



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

3 **JULY 19, 2019 8:00 AM**

4 **MARY HERBERT ROOM, TOWN OFFICES**

5 ***DRAFT MINUTES***

6
7
8 CIP MEMBERS PRESENT: Chairman Nancy Monaghan - Planning Board Rep, Scott Baker - School Board
9 Rep; Larry Miller - Select Board Rep, Jacqui Brandt – Library Trustee Rep, Cynthia Swank – Citizen
10 Rep/Planning Board, Chuck Gallant – Citizen Rep/Select Board, Rick Stanton, Budget Committee Rep,
11 Clifton Jones – Citizen Rep/Budget Committee

12
13 ALSO PRESENT: Town Administrator Bryan Kaenrath
14

15 **AGENDA**

16
17 Chairman Nancy Monaghan called the July 19, 2019 CIP Committee Meeting to order at 8:00 am, followed
18 by the Pledge of Allegiance.

19
20 Chairman Monaghan said today they would review proposals from the North Hampton Library and from
21 the Town Administrator.

22
23 **LIBRARY CAPITAL PROJECTS**

24
25 Library Trustee Jacqui Brandt said Library Trustees Kathleen Kilgore and Sue Grant were also present. She
26 said they were trying to build a new Library and had a lot of support from the community. She said this
27 has been attempted over the last 30 years, and it was originally built in 1973 and only intended for 20-
28 year usage. She said in 1997 an Architect was hired to begin the renovation process and said there were
29 numerous attempts and numerous iterations of plans, none of which came to fruition. She said with their
30 current plan for renovation and expansion they are closer than the Town has ever been before.

31
32 Ms. Brandt said they had a rendition of what it might potentially look like with floor plans, etc. and they
33 had public input during the design process. She said the initial assessment was that the Library needed
34 approximately 10,000 square feet, and they planned to renovate the existing 5,000 square feet and add a
35 5,000 square-foot expansion. She said they were presented with a simplified budget with soft costs and a
36 construction budget, and said the bottom line not-to-exceed amount was roughly \$6.4 Mil. She said the

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37 Library has approximately \$1.1 Mil for this project and total funds needed, with no fund-raising or further
38 donations, would be approximately \$2.4 Mil. She said the number was fluid as they did expect
39 contributions.

40
41 Ms. Brandt said the Library strategy would be to ask for \$2.4 Mil and start building, and if they find they
42 are ahead they can make adjustments at that point. Chairman Monaghan asked how they planned to
43 make adjustments, and asked if they were expecting the \$2.4 Mil to be on a Warrant Article in March. Ms.
44 Brandt said they were expecting to have the Warrant in March, but it was impossible to know the fund-
45 raising number. She said they did not want to start the project and run out of money. Ms. Kilgore said
46 they were researching different finance options to pay down the bond. Chairman Monaghan stated that
47 they had \$805,662 in the Capital Reserve Fund, including all approved warrants and tax money, and
48 \$247,264 in Library donations. Ms. Brandt said the total roughly came to \$1, 052,926.

49
50 Mr. Baker asked how late in the process the \$2.4 Mil figure could be adjusted. Mr. Stanton said the Select
51 Board would have to decide that, and said a Town-sponsored Warrant would have to be done before the
52 Budget Committee in the first week of January, with a Public Hearing just for the bond article. Chairman
53 Monaghan asked when the fund raising would start, and Ms. Brandt said in August right after the
54 feasibility studies came in. Ms. Swank asked where the \$100,000 matching from the last warrant would
55 come in, and Ms. Brandt said it was not included. Ms. Kilgore said the Foundation pledged that money but
56 they did not yet have it. Ms. Brandt stated that their total cost was in the same ballpark as other libraries
57 planning expansions/additions. She said the existing building has new floors in the Craig Room, light
58 fixtures were replaced in 2017 for about \$80,000, and they had a new expanded septic system.

59
60 Mr. Stanton asked the length of the new building at the longest point and the width, as it looked like it
61 would go right up to the asphalt they have now, and if so the septic system would have to be dealt with.
62 Ms. Brandt said they needed a site plan showing where that falls and said she would get the information.
63 Mr. Baker said he believed the septic system was behind the building, and Ms. Brandt said she did not
64 believe they were interfering with the current leech field. Mr. Baker pointed out that the lines would have
65 to run under the building from the septic to the leech field. Ms. Brandt said they would rely on the
66 engineers to figure that out.

67
68 Mr. Stanton said the roof was south-facing and asked if they had considered solar, and Ms. Brandt said
69 they were looking at sustainability, and they had detailed options. Chairman Monaghan asked when that
70 would happen, and Ms. Kilgore said Ron Lamarre would be here next week with a list of options for them
71 to review. Chairman Monaghan asked if solar might be decided in the next month, and Ms. Brandt said
72 yes, but they would need to do a cost analysis to switch over to solar.

73
74 Ms. Swank asked if Ron provided a square-foot-cost of renovated space versus new space to show they
75 are saving money. Ms. Brandt said they got a very rough estimate but she would provide the information.
76 Chairman Monaghan said Ron thought by the time they start building next year, costs could increase to
77 \$3.7 Mil to \$4 Mil if the Warrant passes. Ms. Brandt stated the total amount was a not-to-exceed amount
78 from Ron Lamarre and was a guaranteed maximum. She said there could be some costs reductions, and
79 said their contractor BP&S would work with them to reduce costs where they could.

80

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81 Mr. Baker said he agreed that the Library was sub-par, but said he would rather see the Town build a new
82 Library on the Homestead Lot for the same cost. He said it made more sense than taking a 1970's building,
83 built to last 20 years, and renovating and expanding the structure. He said there would be more room for
84 parking and the Town would then have a second building they could use with no further financial
85 investment. He said it would be cheaper to renovate the building for Town Offices.

86
87 Chairman Monaghan said there was already a meeting set for Monday with the Select Board, and said it
88 was up to the Library Trustees how they wanted to move forward. Ms. Brandt said they had not even
89 been presented with that option, which would need to be done formally with some guarantees. Chairman
90 Monaghan said for their purposes this was the plan coming to the CIP Committee for this year. Mr. Gallant
91 asked if it was even feasible cost-wise to build a new building, and Ms. Brandt said she felt the cost would
92 be more.

93
94 Ms. Swank said parking had come up in listening sessions, and libraries who renovate and expand all say
95 they get more patrons and more usage, and felt they might want some idea of the percentage increase.
96 She added that the acoustics in Town Hall were not good and Ron had not provided money for an outside
97 consultant for acoustics. She said the new Library meeting room could be in demand for boards and
98 commissions and would need to be able to connect with Channel 22 and allow for people to be able to
99 hear. Ms. Kilgore said that was a conversation for the Library and the Select Board as to how much Channel
100 22 could expand services.

101
102 Chairman Monaghan said there were 14 spaces for parking, and Ms. Brandt said there were 16 spots and
103 they would have 26 with the surrounding area. Chairman Monaghan said that would include the Town
104 Clerk and Fire Department spaces. Mr. Baker said he found that problematic because if the Fire
105 Department moves forward with renovations the spaces would go away, and the Fire Chief had said with
106 the new Fire Station the trucks would come in from the rear. Chairman Monaghan said that was an
107 excellent point. Ms. Brandt said she assumed that whatever goes on the Homestead Property would have
108 parking as well for overflow. Mr. Baker said he ran some numbers for parking, and if Town regulations
109 apply to this building the required number of parking spaces would be 35. He said building a structure
110 twice as large as the existing, they should anticipate twice the number of patrons. Ms. Grant said they did
111 not foresee any problems with parking and the Library would have better services.

112
113 Chairman Monaghan said she understood they were proposing to build up to the lot-line of the
114 Homestead Property and asked if that had been discussed with the Select Board. Ms. Brandt said officially
115 it had not. Chairman Monaghan asked if Ron would be coming back to the Planning Board as the plan had
116 changed and Ms. Brandt said he would. Ms. Swank said there was not a room for IT equipment, and Ms.
117 Brandt said it would be in the staff area and not a separate room.

118
119 **Replacement of Library Boiler**

120
121 Ms. Brandt said a new estimate was in the works for replacing the boiler in the current Library. Ms. Grant
122 said Steve from Lamprey came and looked at the 2016 estimate and suggested a different type of
123 replacement and said he would come up with a new proposal. Chairman Monaghan said to clarify, the
124 Library proposal includes a new HVAC system and this proposal is because the boiler is old. Ms. Brandt

125 said this was a just-in-case to cover their bases. Chairman Monaghan said the concern was that both were
126 listed for FY2021 which would mean 2 separate Warrant Articles.

127
128 Ms. Grant said last year the Library elected not to put the boiler in because the Library has some
129 contingency funds and could replenish the funds if they needed to replace it. Mr. Stanton said it was good
130 to have an estimate in case they needed it but said he would not make a Warrant Article out of it.
131 Chairman Monaghan said they would then have an updated estimate in a week or so. Mr. Gallant asked
132 if they were even thinking about using oil with the new gas line to town, and Ms. Brandt said they were
133 looking at everything. Ms. Kilgore reiterated that Ron would have a list of options to them next week.

134
135 Town Administrator Kaenrath said the Town would be installing a natural gas heating system here at the
136 Fire Station this year so the gas line would be running here as well. Chairman Monaghan asked about the
137 Police Station and the Town Clerk's Office and Town Administrator Kaenrath said that would be a
138 consideration for the future.

139
140 Chairman Monaghan said the CIP Committee would take a 5-minute break.

141
142 The CIP Committee resumed, and Chairman Monaghan said when the Committee meets next week to
143 prioritize, they will be discussing the issue of how the CIP Committee is going to address "Town Buildings",
144 which is their number 1 priority. She said their recommendation would only be advisory. She said next
145 week they would prioritize everything and have a final discussion on anything plus the Town Buildings
146 issue.

147
148 **TOWN ADMINISTRATION CAPITAL PROJECTS**

149
150 Town Administrator Bryan Kaenrath said he basically had one project for FY2021 which is the second half
151 of the project happening in the current fiscal year. He said John Schnitzler, a local contractor for historic
152 buildings, began a 2-year process to renovate and restore the Town Hall building which is anticipated to
153 be finished next year in FY2021. He said the total multi-year project cost is \$47,242, with \$23,621 for
154 FY2021.

155
156 Chairman Monaghan asked when all Town Hall repairs would be completed, and Town Administrator
157 Kaenrath said the only thing outstanding could be some work on the clock tower. Ms. Swank asked if
158 anything had been changed in the assessment, and Town Administrator Kaenrath said he had not and that
159 assessment would be the scope of work starting with the East façade and working around. Mr. Miller said
160 they should bear in mind this is a renovation of an old building and they don't know what they might find,
161 and said he was concerned about the numbers on the estimate. Town Administrator Kaenrath said Mr.
162 Schnitzler felt pretty confident with his estimates. Mr. Miller said for historic buildings he was required to
163 use historic construction methods and period materials could be really expensive.

164
165 Chairman Monaghan asked about future maintenance and whether they should consider putting
166 something in every year like for the Building Maintenance Fund. Town Administrator Kaenrath said the
167 Building Maintenance Fund was pretty healthy and should cover any future costs, and Mr. Schnitzler said
168 the building was in good shape for its age. Mr. Stanton asked if they could get a ballpark estimate for a
169 building for Town Administration of what that building might cost. Town Administrator Kaenrath said their

170 discussion on buildings was still in its infancy, and they would need to have some sort of concrete direction
171 on that first.

172
173 Mr. Stanton asked about replacing the Recycling Center, and Town Administrator Kaenrath said DPW
174 Director Hubbard said it would be fine with the new roof. Ms. Brandt said with recycling getting more
175 expensive they might have to look at that too. Mr. Miller said he would like to have an estimate for a 5,600
176 square foot building for Administration, and Chairman Monaghan said there was clearly no estimate for a
177 Town Administration Building. Ms. Swank said they would also need to determine the size.

178
179 Mr. Baker said at the last meeting they had spoken about getting some estimates for the School to redo
180 the sidewalk along with the parking area and apron, and said the overall cost estimate was now closer to
181 \$45,000 as opposed to the \$40,000 figure presented and asked if he needed to modify his CIP request.
182 Chairman Monaghan said after Town Administration was done they would be addressing leftovers from
183 last week.

184
185 Town Administrator Kaenrath said for the Town Hall building the outside siding will be done this summer
186 and the weatherization project was done. He said the Rockingham County Inmates Trustees had
187 completed all the interior painting work and some new flooring upstairs and said they were catching up
188 with some deferred maintenance. He said they would either repurpose this building or Fire would stay
189 here. Ms. Swank asked about a fire-suppression system and Town Administrator Kaenrath said it would
190 cost about \$5,000 for a more in-depth inspection for the 2nd floor. Mr. Miller asked what kind of fire-
191 suppression system should be used for historic documents, and Ms. Swank said the Town has a dry-pipe
192 sprinkler system.

193
194 Mr. Stanton said he had a question for the Committee and asked if it was worth documenting the upgrades
195 for females in this building, and Chairman Monaghan said it was in the narrative and she asked Chief Mone
196 for a schematic of what it would look like. Town Administrator Kaenrath said that project would be starting
197 on Monday. He said as far as the next 5 years the Recycling Center may be a consideration and they had
198 \$35,000 set aside for Document Management with initial software and startup costs being under \$10,000.

199
200 Mr. Stanton said there is a State DPW building north of the bridge and there is rarely anyone there. He
201 thought perhaps they could do a deal with the State and use that as a Dog Park and an access road to Rails
202 to Trails. Town Administrator Kaenrath said he would talk to DOT about it. Chairman Monaghan asked if
203 the Committee would be dealing with Document Management, and Town Administrator Kaenrath said he
204 thought they would be fine with the amount of money in the Capital Reserve Fund.

205
206 Town Administrator Kaenrath said as far as scanning, they could do it here or send it out. Mr. Miller said
207 he asked about equipment and they said they could bring equipment here to do it or the Town could give
208 them the documents to be scanned. Town Administrator Kaenrath said Ricoh had come in and estimated
209 that just for the center cabinets in Administration the cost would be \$20,000, and the total could be close
210 to \$100,000. He said he would probably start with a small pilot project in one department. Chairman
211 Monaghan said she felt the acoustics in Town Hall needed to be addressed as many meetings were held
212 in there and people could not hear.

213
214 **Final Comments on Capital Projects Presented by Fire, Police, Public Works & School**

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215

216 Chairman Monaghan asked if anybody had any *objections* to any of the projects from Fire, Police, Public
217 Works or the School. Mr. Stanton said he had an issue with DPW and wanted a good estimate of project
218 costs for Lovering Road and Philbrick Pond. Mr. Baker said he asked for further information on all
219 machines. Chairman Monaghan said she would send out the information when it was received and asked
220 again if there were any objections to projects from last week.

221

222 Chairman Monaghan said she had two updates from last week, and Chief Mone said the 2019 Ford
223 Interceptor *did* have the extended warranty. She said she also received an update from Chief Tully that
224 the Ladder Truck was scheduled for its annual inspection on July 29th. She said she sent out the information
225 from the School Board on the sealant and issues with the brick, and asked Mr. Baker what he had for the
226 school.

227

228 Mr. Baker said late yesterday he received a cost from SAU Administration to do all the work at the School
229 including paving, sidewalk, and the apron around the School, and the estimated budget would be about
230 \$46,000 instead of the \$40,000 initially requested. Chairman Monaghan asked if the School Board had
231 taken this up and Mr. Baker said they had not. She said for now they have a place holder for \$40,000, and
232 if the School wants to change it they should let the Committee know.

233

234 **Next Meeting:** Chairman Monaghan said the next meeting would be July 26, 2019 at 8:00 am and they
235 would prioritize FY2021 projects, discuss Committees position on Library request versus Town Campus
236 issue, and cover any leftover questions regarding the Library or Town Administration. She asked about
237 the minutes for the last meeting, and Town Administrator Kaenrath said the video was posted late
238 Wednesday night and the minutes' clerk was unable to transcribe and complete the 3-hour meeting in
239 one day. He said next week they would have both sets of minutes.

240

241 Mr. Baker asked if the Facilities discussion for next week would be just an open debate with no
242 presentations. Chairman Monaghan said it would just be this Committee making its recommendation to
243 the Select Board. She said they still feel Facilities are their number 1 priority, and said last year they
244 recommended the Town go with the first plan as it was better and more cost-effective. She said they have
245 no authority but will be simply advising the Select Board.

246

247 **Any Other Item that may Legally come before the Committee**

248

249 **Adjournment**

250

251 Mr. Stanton made a motion to adjourn the meeting, which was seconded by Ms. Brandt. Chairman
252 Monaghan adjourned the meeting at approximately 9:27 am.

253

254 Respectfully submitted,

255 Patricia Denmark, Recording Secretary