions and questions for the sake of getting through project presentations by the Recreation Department Head.

RAB chair spoke on possible new approaches for Recreation Program space, etc. Past RAB chair spoke on alternative possibilities as well.

The schedule was discussed. See attached marked up sheets.

The Town Administrator handed out Capital Funding ARC/floors/ceilings guidance to the committee. The comment by chair is that is our understanding.

Alan Ballard moved, Paul Punturieri seconded to approve the minutes of June 5th as is. Vote U/A.

Paul Punturieri moves, Josh Bartlett seconded to adjourn the meeting at 11:44am. Vote U/A.

Respectfully Submitted,
Bruce W. Woodruff
Town Planner
June 16, 2014

2014
Town of Moultonborough, N.H.
2015-2020 CIP Schedule

March 28, 2014

Date	Department Action	Town Planner Action	CIPC Action	Public Action
03/28		Distribution of CIP Schedule, forms, guidance; solicit <u>new</u> requests for 2020 & revised requests for balance of program.		
04/02	Begin assemblage of new & revised CIP requests			
04/03		Planner sends committee draft schedule and process, forms.	First Meeting to review/revise/approve Schedule	
04/14		Specific meeting times and locations set up for review meetings between Planner & Dept Heads		
04/18	New requests for 2020 & revised requests for balance of program completed/submitted.			
04/21-04/25	Review Meetings with Town Planner	Review, advise and critique capital requests		
05/01	All Depts. Revise requests/resubmit to Planner as needed. Finance provides project information to Town Planner.	Prepare quarterly analysis of on-going/incomplete prior year(s) capital projects. Distribute CIP Project Request Forms for review. <i>(Prelim)</i>	Second Meeting to review status of on-going/incomplete prior year(s) capital projects and preliminary review of CIP Project Requests	
05/15	Finance provides Capital Reserve Funds Balance Information.	Distribute any revised requests to CIPC and CR Funds Balance spreadsheet. <i>(Rec. + Town Admin. Regulate)</i>	Third Meeting to continue review of CIP Project Requests and to review Capital Reserve Funds Balance spreadsheet.	
05/29	Presents to CIPC	Provide additional justification/information and Form C to CIPC.	Fourth Meeting with Police and Fire to review CIP requests	<i>review DPW for ques.</i>
06/05	Presents to CIPC	Provide additional justification/information and Form C to CIPC.	Fifth Meeting with DPW/Road Agent to review CIP requests	
06/12	Presents to CIPC Police/Fire/DPW provide asset tracking spreadsheet info.	Provide additional justification/information and Form C to CIPC.	Sixth Meeting with Recreation Dept. to review CIP requests. Also to review any asset management spreadsheets provided by Police/Fire/DPW.	<i>Scott comes look maint. cost/usage data?</i>
06/19	Presents to CIPC	Provide additional justification/information and Form C to CIPC.	Seventh Meeting with School, Library, and Town Hall to review CIP requests.	
06/23		Admin CIP requests & Master Plan Tie-in matrix.		
06/26		Provides forms and materials.	Eighth Meeting to review Master	

Date	Department Action	Town Planner Action	CIPC Action	Public Action
		Meets with Town Administrator & Finance Director to review CIP Requests	Plan Tie-in matrix; using Form C's, begin ranking process. Schedule Dept. visits as needed.	
07/17	Submit any requested info on CIP Project Requests to Planner	Prepares preliminary ranking matrix sheet	Ninth Meeting to meet with Town Administrator and Committee ranking of project requests. <i>cancelled</i>	
07/24		Planner on vacation	Tenth Meeting as required for Dept. visits <i>Donna K. new numbers</i>	<i>+ RAB recomm.</i>
07/31	Finance assembles financial impact analysis.	Adjusts requests and reviews final requests with Departments as needed.	Eleventh Meeting <ul style="list-style-type: none"> • Discuss Rankings • Discuss/Review Draft 2015-2020 CIP Report & Project Matrix • Discuss/Review annual spending levels 	
08/07		Committee support Meets with Departments to review final draft CIP.	Twelfth Meeting to review & tentatively approve final draft report to send to public hearings. Approve public hearing dates of 8/25 and 8/28.	
08/08		Public hearing notices. Draft report posted on web and in office.		
08/25 Monday	Voluntary attendance.	Committee support.	First Public Hearing Committee approves revisions from public input.	Public comments on program
08/26		Revisions as needed, revised report posted on web and in office.		
08/28	Voluntary attendance.	Committee support.	Second Public Hearing Committee approves final CIP Report and recommends to BoS.	Public comments on program
08/29		Submits Final Report to BoS/Town Clerk		

NOTE: All CIPC Meetings and Public Hearings are scheduled on a Thursday, except for the first Public Hearing, which is scheduled to be held on a Monday. Regular CIPC meeting time is 10:00AM. Public Hearing time is 7:00PM.

Fund	ARC (1)	Floor	Target	Ceiling	Current (2)
DPW	\$155,000	\$440,000	\$550,000	\$660,000	\$365,000
Fire	\$108,500	\$489,000	\$611,250	\$733,500	\$445,000
Building	\$290,000	\$966,000	\$1,208,000	\$1,450,000	\$600,000

Note: (1) ACs are \$162,500, \$110,000, & \$80,000 Respectively
(2) Estimated as of 12/30/14

Prepared 06/11/14