



**Town of Plaistow, NH
Office of the Planning Board
145 Main Street, Plaistow, NH 03865**

CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIP)

MEETING DATE: September 6, 2018

Call to Order: The meeting was called to order at **6:30pm**

ROLL CALL: Tim Moore, *Planning Board Chair*
Geoffrey Adams, *Planning Board*,
John Sherman, *Board of Selectmen*
Francine Hart, *Board of Selectmen*
Bob Hamilton, *Budget Committee*
Sam Cafiso, *Budget Committee*,
Lisa Lambert, *Planning Board Alternate, absent*
Peter Bracci, *Board of Selectmen Alternate, excused*
Jay DeRoche, *Budget Committee Alternate*

Also present: Dee Voss, *Planning Coordinator*, Mark Pearson, *Town Manager*, and Susan Westin, *Assistant to the Town Manager*

AGENDA ITEM 2:

Review of August 23, 2018 CIP Meeting Minutes

★ J. Sherman moved, second by F. Hart, to approve the minutes of the August 23, 2018 meeting. There was no discussion on the motion. The vote was 4-0-2 (G. Adams and S. Cafiso abstaining).

AGENDA ITEM 3:

Review/Update of CIP Word Document: 2019-2024 Spreadsheets and Cash Flow Sheets

Each Committee member was given a draft of the updated CIP text document which contained introductory information, complete project descriptions, a financial summary spreadsheet, cash flow spreadsheets for all capital reserve and impact fee accounts as well as a written narrative to date describing the cash flow analysis for the 2019-2024 CIP, as well as the creation of the language for capital reserve funds that will be used to help fund the capital projects contained in the 2019-2024 CIP. Separate copies of the financial summary and cash flows were also handed out.

T. Moore directed the Board's attention to the sheet entitled "Changes made to CIP after 8/23/2018 meeting" for easy reference while the Board goes over the draft of the updated CIP text document.

There was a brief review of Section 5: 2019-2024 Capital Improvements Program Bar Chart. It was noted that a correction is needed in the Note section where it states, "The Y-axis starts at \$1,150 (\$1,150,000) and not the usual \$0." This statement should read..."The Y-axis starts at \$1,100 (\$1,100,000) and not the usual \$0." T. Moore will make this correction so that it matches the bar chart...

T. Moore will make the correction to the 2019-2024 Capital Improvements Program Bar Chart Note.

Section 8: 8.1 Municipal Budget Comparisons: Figure 1- CIP Net Expenses as a Percentage of the Total Municipal Budget:

There was a brief review of Figure 1- CIP Net Expenses as a Percentage of the Total Municipal Budget.

F. Hart and B. Hamilton expressed their approval in the inclusion of the word “appropriations” instead of just “budget” in the explanation below Figure 1.

Section 9: Bonded Debt Service: Figure 5 - Bond Amortization Schedule:

There was a brief review of Figure 5 - Bond Amortization Schedule, to show that the 2017 Bond Outstanding Principal figure has been adjusted to \$8,119,600 instead of the \$8,500,000 that was previously shown.

Section 10: Cash Flow Analysis Templates:

There was a brief review of Figure 7 - Cash Flow Template

Section 11: Impact Fee Cash Flow Analysis:

There was a brief review of the charts: “Funds Expiring in Each Age Group as of 12/31/17” and “School Impact Fee”.

Section 12: 2019-2014 CIP Projects:

★ **Highway Department:**

H1E: Replacement of Highway Department Vehicles:

It was determined at the previous meeting that the Ford F-350 replacement should be changed from seven (7) years to ten (10) years. This change has been made and has also been added to the “Replacement Schedule Chart”.

★ **Fire Department:**

Fire Department Capital Reserve Cash Flow:

It was discussed that Tanker 5 has been changed to Tanker 6 and is a 2018 Pierce.

It was noted that there are two (2) areas on the Fire Department Capital Reserve Cash Flow that need to be expanded so that the full text can be read.

F3D: Fire Department Radio Capital Reserve Fund Deposit:

J. Sherman offered that the CIP Committee Recommendation “per the Fire Chief’s request that the CIP include \$15,000 to be placed in the proposed Capital Reserve Fund in 2019 and all subsequent years” is to be removed.

★ **Police Department:**

P3E. Cruiser/Related Equipment Replacement 2019-2024:

M. Pearson offered a review and discussion of the proposed “Police Vehicle Rotation Schedule - 2018” and “Long-Term Police Cruiser Purchase Plan”.

T. Moore will add the "Police Vehicle Rotation Schedule - 2018" and "Long-Term Police Cruiser Purchase Plan" to P3E. Cruiser/Related Equipment Replacement 2019-2024 on Page 48.

M. Pearson offered that he anticipates only one (1) vehicle needing to be replaced in 2019.

Upon review of the "Long-Term Police Cruiser Purchase Plan" J. Sherman and D. Voss suggested that the budget figure of \$37,500 through 2021 be changed to \$38,000 to hold the figure consistent across the board.

★ J. Sherman moved, second by F. Hart, to change the "Long Term Police Cruiser Purchase Plan" budget figure from \$37,500 to \$38,000 consistently. There was no discussion on the motion. The vote was 6-0-0 (U/A).

B. Hamilton offered that warrant article language be reflected in the recommendations for 2020.

There was a consensus. T. Moore will add warrant article language in the recommendations for 2020.

★ Emergency Management Department:

There was no new discussion

★ Water Department:

M. Pearson revisited the conversation from the previous meeting about creating a warrant article to allow for the repurposing of the Water Department truck to allow it to be considered "dual purpose" for the Highway Department and the Water Department. There will be a warrant article allowing residents to vote for the vehicle repurposing at no cost to the taxpayer.

J. Sherman suggested adding in a phrase for portable water.

★ Municipal Buildings:

MB1D.2. Capital Reserve Fund - Acquisition of Land and/or Buildings Fund 2019-2024:

There was discussion about adding \$50,000 to MB1CF.2 Acquisition of Land and/or Buildings Capital Reserve Fund Cash Flow in 2019 and all future years.

★ J. Sherman moved, second by F. Hart, to add \$50,000 to MB1CF.2 Acquisition of Land and/or Buildings Capital Reserve Fund Cash Flow in 2019 and all future years. There was discussion on the motion. The vote was 5-1-0 (S. Cafiso opposed).

Discussion on the motion:

B. Hamilton expressed concern that adding \$50,000 to Land Acquisition and adding a warrant article could affect the budget for the Public Safety Complex.

J. Sherman offered that just adding \$50,000 as a CIP recommendation does not have an affect on the budget for the Public Safety Complex.

M. Pearson offered that the money be taken from the Unreserved Fund balance with a warrant article to state that no amount is to be raised by new taxation.

J. Sherman suggested looking into creating a list for properties to be sold.

G. Adams asked what is the maximum that can be held in Unreserved Funds?

M. Pearson offered that there is a 7-11% minimum, but that there is no maximum.

J. Sherman offered that the CIP Recommendation for MB2CF.1 Acquisition of Land and/or Buildings Capital Reserve Cash Flow be removed as the information is redundant with Section 9: Figure 5 - Bond Amortization Schedule.

There was a consensus. T. Moore will remove the CIP Recommendation for MB2CF.1 Acquisition of Land and/or Buildings Capital Reserve Cash Flow due to redundancy with Section 9: Figure 5 - Bond Amortization Schedule.

12.6.4 Public Works Facility:

M. Pearson offered that December 15, 2018 the Town will start seeking estimates for the Salt Shed. A warrant article needs to be drafted. There was \$1,500 in unanticipated expenses for the foundation. He will give more accurate figures when they are available.

D. Voss offered that there be a vote in March before the Deliberative Session.

J. Sherman offered that there is nothing stated on the website about the Public Works Facility.

M. Pearson offered that he will make sure that the Public Works Facility progress gets posted on the Town of Plaistow website.

12.6.5 Court House:

There was a brief discussion about the repaving of the parking lot and walkways.

D. Voss offered that reclaiming and straightening out drainage is included, not just resurfacing.

12.6.6 Historical Society:

There was a brief discussion about the estimated cost for the 2020 window replacements.

F. Hart offered buying a new gas furnace may also be more cost effective.

12.6.7 Town Hall:

There was a brief discussion that it is believed that the \$40,000 figure is an accurate figure due to reclaiming. The figure is expected to be a combined estimate.

12.6.8 Recreation Buildings:

F. Hart initiated discussion about purchasing the software for assessing.

M. Pearson offered that the cost to purchase is approximately \$25,000 which would be a onetime cost.

B. Hamilton offered that it will be part of the budget instead of CIP. Therefore, it was decided that the figure for Recreation Software would be left out of CIP.

★ Municipal Services:

MS1.3.1 Records Management:

There was a brief discussion about the \$10,000 deposit needed which will allow for a trial of the hardware and software for one (1) year.

12.7.2 Cable Department:

There was a brief discussion about creating a Special Reserve Fund instead of putting figures in the Capital Reserve Fund.

F. Hart offered that a warrant article would be needed to remove the money from the Capital Reserve Fund.

There was a brief review of MS2CF.1 Cable Department Cash Flow.

MS3E Cemetery Maintenance & Repair:

F. Hart offered that the \$40,000 and the fund creation language needs to be added into MS3CF.1 Cemetery Special Maintenance Expendable Trust Fund Cash Flow.

D. Voss offered that a cemetery sexton still needs to be hired.

J. Sherman asked if the cost includes the roadway between the cemetery and the Public Works building. Refer to Site Plan.

M. Pearson asked about the consolidation of Cemetery Plot 1 and Cemetery Plot 2.

T. Moore will look to see if a warrant article was written up for the merger of the cemetery plots.

MS4E. Cell Tower Maintenance & Repair:

There was a brief discussion that the old wording regarding the cell tower has been removed as discussed at the previous CIP meeting.

12.7.5 Energy Projects:

MS5CF.1 Energy Capital Reserve Fund Cash Flow and MS5PB.1 Energy Projects Pay Back Periods have been separated.

D. Voss offered that there is a typo on the Energy Capital Reserve Fund chart where Energy Audit - Historical Society where "structure" is missing a "t".

MS5PB.1 Energy Projects Pay Back Periods:

D. Voss asked if Streetlight LEDs have been updated to show the incentive payback of \$80,000?

T. Moore stated that the figures have not yet been updated to show the incentive payback of \$80,000. The incentive payback will allow the streetlights to be replaced with no upfront money.

D. Voss offered that the pink figures are expected to turn to green in five (5) to six (6) years instead of what is shown on the chart.

MS5E: Energy Project Expenses:

T. Moore offered that MS5E: Energy Project Expenses: is a place holder for now and that the figures will not be known until late 2018 into early 2019.

MS5E.2 Streetlight LED Replacement:

T. Moore offered that there is new information as of September 5, 2018 to update.

MS5E.3 Landfill Solar Array:

It was noted that the last sentence of the Project Description is incomplete. T. Moore will make the correction to the last sentence.

★ **Conservation and Recreation:**

There was a review of the Recreation Capital Reserve Fund chart.

There was a review of CR2CF.2 Recreation Impact Fee Cash Flow paying special attention to the \$19,681 that is shown for impact fees that will expire in 2019.

F. Hart asked if this figure is accurate, as she believes that some of it was spent.

T. Moore offered that the \$3,253 shown on the Recreation Capital Reserve Fund chart represents funds that have been used so far.

M. Pearson offered a potential use for funds by doing an engineering study with the goal of adding walls to the pavilion and making it a recreation building by adding septic, bathrooms, and a few other improvements to bring the building up to codes. In Recreation Strategic Plan. Improving the pavilion could save costs for relocating kids in hot weather.

D. Voss offered that the pavilion improvements may be a good use of the impact fees that are expected to expire in 2019.

M. Pearson asked if impact fees can be used for an engineering study to look at improving the pavilion. He asked T. Moore if he could get clarification as to whether or not this would be an acceptable use of impact fees.

M. Pearson offered that he would consult with the person(s) who built the pavilion to see what they would estimate the renovation costs to be to add four (4) walls and improvements to bring up to code.

J. Sherman offered a review of the Recreation Strategic Plan. He gave a review of three (3) sheets. The first sheet listed the projects that have been funded by the Town's Recreation Impact Fees. The second sheet listed the projects that have been or are planned to be funded by the Recreation Capital Reserve Fund. The third sheet was a copy of the original plan from 2014-2017.

J. Sherman offered that the downside is that you cannot plan on a set amount of Impact Fees coming in. The figure is estimated to be \$25,000 per year (see CIP Financial Worksheet which gives the best estimate.)

S. Cafiso asked if the Water Department was built with Impact Fees or with a warrant article?

J. Sherman stated that he would look it up.

D. Voss suggested that J. Sherman ask M. Dorman

★ **Transportation Infrastructure:**

There was a brief review of the CIP Committee Recommendation figures for the following sections:

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T2E.1 Pollard Road:

T2E.2 All other hazard mitigation projects:

Review of Smith Corner Road - culvert issues

T. Moore offered that the Smith Corner Road culvert has been a problem for many years.

J. Sherman asked who is managing the list for T2E.2?

T. Moore stated that this list is not currently assigned to anybody. There is not a set person or department that takes responsibility for the management of the hazard mitigation projects.

S. Cafiso asked if there is a way to prioritize the list by going back to the people who created the list and assigning a priority to each?

T3E.2 Road Surface Management System Projects:

M. Pearson offered that a presentation regarding road surfaces will be presented to the BOS.

S. Cafiso asked how often the presentation to the BOS is done?

J. Sherman offered that the presentation to the BOS is given every year. However, the presentation doesn't show projections. He stated that the budget figure is small in his opinion. He said that he is curious to know what it would take to get to zero hazard projects.

T4E. Special Projects:

No changes

T4E.2 Joanne Drive Extension:

This project is on hold.

T4E.3 Village Center Sidewalk Extension:

There was a brief review of the project description and CIP Committee Recommendations. There was a review of T1CF.1 Transportation Infrastructure Capital Reserve Fund Cash Flow chart.

AGENDA ITEM 4:

Other Business:

B. Hamilton offered a brief discussion about the public hearing for Safe Routes to School regarding the review of sidewalks in the Site Plan.

J. Sherman offered that there is some minor editing that needs to be done to the CIP document. However, there is nothing substantial.

★ J. Sherman moved, second by S. Cafiso, to recommend that the Planning Board approve the updated CIP document. There was discussion on the motion. The vote was 6-0-0 (U/A).

ADJOURNMENT:

There was no further discussion. The meeting adjourned at 9:10pm.

Respectfully Submitted,
Samantha D. Cote
Recording Secretary