

CIP COMMITTEE  
Draft Minutes  
Wednesday, September 14, 2016  
6:30 pm

Meeting called to order at 6:32 pm in the Water & Sewer Meeting Room, 6 Collins St.

Present: Steve Felton, Susan MacLeod, David Toth; Absent without notice: Ingrid Heidenreich  
Town Administrator Charlie Smith,

Dave Toth distributed the draft of recommendations to the Board of Selectmen (BOS) and an accompanying spreadsheet plan summary of total costs for town based on all information that has been provided. The Police Department numbers are the most accurate and straightforward example for showing if the plan is followed, all vehicles will be purchased using capital reserves into the future.

DPW: The two roads scheduled for work this year have been pushed to 2017. All regular roadwork can be done with the capital reserves which have been built with \$125,000 per year and the highway grant that averages \$45,000 annually. Over the 10-year projection, there would be a shortfall of ~\$80,000 which would be adjusted as necessary. There is an assumed 10-year bond of \$1,000,000 for Thompson Street project with estimated annual cost of \$124,789 that will need to be adjusted with accurate numbers. Ashland Technical Transportation Advisory Committee (ATAC) is looking into the LRPC grants available for culvert and paving plans. It was suggested that LRPC be contracted to do an analysis of road conditions and develop an asset map and work plan in conjunction with paving and culvert plans. DPW equipment is based on two-year-old information that has changed and needs to be updated by DPW Director. Numbers currently on spreadsheet reflect only old price with cost of inflation added. Grader was not on the original list provided, and renting option (possibly in conjunction with Holderness) was briefly discussed. Problem with the expensive equipment is inability to build up capital reserves towards purchase. Without the requested replacement schedule, CI Plan does not reflect the cost of lease/purchases when they will occur. Two of the recommendations are for payments on current equipment leases, and two are for lease/purchases of new pick-up and new one-ton trucks. DPW Director will need to confirm the new equipment requests.

Fire Department: Replacement of two engines is a critical need. The FD Apparatus Committee worked to simplify specs on engine to bare-bone necessities and expanded manufacturers for best quotes. Newest number will be in the \$450,000 to 475,000 range including stainless steel body for longevity, down from previous ~\$500,000. Recommendations to BOS are for two warrant articles; one for lease/purchase and one for capital reserves to build funds for second engine in 2019, then ambulance and ladder truck, reflecting a 30-year view to cover these large expenses.

Town Buildings: All town properties need attention, especially the town hall which has not had capital needs assessed and, until 2016 (\$25,000), had no reserve funds set aside. The Heritage Commission's LCHIP grant is for a thorough assessment of town hall with recommendations for improvements for future use. There will be a warrant article to cover the full amount if the town is awarded the grant (50-50 match and is a reimbursement pay out).

Library: Recommendation for \$25,000 to build capital reserves. Trustees need to work on funding and negotiating best price for future location.

Park & Recreation: Director Barney submitted \$53,000 request for new playground equipment. Total cost installed would be \$70-75,000, but she thinks it can be installed with local help. Maybe this can be broken into two requests of \$27,000 annually over two years. Other cost submitted is \$14,000 of repairs to the beach buildings. Committee felt it should be recommended that it come out of the operating budget. Revenue from department should be shown in budget as offset. It was also expressed that a non-lapsing, revolving Recreation Fund be established. There has been an increase in participation in programs and revenue could be kept separate from general fund.

What became of the drainage project with materials to be donated from Jeremy Hiltz and executed by DPW? The P&R Director will be asked to evaluate essential priorities for that department in next ten years.

There was a general discussion of how the Unassigned Fund Balance can be used in the CIP budget context by encumbrance of funds. \*[below is the RSA mentioned that (I believe) Lee Nichols brought to AEDC meeting regarding use of surplus for capital reserves]

Next meeting will be at a BOS meeting for presentation of recommendations.  
8:12 pm: Adjourned

**\*RSA 35:5 Payments Into Fund.** – There may be paid into any such capital reserve fund, except as provided in RSA 35:7, such amounts as may from time to time be raised and appropriated therefor, from any source other than money given to the town, district, or county for charitable purposes. Such amounts shall be within the limits as provided in RSA 35:8, and any such town, district or county may also vote to transfer to said fund, under a proper article in the warrant in the case of a town or district, any of its unencumbered surplus funds remaining on hand at the end of any fiscal year.

**Source.** 1943, 160:4, eff. May 5, 1943. 2000, 224:4, eff. July 31, 2000.

DRAFT