

**Town of New Castle, New Hampshire**  
**Capital Improvement Planning ("CIP") Committee**  
**Meeting Minutes**

**Date:** March 10, 2016

**Location:** New Castle Town Hall Meeting Room

**Present:**

Committee Members: Jeffrey Hughes (Chair), Tom Smith, Ken McDonald

Department Heads & Guests: Steve Tabbutt (Public Works)

Members of the Public: One person (Unknown)

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

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**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

**Discussion – Preparation for Town Meeting**

The Committee members discussed what role, if any, the CIP should have during the upcoming Town Meeting in May. Following a brief discussion, it was agreed that Jeff Hughes, as Chairman, should speak on behalf of CIP in support of the funding for the V&E Fund, and creation and funding of the Road Fund. Mr. Hughes encouraged all other members to add comments during the Town Meeting as well.

**Other Business**

**Price Increase – Dump Truck**

Mr. Tabbutt reported the anticipated cost of purchasing a Town Dump Truck next year (2016-2017) is higher than budgeted and thus higher than the amount formally recommended to the Select Board last month. The confirmed cost will be approximately \$99,372, versus the budgeted cost in the V&E Fund of \$82,750. The cost difference will be \$16,622 higher than the budgeted amount.

Committee members discussed the implications of this change, and agreed to the following:

## **FINAL**

- Mr. Hughes will develop, and send to the Select Board a memo informing them of the change in the anticipated cost.
- In light of the current balance of the V&E Fund, the Committee agreed there was not a need adjust the recommended funding level of the V&E Fund for the 2016-2017 budget as a result of this change.
- Mr. McDonald was asked to update the V&E Fund with this new information which will be incorporated into the V&E Fund discussions during next year's budget cycle.

### Appointment of Mr. McDonald

Ken McDonald was formally appointed as a member of CIP. The Members welcomed Ken to the CIP and thanked him for his many contributions.

There was no other business to come before the Committee.

### Public Comments

There were no public comments.

### Next Meeting

The Committee members agreed to cancel next month's meeting, and to reconvene the Committee in the Fall.

### Adjournment

The meeting adjourned at approximately 4:40 pm.

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Respectfully submitted by

Jeffrey Hughes  
CIP Chair