



**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
CAPITAL IMPROVMENTS PLAN (CIP) COMMITTEE**

**SEPTEMBER 20, 2019 8:00 AM**

**NORTH HAMPTON TOWN HALL**

***DRAFT MINUTES***

CIP MEMBERS PRESENT: Chairman Nancy Monaghan - Planning Board Rep, Scott Baker - School Board Rep, Cynthia Swank – Citizen Rep/Planning Board, Rick Stanton, Budget Committee Rep, Clifton Jones – Citizen Rep/Budget Committee

EXCUSED: Larry Miller - Select Board Rep, Jacqui Brandt – Library Trustee Rep, Chuck Gallant – Citizen Rep/Select Board

ALSO PRESENT: Town Administrator Bryan Kaenrath

**AGENDA**

Chairman Nancy Monaghan called the final meeting of the CIP Committee to order at 8:00 am.

**Review CIP Report for FY2021-2026**

*Editorial Note: This video tape started with the meeting already in progress.*

Chairman Monaghan reviewed the changes requested by the Library Trustees through Jacqui Brandt and said her key issue was to separate as much as possible the dollar amounts for the two different Library Plans (Library Plan vs. Miller Plan). She said she tried to make all the changes requested and to keep totally separate how to deal with the issue of Town Offices. Mr. Baker mentioned significant cost changes in the Miller plan, and Chairman Monaghan said it was noted in the report that it was based on information as available at the time and changes would follow.

**Group Live Updating of Final Report**

*Town Administrator Kaenrath made the changes directly they were agreed on, which were projected to a screen for Committee members to view.*

Ms. Swank recommended changing “earlier proposed floor plans on the Homestead” to *earlier proposed plans*, in several instances in the report, and on page 5 “unallocated fund balance” was changed to *surplus*

(unallocated) funds, for clarity. Mr. Baker recommended changing the “50% increase of space” in the Library to 100%, and the Committee agreed to change it to *doubling the space*. Ms. Swank asked that fiscal years 2019 and 2020 be separated in the last paragraph on page 6; the Town’s responsibility to keep citizens informed about “flooding issues” was corrected to *flooding emergencies*.

Mr. Stanton suggested emphasizing improvements to the saltmarsh environment as “significant” on page 4 of the report. Ms. Swank questioned whether “estimated useful life in excess of 2 years” (pages 11 & 12) was accurate and asked the number be verified. Chairman Monaghan said she would take the responsibility to get the answer today. Mr. Baker corrected “no taxation by residents” to *no added taxation by Warrant Article* on page 13 and other instances in the report; recommended ambulance fees in the Capital Reserve Fund corrected to read *should be able to handle* all equipment purchases. Ms. Swank asked that “Equipment Fund” be corrected to *Vehicle Apparatus Fund* to match the narrative.

Mr. Baker suggested altering the caption under the Fire Department Ladder Truck on page 15, and Ms. Swank asked that the caption under the Police Cruiser on page 20 be moved down. Ms. Swank questioned the inclusion of Document Management in the report, and it was recommended to take it out. Mr. Baker asked if the CIP Committee wanted to recommend to the Select Board to provide some kind of cost estimates for the Miller Plan for the Library. Chairman Monaghan said she sent a copy of each section to relevant departments to make sure there were no errors incorporated in the Draft Report. Ms. Swank added that what she sent the Select Board clearly said real numbers were needed.

Chairman Monaghan stated for the record that some of the information in the report is repeated in different sections on purpose to catch readers only reading portions. She said next in the report are 4 pages of Library drawings and their projected budget; about 10 pages of drawings and reports for the Miller Plan; page 53 schedule of all Capital requests; page 54 overall chart for requests. Appendix A Town Facilities follows, then history of Town Campus Planning, and the last 3 pages are new picking up where they left off last year.

Ms. Swank asked that the caption “Proposed Public Safety Building” be added under that image on page 60, and Chairman Monaghan said this version was the Proposed Public Safety Building on the 2016 Warrant. On page 64 under the Miller Plan “all the building’s needs” was changed to *all town buildings*. The last pages of the report covered the 15-year Road Plan for the Department of Public works.

**Motion:** To approve the CIP Report as amended this morning.

**Motioned:** Mr. Stanton

**Seconded:** Ms. Swank

**Vote:** Motion approved by a vote of 5-0

Chairman Monaghan stated that with the amendments made today, this is the final version of the CIP Report for FY2021-FY2026.

#### **Select Board Presentation Date**

Chairman Monaghan asked that those who wished to wait for the final version later today would have until next Friday at noon to sign. The Final CIP Report would then go to the Select Board on Monday,

September 30, 2020, in time for the October 1<sup>st</sup> deadline, Town Administrator Kaenrath will forward the final version, and she will add the “useful life” (2 or 3 years) once she finds out. Mr. Baker asked about incorporating material changes after the report is issued and the Committee agreed to leave the report “as of August 29, 2020”.

**Approve Meeting Minutes of August 29, 2019**

*Not covered on the Videotape.*

**Any Other Item that may Legally come before this Committee**

**Adjournment**

Chairman Monaghan adjourned the meeting at 9:25 am.

Respectfully submitted,

Patricia Denmark, Recording Secretary