

CAPITAL IMPROVEMENT PLAN COMMITTEE

Public Meeting Minutes

August 25th, 2008

The meeting of the Capital Improvement Committee was convened at 6:47 PM in the New Durham Town Hall located off Main Street.

Present:

Christopher Lapierre, Chairman
Padraic McHale, Planning Board Member Representative- Co- Chairman
Terry Jarvis, Member at-large
Ron Gehl, Selectmen's Representative

Excused Absence:

Lois Parker, Budget Committee Representative

Others present:

April Whittaker, Town Administrator
David Bickford, Selectman

Approval of Minutes:

Motion Ron Gehl, second Terry Jarvis to accept the minutes of August 11th, 2008 as amended. Vote was unanimous.

Review of Draft:

The committee reviewed the first draft of the CIP presentation to the Planning Board. Terry Jarvis asked if the school district performed a similar CIP document and would this be included in the presentation. The answer was no they have not. This is the first year that the committee has met with the school. Ron Gehl explained that trying to make projections of where the school district budget and future planning would come in is near to impossible. April Whittaker explained that she had included the information provided by Mr. Robertson for the proposed facilities planning as part of the 2009 CIP presentation package. Mrs. Jarvis asked that a statement concerning the fact that the proposal does not include projections for the County be added after the paragraph about the school district.

Terry Jarvis also asked that the note at the end of Section 2 on the 5th page include the statement that the committee increased the base amount from \$5,000 to \$10,000 in 2007.

April Whittaker then went on to explain the trending for future planning numbers. She explained that there was a substantial difference from last year to this year. Last year the committee trended at the worst-case scenario of 8% for expenditures, but in review of the current numbers, the trending factors for expenditures were between 3% and 4%. Mrs. Whittaker felt comfortable at trending or predicting tables based on 5% growth. The revenue was trended from 1% to 2%. She advised that although traditionally revenue figures were trended low, with the town now placing funds into reserves, the savings were translating as revenues to off-set the capital planned expenditures, hence the increase in trending for revenues. The Town valuation

trending remained the same per the 2008 estimates, namely 2% until 2011 and 2.5% thereafter. She asked the committee if they were comfortable with the suggested trending figures, and the committee indicated it was. Terry Jarvis asked if having money available through the Capital Reserve helps the Town's bond rating. April Whittaker stated that it helps the overall bond rating as it shows the financial markets of the town's ability to save and reasonable low debt ratios. Mrs. Jarvis asked if it would be a good idea to add a note to the presentation stating this fact. The committee agreed that a note under Bonding Capacity stating that the capital reserve support system as approved by the town helps improve the bond rating.

Ron Gehl pointed out that Table 3B needed to be updated. It was agreed that April Whittaker would update the table by including 2006 thru 2008 data.

Terry Jarvis stated that the 1986 Rescue truck has not yet been converted to a Forestry truck. The committee agreed that Note 3 on Table 5 should be amended to show this.

It was recommended that the line item for Fire House Capacity on Table 5A should be broken down to show that \$45,000 is for the Fire House and \$20,000 is for the Emergency Operation Center (EOC).

April Whittaker updated the committee on the status of the Davis Crossing Culvert/Bridge project. She explained that she and Mark Fuller have applied for Bridge Aid, which would be an 80/20-grant split. She told the committee that the Town has enough money in the bank to cover the Town's 20% share, and it was the intention of Mr. Fuller to ask the board for conceptual engineer funding to help complete the Bridge Aid application.

The committee asked Mrs. Whittaker to update Note 6, Sheet 3 to show that the Town has obtained approval from the court for a five-year extension to the Shirley Pit.

Mrs. Whittaker told the committee that she got to see a pile of recycled asphalt shingles while on a tour of the Alton Transfer Station. She said that Alton has been using it to shore up the sides of their roads with great success so far, and has mixed the product with their gravel supplies.

Terry Jarvis questioned why Table 7 included a line for a full time employee when she thought the committee had agreed staff should be covered under operational expenses not CIP. April Whittaker explained that she left it there as a reminder and had included a note to explain the line. The committee recommended that the fact it is covered under operations should be added in a note for the Library, Highway and Police Department Tables.

It was agreed upon by the committee that the line item for the 4-wheeler should be removed as it does not meet the \$10,000 cost base established by the committee. It was agreed that a note should be added to the table as a reminder.

Chris LaPierre pointed out a typo on Table 10. "See Note 3" needs to be added on the line for the Baler.

It was agreed that the line for a 4-Wheeler on Table 11 needed to be removed. Also the note for the PD addition needs to read "1st of 2 installments of \$29, 250 for proposed addition".

Summary:

- Page 5 note should be made that for the purposes of the 2008 review by the advisory committee the capital cost base was maintained at \$10,000 per the 2007 increase.

- Page 7 note with respect to financial stability in the terms of the Town's bonds.
- Page 11 note indicated this does not include projections for the county.
- Table 3B updated with 2006 thru 2008 figures
- Table 5 correct note 3 stating 1986 Rescue is planned for conversion
- Table 5A break out Fire House Improvement to \$45K and \$20K for the EOC
- Table 6 update note 6 about the gravel pit
- Table 7 add note stating staff is covered under operations budget. Same note to be added to Highway and Police Departments.
- Table 9 taking out 4-Wheeler and making note
- Table 10 add "See Note 3" to baler
- Table 11 take out 4-Wheeler and under notes for Safety add "1st of"

The commission agreed to change the night of their meeting with the Planning Board. April Whittaker is going to ask David Allen if it would be possible for the committee to meet with the Planning Board on September 23rd.

The next CIP meeting will be on September 15th, 2008 at 6:30 PM to accomplish review of the final draft of the CIP.

The members of the committee extended best Wishes & congratulations to the future Mr. & Mrs. LaPierre.

Motion by Padraic McHale, second Terry Jarvis to adjourn, vote unanimous.

The meeting adjourned at 8:29 PM.

Respectfully submitted,
Laura Zuzgo

**THE NEXT MEETING WILL BE HELD
ON September 15th, 2008 AT 6:30 PM
IN THE TOWN HALL**