



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

**CAPITAL IMPROVEMENT PROGRAM COMMITTEE (CIP)  
MEETING DATE: August 15, 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, Excused*  
Francine Hart, *Board of Selectmen Rep*  
Julian Kiszka, *Board of Selectmen Rep*  
Maxann Dobson, *Budget Committee Rep*  
Jay DeRoche, *Budget Committee Rep, Excused*  
Geoff Adams, *Planning Board Alternate Rep, Absent*  
Bob Hamilton, *Budget Committee Alternate Rep*

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

**AGENDA ITEM 3: Review and Approval of the Capital Improvement Program (CIP) Meeting Minutes from July 23, 2019:**

*T. Moore appointed B. Hamilton as a voting member in J. DeRoche's absence.*

**\* M. Dobson moved, second by B. Hamilton, to approve the Capital Improvement Program (CIP) Meeting Minutes from July 23, 2019. There was no discussion on the motion. The vote was 5-0-0 (U/A).**

**AGENDA ITEM 4: Review of Revised Highway Department Capital Reserve Cash Flow spreadsheet:**

T. Moore offered a brief review of the revised Highway Department Capital Reserve Cash Flow spreadsheet.

B. Hamilton asked to briefly discuss the Impact Fee Cash Flow Analysis. He asked if some of the Public Safety Impact Fee can be used toward the replacement of Fire Department and/or Police Department vehicles.

D. Voss offered that a portion of the Public Safety Impact Fee is designated for the replacement of Fire Department apparatus. However, the Public Safety Impact Fee cannot be used toward Police Department vehicle replacements.

**AGENDA ITEM 4: Review of Revised Fire Department Capital Reserve Cash Flow spreadsheet:**

T. Moore offered a brief review of the revised Fire Department Capital Reserve Cash Flow spreadsheet.

F. Hart asked if the CIP Committee could take another look at the possibility of level funding of the Fire Department Capital Reserve Fund.

T. Moore offered that there is no problem with taking a look at conceptually level funding the Fire Department Capital Reserve Fund.

There was a discussion regarding the use, wear and tear, and replacement of the Fire Department's tower truck. It was discussed that the 1991 tower truck was purchased used.

T. Moore offered that will M. Pearson will discuss with the Fire Chief to see if the replacement of the tower truck can be pushed out.

M. Pearson suggested that there needs to be an assessment done of all vehicles and an inspection of the ladder on the tower truck to what condition they are in currently. Once an inspection of the ladder is completed, if the inspection is failed, there will need to be a decision made as to whether it is practical to just replace the ladder or replace the truck entirely.

M. Dobson asked if a new ladder can be purchased and placed on a different truck.

M. Pearson offered that he does not currently know the answer to that question.

B. Hamilton offered his opinion that it does not seem practical to put a new ladder on a 1991 truck. It is possible that the cost to replace the ladder could be half the price of purchasing a new truck.

T. Moore offered that he will look at the possibility of changing the annual deposit made to the Fire Department Capital Reserve Fund to \$100,000 per year.

T. Moore offered that the reason the spreadsheet goes out so far in years is that the first twenty-five (25) years may look good but the second cycle would show when things start to go bad.

T. Moore asked if the Committee had any additional questions or comments.

**AGENDA ITEM 5: Review of Revised Police Department Capital Reserve Cash Flow spreadsheet:**

T. Moore offered that changes have been made to the spreadsheet for all years that were previous shown as orange and red. The revised spreadsheet spreads out the fleet mileage. In 2024 there will be two (2) vehicle replacements, in 2025 there will be one (1) vehicle replacement, and in 2026 there will be one (1) vehicle replacement.

M. Pearson offered that it is expected that new lease arrangements will be initiated in 2023. There was one (1) vehicle replacement done in 2019. He offered that the Town will not need to go to the tax payers for another three (3) to four (4) years, as there is nothing more needed at this time.

There was a discussion that asset forfeiture will bring in additional funds.

There was a brief discussion on the current number of detail vehicles and the number of patrol vehicles.

M. Pearson offered that the 2019 Dodge Charger currently shows as a detail vehicle on the spreadsheet which is incorrect, as it is actually a patrol vehicle. There are four (4) detail vehicles and four (4) patrol vehicles.

**AGENDA ITEM 6: Review of Library Capital Reserve Cash Flow spreadsheet:**

There was a discussion regarding the current allocations of Capital Reserve Funds in regard to routine expenses, expenses coming up within the next five (5) years, and unexpected expenses.

There was a discussion about the need of creating additional Capital Reserve line items for additional Town buildings such as the Town Hall so that funds are not being taken from the Contingency Fund when expenses present themselves.

There was a discussion that it is more practical to create new Capital Reserve Funds rather than trying to do a change of use for an existing Capital Reserve Fund.

It was discussed that the Committee may want to discontinue the Capital Reserve Fund for unexpected building-related expenses in favor of creating a Capital Reserve Fund for building maintenance. This would be proactive, instead of reactive.

T. Moore offered that the Library has fees and late charges which help to bring in additional revenue.

F. Hart recommended changing the scheduled yearly deposit to \$40,000.

F. Hart asked if Library Trustee Funds are designated for a specific purpose.

T. Moore offered that he believes that the contributions made by Friends of the Library get directed toward a specific need.

F. Hart offered that Page 62 of the current Town Report shows a remaining balance of \$235,000 which can be used to offset deficits in the future.

B. Hamilton offered that there was a meeting with Cab Vinton, Library Director and Jim Peck, Budget Committee where it was discussed that there are some specific items that those who made the donation, would like to be spent in a specific way. The remaining funds don't necessarily have a specific requirement. He offered that it is important to make sure that the roof of the Library can be replaced/repared when needed.

J. Kiszka asked if the Committee can get more information on what donated funds are used for.

F. Hart offered that a trend has been seen year after year that the voters are approving less for Capital Reserve funding.

***\* There was a consensus to change the scheduled deposit for the 2020 Library Capital Reserve Fund to \$40,000, and to work to get answers from C. Vinton as to what funds can be used for and then change the scheduled deposit for future years accordingly.***

M. Pearson offered that there is currently \$58,000 available to replace books. Therefore, there should not be a need to have a line item for the Town to replace books. The Board of Selectmen (BOS) can request a deduction and ask the Library to draw funds from the \$58,000 that is currently available.

M. Pearson offered that the Library previously came and asked for \$2,300 to be taken from the Contingency Fund to pay for a repair that was needed. The funds should come from their Capital Improvements Program (CIP) rather than taking it from the Contingency Fund.

T. Moore asked if the Committee had any additional questions or comments relating to the Library.

#### **AGENDA ITEM 7: Review of New Information Technology Capital Reserve Cash Flow spreadsheet:**

There was a review and discussion regarding the new Information Technology Capital Reserve Cash Flow spreadsheet.

T. Moore offered that the figures that have been plugged in are place holders which are expected to be adjusted based upon the Committee's discussion and comments.

M. Pearson offered that there does not need to be a line item for the Library. He asked T. Moore for an explanation of what alarms and monitors refer to.

T. Moore offered that detectors and monitors refer to security alarms and computer monitors.

M. Pearson offered a review of the Town buildings that have security alarms and the ones that do not.

M. Pearson offered a review of line items in the spreadsheet and offered suggestions for line items that can be removed, reduced, or modified. He offered that there will be a review done of all equipment, and once completed, there can be estimates given in regard to the expected life of each item. He offered that the Town is currently paying some hefty costs for the leasing of printers, scanners, and copiers. The funding of the Information Technology Capital Reserve Fund will allow the Town the opportunity to look into the purchase of equipment rather than leasing.

**AGENDA ITEM 8: Review of proposed Warrant Article for the creation of the new Information Technology (IT) Capital Reserve Fund:**

T. Moore offered a brief review of the proposed Warrant Article for the creation of the new Information Technology (IT) Capital Reserve Fund.

There was a brief discussion of the high and low figures estimated for the yearly funding of the Information Technology (IT) Capital Reserve Fund.

J. Kiszka asked how the proposed Warrant Article can state "all buildings" if the Library is to be excluded.

T. Moore offered that there needs to be a level of caution in putting restrictions in a Warrant Article. He stated that you don't want to create a restriction or take something out in case it is needed in the future. You don't want to take something out and then need it five (5) years from now.

M. Pearson offered an explanation of the need for the Information Technology (IT) Capital Reserve Fund.

T. Moore offered that although the agenda for the meeting included Energy, Transportation, Buildings, and Recreation, those topics will be discussed at the next CIP Meeting to be held on September 12, 2019.

T. Moore offered a review of the e-mail from Paul Lucia, Building Maintenance Supervisor for Plaistow, dated August 8, 2019.

T. Moore offered that based upon P. Lucia's recommendation, he will work on the language needed to create the new Capital Reserve Fund needed for building maintenance. He will also work on the language needed to remove the Capital Reserve Fund for unexpected expenses.

T. Moore asked the Committee if they had any additional comments or questions.

There was no further discussion. The meeting adjourned at 8:00pm.

Respectfully Submitted,  
Samantha Cote  
Recording Secretary