

**FINAL**

**PRESENT (Voting Members):** T. Santora, Chairman; T. Franciosa, Member; M. Allen, Member; L. Brown-Kucharski, Member; S. Carlson, Member.

**PRESENT (Non-Voting):** K. Anderson, Interim Town Administrator; R. D. Webb, Town Secretary.

**ABSENT:** M. Lane, Selectmen’s Representative; A. Brubaker, Member; M. Sikorski, Building Inspector, non-voting.

**REVIEW OF RANKING SYSTEM FOR CATEGORIZING PROPOSED CAPITAL IMPROVEMENT PROJECTS:**

The Chairman reviewed the ranking system for categorizing proposed Capital Improvement projects, as follows:

- 1 = Urgent
- 2 = Priority
- 3 = Necessary
- 4 = Deferrable
- 5 = Premature
- 6 = Inconsistent
- C = Committed

The Capital Improvements Committee (a subcommittee of the Planning Board), will make its recommendations to the Planning Board. Then the Planning Board Chairman presents the CIP to the Board of Selectmen so that the recommendations will assist in the preparation of the annual town and school budgets. By definition: Capital improvements are projects outside the normal operations and maintenance costs of departmental budgets and have the following characteristics: (1) a cost of at least \$5,000; (2) a useful life of at least three-years; (3) is non-recurring (not an annual budget item); (4) any project requiring bond financing. The six-year CIP this year will be for the years 2022 through 2027.

Since the last CIP Committee meeting, 09/15/2021, the **LAS School** department resubmitted their six-year spreadsheet with the same financial numbers, but added the following notes at the bottom indicating (1) the “administration is exploring the use of the Building Maintenance Expendable Trust fund to partially offset costs for the Parking Lot Repaving and Repointing of the Exterior Brick projects”, and (2) the “administration will be discussing the concept of starting to set aside funding for the Window Replacement Project by raising and appropriating funds for the next 3-years to be added to the Building Maintenance Expendable Trust specifically for this project.”

T. Franciosa said that the bonds will be ending in the years 2024, and 2025, which may result in an ability to lower the tax rate.

**PRIORITIZATION OF PROPOSED CAPITAL IMPROVEMENT PROJECTS**

The CIP Committee rated proposed projects for **2022 only:**

- 1. ADMIN & ACQUISITION OF LAND:** Rated 6 (Inconsistent); voted 5:5 unanimous.
- 2. REVALUATION OF PROPERTIES CAPITAL RESERVE FUND:** Rated 3 (Necessary); voted 5:5 unanimous.
- 3. MASTER PLAN UPDATE CAPITAL RESERVE FUND:** Rated 3 (Necessary); voted 4:5 (4 for necessary and 1 for deferrable).

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- 4. HIGHWAY MAINTENANCE CAPITAL RESERVE FUND: Rated 2 (Priority);** voted 4:5 (4 for priority and 1 for necessary).
- 5. LIBRARY, REPLACE AIR CONDITIONAL COMPRESSORS AND AIR HANDLING UNITS: Rated 4 (Deferrable);** voted 4:5 (4 for deferrable and 1 for necessary). **Note:** The CIP Committee strongly recommends that the Board of Selectmen consider the appointment of a person as Property Maintenance Supervisor, to manage all municipal maintenance projects, for all town-owned buildings.
- 6. POLICE CRUISER CAPITAL RESERVE FUND: Rated 3 (Necessary);** voted unanimous 5:5. **Note:** The CIP Committee recommends that the Police Department look at the two-year replacement cycle of vehicles in the future, to adjust the number of years.
- 7. ENGINEERING STUDY OF HVAC SYSTEM AT PUBLIC SAFETY BUILDING: Rated 6 (Inconsistent);** voted unanimous 5:5. **Note:** K. Anderson stated she is preparing an RFP for HVAC projects for the Library, Town Hall (large meeting room only), and the Museum buildings.
- 8. LINCOLN ACKERMAN ELEMENTARY SCHOOL (LAS):** the school's current projects, namely, the **LAS Remove and Replace Gym HVAC, and the LAS Led Lighting (Interior) Full School** have already been funded in the current budget, so those projects were not ranked by the CIP Committee.
- 9. LAS PARKING LOT REPAVING: Rated 3 (Necessary);** voted unanimous 5:5.

L. Brown-Kucharski inquired of the history of the Building Maintenance Capital Reserve Fund over the prior five years, wondering if/how the funds are utilized, so K. Anderson said that she would obtain some additional information to respond to that inquiry, for the CIP Committee.

The Chairman requested the Secretary add as "Other Business" the CIP Committee recommendations to the Planning Board agenda for September 28, 2021. Then the Planning Board's recommendation for CIP projects will go to the Board of Selectmen at their October 6, 2021 meeting.

**MEETING MINUTES**

**MOTION :** To approve the minutes from September 08, 2021 as written.

**MOTION:** T. FRANCIOSA

**SECOND:** M. ALLEN

**ABSTAINED:** 2 VOTES

**VOTE:** APPROVED

**MOTION :** To approve the minutes from September 15, 2021 as written.

**MOTION:** L. BROWN-KUCHARSKI

**SECOND:** S. CARLSON

**UNANIMOUS**

**MOTION:** To adjourn the meeting at 9:00 a.m.

**MOTION:** L. BROWN-KUCHARSKI

**SECOND:** T. FRANCIOSA

**UNANIMOUS**

**CAPITAL IMPROVEMENT PROGRAM  
TOWN OF HAMPTON FALLS**

**SEPTEMBER 22, 2021 8 A.M.  
8 AM TOWN HALL**

**FINAL**

Secretary/PLANNING BOARD\CIP\09222021 CIP minutes