

CIP Committee  
Minutes  
Wed., July 30, 2013  
6:30 pm

Meeting commenced at 6:30 pm in the Fire Station Conference Room

Present: Anne Abear, Steve Felton, Susan MacLeod, Mark Scarano, Jeanette Stewart  
Also Present: Normand DeWolfe

**1. Minutes of July 17, 2013:** Anne motioned to accept as written; Mark seconded; all in favor

**2. Review first draft of 10-year Spreadsheet:** Committee worked on the spreadsheet Steve had put together with all the amounts from the submitted worksheets. The total amounts were put into the year needed, without grants taken into account (not guaranteed funds). Steve determined the Net Local Assessed Valuation at .5% growth per year based on average of several previous years. The current spending pattern emerges, and looking at past ten years' budgets helps to project the next ten years.

Discussed what information was still needed: estimates for heating system, and follow up on GIS mapping from Paul Branscombe; road work schedule and costs from Tim Paquette; updated estimates for paving, floor refinishing, and beach dredging from Jim Gleich; final estimates and timeline from Trish Temperino for SAU school projects. Decision to consolidate all paving projects (Fire Dept., SAU, and Parks & Recreation) needs new estimate from DPW.

Updated amounts were added, and then distributed over the timeline to equalize impact on tax rate:  
Town Office: **1. window replacement:** added the estimated \$10,875 installation cost to total \$43,075 for 2014. Energy Auditor McCormick would pursue the grants that are available. Paul will follow up on the grant timelines, if matching funds are needed, and if McCormick must be contractor for this to be done. Mark suggested meeting with LRPC for grant sourcing. **2. Lighting** for \$7,800: Jeanette was sure it was approved to be in the budget, so can be deleted as a capital project. **3. GIS mapping:** estimate Patsy Tucker submitted was \$75,000 split over 3 years (\$25,000 in 2014-2017) for entire mapping and online application. An offer of "free" GIS mapping came from Barry Gaw (no details) which Paul will follow up on. **4. Carpeting:** \$7,000 moved from 2016 to 2014. **5. AC** for \$7,289 in 2014. Police: amounts used are total costs without grants. Fire: **1. Replace Engine 1** for \$491,000 in 2014: With what funds? No grant yet available, lease/purchase will need down payment and 18-month lead time for a delivery; bond or a payout of total (@\$2.00 on tax rate); how much mutual aid coverage is there if department loses this truck? Combine with other fire truck, put into a capital reserve amount of \$100,000/year for five years. Should start saving for the next ones when truck(s) are 12 years old. **2. Breathing Apparatus:** Left as total of \$153,800 in 2016. Last time (2004) paid for with grant, which will be pursued again. DPW: Added \$125,000/year for road work. Decided to combine capital reserves for the 3 major pieces of equipment (2 dump trucks and a loader) and put \$54,000/year for 10 years, starting in 2014. \$125,000 Backhoe spread into \$18,000/year for 5 years starting in 2016 for purchase or lease cost. \$50,000 Chipper left in for 2015, the need was questioned—can Electric Dept. and DPW share one? Thompson St. will need to be bonded for complete work, and coordinated with W&S for one bond (W&S want separate bonds, but financial lenders tend not to do that). Parks & Recreation: paving moved to 2014 and will get estimate for combining it with other projects. No numbers on 2 other projects yet. Library: Reviewed briefly that Library Trustees are the governing body for the library, and need to decide how to raise funds for any future changes of location. Status is that Scribner Trustees govern the Town-owned building as prescribed in the will. Jeanette mentioned that a letter was received from the NH Attorney General's office concerning an issue raised by the Library Trustees. Scribner Trustees will respond. And so it continues.

It was mentioned that the new Building Inspector has experience in grant writing. Mark also suggested that the Town officials go to Concord and meet with State and Federal representatives, do a presentation and follow up on ways to obtain funds. Certainly involve Jeanne Forrester and Ray Burton.

**3. Next Meetings:** August 14, 6:30 pm at Fire Station to work on spreadsheet with depreciation tables and integrate current ongoing capital amounts (bonds, leases, loans). Steve sent out revised spreadsheet 7/31.

Tues., August 27 at 7:00 pm in school cafeteria to present spreadsheet to BOS, all dept. heads and commissioners. **Anne will update draft letter to boards and dept. heads.**

Thursday, September **19** at 6:30 pm in school cafeteria to present to public at Budget Committee forum. It is important to have a good, concise presentation with handout, and reference to the website for all the details of the spreadsheet. Clarify that capital reserves is “above and beyond” operating budget, but it is what it will take to maintain the services in town. Cutting the operating budget is not the answer to keep taxes down. This process is about getting that to happen while maintaining as level a tax rate as possible.

8:48 pm: Motion to adjourn by Mark; seconded by Anne; all in favor.

Notes by Susan MacLeod