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CALL TO ORDER: Chairman Santora called the meeting to order at 8:03 AM.

ROLL CALL:

PRESENT (Voting Members): Todd Santora, Chairman; Tony Franciosa, Member; Jon Ringel, Member; Steve Carlson, Member; Mark Lane, Selectmen’s Representative.

PRESENT (Non-Voting): Karen Anderson, Town Administrator; Rachel D. Webb, Assistant Administrator

ABSENT: Andy Brubaker, Member; Lisa Brown-Kucharski, Member; Mark Sikorski, Building Inspector (non-voting).

GUESTS: Jay Lord, Fire Chief; Russ Hilliard, Road Agent; Matt Ferreira, Assistant Superintendent for Finance and Operations SAU-21 School Department

REVIEW DEFINITION OF A CAPITAL IMPROVEMENT & THE COMMITTEE:

Chairman Santora reviewed the Capital Improvement Program (CIP) is a budgetary document that schedules all anticipated major town expenditures for a period of six years. For each expenditure scheduled, the document includes a fiscal analysis that aids in prioritizing each project. The program, when adopted and fully utilized, serves to ensure that the services and facilities necessary to meet the community’s needs are provided in accordance with the financial capabilities of Hampton Falls.

The State NH RSA 764:5-7 enables the CIP process, that was adopted by the Town by vote at the 1998 annual Town Meeting. For the purposes of the program, **a Capital Improvement** is defined as outside the normal operations and maintenance costs of departmental budgets, with the following characteristics:

- a cost of at least \$5,000;
- a useful life of at least three years;
- is non-recurring (not an annual budget item);
- any project requiring bond financing.

CIP PROGRAM SPREADSHEET 2023-2028:

The Committee reviewed last year’s Hampton Falls Capital Improvement Plan Worksheet for 2023-2028. K. Anderson presented the **CIP Program Spreadsheet, last and current year** and stated that she believed that the Town accomplished everything that it intended to fund with the CIP last year. The Town had been saving towards the Revaluation which was completed this year. The bids for that project came in substantially higher than anticipated (at \$60,000 vs \$25,000), so the balance was funded through the operating budget.

K. Anderson continued reporting that the antique window restorations are well underway at both the Historical Society Museum and also at Town Hall. The windows at the Museum have been completed, and the windows for this meeting room will be reinstalled October 30th and the last three will be removed for restoration at that time to finish up. The project will be completed this year in 2023, and so the project does not need to be carried over into 2024 as originally planned. Based on the bids received and the availability of funds from ARPA and from the Fryng Pan Lane Fund the project required less monies from taxation, and does not need to be funded in 2024.

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The Police Department cruiser vehicle has been ordered and the Town is waiting for the delivery. K. Anderson stated that there will not be a Warrant Article necessary to request funds for 2024 towards a police cruiser. The Town received a grant last year for \$50,000 that could be used for emergency services that was applied towards the cost of the cruiser. NH DRA informed K. Anderson during the annual audit that the grant money needs to go back into the CRF, so that will be a Warrant Article to transfer the funds from the General Fund to the Capital Reserve Fund (that is two years' worth of appropriations), with no tax impact. K. Anderson reiterated that there will not be need for annual appropriation for a police cruiser for two-years.

K. Anderson state that the Fencing at the Brush Dump has been completed.

The Town has not yet received a decision from FEMA on the grant application for the 70 Drinkwater Road culvert, as FEMA has moved to an emergency status where projects not yet funded but, on the list, have been put on hold, as they have shifted to life saving issues. There will not be any funds available for non-life-threatening issues.

K. Anderson stated that the paving projects needed to be modified from what was initially planned because the prices came in high. Evergreen Drive paving was put on hold and determined that it would not be done this year. The parking lots at Town Hall, the Public Safety Building, and the Museum were re-paved, and the end of Drinkwater Road from the Public Safety Building to the intersection with Exeter Road. S. Carlson asked K. Anderson her opinion on the cause of the high bid prices for the paving projects, and she responded that it is due to oil/petroleum prices. S. Carlson said that the Town may have to reconsider its expectations for paving projects with high prices in the future.

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.

	TOWN BOND & PURPOSE	BOND EXPIRATION YEAR	REMAINING PRINCIPAL BALANCE	CURRENT INTEREST
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 006% 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:

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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.

Current Debt obligations for the Conservation Open Space Bond (Applecrest) ends in 2025, with the Interest continuing to decrease because it is near the end of the bond period. K. Anderson stated that the principal on that bond is \$120,000. The Hampton Falls School District has their bond that expires in 2024, that has a principal of \$90,000, and their second bond for the addition doesn't expire until 2038, that has a principal of \$270,000. The Winnacunnet Cooperative School District's bond expires in 2024.

	SCHOOL NAME & PURPOSE OF BOND	BOND EXPIRATION YEAR	REMAINING PRINCIPAL & INTEREST BALANCE
1	LAS – Merrill property	2024	\$90,611
2	LAS – Addition	2038	\$274,270
3	Winnacunnet *	2024	\$1,922,439

Note: *Hampton Falls share at 5.8% in 2023 has not been calculated yet for 2024.

Chairman Santora requested of K. Anderson fund balances on the Trustees of the Trust Fund accounts, and she provided them as follows, with the disclaimer that the balances were approximate because the interest has not yet been applied:

- Highway CRF \$70,000
- Government Buildings \$11,000
- Police Cruiser \$48,000
- Revaluation \$0
- Cemetery Trustees n/a
- Old Stage Bridge \$100,005

T. Franciosa asked for clarification about the Government Buildings CRF, specifically if its purpose was only to fund emergency expenditures, or was it for any proposed use for municipal buildings? K. Anderson explained that historically there has been \$25,000 annually added to the account, and that it is typically utilized for more major repairs. This past year \$29,950 was used for the cement pad repair in front of the Public Safety Building (PSB), and \$14,000 was utilized for Fencing at the Brush Dump. T. Franciosa followed up asking why the cement pad project did not go through the CIP Committee, and K. Anderson responded that the PSB was a maintenance/repair project, and when masons looked at it, they determined that they could use repurposed concrete for the 40 x 40 area. She continued explaining that the Brush Dump Fence was appropriated in the CIP budget last year for a total of \$30,000 over two years (2023 & 2024), and the bid came in at \$14,000. T. Franciosa asked if there will be additional fencing in the future at the Brush Dump, and K. Anderson responded that the Selectmen voted to add additional screening onto the existing chain-link fence to block the unsightly views into the Brush Dump by passersby along Parsonage Road, for both the fencing and for the gates.

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FIRE DEPARTMENT: Annual Capital Reserve Fund, request for (\$50,000) in 2024 to replace Tank-4 in 2029: Fire Chief Lord presented his CIP proposed project of the Annual Capital Reserve Fund in 2024 to replace Tank-4 in 2029 for \$50,000. Fire Chief Lord provided some context that several years ago the Town utilized a CRF to put money away for the purchase of a firetruck, and a few years ago that practice was stopped because monies were being raised from ambulance transports. Fire Chief Lord’s proposal is to replace Tank-4 in 2029 (that is 6-years) at \$50,000 per year for a total cost of \$300,000. He reported that he did an informal survey of Fire Chiefs who have recently purchased trucks and said that the cost may be in the \$850,000 range. Fire Chief Lord explained that the Fire Department Vehicle CRF was started in 2005 to utilize to purchase Fire Department apparatus/vehicles and is funded primarily with payments from insurance companies for Ambulance Transports and has a current balance of approximately \$41,000. Chairman Santora asked what the average annual amount was collected from the Ambulance Transports, and Fire Chief Lord responded, approximately \$60,000 average over the past five years. Fire Chief Lord explained that if \$60,000 is continued to be collected annually for Ambulance, and in 2025 the Fire Dept will need to pay \$91,000 balance due for the Mini-Pumper (already paid \$300,000 downpayment), then the CRF balance will be \$310,000. Then with the \$50,000 annual CRF over six years at \$300,000 total, the projected balance total will be \$610,000.

- CRF current balance of Fire Dept Vehicle CRF \$ 41,000
- 6 years of Ambulance transports at \$60,000/yr + \$360,000
 - Subtotal \$410,000
- Pay for balance due on Mini-Pumper in 2025 - \$ 91,000 (already paid \$300,000)
 - Subtotal \$310,000
- 6 years of CRF at \$50,000/yr + \$300,000
- Projected CRF balance at the end of six years \$610,000

Fire Chief Lord reviewed the various purchases of vehicles and their purchase prices, most notably four years ago, Engine 9 cost a total of \$650,000 and utilized \$287,000 of the Fire Dept Vehicle CRF for that purchase. Seven years ago, the Ambulance was purchased, and thirteen years ago Engine 8 was purchased with a combination of funds from the CRF, Fire Association, taxes and a Warrant Article of \$100,000. He stated that when the Ambulance needs to be replaced the plan is to re-chassis it, as it was built for that eventuality. Fire Chief Lord explained that a typical life span of a tank truck is fifteen (15) years, and Hampton Falls’s tank truck is 37 years old. Chairman Santora expressed concern that if all goes through as projected, that the \$610,000 balance in six years could still be \$200,000 short, if it costs \$800-\$850,000 for a new pumper truck, and Chief Lord said that his projections are based on an assumption of annual ambulance transport fees of \$60,000, but he stated that it was important to set a goal to work towards.

T. Franciosa asked Chief Lord what the rate of payment is from the Ambulance Transports collected from insurance companies, and Chief Lord responded that their billing company is at approximately 65%, with a result that some costs get written off for non-payment. T. Franciosa inquired about the \$300,000 deposit placed on the Mini-Pumper, and Chief Lord explained that it is a 700-day build-out from when they ordered it last year to when it is due to arrive June 2025, and the \$300,000 funds came entirely from the Fire Dept Vehicle CRF from ambulance transports, so no Town funds were used.

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FIRE DEPARTMENT: Replace radios. Grant has been applied for, so if awarded this request will be voided in 2024. Project cost is \$140,000. Fire Chief Lord explained that the Fire Department has portable radios and they have mobile radios in the apparatus to talk to Dispatch, and to each other, that are 18-20 years old and are at the end of life. He stated that it is becoming increasingly difficult to find parts to fix the radios. The existing radios were purchased with a grant from the State. Chief Lord said that he has currently applied to the federal AFG, Aid to Firefighters Grant, for \$140,000 to purchase 7 mobile radios, and 30 portable radios. He said that he is planning to pursue an additional grant (as a back-up), an addition to the AFG. If he receives the grant, then Chief Lord will withdraw the proposed Warrant Article. Chairman Santora asked when he would expect to know the result of the grant application, and Chief Lord said he thought they were supposed to hear in the August-September timeframe, but he does not have a status report to offer. T. Franciosa asked if the radios were like what the Police use, and Fire Chief Lord responded that the radios were similar to what the Police use but utilize a different channel. Chairman Santora said that the Police Department just acquired new radios and K. Anderson said that the Police secured a grant from the State for their radios, but the Police do not have 30 radios like the Fire Department uses, by comparison. T. Franciosa asked if the proposed Fire Dept radios would be compatible with the Police Dept radios, and Chief Lord said that they have a Town channel for communication. He further explained that the Police radios are on a digital platform (Rockingham County), whereas Hampton Falls is still on an analog platform, but he said that the proposed radios can work on both platforms, so the Fire Dept will be able to talk with the Police Dept on their radios. Chief Lord explained that the Fire Service has stayed with the analog platform because they have found that radios on a digital platform do not work well within certain types of buildings, like metal and concrete (ex. storage facility on Route 1).

Chairman Santora asked about the fundraising the Fire Dept does like with the Christmas trees and pancake breakfasts, etc., and Chief Lord responded that the Fire Association does a lot and is trying to get into The Brook for funding, as the charities that are there are doing really well. Chief Lord said that the Fire Association has been purchasing equipment, so they do not come to the Town with requests for equipment. Examples of equipment the Fire Association has purchased include: a pick-up truck, jaws, and struts that are a stabilizing system for when cars roll over.

HIGHWAY DEPARTMENT: Highway Maintenance Road Paving: Mill Lane, Crank Rd, Brown Rd (partial) in 2024: R. Hilliard, Road Agent presented the proposed project Highway Maintenance Road Paving: Mill Lane(\$73K), Crank Rd (\$120K), and Brown Rd (partial) (\$137.5K) in 2024 with a total project value of \$330,500. R. Hilliard said that Crank Road has recently seen an increased use and at times is very congested bumper to bumper from Drinkwater to Rt 88, and J. Ringel confirmed this fact, as he lives on that road.

T. Franciosa asked about the senior housing on Brown Rd and whether it was completely built-out or not, and Chairman Santora responded that it was complete. T. Franciosa followed up asking if the Town obtained any off-site improvement money from that project for the maintenance and repair of Brown Road, and K. Anderson responded that there are no reserve funds being held under the project name Avesta. T. Franciosa stated that, in his experience, Planning Boards ask for off-site improvements due to the wear and tear of construction vehicles on the road and the increased

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traffic from the development, and that it typically is a Condition of Approval on the plan. Chairman Santora recollected that an analysis of the road was done at the time both before and after and it was determined that there was no impact. He stated that if any monies were collected for off-site improvements that he thought that those monies went into the culvert at that location (and not the road). R. Hilliard confirmed that he recalled that it was determined that the road condition was normal wear and tear. K. Anderson accessed an email file that identified in October 2020 that there was no damage found to Brown Road, because of the construction of Avesta and that the Letter of Credit was released back to the developer. T. Franciosa stated that that was more like bond money rather than off-site improvement money that functions more like an impact fee (potentially per unit).

Selectman Lane asked K. Anderson the dollar amount of the Warrant Articles for the Highway Maintenance CRF this year (2023) and the previous year (2022), and she responded that in 2023 the Selectmen reduced the Highway Maintenance CRF amount to \$125,000 to lessen the budget impact, from the prior year (2022) amount of \$250,000.

HIGHWAY DEPARTMENT: Highway Maintenance Road Paving: King St, Prescott Lane

in 2026: R. Hilliard, Road Agent presented the proposed project Highway Maintenance Road Paving: King St. (\$90K), and Prescott Lane (\$95K), in 2026 with a total project value of \$185,000. R. Hilliard described that King Street is a through-street, as are all the projects proposed, except for Prescott Lane that is not a through-street.

Selectman Lane questioned if there should be an escalation factor attached to the projected road costs due to the unpredictability of diesel, oil and paving costs, and increased bid prices. R. Hilliard stated that the prices presented are current prices based on the cost of diesel.

R. Hilliard responded to a prior question of T. Franciosa's regarding crack-sealing prior to doing a paving overlay and said that he spoke with the crack-sealing company who told him that crack-sealing needs to cure for a period of ninety (90) days, (otherwise the paving will slide on top of the crack sealing) and that they would not recommend crack-sealing prior to paving. T. Franciosa elaborated that the paving would melt the crack-sealing underneath and would compromise the bond between the two.

HIGHWAY DEPARTMENT: Highway Maintenance Road Paving: Sanborn Rd, Nason Rd (partial), and Brown Rd (partial) in 2025:

R. Hilliard, Road Agent presented the proposed project Highway Maintenance Road Paving: Sanborn Rd (\$130K), Nason Rd (partial) (\$75K), and Brown Rd (partial) (\$137.5K) in 2025 with a total project value of \$342,500. R. Hilliard stated that the Nason Road partial project is located from the four corners to the cemetery.

The total proposed for road paving projects over three years is \$858,000.

R. Hilliard explained that these projects propose to accomplish the bare minimum of shimming the roads and paving a two-inch overlay. He further explained that shimming the roads buys 15 years and saves on not having to do replanning.

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LINCOLN AKERMAN SCHOOL: M. Ferreira of the SAU-21 School Department introduced the LAS and Winnacunnet High School projects, by stating that there has been tremendous overall progress on the school CIPs. He stated that the SAU was lucky to get the Winnacunnet Bond passed in 2018 to benefit from that low interest rate, and to get that in place prior to the more recent market cost escalations. M. Ferreira reviewed some of the school projects completed in the past year including use of a SAFE grant that addressed some security issues and were able to replace some exterior doors and funded some improvements to windows.

M. Ferreira explained that the reason that the Warrant Article proposed last year for the new phone system was not presented to the CIP last year was because the phone system issue was identified by their (every three-year) Homeland Security Audit, which happened after the CIP had been created. The audit identified the phones as a severe issue that was financially supported by the community in terms of the fact that the Warrant Article passed.

The project proposal of **Asbestos Abatement and floor replacement in 2024, with a project value of \$95,000** was presented by M. Ferreira as comprising three offices, the cafeteria, and two hallways. He described the unfortunate water pipe burst last Winter that resulted in approximately 6,000 gallons of water damage to the building, where all the flooring was replaced in the 1950s wing of LAS. He stated that there was asbestos under the flooring that was replaced, and fortunately the insurance claim covered most of the costs of removal and remediation and of the asbestos; however, there are some remaining sections of flooring that did not get damaged/replaced. M. Ferreira explained that the School moved up the asbestos floor replacement in the CIP because of the change in the State law regarding asbestos maintenance. Prior to the new law, the school could handle minor maintenance issues (ex. replace a cracked floor tile) themselves, and with the State law change they can no longer handle that work internally and must outsource that work to a certified remediation company. M. Ferreira stated that where the school is starting to see problematic floor issues is in the cafeteria. That cafeteria space was formerly three classrooms and in 2018, when the cafeteria was created, the flooring tiles in the locations of the former walls were the only tiles to be remediated, but now they are seeing the rest of the cafeteria floor needing to be replaced (as the space gets heavy use), and floor tiles are starting to crack.

The project proposal to **Replace Elementary Hall Ceiling in 2024, with a project value of \$9,000**, M. Ferreira described that this proposed project is in the location of where the burst water pipe occurred. He stated that this is more of an aesthetic project to replace the ceiling tiles, that are old, as compared with everything else in that area of the LAS school that has recently been replaced. Chairman Santora asked if there was any mold damage because of the burst water pipe, and M. Ferreira responded that there was a company that handled the water damage and that it was an initial concern.

M. Ferreira stated that the two (2) proposed projects for 2024 have not yet been approved by the School Board's budget process. He stated that the proposed CIP has, however, been vetted through the Facilities Committee, which includes a School Board representative, but nothing has been formally approved to date.

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The proposed project of **Mechanical Plant Control Upgrade in 2025, with a project value of \$65,000** was presented by M. Ferreira who stated that by upgrading the mechanical controls will allow more control of the heating and HVAC systems in the boiler room to be run more economically, so that money can be saved in heating and cooling costs.

The proposed project of **Upgrade Pneumatic Heating Controls in 2026, with a project value of \$125,000** was presented by M. Ferreira who stated that these proposed upgrades of pneumatic controls to mechanical controls will eliminate the current system and provide a more effective operation of the system. He stated that this project would be throughout the building, as the controls are very old, and it would improve the quality of existing services. S. Carlson and T. Franciosa both commented that this project has been on the CIP since 2008.

The proposed project to **Repoint Exterior bricks to maintain integrity to bricks in 2027, with a project value of \$75,000** was described by M. Ferreira as being targeted to specific areas, primarily in the main entrance area, where water is coming through the brick and that have experienced some mold and mildew issues.

The proposed project of **Window replacement 1974-1987 wings in 2028, with a project value of \$400,000** was described by M. Ferreira as having been on the CIP for some time. He stated that the proposed window replacement in the two wings is proposed for efficiency and improved operation and function and alleviates substandard conditions or deficiencies. He stated that the project price has increased due to inflation and cost escalation. M. Ferreira continued that the School intends to utilize the School Building Maintenance Expendable Trust to supplement the cost for this project, which has a current project balance of \$248,138 so that the Warrant Article request will be the difference between the project cost minus the Trust balance.

Selectman Lane asked M. Ferreira if there is a maximum amount that can accumulate in the School Building Expendable Trust, and the response was that the School sets a target of \$250,000 which they evaluate every year and may consider increasing the target to \$300-\$350,000 to minimize the need for Warrant Articles in future years. Selectmen Lane said that it probably makes sense to increase the target in anticipation of this proposed project, and the project is proposed in 2028-2029 so there are many years to be able to add to the fund. M. Ferreira said that he could convey that to the School Board as a recommendation of the CIP Committee, for their consideration.

Chairman Santora described to M. Ferreira how the larger Town CIP project costs (such as a new fire truck) are projected and then divided up into annual amounts that are proposed as annual Warrant Articles and retained in a CRF capital reserve fund specifically for that purpose. He continued, that when it comes time to implement the project, all the funding is available, having spread out the tax impact incrementally over several years, instead of concentrating the tax impact into a single year. M. Ferreira explained that the School is different from the Town and cannot retain unexpended funds from year to year. He continued that the School must return any unexpended funds to the Town at the end of the year, except for the Fund Balance Retention article for projects of unanticipated costs. M. Ferreira stated that the incremental approach of funding Chairman Santora described can be applied to the Building Expendable Trust fund,

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where the School would do annual Warrant Articles for incremental amounts and deposit those funds into the Building Expendable Trust fund. Chairman Santora stated that he thought that was a good idea.

WINNACUNNET HIGH SCHOOL CIP 2024-2029: Chairman Santora refreshed the Committee on the fact that Hampton Falls represents approximately six-percent (6%) of the Winnacunnet budget. M. Ferreira clarified that the 6% is calculated based on enrollment and property values.

The **HVAC Cycle 3-year Wing B in 2024, 2025, 2026, 2027, 2028, with a total project value of \$1,500,000,** was described by M. Ferreira as being a twenty-year (20 yr) replacement cycle.

The **Roof Management Plan in 2024, 2025, with a total project value of \$3,400,000** was described by M. Ferreira as typically spread out over several years, but because the 20-year bond will be sunsetting in 2024-2025 they are going to plan for the roof project at that time to include the skylights and atrium hallway in year 1 and the roof in year 2.

The project to **Replace Chain Link Fence on School Grounds, with a project value of \$65,000 is proposed in 2026.**

The project of **Auditorium Seat Replacement, with a project value of \$225,000, is proposed in 2026,** and M. Ferreira stated that this component of the larger Auditorium upgrade project (lighting and sound projects in prior years) will complete the Auditorium with seating replacements.

The project to **Repave Warrior Way, with a project value of \$90,000, is proposed in 2026.** The project of the **Field Locker Room, Restroom, Concession/Storage, with a project value of \$500,000, is proposed in 2027.** M. Ferreira stated that this proposed project is for Alumni Field where there are currently no restrooms.

The project of new **Grandstands for Visitor Football Alumni Field, with a project value of \$96,500, is proposed in 2027,** where M. Ferreira described the existing conditions of the Visitor grandstands as being in disrepair, and are located very low so that visitors can not see over the football players on the edge of the field.

The project to **Replace Elevator in C Wing, with a project value of \$125,000, is proposed in 2028.**

The project to **Replace Boilers in Main & Athletic Bldgs-Multi-year, with a project value of \$400,000, is proposed in 2028.** M. Ferreira described this project as multi-year, to be starting in 2028, and continuing forward in subsequent years thereafter.

Chairman Santora asked the CIP Committee if there were any additional questions for M. Ferreira, and there were none.

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Chairman Santora asked for confirmation from the CIP Committee of the previously discussed recommendation to the School Board to consider increasing the target to \$350,000 for the School's Building Maintenance Expendable trust fund, and there was a consensus.

Selectman Lane confirmed with M. Ferreira that the Building Maintenance Expendable Trust fund is funded with any funds that are left over in the budget at the end of the school year. M. Ferreira stated that it can be funded either with the Unreserved fund balance or the School Dept can raise and appropriate funds, although historically they have always done the Unreserved fund balance.

Chairman Santora said that he will be presenting the CIP to the Planning Board later this month, and to the Board of Selectmen early next month, and he would email those dates to M. Ferreira.

S. Carlson asked Selectman Lane if there is any additional asbestos work remaining to do at LAS school, and M. Lane responded that there is nothing, because anything that was on the LAS school's list made it onto the CIP.

The CIP Committee entered deliberations to discuss each of the two Town proposed projects for funding in 2024, and which they needed to prioritize and to vote.

The proposed Fire Truck purchase Chairman Santora stated that although it is a "big ticket" item, at 37 years old it is hard to deny the need for replacement at that age. He said that he fears there will not be enough money saved for the purchase with inflation.

T. Franciosa asked if there has been discussion about proposing to the Selectmen the establishment of a Purchasing Committee, and Chairman Santora responded no, but he could recommend that to the Selectmen. T. Franciosa said that he thought it was important to consider for the following couple of reasons. He prefaced his comments saying that he believes that the Fire Department does an excellent job, and the Fire Association has an excellent job fund-raising, etc. He was surprised that the purchase of the Mini-Pumper did not go through the CIP process, and he wondered if it went through the Selectmen, and K. Anderson responded that it went through the Selectmen because it was a Warrant Article with "No Tax Impact". Selectman Lane thought that it seemed like a good idea. He also questioned the rate of use of some of the Fire Department vehicles and thought it would be a good idea to get a clearer sense of the age and usage (mileage) of all the equipment, their replacement schedules, and what the difference is between a Mini-Pumper and a Tank truck to assist in making decisions. S. Carlson asked how many does the Town need? What is the service life, maintenance schedule? Selectman Lane asked if it was, in fact, obsolete? He continued saying that the Fire Dept does a good job servicing their equipment, that has gained the Town additional years use of equipment. T. Franciosa made his point about how the "public" should be involved through a proposed Purchasing Committee to determine why the Tanker needs to be replaced. He reiterated that the Fire Dept does an excellent job doing all their research but he felt that having another set of eyes to review the proposals would make sense.

Chairman Santora said that the CIC Committee could put together a list of questions for Fire Chief Lord including current inventory, use,

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Chairman Santora reviewed the Capital Improvements Committee (CIC) rating scale to evaluate the proposals. 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 advisory recommendations. Chairman Santora said that he would present the CIC recommendations to the Planning Board at their meeting on October 24, 2023, and then to the Board of Selectmen at their regularly scheduled meeting on November 01st at 6:00 PM.

S. Carlson stated that he thought it was reasonable to get started with the incremental annual CRF funding for an expense several years in the future, and if it is determined that the project cost is too low, then they can always increase it later. Selectman Lane said that the year of the project could also be considered to push out another few years to allow for additional acquisition of funds. T. Franciosa and J. Ringle agreed to start putting money into the fund. Chairman Santora asked for the Committee’s vote on the proposed CIP projects, with consensus reached that all projects were rated “3” in the category of “Necessary”.

<u>Department</u>	<u>Project Name</u>	<u>Project Cost = HF</u>	<u>Year</u>	<u>CIP rating</u>
Fire	Annual CRF to replace Tank-4 in 2029	\$50,000	2024	3
Fire	Replace Radios (if grant then void request)	\$140,000	2024	3
Highway	Paving Mill Ln, Crank Rd, Brown Rd (partial)	\$330,500	2024	3
School, LAS	Asbestos abatement & floor replacement for 3 offices, art room, cafeteria, and 2 hallways	\$95,000	2024	3
School, LAS	Replacement of Elementary hall ceiling	\$9,000	2024	3
School, Winnacunnet	HVAC Cycle, total project cost proposed in 2024 is \$400,000	\$26,400	2024	3
School, Winnacunnet	Roof Management Plan, total project cost proposed in 2024 is \$900,000	\$59,400	2024	3

K. Anderson briefly discussed the purpose of the CIP is to try to balance and keep a flat tax rate.

REVIEW AND APPROVAL OF PREVIOUS CAPITAL IMPROVEMENTS

COMMITTEE MEETING MINUTES: September 22, 2022. Minutes were not reviewed.

ADJOURNMENT:

Adjournment of the CIP Committee occurred at 9:50 AM.

NEXT CAPITAL IMPROVEMENTS COMMITTEE MEETING Will be scheduled in the Fall of 2024

These minutes prepared by Rachel D. Webb, Assistant Administrator.