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**PRESENT:** C. Brown, Chairwoman, M. Kasprzak, P. Robart, T. Santora, Members;  
Town Administrator L. Ruest

**NOT PRESENT:** L. Brown-Kucharski, Member

**CIP PROGRAM SPREADSHEET 2016-2021:** A copy of an updated Page 2 of the 2016-2021 CIP Spreadsheet was provided to Committee members.

**ELEMENTARY SCHOOL - POTENTIAL ADDITION AND RENOVATION PROJECTS AND WINNACUNNET COOPERATIVE SCHOOL DISTRICT - BOND ISSUE:** SAU 21 Business Administrator Bill Hickey was present. He referred the Committee to the projects identified for Lincoln Akerman School (LAS) for the years 2017-2021. It was noted that the schools operate on a fiscal year basis.

B. Hickey stated that both the LAS and Winnacunnet High School Boards (WHS) have not yet settled on these projects and that the information is estimated at this time. A review of each item took place. The projects listed for LAS are consistent with previous years being those projects to address building issues at Lincoln Akerman School.

Question was raised with regard to the status of an addition/renovation project at LAS. B. Hickey reported that the LAS Board will meet soon to finalize details but that no information is available at this time. C. Brown asked that the Board of Selectmen be provided with details as they become available.

B. Hickey reported that projects identified for WHS are conceptual only at this time and that the bond amount represents Hampton Falls share of the 2004 Bond payments. B. Hickey added that the WHS Board will determine specifics relating to its projects by the end of November and then meet with the Budget Committee. He also noted that based on a recent review relating to accreditation, renovation of the art room is being considered to bring it up to specifications.

**HIGHWAY DEPARTMENT:** L. Ruest reported that the Board of Selectmen has requested the amount of \$250,000 for each of the five years of this plan for the purpose of adding these funds to the Capital Reserve Fund established for the purpose of maintaining the Town's roads. T. Santora stated he felt this amount should be added to the budget each year as one of the criteria for a capital improvement is that the expense is non-recurring. Discussion took place with regard to the history of raising and appropriating funds in this manner as the same projects and road improvement matters are not recurring year after year.

L. Ruest explained that the Board of Selectmen obtains expert advice on the status of Town roads to include prioritizing and identifying needs; this could be paving, cutouts, patching, crack sealing, culvert repair or other improvements, etc. She further explained that some projects reach a cost threshold that does not allow the work to be done until funds can be raised in a subsequent year. Concern was raised with including this request as a budget item each year due to the fact that funds not utilized within one budget year are returned to the General Fund rather than being available in a Capital Reserve Fund held by the Trustees of the Trust Funds for use in

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the subsequent year. Suggestion was made that maybe identification of specific projects should be part of the warrant article each year.

The Committee agreed to leave this item as presented at this time. L. Ruest explained the manner in which annual projects are identified and prioritized for completion each year within available funds. She will bring a copy of the recommendations relating to road needs prepared by Axiomatic to next year's review.

**POLICE – VEHICLES, COMPUTER EQUIPMENT, PHONE SYSTEM:** R. Dirsa reviewed each of the projects presented for the 2016-2021 CIP Program with the Committee. The items of continuing with the cruiser replacement plan and computer hardware/software equipment for the Police Department affect year 2016. R. Dirsa added that maintaining current hardware and software is important now that the Department connects to the database of Rockingham County Dispatch.

R. Dirsa noted that in-cruiser computer equipment and software is scheduled for 2017; the same year as the purchase year of a cruiser. The request for funds relating to a new phone system for the Public Safety Building relates to year 2020 and is requested as a placeholder at this time. R. Dirsa noted that there have been reliability issues and that estimates need to be obtained.

In response to questions of the Committee, R. Dirsa stated that cell phones are available to some officials and employees but not all. He also reported that the Town has four cruisers and that mileage on the cruisers that age out is approximately 130,000 (this year 148,000). Revenues are anticipated from the sale of the old cruiser.

**GOVERNMENT BUILDINGS:**

**T. CARNEY LAND:** Discussion of the status and potential of purchasing a portion of the parcel located behind the Town Hall and Public Safety Building took place. No new information has been received in about a year. L. Ruest will attempt to contact the property owner again. Question was raised as to whether the Town should offer to conduct a land survey.

**GOVERNMENT BUILDINGS – TOWN HALL ADDITION DOORS:** L. Ruest explained the concerns and safety issues relating to the existing doors to the Town Hall addition. She explained that the 15 year old doors in place are of residential grade and have been problematic for years. Attempts have been made a number of times to correct the problems. Suggestion is made to upgrade the doors to commercial doors, possibly with the extension of the vestibule area. Extension of the vestibule area would allow for compliance with ADA requirements as well as safety concerns relating to the existing orientation of the entrance doors.

**OLD LIBRARY (Historical Society Museum):** Request is made to continue the annual Capital Reserve Fund request of \$14,000. The \$14,000 raised in 2015 will be utilized for the back wall of the Museum and the \$14,000 to be requested in 2016 will be to address other structural restoration needs.

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Maintenance items relating to the interior of the building have been identified by the Historical Society that leases the building at 45 Exeter Road. The Committee reviewed a listing of items submitted relating to the exterior. Items relating to the roof, rotted areas of trim and repointing of areas of the foundation were listed.

As part of discussion at the 2016 budget work sessions, a number of interior maintenance items were discussed with the Board of Selectmen. It was identified that prioritization of needs, as well as a written maintenance plan for the building, are in order so that determination can be made as to whether expenses should be included in the Town's annual budget. C. Brown noted that there is a need to re-cap a vent that was uncapped as part of the siding work previously done.

**APPROVE MINUTES OF SEPTEMBER 23, 2015:**

T. Santora revised the first paragraph of page two to read:

**Power Wash and Repaint Library and Replace Trim Boards:** Estimates for these projects were reviewed (\$8,980, \$13,475 and \$37,000). Following discussion of the needs versus full replacement of trim boards, suggestion was made to remove the costs associated with the full replacement of trim boards from this category and re-establish the annual amount of \$6,000 each year for deposit to the Library Improvement Capital Reserve Fund for the purpose of trim boards. Replacement of all trim boards at once was felt unnecessary. This will allow for the Library Trustees to take up the offer of Peter Robart to review the current status of trim boards in conjunction with prioritizing and possibly addressing only the areas of need utilizing the Capital Reserve Fund. *Concern was expressed that this is a good idea as long as it does not create additional deferred maintenance in the future.*

**MOTION:** To approve the minutes of the September 23 meeting as revised.

**MOTION: P. ROBART**

**SECOND: M. KASPRZAK**

**UNANIMOUS**

**PRIORITIZE CIP PROJECTS:** The Committee reviewed each 2016 request and assigned a priority of high, medium, low or committed. In conjunction with prioritization, the Committee removed the funding for years 2020 and 2021 (\$6,000 each year) as it relates to the Library Improvement Capital Reserve Fund; the work related to replacing trim boards.

It was determined that the Capital Improvement Plan for 2016-2021 would be presented at the October meeting of the Planning Board with the matter then being scheduled for the Selectmen's meeting of November 4. C. Brown will present at the Planning Board meeting and M. Kasprzak will present to the Selectmen.

**OTHER BUSINESS:** No other business was addressed at this time.

The meeting adjourned at 9:50 a.m.