

**FINAL**

**CALL TO ORDER:** Chairman Santora called the meeting to order at 8:05 AM.

**ROLL CALL:**

**PRESENT (Voting Members):** Todd Santora, Chairman; Tony Franciosa, Member; Jon Ringel, Member; Lisa Brown-Kucharski, Member; Steve Carlson, Member.

**PRESENT (Non-Voting):** Karen Anderson, Town Administrator; Rachel D. Webb, Town Secretary; Mark Sikorski, Building Inspector.

**ABSENT:** Andy Brubaker, Member; Mark Lane, Selectmen's Representative.

**GUESTS:** Russ Hilliard, Road Agent; Ryan Venno, Police Chief

**REVIEW DEFINITION OF A CAPITAL IMPROVEMENT & THE COMMITTEE:**

Chairman Santora reviewed the Capital Improvement Program process, as stated in the memo dated July 12, 2022. By a vote at the 1998 annual Town Meeting, the Town is required (and enabled by NH RSA 764:5-7) to create a "Capital Improvement Plan" (CIP) that is a six-year plan of capital improvements for the Town and Schools. The CIP is based upon project submissions by Town Department Heads, Boards, Committees, and Commissions to the Capital Improvements Committee (a subcommittee of the Planning Board). The Planning Board will, in turn, recommend a plan (advisory), to the Board of Selectmen, that will assist in the preparation of the annual Town and School budgets.

Chairman Santora continued describing the Capital Improvements Committee (CIC) that receives project proposals from Department Heads, Boards and Commissions and then applies a rating scale to evaluate the proposals and make recommendations to the Selectmen. The rating scale is: 1=urgent, 2=priority, (1 and 2 rated projects are completely necessary like something that is failing, or something that is really needed), 3=necessary (that would be projects that the Town should probably do in the next few years), 4=deferrable, 5=premature, 6=inconsistent, and C=committed (C meaning that it is a bond item that is already committed). The CIC's job is to rank the requested projects in the order of importance using the rating scale, and then present those recommendations to the Board of Selectmen. The CIC recommendations are advisory only, and Chairman Santora stated that he would present the CIC's recommendations to the Selectmen at one of their meetings in October.

**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.

Chairman Santora distributed a Draft CIP plan, to the CIC, that was prepared by Town Administrator Karen Anderson, that utilized a format used by Glenn Coppelman of Kingston, NH (G. Coppelman is the Circuit Rider Planner with RPC to the Hampton Falls Planning Board). Chairman Santora thanked K. Anderson for the new format.

**FINAL**

Chairman Santora said that the CIC only ranks projects that will be voted on at Town Meeting in March, for the next year, even though the prepared CIP spans a six-year timeframe. One of the main goals of the CIC is to spread-out anticipated project costs over multiple years, so as to ease the tax burden on the residents; for example, the total project cost of a roof project may be divided-up and budgeted over five-years prior to the project start date.

**CIP PROGRAM SPREADSHEET 2022-2027:**

The Committee reviewed last year's Hampton Falls Capital Improvement Plan Worksheet for 2022-2027.

**SUMMARY OF TOWN'S (MUNICIPAL) DEBT OBLIGATIONS:**

K. Anderson explained that the Town only has one Municipal Bond left, which is the Applecrest Farm purchase. The remaining principal on that bond is \$120,000 annually, so the interest is declining and that bond expires in 2025.

	<b>TOWN BOND &amp; PURPOSE</b>	<b>BOND EXPIRATION YEAR</b>	<b>REMAINING PRINCIPAL BALANCE</b>	<b>CURRENT INTEREST</b>
1	Applecrest Farm property	2025	\$120,000	\$7,000

The School Bonds are separate from the Town Bonds. The Schools' bonded debt are 100% for the LAS elementary school; and then Hampton Falls pays only 008% of the Winnacunnet regional High School's bonded debt (the Town only pays its proportional share). There are a total of three (3) school bonds currently, with two (2) for the LAS and one (1) for Winnacunnet with the following terms and balances:

	<b>SCHOOL NAME &amp; PURPOSE OF BOND</b>	<b>BOND EXPIRATION YEAR</b>	<b>REMAINING PRINCIPAL BALANCE</b>	<b>CURRENT INTEREST</b>
1	LAS – Merrill property	2024	\$90,000	\$2,200
2	LAS – Addition	2038	\$117,000	\$70,000
3	Winnacunnet	2024	\$95,000	\$57,000

Chairman Santora said that overall, when looking at the Town CIP projects (not school bonds), approximately \$450,000 of project value translates to \$1.00 on the tax rate. He asked the CIC members if they had any questions regarding the Bond Schedule and Debt Obligations, and there were no questions, nor comments.

**ADMINISTRATION: Fencing at Brush Dump:**

K. Anderson introduced the Fencing at the Brush Dump project, saying that the property is in need of fencing for better security and to be in compliance with NH DES permitting requirements. Two estimates were received from GCAAA Fences, Dover, NH with one for stockade at \$32,201, and an alternate in Black Chain Link at \$24,032. Anticipated funding from the Town Building CRF, with tax revenues over a three-year period. Project to be completed in 2025. K. Anderson provided the context that last year this project was put out to bid to replace

**FINAL**

the chain link fencing around the Brush Dump, and the bid came in at \$30,000, which was much more than the Selectmen had anticipated. So now, K. Anderson said that the proposal is to put \$15,000 toward the project in 2023, and \$15,000 toward the project in 2024. Starting in 2023 with the Drinkwater Road side of the Brush Dump, a green border of plantings (such as Spruce or Arborvitaes) would be installed where there is a chain link fence currently. That existing chain link fence is not in great condition, but it is securing the property, and by NH Statute the Town must fence in the Brush Dump, so a live barrier will make the Brush Dump more discreet and screen the visual eyesore driving by on that side. The proposal is for the following year, in 2024, to replace the chain link fence along Parsonage Road and along the side parallel with Drinkwater Road. The entire property is not fenced in currently..

T. Franciosa asked R. Hilliard about the current condition of the existing chain link fence. He responded that the condition of the existing fence is not bad, but the fencing on the Drinkwater Road side, after a couple hundred feet is either falling down or disappearing. He wants to prevent people from entering the Brush Dump due to lack of fencing, because there is a discussion about having a dumpster on-site all the time. A green wall of evergreens, like Christmas trees, would screen that side of the Brush Dump. There is approximately ten-(10)-feet between the fence and the road to plant some shrubs. R. Hilliard continued that there are already some evergreens, that are reaching maturity in that location, that were planted some time ago. T. Franciosa clarified that the 2023 request is to aesthetically improve Drinkwater Road with green plantings. Then in 2024 replace the fencing to improve security. He said the durability of the chain link fence is probably cost prohibitive, but the wood fence will have maintenance costs associated with it in the future. R. Hilliard said that the wood fence would look better. L. Brown-Kucharski made the point that whatever monies were not spent in 2023 on the green plantings, would stay in the CRF for expenditure in 2024 towards the fencing replacement.

**HIGHWAY DEPARTMENT: Highway Maintenance Capital Reserve Fund:**

The annual Road and Culvert Improvements were proposed with an estimated total project cost of \$250,000 that is comprised of \$35,000 for Architecture/Engineering, and \$215,000 for Construction. The amount to be funded through tax revenues is \$110,000. There is a NH Highway Block Grant the Town has received in the amount of \$70,882.06 to be paid quarterly in installments through April 2023. The justification for the annual \$250,000 amount is that maintenance of roads and culverts before they reach failure is cost effective and reduces future costs associated with repairs. Drinkwater Road culvert is anticipated to be 80% grant funded, with a 20% Town match component.

K. Anderson reported that there is money left over from the Highway fund last year, because the Evergreen drainage and paving project had been planned for this year, but when the bids came in this year the Selectmen decided (at their most recent meeting last week) to defer and re-bid the project to next year in hopes that the bids would be more affordable. The Town had estimated \$66,000 and the bid came in at \$148,000 and there was not enough money to accomplish the project this year. Paving prices have been so high, in addition to the cost of PVC pipe, which is a petroleum product. Where PVC vendors had previously quoted prices good for one month, currently their pricing is only good for one day, their prices are currently volatile. Hopefully it does the same thing that lumber did and prices return to a stable level for next year.

**FINAL**

S. Carson asked what the Crank at Drinkwater Road project was, and R. Hilliard explained that there are some pothole issues at the entrance to Drinkwater Road that need addressing.

Chairman Santora asked K. Anderson what the balance was in the Highway account currently, and she said that the Trustees of the Trust Funds monitor that account, and she said that she will have those balances for the next meeting. L. Brown-Kucharski asked for the statement, and K. Anderson said that when provided the balance will show higher than it will be at year end because the Glenwood/Woodlawn project (approximately \$124,000) is about to commence mid-October and monies will be spent from that account to complete that project. Chairman Santora reviewed the list of projects presented as: Evergreen Road (\$148,000), 70 Drinkwater Road culvert (\$60,000 is the Town's 20% match for a grant), smaller culverts (\$30,000), and potholes at Crank and Drinkwater Road (\$30,000). He asked R. Hilliard if the smaller culvert work would finish off the upgrades/repairs to the smaller culverts, and he agreed, although added that there may be another large culvert to do on Brown Road. T. Franciosa asked for more details, and R. Hilliard said that the Brown Road culvert is not failing now, but operating at maximum capacity, so if there would be a large storm it may wash out. At the minimum he recommended repairing the headwall of the culvert on Brown Road. K. Anderson added that there is infrastructure grant money available now. R. Hilliard said that he would like to install a natural bottom (gravel and stone) culvert to allow the fish to pass, if grant funds are secured.

J. Ringel asked how many culverts there are in Hampton Falls, and K. Anderson responded approximately 50 to 60, and R. Hilliard added that there are 32 catch basins. L. Brown-Kucharski provided some additional context that many of the culverts have historically not been well maintained, so that the Road Agent is having to catch-up with the maintenance, and many culverts and catch basins should be increased in size for today's standards.

**POLICE DEPARTMENT: Replace Police Cruiser:**

Chief Venio presented the approach that has been in place for some time, to replace a Police Cruiser every eight (8) years as needed, and to do so by making annual appropriations in the amount of \$23,000 into the Police Vehicle CRF. There was a Warrant article last year to request the funds appropriated for a new cruiser purchased and eventually obtained by May 2022; there is currently a 15-month delay for a new cruiser. The approximate total cost of a Police Cruiser, including all equipment is \$75,000. Historically the total price has been spread across 33% paid from tax revenue, 33% raised from the prior year, and 34% paid from the Police Detail Fund. Chief Venio proposed utilizing a larger percentage of the Police Detail Fund in the future, so that the payments would be more like 25%, 25%, and 50% from the Police Detail Fund, and this year's request is for \$18,750 funded through tax revenues, \$18,750 raised from the prior year, and \$37,500 funded by the Police Detail Fund. Chief Venio explained that this project was presented to the CIC last year as well. The Police Department has four (4) patrol cruisers (all SUV Ford Explorers), and a fifth (the oldest is a 2016) is a Detail Cruiser. The Detail Cruiser enables the Police officers to accept Detail jobs that generates money for the Police Detail Fund, that goes toward purchase of a new cruiser. Approximately \$25,000 per year goes into the Police Detail Fund. There was a discussion about the mileage of each vehicle and repairs and maintenance costs. T. Franciosa said that he would like to see an analysis of mileage and

**FINAL**

maintenance/operating costs per vehicle to determine how many vehicles are necessary. S. Carlson said he crunched the numbers in 2020 and it worked out to an average of 12,700 miles per year per vehicle. Chief Veno stated that the current average mileage per vehicle is 14,000 miles per vehicle annually.

**POLICE DEPARTMENT: Replace Server for Police Cruiser and Police Body Cameras:**

Chief Veno presented the project to replace the Police Server that receives and stores video from both the Cruiser Cameras as well as from the Body Cameras. He explained that this server is separate from the server on which Police records are kept. He said that this project was described last year to the CIC as a project that was coming, but no monies were requested for it last year. This year Chief Veno has applied for some grant money to partially fund the project (at 50%, or \$10,778.13) and to include the server, maintenance, and a warrantee for five-years. The grant determination will be made later in Fall, and it may provide partial funding. Chairman Santora asked how the video files are uploaded, are they wireless, and Chief Veno responded that it is a combination, but that after uploaded the officers can click on which camera they want to watch. Chairman Santora continued asking if Chief Veno is getting any help with decisions of which software to utilize, etc and setting up the system. Chief Veno responded that he mostly asks other Police Departments for guidance on what they use. Additionally, the records retention laws determine the size of the server needed. Chairman Santora said that there may be people in Hampton Falls with software skills to help if needed.

**ADMINISTRATION: Repairing of Windows at the Museum, and also at Town Hall:**

K. Anderson presented the two proposals of restoration of windows at the Museum, and also at the older section of Town Hall as they need to be re-glazed, and cracked panes need to be replaced. The historic buildings need to be protected. Proposed project cost is approximately \$25,000 for each project. An estimate was received from Arch Weathers Historic Sashwork in the amount of \$22,176 for the Museum, and \$25,103 for the older section of Town Hall. Anticipated funding from the Town Building CRF, with tax revenues over a three-year period. The Museum project is proposed to be completed in 2023, and the Town Hall project is proposed for completion in 2024. K. Anderson said that there is a second vendor who will be providing another estimate next week, who is the same vendor who did the windows at the LAS school. L. Brown-Kucharski said that it is important to keep the historic look of the historic buildings. K. Anderson said that some of the panes of glass have been replaced but that most are original, so the Town wants to restore the windows to maintain the historic integrity. As the caulking ages, there is the risk of the glass panes falling out. The vendor proposes to remove the windows, restore the windows off-site, then reinstall the windows. Work will also be done to carve fingerholds into the base of the windows to allow them to be opened without pushing on the muntins. Additionally, some chains and ropes, that enable the windows to move up and down, need to be replaced, and the window frames will be evaluated for whether any carpentry work is required, before the restored windows are reinstalled.

Chairman Santora asked if the money for these two projects was already in the CRF, and K. Anderson clarified that these projects would define how that money would be spent. Typically, the Town votes to add \$25,000 to \$35,000 annually to the CRF for ongoing Government/Town Building capital projects. S. Carlson asked what the current balance was for the Town Building

**FINAL**

CRF, and K. Anderson responded that there was no project done last year, so she estimated the current balance at approximately \$40,000. The Town was fortunate last year to receive \$126,000 ARPA/COVID money that enabled new HVAC at the Museum, and also in the older section of Town Hall, in addition to \$70,000 to the LAS school for their HVAC; the second tranche of \$126,000 ARPA/COVID money recently received is going toward the Library's HVAC system. S. Carlson said if the CIC recommended both window projects, without additional funding, the two projects would deplete the Town Building CRF. K. Anderson said that the Town does not want to deplete the account because it is important to keep that account for emergencies (for example this past winter the boiler stopped working at the Museum).

T. Franciosa raised the issue of the Library not coming to the CIC to discuss their HVAC project. K. Anderson explained that the Library obtained three or four proposals, and the funding was contracted through the ARPA funds with the approval of the Selectmen. M. Sikorski said that the Library HVAC project will involve rehabbing and replacing components as a re-build. It is not wholesale replacement of the entire system.

Chairman Santora explained that the Building Maintenance CRF was established a few years ago, and he wondered who has jurisdiction to spend it? The Town may not want to increase the annual amount deposited into the CRF. K. Anderson said that the CIP is a guide for the incoming Selectmen in March to inform them what projects have been planned from the prior year. She continued that the removal of the Museum furnace was less than the \$5,000 minimum cost that defines a capital improvement project. And the moving of the interior window from the Town Administrator's wall to the Town Clerk Assistant's wall was also less than the \$5,000 definition/minimum of a CIP.

**ADMINISTRATION: Revaluation of Properties Capital Reserve Fund:**

K. Anderson explained that the last revaluation of the Town was done in 2018, for a cost of \$28,000. The Revaluation is required by the State DRA to be completed every five (5) years, so Hampton Falls is due in 2023. She put out an RFP for proposals and received one bid, from the current vendor, Avitar (who is the Town's contracted Assessor), at \$68,400 original price. She negotiated the price down to \$66,000 with some tasks performed in-house at Town Hall. The budget will have an impact of \$40-42,000 and the Town will be draining the CRF for the Revaluation project.

T. Franciosa asked if it was the same vendor who did the reval in 2018, and the response was no, and that, by comparison it was determined that the work done in 2018 was not quality work.

K. Anderson explained some of the work components of the reval are that: the vendor will visit properties that have sold since 2018 and measure the exterior dimensions and take photos. There will be a statistical review of data to identify comparable sales, neighborhood types, and commercial sales. It is quite entailed, and the Town's valuation will go up significantly as a result. Commercial property has not seen a big increase in values with just a few sales, but the residential market is not flat.

**ADMINISTRATION: Master Plan Update Capital Reserve Fund:**

**FINAL**

K. Anderson said that the Planning Board is considering not continuing to fund the master plan update, and starting to update the document chapter by chapter, so, therefore, proposing to carry the balance forward. T. Santora asked what the balance was in that account, as he thought that it was either \$20,000 or \$15,000, and he asked how much was being requested, and K. Anderson responded the same amount as in previous years, \$5,000 annually. T. Santora said that the Planning Board would be starting its update of the Master Plan next year in 2023, and that there probably is enough money in the account to do what the Planning Board needs to do for the next couple of years. He said if the Town Administrator and the Board of Selectmen want to keep funding it then that is fine. He continued that the Planning Board will choose the chapters that they feel need updating and start with those. L. Brown-Kucharski echoed that the Planning Board is just going to do an update and not a total re-vamping.

**REVIEW AND APPROVAL OF PREVIOUS CAPITAL IMPROVEMENTS**

**COMMITTEE MEETING MINUTES: September 22, 2021.** The Draft minutes from the last meeting of 2021 were distributed, and Chairman Santora said that they would be reviewed at the next meeting, September 28, 2022.

Chairman Santora said that he would most likely present the CIC recommendations to the Board of Selectmen at their regularly scheduled meeting on October 19<sup>th</sup> at 8:00 AM.

**ADJOURNMENT**

**MOTION: To adjourn the meeting at 9:35 a.m.**

**MOTION: T. FRANCIOSA**

**SECOND: L. BROWN-KUCHARSKI**

**UNANIMOUS**

***NEXT CAPITAL IMPROVEMENTS COMMITTEE MEETING SCHEDULED WEDNESDAY,  
September 28, 2022, at 8:00 AM.***

These minutes prepared by Rachel D. Webb, Planning, Zoning and Town Secretary.

Secretary/PLANNING BOARD\CIP\09142022 CIP minutes