

1 **Capital Improvement Program Committee**
2 **Public Works Facility, 74 Lockehaven Road**
3 **Meeting Minutes**
4 **January 9, 2023**

5
6 **COMMITTEE MEMBERS PRESENT:** Dan Kiley, Tracy Young; Keith Thomas
7 **EXCUSED:** Kate Stewart, Ed McLaughlin

8
9 **STAFF PRESENT:** Ed Morris-Town Manager, Alisa Bonnette-Assistant Town Manager (Recording
10 Secretary)

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12
13 **CALL TO ORDER**

14 The meeting was called to order at 6:04 PM

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16 **APPROVAL OF MINUTES**

17 Mr. Young moved to accept the minutes of October 24, 2022 as printed; Mr. Thomas seconded, vote
18 unanimous in favor of the motion (3-0).

19
20 **FINAL CIP PLAN REVIEW**

21 Mr. Morris explained the changes to the plan.

22
23 The Town received \$118,378 in one-time Bridge Aid which has been applied to the 2024 Bog Road
24 Bridge replacement project. This can be changed, but has been applied here as a placeholder for that
25 funding. The Bridge Aid funds must be used for an unbudgeted bridge project. The Bog Road bridge
26 project has not been engineered so the cost in the plan is a ballpark estimate only.

27
28 Mr. Young suggested an engineer look at the Bog Road bridge vs. the Spectacle Pond Road bridge to see
29 which should be prioritized.

30
31 Mr. Thomas asked if the bridge aid funds go into savings or the Town's operating account.

32
33 The Committee was informed the funds must be used for a bridge. The Bog Road bridge has not been
34 engineered so the cost is an estimate.

35
36 Shedd Street Property Remediation has been added at an estimated cost of \$75,000. This project was
37 recommended by the Budget Committee at their meeting of January 4, 2023 to come from the
38 unassigned fund balance.

39
40 The purchase of a new chipper was put out to bid and a quote was received for \$64,409. \$46,900 was
41 received from our insurance company. An additional \$17,509 is needed. Mr. Morris proposed the
42 \$17,509 come from the CIP CRF (CIP Capital Reserve Fund) and the CIP Committee recommend the
43 expedited purchase of this equipment. Discussion ensued regarding the need to purchase a chipper vs.
44 renting, as well as the use of the chipper strictly for Town purposes or for chipping materials brought in

45 by residents. Mr. Young would like to wait on the purchase. Mr. Morris disagreed as it is needed by the
46 Highway Dept.

47

48 Discussion ensued regarding what is on the 2023 warrant from taxation. There is no plan to fund any
49 purchases through newly authorized borrowing in 2023.

50

51 Expenditures planned from the CIP CRF include \$500,000 for the land purchase for the public safety
52 building. Approximately \$474,000 was deposited into the fund in 2022 with expenditures for existing
53 debt and obligations coming to under \$400,000. There is a balance in the fund of close to \$1.5 million.
54 The money is there to purchase the items currently recommended. This is what the Town has been
55 saving for.

56

57 Existing debt service was discussed.

58

59 Changes to the plan include:

- 60 • Indicating the split in funding for the chipper to accurately reflect the expenditure of \$17,509
61 from the CIP CRF rather than the full cost of \$64,490. The amount received from insurance will
62 be split out.
- 63 • The \$60,000 for the Fire Dept. Cascade System will be moved out a year to 2024.
- 64 • The 2020 authorized borrowing for sidewalk improvements will be added with the amount listed
65 under the finance column in 2023.
- 66 • The amount to come from the CIP CRF in 2023 will be adjusted down to \$679,087.

67 It was noted that \$474,349 in American Rescue Plan Act (ARPA) funds will be used to purchase items in
68 the CIP Plan offsetting most of the cost of the public safety building land purchase.

69

70 It was noted that there are some large projects in out years. Debt service shrinks as loans are paid off
71 and future purchases are made with cash. Debt service payments for the Oak Hill Road Bridge project,
72 approved in 2020, will begin in 2023. There are loans which will be paid off in 2023 and 2024.

73

74 Further discussion of the chipper was had, including cost, type and use. The plan is to replace the old
75 chipper with one of the same size. A chipper should last 25 years. The new chipper will be a disc system
76 vs. a drum system. A proposal for a drum system came in at \$85,000. A disc system is easier to repair.
77 While Mr. Young recommended a policy to not use it at the Transfer Station, the use will continue to be
78 monitored as to the best use of the machine. The old machine was signed over to the Town's insurer
79 when it was totaled.

80

81 Mr. Young moved to recommend the Town move forward with the purchase of the chipper, to
82 recommend to the Select Board to take advantage of the \$64,409 proposal with \$46,900 to come from
83 the insurance settlement and the balance to come from the CIP program (capital reserve fund); Mr.
84 Thomas seconded, vote unanimous in favor of the motion (3-0).

85

86 Mr. Kiley moved to accept and recommend the CIP Plan as discussed; Mr. Young seconded, vote
87 unanimous in favor of the motion (3-0).

88

89 Mr. Young feels the CIP Plan as proposed is a good conservative and appropriate plan. He does feel it
90 may behoove the Town to get engineering consultation involvement early on for some of the larger
91 projects.

92

93 Mr. Morris agreed that when grant funding comes along we want to be ready.

94

95 The May Street project is delayed as it is waiting for the water project. Discussion of costs, funding,
96 additional customers to share the costs, and processes ensued. Ground breaking is scheduled for the
97 spring/summer of 2023. Large projects such as this are multi-year projects due to the need to do
98 engineering, get State approvals, etc.

99

100 Mr. Thomas asked about the crosswalk lights on Route 4 by the School. He was informed by Mr. Morris
101 that the Town is working with the State and Pathways Consulting to get those installed. The State has
102 approved installation, they just need to be engineered.

103

104 Mr. Thomas asked about similar crosswalk lights at NH Route 4A by the beach. Mr. Morris explained
105 lights at this location were included in a grant application, but have not been budgeted. These also
106 would need engineering.

107

108 The CIP Plan will be presented to the Budget Committee at their next meeting.

109

110 **ADJOURNMENT**

111 Mr. Young moved to adjourn at 6:51 PM, Mr. Thomas seconded, vote unanimous in favor of the motion
112 (3-0).

113

114 Respectfully submitted,

115 Alisa D. Bonnette

116 Assistant Town Manager (Recording Secretary)