

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

Date: December 17, 2015

Location: New Castle Town Hall Meeting Room

Present:

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

Department Heads & Guests: David McGuckin (Selectman), Police Chief Don White

Members of the Public: None

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

Welcome

Mr. Hughes welcomed committee members and guests to the meeting.

Approval of Minutes

The Committee reviewed and unanimously approved the Minutes of the previous meeting.

Road Study

Mr. Hughes presented a draft memorandum, from the CIP Committee to the Select Board recommending the establishment of a long-term reserve fund for road repair and maintenance. The committee members finalized the recommendation for first year funding (\$80K) and agreed to the following changes:

- Add reference that the CIP will review the Road Program on an annual basis and make an annual recommendation to the Select Board on funding for the next fiscal year
- Clarify that the road program funding is over and above the annual road maintenance operating budget of \$25K

Mr. Hughes was directed to make these modifications and send the memo to the Select Board.

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V&E Fund

The Committee members continued discussions regarding the annual update and review of the V&E Fund.

Chief White reported the following regarding the capital needs of the Police Department:

- The current estimated cost of the FY2016 purchase of the sedan @ \$42,800 appears on target
- The cost of replacement of the other sedan in FY17, should be increased to \$44,800 due to expected price increases for equipment within the sedan
- The five year expected life span was confirmed

Richard White commented that it would be good if the purchase of the two sedans could be separated by more than 1 year, in order to assure that the Police Department would have one “newer” cruiser, and “older” cruiser at all times (versus having 2 “older” vehicles at any one time).

There being no further questions, Chief White left the meeting at approximately 4:45 pm.

Mr. Hughes reported that Dave McArdle sent an email confirming the current balance of the V&E Fund at \$281,343.02.

Mr. Hughes reported that Chief Blanding provided the following updates to the V&E Fund for Fire & Rescue:

- Engine 1 Note: change name from “Ladder” to “Engine 1”):
 - Current cost estimate - \$500,000
 - Year of anticipated replacement - 2022
 - Useful life - 25 years
- EMS Chest Compression System:
 - Current cost estimate - \$16,000
 - Year of anticipated replacement - 2026
 - Useful life - 10 years
- Fire – Forestry 1 (4x4 Utility Truck):
 - Current cost estimate - \$46,000
 - Year of anticipated replacement - 2025
 - Useful life - 20 years
- Engine 4:
 - Current cost estimate - \$500,000
 - Year of anticipated replacement - 2035
 - Useful life - 25 years

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- EMS Heart Monitors:
 - Current cost estimate - \$26,000
 - Year of anticipated replacement - 2022
 - Useful life - 10 years

- Fire – Air Pack (SCBA) Replacement:
 - Current cost estimate - \$135,000
 - Year of anticipated replacement - 2018
 - Useful life - 10 years

Mr. Hughes agreed to follow-up with Chief Blanding regarding any updates to the Rescue Vehicle.

Mr. Smith reported that Mr. Tabbutt estimates the current price estimate for the Pickup truck, to be purchased in FY16, is \$56,069.

Mr. Smith agreed to follow-up with Mr. Tabbutt regarding assumptions for the other V&E fund items.

Other Business

Mr. White stated the concern about whether an official copy of the V&E Fund and Road Program should be on file with the Town. Following a discussion, all Committee members agreed that on an annual basis, a copy of the final V&E Fund and Road Program be downloaded to a thumb drive (or other acceptable form/format) and be provided to the Town Accountant as a matter of record, and back-up.

There was no other business to come before the Committee.

Public Comments

There were no public comments.

Next Meeting

The next meeting of the CIP Committee will be January 21st at 4:30 pm.

Adjournment

The meeting adjourned at approximately 5:30 pm.

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Respectfully submitted by

Jeffrey Hughes
CIP Chair