

TOWN OF NORTH HAMPTON  
CAPITAL IMPROVEMENT PLAN COMMITTEE  
MINUTES

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REGULAR MEETING, SEPTEMBER 8, 2017 AT 8:00 AM  
EXECUTIVE CONFERENCE 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 am.

Members present:

Judy Day, Library Trustee  
Kathy Kilgore, Select Board Representative  
Shep Kroner, Citizen Member  
Laurel Pohl, Budget Committee Representative  
James Sununu, School Board Representative  
Cynthia Swank, Citizen Member

Absent: Vicki Jones, Citizen Member, Paul Apple, Town Administrator

Staff present: Susan Grant, Library Director, John Hubbard, Public Works Director

Residents present: Frank Ferraro, Rick Stanton

Swank volunteered to take minutes.

**1. Review of North Hampton Public Library capital requests.** Grant obtained an updated estimate from Ricci Construction for an HVAC system. The one page document had been distributed in advance of the meeting. The total for all new ductwork and HVAC units is \$214,919. It includes a charge of nearly \$50k for performing the work after the new lights and ceiling tiles are installed (scheduled for this month).

Grant explained that the large difference between the 2010 estimate from Collins and the two Ricci estimates is the cost of "repair where needed" and total replacement.

Members wondered about the credentials of the individuals Ricci had used for the estimate -- Grant could not answer and Ricci had not provided. Discussion ensued about the need for an overall building assessment for the Library, the lack of a town facilities manager, and

the shared efforts required of the Town Administrator, Code Enforcement Officer, Public Works Director, and department heads in performing tasks that a facilities manager might undertake.

Grant, Day and other members agreed that the ductwork and HVAC would not be included in the table, but would be discussed in the CIP Report narrative. (moved by Day, seconded by Sununu).

**2. Final Discussion all department projects.** Hubbard had provided an updated DPW equipment replacement schedule that will be included in the CIP Report. Using last year's table, Pohl had prepared an analysis showing how a capital reserve account to which \$35k was approved per annum by voters would smooth out the department's capital expenditures for equipment. A long discussion ensued that included the role of the CIP Committee, the wording of a warrant article setting up such a capital reserve account, the comparability with lease-purchase agreements, the NH Municipal Association's view about the use of capital reserve accounts, the value of the NHMA's magazine *Town and City*, and communications with and education of voters.

Pohl is attending a budget workshop offered by the NHMA this week and will report back with the pros and cons of employing a capital reserve fund for the Highway equipment. The narrative can acknowledge the approaches that might be employed. In the meanwhile, Pohl and Hubbard agreed to fix some of the numbers on the schedule and Pohl will re-do her charts.

**3. Update on status of written report.** Monaghan reported that she had completed a first draft and sent to Swank for inclusion of tables and pictures. A draft of the complete report will be circulated in advance of the next meeting on Sep 22.

Pohl indicated that she wishes the Committee to recommend a certain amount of money be set aside each year for the construction / expansion of town facilities. After discussion, members approved unanimously the inclusion of a suggestion that the Select Board consider whether it prudent to set up such a process. (Sununu moved, Day seconded).

Sununu expects to have an updated \$ figure for the School boilers soon; he will send to Monaghan and Swank for inclusion in the next draft.

**4. Approval of minutes of August 25th meeting.** Sununu had one correction. He had voted no on the amendment to the August 25st meeting minutes. The minutes for August 25th were approved as corrected.

Meeting adjourned: 9:14 am

Next meeting: Friday, Sep 22 at 8am

Cynthia G. Swank  
Secretary pro tem