

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

Date: February 12, 2015

Call to Order: 4:35 pm

Location: New Castle Town Hall Meeting Room

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

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

Members of the Public: Reggie Whitehouse

The Meeting was called to order by Jeffrey Hughes, Chairman, at 4:35 pm.

Welcome

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

Approval of Minutes

The Committee reviewed the Minutes of the previous meeting. One change was noted – remove “..to the May Town Meeting..” from the second to last line of page 2. No other changes were made. The Minutes were approved as amended.

Continued Discussion of 2015-2016 Town Capital Budget

a) Request from Selectmen

Mr. Hughes explained that the Selectman have asked the CIP to provide a written summary and analysis of the proposed capital items for the 2015-2016 budget as an article to appear in the next issue of *Island Items*.

b) Confirmation of the V&E Fund

Police – Mr. Smith reported that he met with Chief White and confirmed that the current timing for replacement of Police vehicles in the V&E Fund are correct. This timing calls for **replacement**

of 1 police vehicle in the 2015-2016 budget. However the price has increased. Estimated cost is **\$42,800.** Per Mr. Smith, Chief White will confirm the estimate.

Fire & Rescue – Chief Blanding reported that the V&E Funding schedule for replacement of Fire and Rescue vehicles and equipment is correct. **No capital expenditures from the V&E Fund for the Fire Department are anticipated for the 2015-2016 budget.**

A discussion of the Lucas equipment followed. After a lengthy discussion, it was agreed that the Lucas equipment should not be added to the V&E Fund. Rather, current fund raising efforts are already underway through the Fireman’s Association. Chief Blanding will inform the CIP if the Department decides to change the purchase decision for the Lucas equipment to a capital purchase versus an operational expense covered through charitable funds and/or current operating budget.

Public Works – Mr. Tabbutt reported that the Public Works forecast for capital expenditures from the V&E fund appear correct. As such, **Public Works requests funding for the planned purchase of a pick-up truck in 2015-2016. The current estimate is \$55,968. Mr. Tabbutt stated he is the process of verifying the capital purchase price.**

c) Town Hall Renovation Project

Selectman McGuckin provided an update on the Town Hall renovation project. It was reported that **the current estimate for the project is approximately \$1.2M, excluding architect/design costs.** Timing for this project has not been finalized, as the Board of Selectman is concerned about bring this project forward during the same budget cycle that may also include the MHT School renovation project.

d) School Renovation Project

Mr. White provided an update on the MHT School renovation project. It was explained that the project scope and total estimated cost have been reduced as a result of public input. Among the changes in the project, are: the reduction in the size of the new addition from 4K GSF to approximately 2K GSF; elimination of 2 handicapped bathrooms; elimination of some storage space; redesign of the kitchen; and redesign of the HVAC system. **The resulting revised cost estimate is approximately \$1.1M, excluding financing costs.** Mr. White cautioned that some issues still need to be resolved – as a result, the scope and costs are not considered final at this point in time. Among significant open items is the final design of the sprinkler system. While the project has been scaled down, and despite the elimination of certain project components, Mr. White stated that the Building Committee believes the revised project scope still remains workable.

Mr. White concurred with Mr. McGuckin, that the School Board is also concerned about bring two large capital construction projects before Town residents in the same year. It was suggested that the School Board and Board of Selectmen meet together to discuss the best approach.

Should the School project not pass in the March vote, Mr. White indicated that the School Board would bring forward a request for funding of \$100K for design work – with the attention to bring the project back again next year.

e) Other Items

Mr. McGuckin suggested the following changes to the list of additional capital items:

- 1) Remove: construction of a 4th gazebo in the Commons
- 2) Add: soundproofing of the Town Recreation Building (costs & timing TBD)

Road Inventory

Mr. Tabbutt reported that little progress has been made on the inventory of roads.

The Committee members discussed and concurred with the need to develop a comprehensive road program. Mr. Hughes stated that he believes that the Town should consider developing a dedicated reserve fund, similar to the V&E Fund, for maintenance, repair and re-construction of town roads, as the cost of roads represents another significant capital cost that for which the Town should proactively prepare.

Mr. Tabbutt agreed to estimate a timeframe for the inventory and assessment of the condition of town roads.

Next Steps

The Committee agreed to meet in approximately 4 weeks to finalize V&E funding requests. The Committee members and department heads agreed that 4:30 pm on Thursdays are good days for this meeting. Mr. Hughes will coordinate a date for the next meeting with the Selectman's Office.

Public Comments

Mr. Damon Frampton requested that the decision not to include funding for the Lucas equipment in the V&E Fund be reconsidered.

There were no other comments from the members of the public in attendance.

Adjournment

The meeting adjourned at approximately 5:35 pm.

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Respectfully submitted by

Jeffrey Hughes

CIP Chair