

Town of New Castle, New Hampshire
Capital Improvement Planning (“CIP”) Committee
Meeting Minutes

Date: December 19, 2017

Location: New Castle Town Hall Meeting Room

Present:

Committee Members: Jeffrey Hughes (Chair), David Borden, Fire Chief Dave Blanding, Damon Frampton, Rich Landry, Tom Maher, Christiane McAllister, Ken McDonald, Tom Smith, Police Chief Don White

Members of the Public: None

The Meeting was called to order by Jeffrey Hughes, Chairman, at 4:30 pm.

Approval of Minutes:

The Committee reviewed and unanimously approved the Minutes of the previous meeting.

Welcome:

Mr. Hughes welcomed everyone to the meeting.

V&E Fund:

The committee members discussed the approach and assumptions to updating the V&E Fund. Discussion points are presented below:

- Tom Smith reported that the V&E Fund balance as of 6/30/17 was \$435,114.73, and the Road Fund balance was \$80,383.94.
- Fire Department update:
 - Chief Blanding reported that the Air Packs have just been purchased at a cost of \$144,626. It was noted that the V&E Fund balance (above) does not reflect this very recent purchase.
 - Change the useful life of Marine 1 from 25 years to 30 years.
 - Following a discussion, the CIP agreed to add a new line item on the V&E Fund for a major upgrade to Marine1. Mr. Hughes and Mr. McDonald agreed to develop a recommendation for funding and bring this back to the CIP for the next meeting.

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- Police Department update:
 - Chief White requested endorsement of the CIP to move forward with purchase of replacement of the Tahoe (originally scheduled for replacement in the 2016-2017 budget) at an approximate cost of \$44,800. The expected life will remain 5 years, and the V&E Funding model will be adjusted accordingly.

The CIP supported the request to move forward with the purchase of new police Tahoe at an approximate cost of \$45,000.

- Chief White reviewed the V&E fund assumptions and vehicle replacement schedule on the V&E Fund spread sheet. He confirmed the assumptions and had no other suggested changes.

- Public Works Department Update:
 - It was reported that the Dump Truck has not yet been purchased but Mr. Tabbutt recommends the need for immediate purchase.

The CIP supported the request to move forward with the purchase of the new Dump Truck at an approximate cost of \$100,000.

- It is believed, pending confirmation by Mr. Tabbutt, that there are no other changes to the Public Works assumptions for the V&E Fund.

Road Program:

- It is believed that no funds have been expended from the Road Fund established 2 years ago.
- No additional funds (in addition to the original \$80K seed money) were added to the Road Fund for the current fiscal year.
- Mr. McDonald agreed to reach out to Mr. Tabbutt to review the Road Fund spread sheet including any necessary adjustments to the road program schedule, project priorities, and/or estimated costs

Updated CIP for Posting on Town Website:

Mr. Hughes asked Mr. McDonald to post the updated summary of last year's "CIP" for posting on the Town website. This new summary which was prepared for posting last March, will replace the summary developed in 2014 which is still on the Town website.

Other Business:

IT Long Range Planning:

Mr. Maher asked if the CIP should include a long range capital plan for Town IT equipment and systems. Following a discussion, the CIP members endorsed the need for the Town to develop a long-range plan for IT, but believed that the CIP may not have the expertise to develop this type of long range plan. The CIP members suggested that the Select Board consider getting outside assistance with developing a long range for IT equipment (hardware, software, systems, and infrastructure).

New Reserve Fund for Capital Improvements to Town-owned Properties:

Mr. Maher asked if the Town should consider a long range plan for capital improvements to the Town-owned properties. Mr. Hughes commented that the CIP has discussed for several years the need to establish a new Reserve Fund and establish a program. Following a brief discussion, CIP members agreed to develop a recommendation for the Select Board for initiation of a new reserve fund. Mr. Maher agreed to provide the CIP Committee with a list of proposed capital renovation/facility projects.

Other Capital Projects:

Mr. Hughes identified the list of additional capital projects which have been identified through discussions at CIP over the past few years. These items are included in the CIP Summary report. Mr. Hughes requested that Mr. Maher and Mr. Frampton review this list to determine if each of these items should remain on the list of potential capital projects, and/or if any other items/projects should be added for consideration.

Meeting Schedule:

Due to a conflict with a planned Budget meeting, it was agreed that the February meeting of the CIP be changed from Tuesday February 20th to Thursday February 22nd. The January meeting was confirmed for Tuesday January 16th.

There was no other business to come before the Committee.

Public Comments:

There were no public comments.

Adjournment:

The meeting adjourned at approximately 5:55 pm.

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Respectfully submitted by

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Jeffrey Hughes
CIP Chair