

Town of New Castle, New Hampshire
Capital Improvement Plan (“CIP”) Committee
Meeting Minutes

Date: February, 26, 2014

Call to Order: 4:30 pm

Location: New Castle Town Hall Meeting Room

Present: *Committee Members:* Jeffrey Hughes (Chair), Tom Smith, Richard White

Invited Guests: Fire Chief David Blanding, Steve Tabbutt, David McGuckin (Selectman)

Members of the Public: None

The Meeting was called to order by Jeffrey Hughes, Chairman at 4:30 pm.

Approval of Minutes

The Committee reviewed the minutes of the previous meeting. One change was noted – “Charleton” should be “Tarlton”. With this change, the Minutes were accepted.

Meeting with Mr. Tabbutt, Public Works Department Head

Mr. Tabbutt was asked to discuss Public Works capital needs for the Town of New Castle. Steve’s comments are outlined below:

- No major equipment needs until 2016
- Water/Sewer :
 - Estimate of \$1.5M needed to upgrade the towns 3 pump stations (built in 1975; generators upgraded in early 2000’s). (note: \$1.5M estimate based on engineering study completed a few years ago)
 - Currently \$472K available in reserved funds (to be divided/allocated between Water vs. Sewer). Tom Smith indicated there have not been any funding additions to this reserved fund account in the past few years
 - The question of funding for water/sewer upgrades was raised, as water/sewer does not service 100% of town residents (all but 1 home on town water; approx 80% of homes on sewer system). Committee members discussed the merits of using “user fees” to fund sewer projects. Jeff Hughes stated that the role of this committee is to identify capital needs for the town - - funding decisions should be made by the Board of Selectmen.
 - There are no current plans to expand water/sewer system; and there are no immediate capital needs for sewer upgrade/ maintenance.

- Roads
 - The committee discussed the needs for maintenance and future upgrades to town roads
 - There was consensus that there should be a long-range plan in place for the maintenance and potential rebuilding/upgrade of the roads.
 - While there is no reserve fund in place for roads at this time, it was suggested that consideration be given to creating such a fund.
 - Steve Tabutt agreed to develop an inventory of town roads (i.e. road name, length, condition, etc.)

- Town Hall Renovation
 - Jeff Hughes reported (per a conversation with Selectman Buxton) that the Board of Selectmen is in the process of developing plans for a project to upgrade the Town Hall. At the present time, the proposed scope of the project includes:
 - upgrade to meet ADA requirements
 - relocating the handicap access from the front to the rear of Town Hall
 - installing an elevator
 - gaining access and reusing for public use the 2nd floor meeting space
 - The Board of Selectman has received 2 bids for design work for this project. The Board expects to move forward with design work in 2015, with the expectation that a renovation/construction project will be proposed for funding in 2016.
 - Because the area of the proposed ADA access is potentially in the same (or will directly abut) physical area of the proposed Sally Port (presented to the CIP Committee at the 2/13/14 meeting), the design and consideration of the Sally Port project will need to be incorporated into the design of the Town Hall project.

- Other Potential Capital Needs
 - Build a 4th gazebo at Town Commons. The use of use fees (receipts) from the Commons was suggested as the funding source. The question of the need for a long range plan for the Commons, and the need for an oversight committee were discussed. Dave McGuckin commented that the Board of Selectmen is actively considering establishing an oversight committee.
 - Fire (garage) building on Main Street. Chief Blanding reported that the Fire Department is continuing to set aside funds each year towards upgrading this property.

School

Jeff Hughes reported he has been unable to touch base with Rod MacDonald. It was reported that the School Board is working on developing a recommendation for a construction project which may be presented to the Town for the 2016 budget cycle.

Review of V&E Trust Fund

Tom Smith provided an overview of the current state of the V&E Trust Fund. Tom described the fund, and reviewed the current version of the spread sheet with those present.

- The current Fund Balance is \$158K
- No Vehicle or Equipment purchases (which would draw funds from the V&E Fund) are expected to occur in 2015.
- The committee reviewed and verified the V&E replacement items in order to confirm: a) all anticipated future vehicles and major equipment are listed; b) that the cost estimates were up-to-date; and c) the timing of replacement was in alignment with current thinking. The following changes were suggested:
 - Police – it was noted that Chief Don White stated at the last meeting that he believed all police vehicle and equipment needs were already captured on the V&F spreadsheet.
 - Fire – Change cost of EMS rescue from \$30K to \$35K; Change cost of EMS Heart Monitor from \$24K to \$26K. All other potential future vehicle and equipment items were accounted for.
 - Public Works – Steve Tabbutt confirmed that the V&E spreadsheet reflects all items correctly.

Review of RSA re: Long range CIP

Jeff distributed excerpts of the NH RSA's pertaining to: a) the role of CIP; and b) the use of reserved funds.

Next Meeting

The CIP Committee agreed to meet in approximately 2 months (end of April; early May) for the purpose of beginning to develop a long range plan for town road upgrades. Steve Tabbutt agreed to come prepared with a preliminary inventory of roads for this meeting.

Adjournment

The meeting adjourned at approximately 6:00 pm.

Respectfully submitted by

Jeffrey Hughes