

CIP Committee
Draft Minutes
Wednesday, May 13, 2015
6:30 pm

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

Present: Steve Felton, Ingrid Heidenreich, Susan MacLeod, David Toth

Also present: Town Administrator Paul Branscombe, Police Chief Tony Randall, Norm DeWolfe and Leigh Sharps

Initial Review with Town Administration: Reviewing projects submitted previously: Lighting retrofitting done by Sutcliffe Electrical; weather proofing done; first floor office carpeting good for another 2 years (2017 @\$9,250); it's usually cleaned annually to maintain. \$61,000 for 14 custom windows to be replaced was voted down. \$25,000 now in capital reserves for facilities. Suggestion to replace two for cross ventilation (~\$7,000-8,000) brought up the "no means no" decision of the voters, so consider it for next year. Paul is working with NH Electric Cooperative program's \$15,000 for heating/cooling with a ductless system for entire building. AC has been serviced and can be retrofitted. There is not a total cost amount for this as yet. When the asbestos was removed from upstairs, samples were taken and analyzed. The tile flooring throughout the PD is asbestos, but is unbroken so it can be tiled over. Estimate for new tiling is \$21,665 which also includes removing the carpeting on the stairs and replacing with rubber treads. Carpet in the office should also be removed. Question whether the building space is best utilized: The second floor is the Building Inspector's office and it is also used for police training. Given any renovations would have to be done with grants and would have to be ADA compliant, it is the best it can be for now. Any other issues, i.e. roof or masonry? Answer, no, except for fire escape coming loose and will need repair. For follow-up meeting on July 15, Paul will have more firm numbers for projects. Ingrid will meet with Paul at the Town Office.

Initial Review with Police Department: Since the warrant article for a lease did not pass, funds from other sources cannot be used to supplement the capital reserve to purchase a vehicle and its outfitting. One component of the outfitting has been obtained through a \$5,000 grant, a new camera to install in next new vehicle. Tony is researching viability of an extended cab truck like Holderness and Sanbornton have. The outfitting may be less with not needing a complete backseat cage, but it is difficult to estimate without specifications. The bed is more convenient for transporting objects such as bicycles which don't fit into the SUV's. Asked if combining purchases of vehicles with other towns would save on cost, Tony explained that towns have different makes and models with varying specs, and some have equipment servicing out of state, etc. There is a State bid price and dealers (i.e. Irwin) generally go with it, and service from more local companies for equipment usually saves time and money. In the discussion on funding into the future, it is agreed that capital reserves for outright purchasing is the most straightforward, and most cost effective way to go. For June 17 meeting, Tony will confer with Jack Partridge in Holderness about the truck as a police vehicle, and work on updated prices to put into the spreadsheet. An annual amount for capital reserve would be calculated from those costs (adjusted for inflation). Dave can be CIP contact if Tony needs assistance.

Initial Review with Fire Department: Rescheduled to May 20 at 7:00 pm.

Minutes of April 22, 2015: Steve motioned to approve as written; Ingrid seconded. All in favor.

Next Meeting: Wednesday, May 20, 2015, 6:30 pm at the Fire Station with Library, SAU, Fire and Emergency Management. Look into RSA 35:5 regarding transfer of any surplus funds at end of year into a capital reserve.

7:20 pm: Motion to adjourn, all in favor. Ingrid will not be at the next meeting.