



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

**CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIP)**

**MEETING DATE: July 23, 2019**

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

**ROLL CALL:** Tim Moore, *Planning Board Rep and CIP Chair*  
Laurie Milette, *Planning Board Rep*  
Francine Hart, *Board of Selectmen Rep*  
Julian Kiszka, *Board of Selectmen Rep, Absent*  
Maxann Dobson, *Budget Committee Rep*  
Jay DeRoche, *Budget Committee Rep*  
Geoff Adams, *Planning Board Alternate Rep*  
Bob Hamilton, *Budget Committee Alternate Rep, Excused*

Also present: Mark Pearson, *Town Manager* and Dee Voss, *Administrative Assistant*

**AGENDA ITEM 2: Review and Approval of the Capital Improvement Program (CIP) Meeting Minutes from September 6, 2018:**

★ F. Hart moved, second by G. Adams, to approve the Capital Improvement Program (CIP) Meeting Minutes from September 6, 2018. There was no discussion on the motion. The vote was 5-0-0 (U/A).

Tim Moore opened the meeting with a brief introduction to the committee members present, as well as town staff members present.

**AGENDA ITEM 3: Discussion about form and format of the CIP document:**

Each Committee member was given a draft of the CIP Preparation Guide and an 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 for the 2020-2025 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 2020-2025 CIP. Separate copies of the financial summary and cash flows were also handed out.

M. Pearson offered that there is currently no line item for Information Technology (IT) Capital Reserve. He asked the Committee to consider adding a line item for IT to allow for a proactive approach for licenses, firewalls, and end of life equipment since everything in Town runs on IT. He offered examples of problems that came up in the past where the Town had to be reactive when equipment broke down or came to end of life. This line item will allow for routine maintenance and replacement of equipment.

There was a discussion that there is currently a contractor that is paid for IT services. However, each time service is needed, when calling, you never speak to the same person twice.

J. DeRoche asked if there is currently anything in the IT contract for maintenance and repairs.

M. Pearson offers that there is not currently anything in the contract for proactive services. He stated that IT should be treated the same as a department head.

M. Dobson asked if IT would include the maintenance of the Town website.

M. Pearson offered that currently the Town website was maintained by Town employees. To have proper maintenance of the Town website a specific IT professional would need to be hired. Realistically the Town needs to become proactive instead of reactive and keep up with technological advances, firewalls, and security. If the Town doesn't become proactive there is a chance that the dispatch contract with Atkinson could be lost, which would result in a loss of revenue to the Town.

M. Pearson offered that when a new server needed to be purchased there was no line item to cover it. Therefore, monthly payments needed to be made which included interest.

M. Pearson offered that he knows an IT professional who knows the Plaistow system and has institutional knowledge. However, that person is working for another company.

**There was a consensus that T. Moore will create an IT line item for CIP which will be reviewed at the next meeting.**

**AGENDA ITEM 4: Review of the CIP Preparation Guide dated July 23, 2019:**

T. Moore offered that the format of the CIP will be adjusted, and asked the Committee to review the CIP document and write down any questions or comments.

F. Hart commended T. Moore on a job well done regarding his refining of the CIP document last year.

**AGENDA ITEM 5: Review of Impact Fee account balances and notice to applicable department heads that some or all of the Impact Fees that may be expiring in 2019 and/or 2020:**

M. Pearson offered that the definition of a Capital Improvement shown on Page 5 includes computer facilities including all upgrades and replacements.

M. Dobson offered that in Section 3: CIP Committee Membership on Page 5, Bob Hamilton is to be the Budget Committee Alternate and J. DeRoche is to be the Budget Committee voting member. Currently these positions shown in this section are reversed and will need to be corrected.

T. Moore offered a brief review of the following sections of the CIP document:

Section 3: CIP Committee Membership

Section 4: Definition of Capital Improvement

Section 5: Preparation, Adoption, and Review of the CIP

Section 6: Classification of Projects

Section 7: CIP Department Request Form

Section 8: Comparison of Capital Expenses with Total Budgets

Section 8.2: Tax Bill Components

Section 9: Bonded Debt Service

Section 10: Cash Flow Analysis Templates

Section 11: Impact Fee Cash Flow Analysis

T. Moore offered that if the Committee looks at Public Safety, there is \$935 that is within the 13-24-month range.

F. Hart asked if the \$935 can be used to offset bond interest.

T. Moore explained the Public Safety Impact Fees nothing they consist of Fire Department, Police Department, and Fire Apparatus. He offered that there may be a meeting scheduled in August

2019 to adopt a new Public Safety Impact Fee Methodology as there needs to be a bit more work done with splitting the Impact Fee amounts.

T. Moore offered that approximately \$600 could be used to offset bond interest. However, \$335 would need to be used for Fire Apparatus.

#### Section 12: 2020-2025 CIP Projects:

### **AGENDA ITEM 6: Review of Highway Department capital needs and associated cash flow spread sheets:**

#### **Section 12.1: Highway Department**

##### Section H1D. Highway Department Equipment Expendable Trust Fund Deposit 2020-2025:

T. Moore offered a brief introductory review of the Highway Department Equipment Capital Reserve Cash Flow Spreadsheet for new Committee members.

F. Hart offered that the yearend balance shows a lot of extra cash to rollover year after year. She asked if there can be a restructure done to use cash flow better.

M. Pearson and the Committee reviewed the Highway Department Equipment Replacement Schedule and adjusted replacement years and figures based upon the current condition of vehicles and equipment.

While going over and adjusting figures in the spreadsheet, the Committee concluded that the figures on the overhead presentation didn't seem to be coming out quite right. T. Moore and D. Voss agreed that they would review the formulas where needed to make sure they are working correctly. All figures will be double checked for accuracy.

### **AGENDA ITEM 7: Review of Fire Department capital needs and associated cash flow spread sheets:**

#### **Section 12.2: Fire Department**

##### Section F1D. Fire Department Apparatus Capital Reserve Fund Deposit 2020-2025:

T. Moore offered a brief introductory review of the Fire Department Capital Reserve Cash Flow Spreadsheet for new Committee members.

M. Pearson and the Committee reviewed the Fire Apparatus Replacement Schedule and adjusted replacement years and figures based upon the current condition of vehicles and equipment.

T. Moore offered that Impact Fees can be used to offset some of the additional funds that will be needed in 2022.

M. Pearson offered that the generator problems on the tower truck have been fixed and that the ladder is tested by a 3rd party company.

F. Hart asked if the 3rd party inspector gives an estimate of the number of years before the truck needs to be replaced.

F. Hart offers that the goal is for the yearend balance of the Capital Reserve Fund to be as level funded as possible.

**AGENDA ITEM 8: Review of Police Department capital needs and associated cash flow spread sheets:**

**Section 12.3: Police Department**

M. Pearson offered that he would give T. Moore an updated copy of the Police Vehicle Capital Reserve Fund Cash Flow Spreadsheet.

M. Pearson offered a review of updates to be made to the Police Vehicle Capital Reserve Fund Cash Flow Spreadsheet and a review of the current status of the vehicles referenced.

M. Pearson offered that the Committee will not need to start looking at the replacement of vehicles until 2022. He offered that by zeroing out 2020, no warrant article will be needed.

T. Moore asked the Committee if there were any questions or comments.

Section F2CF.1: SCBA Capital Reserve Fund Cash Flow Part I and Part 2:

The Committee back tracked in discussion and offered discussion regarding Section F2CF.1: SCBA Capital Reserve Fund Cash Flow Part I and Part 2.

Section F3E. Fire Department Radio Replacement:

T. Moore recommended that \$15,000 be deposited into a capital reserve fund to be used to fund the Fire Department radio replacement.

D. Voss confirmed that the \$15,000 warrant article was approved in 2018.

There was a discussion regarding the life expectancy in years of the Fire Department radios and making sure that all radios remain compatible.

**There was a consensus to continue adding \$15,000 into the Capital Reserve Fund for the purpose of funding the Fire Department radio replacements.**

Section P1CF.1: Communication Radio Dispatching System Capital Reserve Fund Cash Flow Part 1 and Part 2:

T. Moore recommended that the Committee look at depositing \$25,000 per year starting in 2021.

M. Pearson offered that there is \$45,000 per year coming in from the Town's agreement with Atkinson. Even though the Town will be putting in \$25,000 per year, \$45,000 per year will be coming back from Atkinson.

F. Hart offered that the Capital Reserve Fund for the Police Department vehicle replacement will not need to be created until 2020.

Section P4CF.1: Management Information Computer System Cash Flow:

M. Pearson offered that the software is coming to its end of life and that soon there will be no support available. He offered that it is time to make a change to something that is more compatible.

**Section 12.4: Emergency Management Department**

M. Pearson offered that Emergency Management is in good shape and will be 100% funded by a grant.

**The next CIP Meeting will be held August 15, 2019.**

**ADJOURNMENT:**

There was no further discussion. The meeting adjourned at 8:10pm.

Respectfully Submitted,

Samantha Cote  
Recording Secretary