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**A. CALL TO ORDER:**

Chairman Santora called the meeting of the Hampton Falls' Capital Improvements Committee to order at 8:08 am.

**B. ROLL CALL:**

**PRESENT (Voting Members):** T. Santora, Planning Board Chairman; L. Brown-Kucharski, Planning Board Member; J. Ringel, Planning Board Member; T. Franciosa, Member; S. Carlson, Member; M. Lane, Selectmen's Representative.

**PRESENT (Non-Voting):** K. Anderson, Town Administrator; M. Sikorski, Building Inspector; R. D. Webb, Assistant Administrator.

**ABSENT:** A. Brubaker, Planning Board Member.

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

Chairman Santora 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 2023 through 2028.

**D. PRIORITIZATION OF PROPOSED CAPITAL IMPROVEMENT PROJECTS:**

The CIP Committee rated proposed projects for **2023 only:**

- 1. REVALUATION OF PROPERTIES CAPITAL RESERVE FUND:** This project is happening in 2023 so the amount that is needed is being put into the Operating Budget. The balance will be draining that Capital Reserve Fund that has been built-up for this purpose.
- 2. MASTER PLAN UPDATE CAPITAL RESERVE FUND:** Chairman Santora stated that the Planning Board has decided to approach this project on a chapter-by-chapter basis, to complete it incrementally, and to utilize staff resources in-house. There is \$15,000 in that account to utilize for the project. Rated 4 (Deferrable); voted 6:0 unanimous.

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- 3. RESTORE WINDOWS AT MUSEUM:** K. Anderson stated that the project cost of \$25,000 can be added to the category “Minus Grants/CRF” as an anticipated revenues offset, because the Selectmen voted to pay for this project utilizing Frying Pan Land funds, which can be used for historical purposes. This will not be a separate warrant article. Rated 3 (Necessary); voted 6:0 unanimous.
- 4. HIGHWAY MAINTENANCE CRF, ROAD PAVING/CULVERTS:** The Selectmen have had preliminary conversations regarding the potential of being able to reduce the amount for this annual (\$250,000) warrant article request for 2023, due to the amount of grant money received, combined with all the work done in recent years to replace and upgrade culverts. There is a balance in this account that is obligated for the Woodlawn-Glenwood project in 2022 that may not be entirely used. Rated 3 (Necessary); voted 6:0 unanimous.
- 5. POLICE CRUISER CAPITAL RESERVE FUND:** The consensus was to grant the recommendation for this one more year, so that the last high-mileage vehicle gets rotated out, then review mileage and replacement routine to consider a potential three-(3)-year cycle instead of two-(2)-year. Topics for future discussion are operational availability and product reliability. T. Franciosa proposed the idea of hiring a Flagman part-time to work Police Details to keep the cruisers generating income. Current estimated delivery date for a 2023 model new cruiser ordered is March/April 2024. Rated 3 (Necessary); voted unanimous 6:0.
- 6. POLICE REPLACEMENT OF SERVER FOR CAMERAS:** Discussion was around the potential need for a Purchasing Committee to review Departments’ purchasing decisions and/or to consider establishing a committee for technology purchases. J. Ringel said that safety issues should be a priority, especially with the I-95 corridor of dangerous drug issues with potential spill-over into neighboring towns, law enforcement should have updated equipment. Rated 2 (Priority); voted unanimous 6:0.
- 7. LINCOLN ACKERMAN ELEMENTARY SCHOOL (LAS), MECHANICAL PLANT CONTROL UPGRADE:** Chairman Santora said that this project has been on the LAS list of projects for years, and that it is time the project is addressed. Rated 3 (Necessary); voted unanimous 6:0.
- 8. WINNACUNNET COOPERATIVE DISTRICT, HVAC, AUDITORIUM LIGHTING, STADIUM LIGHTS FOR FOOTBALL FIELD, AND BOND PAYMENT:** Chairman Santora reminded the CIP Committee that the Town’s portion of Winnacunnet expenses is proportionally approximately 6%. Rated 3 (Necessary); voted unanimous 6:0.

Noted that the Merrill property bond ends in 2024, and the Applecrest bond ends in 2025, and both need to be added to the six-year CIP.

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Chairman Santora said that he will present the CIP Committee's recommendations to the Board of Selectmen at its next scheduled meeting October 19<sup>th</sup>, 2022, at 8:00 AM, contingent on the Planning Board's review at its meeting of October 25, 2022.

**E. MEETING MINUTES:**

**MOTION:** To approve the minutes from September 14, 2022 as written.

**MOTION:** L. BROWN-KUCHARSKI

**SECOND:** S. CARLSON

**ABSTAINED:**1 VOTE

**VOTE:** APPROVED

**MOTION:** To approve the minutes from September 28, 2022 as written.

**MOTION:** L. BROWN-KUCHARSKI

**SECOND:** M. LANE

**ABSTAINED:**2 VOTES

**VOTE:** APPROVED

**MOTION:** To approve the minutes from September 22, 2021 as amended, to delete the date reference to 2026 on page 1, made by T. Franciosa.

**MOTION:** L. BROWN-KUCHARSKI

**SECOND:** T. SANTORA

**ABSTAINED:**2 VOTES

**VOTE:** APPROVED

**F. ADJOURN:**

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

**MOTION:** T. FRANCIOSA

**SECOND:** J. RINGEL

**UNANIMOUS**

Secretary/PLANNING BOARD\CIP\10122022 CIP minutesDRAFTTr2