

**APPROVED 12/1/20**  
**Town of New Castle, NH**  
**Capital Improvement Planning (CIP) Committee Meeting**  
**February 13, 2020, 4:30 p.m.**  
**Town Hall**

Select Board Members Present: Damon Frampton

Committee Members Present: Anne Miller (Chair), Ken McDonald, Tom Smith, Richard White, Rich Landry, Steve Tabbutt (Department of Public Works), Ted Hartmann (Fire Department), Don White (Police Department), Ben Jankowski (Department of Public Works)

Others Present: Christiane McAllister (Accountant)

Committee Members Absent: none

Ms. Miller opened the meeting at 4:30 p.m.

1. Public Comment- none
2. Minutes

*Mr. Smith motioned to accept the minutes of the February 6, 2020 CIP Committee meeting as amended. Mr. McDonald seconded the motion. Motion carried unanimously.*

3. Committee members reviewed the capital improvement spreadsheets.
  - a. Vehicles & Equipment (V&E)
    - i. The cost of the Lawn Mower/Snow Blower purchase was increased by \$2000 to \$28,000.
    - ii. A Marine small boat, estimated at \$14,500, was added to the Fire Department's 2020 expenses.
    - iii. The Engine 1 purchase was moved to FY 2023. Committee noted that the purchase could be funded from the General Fund rather than waiting for a 2023 Trust Fund deposit to be made and approved. Accordingly, if the town could take delivery and pay in December of 2022. That would require Chief Hartmann to secure BOS approval in July, 2021.
    - iv. Projections reflecting the continued \$132,000 contribution to the V&E Trust Fund are on target for the foreseeable future.

*Mr. Smith motioned that the Committee make a recommendation to The Select Board to appropriate the sum of \$132,000 to be placed into the Vehicles & Equipment Trust Fund for future purchases. Mr. McDonald seconded the motion. Hearing no discussion, the Committee voted in favor of the motion, unanimously.*

b. Roads

- i. With ample Trust Fund balances few short term paving needs, worksheets have been changed to show a reduced Trust Fund contribution over the next few years. Mr. Smith agreed and noted that the projections are reviewed each year so that if needs or costs change, plans can too accordingly.

*Mr. Smith motioned that the Committee make a recommendation to The Select Board that no new funds be added to the Roads Trust Fund for FY2021 owing to the fact that there is currently a sufficient balance. Mr. Landry seconded the motion. Hearing no discussion, the Committee voted in favor of the motion, unanimously.*

c. Buildings

- i. Ms. McAllister described the guidelines for Committee guidelines for capital expenses: \$10,000+ or life of 5+ years. Some of the Buildings items don't meet the threshold.
- ii. Despite not meeting the requirements, all expenses need to be planned for. Additionally, some expenses may not meet the threshold on their own, but would be grouped with other purchases. Ms. McAllister described these as grey areas.
- iii. The Committee will continue to anticipate and record planned expenses below the threshold, but will separate them from those expenses that satisfy the definition when making its recommendations.
- iv. Playground Equipment is listed on the Buildings worksheet. For now, it is shown as funded by other sources.
- v. Ms. McAllister described how capital purchases could be appropriated from the General Fund, as a sometimes preferable alternative to Trust Fund contributions if the purchases are planned for the same year that the funds are being raised. While contributions to the Trust Fund are fenced off and preserved, even in the event purchases are not made as planned, unspent General Funds, at year end, are moved into the Undesignated Fund Balance, which could be appropriated by the BOS in the next year for postponed purchases. While Trust Fund contributions seem to offer the greatest assurance that future funds will be available, Ms. McAllister described there are some negative consequences as well: investment strategies can be employed when a consistent balance Trust Fund is maintained; and, the transactions are more complex when purchasing from the Trust Fund.
- vi. The General Fund budgets \$86,000 for Building Maintenance.
- vii. Mr. Frampton agreed that the Committee's recommendation consist of separate listings for projects \$10,000+ and projects under \$10,000 (all projects have a 5 year+ life) as well as a description.

- viii. Because the Select Board has the responsibility to balance tax rates and capital needs, the Committee recommendation should be limited to identification and estimates for projects.
- ix. The Town Hall Handicap Ramp project planned for 2024 should be deleted. (There is a ramp)
- x. Town Hall repairs are the 2020 priority. Members suggested that the siding project should be addressed first.
- xi. Town Hall Windows & Doors, shown as \$15,000, does not include all the windows and doors, but is a first phase.
- xii. The Caretaker Cottage Heater and Library Fire Alarm System Phase 1 shown as 2020 projects are complete and paid from General Funds.
- xiii. Chief Hartmann will receive Library Fire Alarm System Phases 2 and 3 estimates in approximately 3 weeks.

*Mr. Smith motioned that the CIP Committee make a recommendation to the Select Board to appropriate \$165,000 for 2021 building projects, to appropriate as they see fit, per the attached worksheet. Mr. White seconded the motion. Motion carried unanimously.*

d. Building Trust Fund Purpose

The Committee discussed whether the Building Trust Fund language could be opened up to include non-building facilities, e.g. playground equipment.

*Mr. Smith motioned that the CIP Committee recommend a change in purpose to the Building Capital Reserve to include facilities. Mr. White second and motion carried unanimously.*

e. Information Technology

- i. Mr. McDonald will work to prepare an RFP to secure an estimate of the town's current and short term needs for IT.

*Mr. White moved that the CIP Committee endorse adding IT to the realm of Capital Improvements. Mr. McDonald seconded and motion carried unanimously.*

f. Future Plans

- i. Committee should work on a priority rating system.
- ii. Committee should be the pipeline through which community-recommended capital improvements are vetted e.g. sidewalks.
- iii. Members agreed to change the Committee meeting schedule to convene earlier in the year in order to create more narrative and detailed reporting.

g. Adjourn

The meeting adjourned at 6:17 p.m.

Respectfully Submitted, Anne Miller

