



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

JULY 10, 2020 8:00 AM

**MARY HERBERT MEETING ROOM
REMOTE MEETING**

APPROVED MINUTES

MEMBERS PRESENT: Nancy Monaghan – Planning Board Rep

VIA ZOOM: Cynthia Swank – Citizen Rep/Planning Board, Margaret Delano – Budget Committee Rep, James Sununu – Select Board Rep, Kathleen Kilgore – Library Trustees Rep, Chuck Gallant – Citizen Rep/Select Board

EXCUSED: Erin Stanton – School Board Rep, Clifton Jones – Citizen Rep/Budget Committee,

ALSO PRESENT: Town Administrator Michael Tully

AGENDA

Nancy Monaghan welcomed everyone to the July 10, 2020 meeting of the Capital Improvements Plan (CIP) Committee and called the meeting to order at 8:30 am.

Members: Margaret Delano-Budget Committee Rep, Chuck Gallant-Citizen Member/Select Board, Clifton Jones-Citizen Member/Budget Committee, Kathleen Kilgore-Library Trustees Rep, James Sununu-Select Board Rep, Cynthia Swank-Citizen Member/Planning Board, and Erin Stanton-School Board Rep

Election of Officers

Nominations for CIP Committee Chairman

Ms. Swank nominated Nancy Monaghan as Chairman of the Capital Improvements Plan (CIP) Committee.

Roll-Call Vote: Cynthia Swank-aye, James Sununu-aye, Kathleen Kilgore-aye, Chuck Gallant-aye, Margaret Delano-aye

Nomination approved unanimously and *Nancy Monaghan* was elected as *Chairman of the Capital Improvements Plan (CIP) Committee*.

Nominations for CIP Committee Vice-Chairman

Chairman Monaghan nominated Cynthia Swank as Vice-Chairman of the Capital Improvements Plan (CIP) Committee.

Roll-Call Vote: Margaret Delano-aye, Chuck Gallant-aye, Kathleen Kilgore-aye, James Sununu-aye, Nancy Monaghan-aye

Nomination approved unanimously and *Cynthia Swank* was elected as *Vice-Chairman of the Capital Improvements Plan (CIP) Committee*.

Review CIP Responsibilities and Procedures

Chairman Monaghan said the charge of the Capital Improvements Plan (CIP) Committee is to review all Capital projects for the Town and recommend to the Select Board for priority items for upcoming fiscal year per RSA 674:5. She said they review all Capital projects from departments, Library, School, and this year Town Administration and Channel 22. She said the CIP Committee is advisory only with the purpose to advise the Select Board on a 6-year Capital Plan (FY2022-FY2026) The Select Board decides which ones to approve for the current year FY2022 and how they will be funded; the Committee can recommend but has no authority other than prioritization.

Finalize 2020 Meeting Schedule

Chairman Monaghan said procedurally there will be 7 presentations this year starting next week July 17, 2020, with Fire, Police, and Department of Public Works on the agenda. The following week, July 24, 2020: Town Administration, Channel 22, Library, and School. At the July 24th meeting the Committee will prioritize by consensus, or by vote if disagreement; any objections please speak up. Each project will be tagged as either a safety issue, urgent need, or preservation of assets.

Chairman Monaghan said if everything is covered at the July 24th meeting they will not meet again until September during which time the report will be written. They will revise the draft report, which will be provided the week before the meeting, and edit the language of the Final Report on-screen with live editing. The Final Report is due the Select Board on October 1, 2020.

Questions: Vice-Chair Swank asked who would be taking minutes at the meeting, and Chairman Monaghan said the person who does it for the Town. She said she will advance the paperwork for the next meeting on Tuesday and the same for the following week.

Discussion of Projects Proposed by CIP

Chairman Monaghan suggested Committee members look at last year's CIP Report starting on page 7 with the list of projects starting with Coakley Landfill and read those sections before the next meeting. She said they will be discussing whether they want to make further recommendations on those projects or others for this report. She advised new members that each Department Head will take as many questions as they want to ask.

Capital Improvements Plan (CIP) Committee

July 10, 2020

Vice-Chair Swank said she was interested in whether the Town and School have Capital projects related to COVID-19 and if those will be listed separately, and asked if the Town expected to have any numbers relating to the Town Campus, specifically on the Library. Town Administrator Tully said for CIP he planned to provide a schedule with the years and TBD under the price. He said the Select Board has not provided any dates has made no definite decisions on the direction they want to go. He said in his CIP Plan the years will be fluid and may change. Chairman Monaghan asked if the Library will have any Capital projects, and Mrs. Kilgore said she believed they will.

Approve Meeting Minutes of September 20, 2019

Motion: To accept the CIP Meeting Minutes of September 20, 2019 as proposed.

Motioned: Vice-Chair Swank

Seconded: Mr. Gallant

Roll-Call Vote: Margaret Delano-aye, Chuck Gallant-aye, Kathleen Kilgore-abstain, James Sununu-abstain, Cynthia Swank-aye, Nancy Monaghan-aye

Motion passes by a vote of 4-0, with 2 abstentions

Any Other Item to Legally come before this Committee

Mrs. Kilgore asked if the next meeting would also be Zoom, and Chairman Monaghan said it looks like the next 2 meetings will be Zoom unless something changes. Mrs. Kilgore asked about possible paper handouts at the next meetings, and Chairman Monaghan said the usually do not get any paper work, and anything that comes in during the meeting will be emailed directly.

Next Meeting: Friday, July 17, 2020 at 8:30 am.

Adjournment

Chairman Monaghan adjourned the meeting at 8:49 am.

Respectfully submitted,

Patricia Denmark, Recording Secretary