



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

3 **JULY 26, 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: Fire Chief Michael J. Tully, School Board Chairman James Sununu
14

15 **AGENDA**

16
17 Chairman Nancy Monaghan welcomed everyone to the July 26, 2019 CIP Committee Meeting, and called
18 the meeting to order at 8:00 am.

19
20 Chairman Monaghan said the primary goal today was to prioritize Capital projects for FY2020-2021,
21 discuss Town facilities, and discuss the narrative and CIP Committee’s report.

22
23 **Final Comments on Town Administration Capital Proposal**

24
25 Chairman Monaghan asked if there were any final comments on the presentation of Town Administration
26 from the last meeting or any objections. Mr. Stanton said he felt something should be included for the
27 Recycling Facility on Cherry Road, and Chairman Monaghan said they could include recommendations in
28 the narrative.

29
30 Chairman Monaghan said there was a change in the boiler estimate for the Library to \$10,405, and asked
31 Ms. Brandt if they should leave the boiler in for FY2021. Ms. Brandt said per Susan Grant they would take
32 the money out of the emergency fund. Mr. Stanton suggested the Library go to the Select Board to
33 earmark the funds for the Maintenance Capital Reserve Fund. Chairman Monaghan said they would
34 handle the boiler in the narrative. Mr. Gallant asked about the Library using natural gas as opposed to oil,
35 and Ms. Brandt said the estimate was done as a repair on the existing system and system choices would
36 be presented at the next meeting.

37
38 Mr. Baker said he had asked SAU for a second estimate for the School Paving to include the sidewalk and
39 additional areas which would cost roughly \$5,000-\$10,000 more. He said as a result the request may be
40 expanded to \$65,000-\$70,000, though the School Board had not yet voted on it. Chairman Monaghan
41 suggested leaving it at \$60,000 until approved by the School Board, and asked if there were any objections
42 to the additional paving.

43
44 **Prioritize FY2021 Capital Projects**

45
46 Chairman Monaghan asked that the Library Boiler be crossed off the list of FY2021 Capital Projects, and
47 said the Library would be a separate discussion. She said that left 5 projects: Town Hall repair, Police
48 Cruisers, DPW Backhoe, DPW Annual Road Maintenance, and the School maintenance projects.

49
50 Mr. Stanton said he would list the Police Cruisers first and said he would like to see the Backhoe and the
51 Ambulance switch years. Mr. Gallant said he agreed that the Police Cruisers should be #1 as they are used
52 for public safety. Ms. Swank said she had Town Hall as #1 as it will be in the second year of a 2-year project,
53 and Mr. Stanton agreed to make Town Hall #2. Mr. Baker said the School Parking Lot needed to be paved
54 in the coming fiscal year and recommended it be listed as #3.

55
56 Mr. Stanton suggested the paving/sidewalk be moved as a separate item from the School long-term
57 maintenance, so it could move up in priority. Chairman Monaghan said that would make the paving of the
58 parking lot and sidewalk at the School #3, leaving DPW Road Maintenance, Backhoe, and School
59 Maintenance for brick resealing. Mr. Stanton said DPW Annual Road Maintenance should be listed as #4,
60 with School long-term maintenance/resealing of brick as #5, leaving the Backhoe as #6.

61
62 There was a brief pause to invite Chief Tully to join the meeting to discuss the Ambulance.

63
64 Mr. Stanton recommended that the Ambulance be moved up for FY2021 and a plan worked out to use
65 the current ambulance as backup with other towns. Chief Tully said both pieces of equipment were on
66 schedule and needed to be replaced. He said if the Committee decided to move the Ambulance up to
67 FY2021 he would hold off on repairing rust problems on the box. He said he thought the Ambulance would
68 last another year, and said his CIP plan has a truck replacement every year for the next 2 years.

69
70 Chief Tully said for the Ambulance they buy a cabin chassis and a custom box is put on it, and the process
71 usually took 7-8 months. He said he was already in talks with Rye and Greenland about sharing a backup
72 ambulance with the vehicle being housed in Rye. Mr. Gallant said a lot of communities were now swapping
73 out ambulances out after 7 years, and the chances of having more maintenance issues at the 7-year mark
74 were more likely. Chief Tully said the Ambulance affected the replacement schedule of every other
75 vehicle.

76
77 Chairman Monaghan said she would leave both the Ambulance and the Backhoe on for FY2021, and said
78 the Backhoe was the number one choice of Public Works Director Hubbard She said they were deciding
79 now whether to switch the Backhoe out of 2021 into 2022. Mr. Baker said per the number of operating
80 hours and numbers for maintenance provided by Director Hubbard, the Backhoe was not a heavily used
81 piece of equipment and questioned whether it was needed at all.

82

83 Ms. Swank pointed out that there were already 2 Capital expenses for DPW for 2022 and they should
84 leave the Backhoe in for 2021. All Committee members agreed to keep the Backhoe in for FY2021.
85 Chairman Monaghan asked if this changed their priorities, and said at this point he list consisted of: (1)
86 Police Cruiser, (2) Town Hall repairs, (3) School paving project, (4) DPW Annual Road Maintenance, (5)
87 School long-term maintenance for brick, and (6) Backhoe. Mr. Stanton recommended making the Backhoe
88 #7 and the Ambulance #3.

89

90 Mr. Baker proposed the Ambulance as #6 and the Backhoe as #7. Mr. Gallant said he would like the
91 Ambulance before the School brick resealing, and Mr. Baker said the brick could be done this year or next.
92 Selectman Miller said there was not a lot of money for School Funding. School Board Chairman Sununu
93 said the funding is not there and this would be a Warrant Article to raise and appropriate. He said the
94 fund the School has is a Building Maintenance Reserve for unforeseen repairs, and anything planned for
95 was put in the Budget or on Warrant Article.

96

97 **Motion:** To make the Ambulance priority #4 and move everything down one.

98 **Motioned:** Mr. Stanton

99 **Seconded:** Chairman Monaghan, for continued discussion

100

101 Ms. Brandt said the priority would not be based on immediate need of the Ambulance for perception of
102 voters. Mr. Stanton said for him it was the impact on the Town and finances of having the Ambulance
103 down, and said the School brick was a long-term maintenance issue. He said he also did not want to upset
104 the Annual Road Maintenance schedule. Chairman Monaghan said that would make Road Maintenance
105 #5, School bricks #6, and the Backhoe #7. Mr. Gallant said the other projects are done through taxation
106 but the Ambulance essentially pays for itself. Chief Tully said the Ambulance Reserve Fund is a Capital
107 Reserve account that pays for all the motorized equipment for the Fire Department and was not raise and
108 appropriate.

109

110 **Vote:** Motion approved by a vote of 6-2

111

112 **Final Priority:** (1) Police Cruiser, (2) Town Hall repairs, (3) School paving project, (4) Ambulance, (5) DPW
113 Annual Road Maintenance, (6) School long-term maintenance for brick, and (7) Backhoe.

114

115 **Discuss Town Facilities**

116

117 Chairman Monaghan said the Library Trustees voted to continue with the Library proposal for remodeling
118 and expansion for \$3.4 Mil, and not consider the Homestead Property. She said she believed that the
119 Select Board would be moving ahead on a Town Facilities Plan. She said Town Facilities have always been
120 the number one priority of the Capital Improvement Plan Committee. She said now with a Library proposal
121 and a possible Select Board buildings plan the Committee needed to recommend how to proceed.
122 Selectman Miller said one Select Board member asked to have a plan on the agenda for the August 12,
123 2019 meeting.

124

125 Chairman Monaghan said the CIP Committee could come back into session once the Town has a proposal
126 and decide then about Town Facilities, and all Committee members agreed. She said the next planned CIP

127 meeting was September 20, 2019 and final additions could then be added to the draft report. Mr. Stanton
128 suggested making Town Facilities the number one priority and working out the script and language after
129 that. Chairman Monaghan said for now Town Facilities was priority #1, and they would find a date to meet
130 again after the Select Board takes some action.

131

132 **Recommendations for CIP Report Narrative**

133

134 Chairman Monaghan said the Committee needed to discuss Philbrick Pond, the Winnicut River, and the
135 Lovering Road culverts, as to how they should be addressed in the narrative. Mr. Stanton said regarding
136 the Philbrick Pond issue, one culvert could be repaired for approximately \$50,000. He said mentioning it
137 in CIP would make the Town aware of the issues with the funding up to the Select Board. He said Little
138 River was approximately \$350,000 and this information would give the Select Board ammunition to bring
139 the issues to the State as a Town priority because of flooding.

140

141 Chief Tully said none of the repairs brought out in the report would help flooding, but would improve
142 marsh health. Selectman Miller said they did know that the cobble weir added 5 inches of rain, and the
143 Town Administrator had asked the State if they would allow the Town to take on the project. Chief Tully
144 said the cobble weir would allow marsh health to move 5 inches in either direction, but there would still
145 be an influx of water in the area. Selectman Miller said it would not help flooding unless the culvert was
146 changed out completely, but they could not get access to the land.

147

148 Chairman Monaghan said they would continue to keep this in the narrative and update it from last year.
149 Selectman Miller said the flooding of the Winnicut River watershed had also not improved and needed to
150 be a priority. Ms. Swank asked if there was anything on Coakley that would relate to CIP, and Selectman
151 Miller recommended that it also be added to the narrative as something they want to address. Chairman
152 Monaghan said they could put the recommendation in the narrative that a Warrant be placed on the
153 ballot for a set amount of money determined by the Select Board as an annual expense to cover the
154 Coakley testing. All Committee members were in agreement.

155

156 Mr. Baker said another issue to be aware of was the expense for the Rail Trail. He said the Town does not
157 yet have a site for parking and access and it should be brought to the attention of the Select Board.
158 Selectman Miller said they have a committee working on it but there was no way to know when the State
159 would finalize the land purchase. Mr. Baker said he attended all the meetings and the stumbling block
160 right now was who would pay for the removal and disposal of the railroad ties. Selectman Miller said there
161 were no funds set aside for that, and the responsibility of the Town started after the trail was built. He
162 said he thought it would be funding forever with the Select Board as agents to expend. Chairman
163 Monaghan asked if there should be something in the narrative about the Rail Trail, and Selectman Miller
164 encouraged it because it would be a continuing expense.

165

166 **Next Meeting – September Schedule**

167

168 Chairman Monaghan suggested the Committee tentatively set a date to meet to discuss the Library and
169 Town Facilities sometime during the week of August 26th. Selectman Miller recommended meeting after
170 the second Select Board Meeting on August 26, 2019 and before the weekend. Ms. Swank said she would
171 be out of town that week and Mr. Gallant said he would be unavailable August 29th and 30th. Chairman

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172 Monaghan said the other issue was the Draft Narrative which would be due September 13th. Mr. Baker
173 said since they could not get full attendance they should meet August 28th, 29th, or 30th.

174
175 The Committee agreed to meet on August 28, 2019 at 8:00 am, and Chairman Monaghan said they would
176 discuss the Library and the Town Facilities and finalize them at that time. She said on September 20, 2019
177 at 8:00 am they would review the draft, add all final edits, and approve the final report. She said they
178 would submit it to the Select Board the week after and finalize the report for signatures.

179

180 **Approve Minutes of July 12, 2019 CIP Meeting**

181

182 Chairman Monaghan said as the minutes for the July 19th meeting came out late they would address those
183 at the next meeting. She said she had a number of issues with the July 12th minutes and moved to make a
184 number of changes.

185

186 Changes/Corrections: Extensive changes were made to the minutes by Chairman Monaghan and the
187 Recording Secretary *made the changes as they were stated*. Mr. Baker made a small change to line 194.

188

189 **Motion:** To approve the Minutes of the July 12, 2019 CIP Committee Meeting as amended.

190 **Motioned:** Mr. Stanton

191 **Seconded:** Mr. Gallant

192 **Vote:** Motion was approved by a vote of 8-0

193

194 **Next Meeting:** Chairman Monaghan said the next meeting would be August 28, 2019 at 8:00 am.

195

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

197

198 Mr. Baker asked that any additional communications about the Library from Ron Lamarre be shared
199 with the CIP Committee. Ms. Brandt said she would continue to share all information.

200

201 **Adjournment**

202

203 Chairman Monaghan adjourned the meeting at 9:20 am.

204

205 Respectfully submitted,

206 Patricia Denmark, Recording Secretary