

**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE  
CAPITAL IMPROVEMENT PLAN COMMITTEE MINUTES**

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REGULAR MEETING . July 21, 2017 . 8:00 A.M.  
Chevalier Building - Town Offices  
233 Atlantic Avenue

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The meeting was called to order by the Chair, Nancy Monaghan at 8:00 a.m.

In attendance were:

Judy Day, Library Trustee Representative  
Vicki Jones, Citizen Representative  
Cynthia Swank, Citizen Representative  
Laurel Pohl, Budget Committee Representative  
James Sununu, School Board Representative  
Michael Tully, Fire Chief and Deputy Town Administrator  
Michael Maddocks, Police Chief

Absent were Kathleen Kilgore, Shep Kroner, and Paul Apple.  
Also attending were Rick Stanton and Frank Ferraro

In Paul Apple's absence Vicki Jones volunteered to do the minutes.

Chief Maddocks presented the Police Department's Capital Improvement Requests. Ms. Monaghan asked for clarification about the Cruiser Rotation schedule which the Chief is asking to be changed. The CIP in 2015 approved a replacement schedule of 2 each year for three years and then 1 in the fourth year (2:2:2:1). This was to ensure that all vehicles were within warranty. The vehicles came with a 36,000 mileage warranty. Vehicles must be replaced between 80,000 - 100,000 miles to ensure they are in a state of readiness.

Due to the lower-than-anticipated mileage on the current fleet, the unanticipated addition of a new vehicle this year (replacing two higher-mileage vehicles that sustained accidents last year), and the build-up of the Revolving Fund, the Chief is proposing a new vehicle rotation of 1 per year (skipping 2020): 1 in 2019, 1 in 2021, 1 in 2022, 1 in 2023, 1 in 2024. To ensure that the vehicles are cost effectively maintained the department is purchasing a 100,000 mile warranty and extended service plan for \$1540

per vehicle. Chief Maddocks said he began investigating options beyond the 2:2:2:1 schedule about a year ago, and he believes this new schedule, with the premium warranty will be sufficient. The cost of the vehicle proposed for FY 2019 is \$37,000, lower than the normal cost because a full law-enforcement equipment setup (radios, lights, etc) is not necessary because of existing inventory that can be used in that vehicle. Normally, the additional cost for the law enforcement set up is \$14,000.

The committee discussed the maintenance costs for the vehicles and the vehicle rotation schedule, including the car coming out of service for use by the Building Inspector. The police department will begin a more detailed tracking of maintenance expenses per vehicle and will provide it next year for the CIP review of this proposed new schedule.

Ms. Swank asked what the impact of the Rail Trail would be. Chief Maddocks and Chief Tully stated that the current 4 wheel drive vehicles and the Forestry Truck are adequate for accessing the trail.

Ms. Swank also asked that Police Department documents be sent in individual links to ease the CIP report spreadsheet completion.

Ms Monaghan then thanked Chief Maddocks for his long service to the Town on his retirement and wished him well.

The Committee reviewed the minutes of July 14, 2017. Two corrections were identified and agreed to, Cynthia Swank was present at the meeting and the typographical error ~~%served+for %served+~~ Ms. Pohl said she had not had time to read the minutes and asked that we consider allowing two weeks time to approve minutes. Ms. Monaghan said she would ensure henceforth that minutes are circulated to the Committee well in advance of each weekly meeting so they can be considered and approved in a timely manner. Judy Day moved to approve the minutes with the corrections, seconded by Cynthia Swank. The motion passed unanimously, Laurel Pohl abstaining.

Ms. Monaghan mentioned that the Committee will have to address the municipal buildings this year.

The meeting was adjourned at 9:05. Next meeting: Friday, July 28, 2017, 8:00 a.m. in the Town Offices Conference room.

Minutes prepared 7.22.2017  
by Vicki Jones