

TOWN OF NORTH HAMPTON  
CAPITAL IMPROVEMENTS PLAN COMMITTEE  
MINUTES

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REGULAR MEETING, SEPTEMBER 22, 2017 at 8 A.M.  
EXECUTIVE CONERENCE ROOM  
NORTH HAMPTON TOWN OFFICES  
233 ATLANTIC AVENUE  
NORTH HAMPTON NH

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Nancy Monaghan, Presiding Officer, called the meeting to order at 8 a.m.

Members present:

Judy Day, Library Trustee

Vicki Jones, Citizen Member

Kathleen Kilgore, Select Board Representative

Laurel Pohl, Budget Committee Representative

James Sununu, School Board Representative

Cynthia Swank, Citizen Representative

Absent: Vice Chair Shep Kroner, Citizen Member

Staff present: Paul Apple, Town Administrator

Residents present: Larry Miller, Select Board Member; Rick Stanton

Copies of the 15-year Road Maintenance Plan to be appended to the CIP Plan, were distributed. Ms. Monaghan said Mr. Miller has asked to speak to the Committee, and she invited him to do so.

Mr. Miller briefly discussed the fact that the town building plans had not been successful and said the town needs more land to accommodate all the building needs. He urged the Committee to include "land and buildings" in its wording regarding the suggestion in the report that the Town start a capital reserve fund to save for the building project. He said such a plan is needed so the Town could prepare for purchasing land when it becomes available.

Cynthia Swank asked if the Select Board would have authority to buy land using funds in a capital reserve account. Kathleen Kilgore said it should be put to a town vote. Rick Stanton said the Select Board would have to follow the RSA and have a public hearing.

Mr. Miller left the meeting at 8:15.

Laurel Pohl said she does not agree to use the wording "land and buildings" in the report. James Sununu said the current language in the report regarding the "municipal buildings project" is broad language and the Select Board can define it fully.

Discussion followed. Swank made a motion to accept Sununu's suggestion that the language in the final draft be retained, seconded by Judy Day. Kilgore said she still needs time to look at the draft. Sununu said there is no need to review the language, what he proposes is retaining what's already written in the report. Swank withdrew her motion, and Day withdrew her second.

### **Final review**

The Committee began a page-by-page review of the final draft. It was displayed on the wall as Paul Apple made the edits for everyone to see and approve. Pohl made a motion to have all suggested changes in writing, there was no second and the motion failed.

Sununu noted a change on Page 3, the priority chart. The School's gas line/boiler project was corrected from \$342,000 to \$372,000 and the total taxable amount corrected to \$222,000.

Page 12, last paragraph: Kilgore objected to the wording about the Library specifically that the CIP "does not recommend a separate project." Others felt the paragraph was confusing and it was edited to the satisfaction of all present. Kilgore made a motion to approve the language and all voted in favor.

Pohl moved that all individual changes to the draft be circulated to the Committee in a final document for Committee members to review and that another meeting be held Friday, 9/28 for the Committee's final approval. Seconded by Day. Voting in favor: Day, Kilgore, Pohl. Opposed: Jones, Monaghan, Sununu, Swank. Motion failed.

(Mrs. Kilgore left the meeting at 9 a.m. and Mr. Apple was called away at the same time. Judy Day volunteered to continue taking the minutes.)

Cynthia asked what happened at the NHMA budget work shop. Laurel said that it was a great workshop. It was suggested that we get the handouts from the workshop. Judy volunteered to call the NHMA. There was also mention of a mechanism used across the board,--a Rolling Stock Plan.

page 22, paragraph 4: This paragraph was rewritten at Laurel's request and with the approval of the Committee members to say:

"The CIP Committee suggests that the Select Board consider an alternative manner of funding for the DPW vehicles to avoid financing costs and to avoid spikes in years when expensive equipment is scheduled for replacement. Most DPW equipment is funded through a seven-year lease/purchase arrangement, and this alternative method is to establish a capital reserve fund and submit a yearly warrant article for approximately \$35,000 to cover the cost of DPW vehicles that come due for replacement. See Schedule 5.2 for a full listing of DPW vehicles with replacement schedules."

The intended attachment of a chart showing the effects of this proposal was removed from this

paragraph as it was not completed.

2) page 26: inquire with Hub about whether the VIN # column is necessary. If not delete it; if it is necessary, request a correction from him on the duplicate VIN # for first two vehicles.

3) page 27, paragraph 4: change second sentence to read "Its capacity is 89 but it could hold up to 120."

4) page 27, paragraph 5: change the last sentences to read "This van was requested but was not recommended by the Select Board. A citizens' petition was brought last year but that warrant article failed at the Town Election.

5) page 27, paragraph 6: change "the Town of Rye" to "Rye Senior Serve." These changes were agreed upon as were all other changes to the paragraph.

6) page 31: correct cost for school boilers is \$372,000.

7) page 32, paragraph 4: delete "without expansion"

8) page 32, paragraph 5: Replace first two sentences with the same language used regarding the Library on page 12.

9) page 35: remove double asterisk from boiler replacement project

10) page 36: remove asterisks from 2<sup>nd</sup> and 3<sup>rd</sup> lines

**James made a motion to approve the changes placed into the text by Nancy. Cynthia seconded the motion. Yes: Vicki, Nancy, Judy, James, Cynthia. No: Laurel** Laurel said that she would not approve something that she could not see in hard copy. Nancy said that Laurel could come into the office and read the final report and then sign if she feels that she wishes to do so.

There was a discussion about the dates included in the section relating to the van. Cynthia said that the van was requested in 2015. In 2016 the van didn't show up at all in the CIP. Instead there was a citizen's petition put forth to obtain a van. The warrant for this failed. Mrs. Kilgore had said that she would continue to investigate how Rye's nonprofit ( which includes the van) is set up.

During discussion of the facilities, Cynthia stated that if town administration went into the current library building the building would **have** to be expanded.

Nancy and Cynthia will complete the final version over the weekend and email to all. The hardcopy version will be placed in the town office.

Nancy will notify those who have not signed and they may come into the office to read it and sign it if they wish to do so.

Nancy will present the final version to the Select Board and will contact the Chair of the Budget Committee, Jonathan Pinette, about the Budget Committee's schedule.

Meeting adjourned at six minutes past ten.

Judy Day (for this section)

Ms. Pohl requested that her minutes be attached to the official minutes of the Sept 22nd meeting of the CIP. Her proposed changes were considered and voted on and will be reflected in the official minutes. This is a cover page for Ms. Pohl's minutes.

Judy Day, Acting Secretary, North Hampton, CIP 11/21/17

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2 CAPITAL IMPROVEMENTS PLAN COMMITTEE  
3 MINUTES  
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8 NORTH HAMPTON TOWN OFFICES  
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14 Nancy Monaghan, Presiding Officer, called the meeting to order at 8 a.m.

15  
16 Members present:

17 Judy Day, Library Trustee

18 Vicki Jones, Citizen Member

19 Kathleen Kilgore, Select Board Representative

20 Laurel Pohl, Budget Committee Representative

21 James Sununu, School Board Representative

22 Cynthia Swank, Citizen Representative  
23

24 Absent: Vice Chair Shep Kroner, Citizen Member  
25

26 Staff present: Paul Apple, Town Administrator  
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28 Residents present: Larry Miller, Select Board Member; Rick Stanton  
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30 Copies of the 15-year Road Maintenance Plan to be appended to the CIP Plan, were  
31 distributed. Ms. Monaghan said Mr. Miller has asked to speak to the Committee, and she  
32 invited him to do so.  
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34 Mr. Miller briefly discussed the fact that the town building plans had not been successful  
35 and said the town needs more land to accommodate all the building needs. He urged the  
36 Committee to include "land and buildings" in its wording regarding the suggestion in the  
37 report that the Town start a capital reserve fund to save for the building project. He said  
38 such a plan is needed so the Town could prepare for purchasing land when it becomes  
39 available.  
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41 Cynthia Swank asked if the Select Board would have authority to buy land using funds in  
42 a capital reserve account. Kathleen Kilgore said it should be put to a town vote. Rick  
43 Stanton said the Select Board would have to follow the RSA and have a public hearing.  
44

45 Mr. Miller left the meeting at 8:15.  
46

Laurel Pohl 11/17/17 2:49 AM

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Laurel Pohl 11/17/17 3:33 AM

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Laurel Pohl said she does not agree to use the wording "land and buildings" in the report. James Sununu said the current language in the report regarding the "municipal buildings project" is broad language and the Select Board can define it fully.

Discussion followed, and Swank made a motion to accept Sununu's suggestion that the language in the final draft be retained, seconded by Judy Day. Kilgore said she still needs time to look at the draft. Sununu said there is no need to review the language, what he proposes is retaining what's already written in the report. Swank withdrew her motion, and Day withdrew her second.

Nancy Monaghan inquired about the PWD Equipment Capital Reserve proposal. Laurel Pohl replied that it had not been finished for the following reasons:

- 1) Hub had expressed his reluctance and concern that a warrant article to establish a capital reserve account would compete with his proposed capital request for the Dump Truck in the same year.
- 2) The research to replace the original purchase price figures in the original spreadsheet, with replacement cost figures had not been completed, and
- 3) Guidance of the Committee was needed with regard to whether or not the committee desired to have a) competing warrant articles, or b) move one or the other capital proposals to a subsequent year.

Nancy Monahagn commented that Laurel had two weeks to complete this work. Laurel countered that she certainly did *not* have two weeks to complete the work. She informed Nancy that: after the last CIP meeting she had a discussion with the PWD Department Head, in which she indicated that the original purchase cost figures in the spreadsheet needed to be updated to reflect replacement cost figures. She had agreed to go over his figures the following Friday and it wasn't until the following Friday that she learned that the replacement cost research was not done, and because of her work schedule, that only left the weekend for *her* to research replacement cost information for all of the PWD equipment. Laurel suggested that the committee could extend its current schedule to allow another week to complete the research and update the chart. Nancy replied that the committee was not going to have any more meetings and reiterated that this was the final meeting of the committee.

#### **Final review**

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Page 12, last paragraph: Kilgore objected to the wording about the Library specifically that the CIP "does not recommend a separate project." Others felt the paragraph was confusing and it was edited to the satisfaction of all present. Kilgore made a motion to approve the language and all voted in favor.

Laurel Pohl 11/17/17 2:01 AM

**Deleted:** with Pohl saying she wants two weeks to review the final report.

Laurel Pohl 11/17/17 12:48 AM

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Laurel Pohl 11/21/17 10:01 AM

**Comment:** There is something missing here the minutes do not capture why Cynthia withdrew her motion.

Laurel Pohl 11/17/17 3:12 AM

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Laurel Pohl 11/17/17 3:00 AM

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Laurel Pohl 11/17/17 2:18 AM

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Laurel Pohl 11/17/17 3:02 AM

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1 Pohl moved that all individual changes to the draft be circulated to the Committee in a  
2 final document for Committee members to review and that another meeting be held  
3 Friday, 9/28 for the Committee's final approval. Seconded by Day. Voting in favor: Day,  
4 Kilgore, Pohl. Opposed: Jones, Monaghan, Sununu, Swank. Motion failed.

Laurel Pohl 11/17/17 2:11 AM

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5  
6 (This section is out of order -- see line 10 on page 5, which indicates that Kathy was still  
7 present and participating in the meeting. Move lines 30-46 on page 3, lines 1-16 on page  
8 4, and lines 7-11 on page 5, here).

9  
10 (Mrs. Kilgore left the meeting at 9 a.m. and Mr. Apple was called away at the same time.  
11 Judy Day volunteered to continue taking the minutes.)

12  
13 (The following occurred at the end of the meeting)

14 Cynthia asked what happened at the NHMA budget workshop. Laurel said that it was a  
15 great workshop and relayed some of the highlights that she took away from the event. It  
16 was suggested that we get the handouts from the workshop. Judy volunteered to call the  
17 NHMA. Laurel Pohl passed on the NHMA recommendations regarding capital  
18 equipment purchases from the budget workshop and stated that these recommendations  
19 were exactly the same methodology that she had proposed for the Highway Department  
20 equipment. She noted that these were called "Rolling Stock Plans" and that many towns  
21 in New Hampshire from large to small towns, across the board, use capital reserve  
22 accounts as a mechanism to eliminate financing costs and to reduce variation in the  
23 impact to the tax rate when purchasing large equipment and minimizing the cost of  
24 maintaining fleets of vehicles and other equipment.

Laurel Pohl 11/17/17 2:11 AM

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Laurel Pohl 11/17/17 12:42 AM

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mechanism used across the board,--a Rolling  
Stock Plan.

25  
26 page 22, paragraph 4:

27 Laurel reiterated her request that the committee extend its schedule to allow enough time  
28 to complete the research into replacement costs for the PWD equipment. She added that  
29 this would allow time for the committee to review the updated chart and to decide how it  
30 wanted to approach the issue of competing warrant articles, as well as to review the  
31 proposed changes to the CIP made in today's meeting. Nancy Monihagn indicated that  
32 she had other commitments and that "after that, [she was] toast". Laurel asked what  
33 Nancy meant by her comment: "after that, I am toast." and Nancy replied that she was  
34 going on vacation.

Laurel Pohl 11/17/17 12:42 AM

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35  
36 Laurel suggested that, as an alternative, the committee could simply put language in the  
37 CIP narrative that suggested following a Rolling Stock Plan and she would provide the  
38 chart with updated replacement cost figures when the research was complete. James  
39 stated that there were mistakes in the spreadsheet with regard to the expected finance  
40 costs savings, and he would not approve anything he had not seen. The discussion  
41 concluded with the committee's concurrence to put language in the CIP narrative that  
42 simply suggested creating a capital reserve account and placing approximately \$35,000 in  
43 that capital reserve account annually, rather than financing all PWD equipment by means  
44 of lease/purchase agreements.

1 This paragraph was rewritten at Laurel's request and with the approval of the Committee  
2 members to say:

3 "The CIP Committee suggests that the Select Board consider an alternative manner of  
4 funding for the DPW vehicles to avoid financing costs and to avoid spikes in years when  
5 expensive equipment is scheduled for replacement. Most DPW equipment is funded  
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7 establish a capital reserve fund and submit a yearly warrant article for approximately  
8 \$35,000 to cover the cost of DPW vehicles that come due for replacement. See Schedule  
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40 **James made a motion to approve the changes placed into the text by Nancy.**

41 **Cynthia seconded the motion. Yes: Vicki, Nancy, Judy, James, Cynthia. No:**

42 **Laurel** Laurel said that she would borrow James' comment and stated that she would  
43 not approve something that she had not seen. Cynthia commented that Laurel did not  
44 have to sign the CIP document and added that it would not be the first time that there  
45 were blank spaces instead of signatures. Laurel commented that if she disagreed with the  
46 CIP document, she certainly would not leave the signature page blank. Nancy said that

Laurel Pohl 11/17/17 2:29 AM

**Deleted:** Laurel did not have it

Laurel Pohl 11/17/17 12:58 AM

**Deleted:** could not see in hard copy



1 Laurel could come into the office and read the final report and then sign if she feels that  
2 she wishes to do so.

3  
4 There was a discussion about the dates included in the section relating to the van.

5 Cynthia said that the van was requested in 2015. In 2016 the van didn't show up at all in  
6 the CIP. Instead there was a citizen's petition put forth to obtain a van. The warrant for  
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8 ( which includes the van) is set up.

9 During discussion of the facilities, Cynthia stated that if town administration went into  
10 the current library building the building would **have** to be expanded.

11 Nancy and Cynthia will complete the final version over the weekend and email to all.

12 The hardcopy version will be placed in the town office.

13 Nancy will notify those who have not signed and they may come into the office to read it  
14 and sign it if they wish to do so.

15 Nancy will present the final version to the Select Board and will contact [the](#) Chair of [the](#)  
16 [Budget Committee](#), [Jonathan](#) Pinette, about the [Budget Committee's](#) schedule.

17 Meeting adjourned at six minutes past ten.  
18

Laurel Pohl 11/17/17 1:00 AM

**Deleted:** Judy Day (for this section)