

CIP Committee
Draft Minutes
Wednesday, March 19, 2014
6:30 pm

Meeting called to order at 6:30 pm in the Fire Station Conference Room

Present: Anne Abear, Steve Felton, Susan MacLeod, Mark Scarano, Jeanette Stewart
Also Present: W&S Commissioners Eli Badger, Alan Cilley, John Hughes; SAU Trish Temperino; Fire Dept. Steve Heath, Jim Joubert; Police Dept. Tony Randall; DPW Tim Paquette; David Ruell, Library Trustee; Norm De Wolfe BOS; Paul Branscombe, Town Administrator; Jim Gleich Parks & Recreation Director. Debby and Pete Jorgensen, Christine Cilley

Documents for discussion distributed: spreadsheets, project worksheet, CIP timeline for meetings, Capital Improvements cover letter for projects for 2015-2025 (Will also be emailed out)

1. CIP purpose: Steve Felton outlined function of CIP committee: to gather all the capital needs for the next ten years from all Town departments and add to the operating budget and debt load to get the big picture. Next, to prioritize capital reserves for infrastructure, equipment and projects, spread the costs out over time to have enough when expenditure is needed while keeping the tax rate as level as possible, and from that, make advisory recommendations to the BOS and Budget Committee to reserve funds over time to avoid large expenditures that spike the tax rate. The 10-year spreadsheet also looks at projected expense increases, revenues and assessed evaluations. After the vote, it is clear that more public education needs to happen -- that the recommendations aren't mandates, but the consequences of not saving for the inevitable expenditures should be understood. The spreadsheet broke out the tax impact of the total 2014 capital needs as \$2.78/\$1000.

All departments are being asked to review their projects submitted in 2013 and update as necessary. The timeline has scheduled times for each of the departments to meet with the CIP Committee. Each project gets a separate worksheet, except for roadworks which will be a spreadsheet. Committee members will assist any department with the sheets when asked.

2. Spreadsheets: Current spreadsheets reflect all the information submitted. Each time this is worked on with additional information, it will get more refined and as accurate as it can be. The input this year will reflect this year's default operating budget and the reserves that did not get voted in. The total was \$5,981,909 for the ten years of capital needs. Water and Sewer are funded by users' fees, but the capital needs cannot all be covered by this revenue alone and need to be included.

3. 2014 Project Worksheets: Committee revised worksheet to streamline and it is now in Excel spreadsheet format. Steve briefly explained how to fill it out. A sign-off page has been added for governing body to approve prior to submission to CIP Committee.

4. Comments: 1. Chief Randall felt that a more effective way of getting information out is critical to gain voters' understanding of the process and impact of saving for future needs. 2. Town Administrator Paul Branscombe concurred, commenting that the \$125,000 for roadwork passed because people experience the direct impact by using the roads, but don't realize the "invisible" needs of other projects. 3. DPW Director Tim Paquette stated that the reserves (that have been voted in for 3 years now) have been used for West St., which can be used as a template to estimate costs for other roads. Thompson St. is going to need a bond to have enough money to do properly. 4. Paul also suggested getting Nancy Manville from NHDOT more involved to get on the State list for work. 5. Jim Joubert, Fire Department, asked about how what doesn't get approved will be addressed. The spreadsheet will have to be adjusted to keep it in the mix, so even if the total amount needed is not met, there will be funds available. 6. David Ruell suggested putting a summary of the 10-year needs in the Town Report. It is on the website but not widely read, and the 2 forums were not well attended. He also suggested sending out mailings. 7. Selectman Jeanette Stewart mentioned that the CIP Committee needs some funding with a line in the operating budget to do that; will put in 2015 budget. 8. Tim Paquette asked whether lease/purchase would be the way to go. Steve answered that it should always be an option on a case by case basis—to do a cost benefit analysis of lease, lease/purchase or outright purchase. Chief Randall added that somehow financing equipment is always going to be in the budget. 9. Budget

Committee Chair Mark Scarano said that the CIP is one tool in the mix to get the tax rate stable or lower, but economic development is also something that must happen. 10. Pete Jorgensen spoke about grants. The W&S Commissioners are currently pursuing one for the receiving station and the Fire and Police Departments are always seeking them. Is there a way to get one person in charge of researching and writing grants for the whole Town? Paul responded that the smaller specialized grants for fire and safety come up regularly, generally cover half the cost and those department heads are familiar with them. The newly updated Hazardous Mitigation Plan qualifies the Town for larger grants for infrastructure, and are usually energy related. Many of those require matching funds. The best course of action is not to chase money, but to prioritize what is the best return on the most needed projects. To qualify for the USDA Rural Development grant for the Town Office energy efficiency, the Town must meet ADA standards (an expense). 11. Mark added that the Budget Committee had made recommendations looking to regionalization and pursuing grants as a long-term strategy as well as for economic development. There are a lot of tough decisions to make and work that needs to be done. 12. Mr. Jorgensen recommended expanding the descriptions in warrant articles and write them better to understand their total impact. Paul responded that the wording of warrants is dictated by Dept. of Revenue and lawyers, but the Voters Guide can be the source of all that information. 13. Debby Jorgensen suggested to include an overall priority list so voters trying to pick and choose will vote for the most needed. 14. Jeanette added that an explanation of what services are provided (by equipment, etc.) would also be helpful in that regard.

Announcement that there is an opening on the CIP Committee

Next Meeting: Wednesday, April 16 at 6:30 at the Fire Station. DPW and Parks & Recreation

Adjourned at 7:42 pm

Notes by Susan MacLeod