

**CAPITAL IMPROVEMENT PROGRAM  
TOWN OF HAMPTON FALLS**

**SEPTEMBER 28, 2022, 8 A.M.  
8:00 AM TOWN HALL**

**FINAL**

**CALL TO ORDER:** Chairman Santora called the meeting to order at 8:00 AM.

**ROLL CALL:**

**PRESENT (Voting Members):** Todd Santora, Chairman; Lisa Brown-Kucharski, Member; Steve Carlson, Member, Mark Lane, Selectmen's Representative.

**PRESENT (Non-Voting):** Karen Anderson, Town Administrator; Rachel D. Webb, Assistant Administrator; Mark Sikorski, Building Inspector.

**ABSENT:** Andy Brubaker, Jon Ringel, and Tony Franciosa, Members.

**GUEST:** Nancy Tuttle, Finance Manager, SAU 21.

Chairman Santora defined the Capital Improvements Committee (CIC) as a function of the Planning Board, and as advisory to the Board of Selectmen. He continued to review the definition of a Capital Improvement as: projects outside the normal operations and maintenance costs of departmental budgets and with the following characteristics: (1) a cost of at least \$5,000; (2) a useful life of at least three-years; (3) is non-recurring (not an annual budget item); (4) any project requiring bond financing. The CIP is a six-year plan and the CIC votes as a Board on proposed CIP projects to go on the Warrant for 2023. The goal of the CIC is to smooth out the tax burden for the taxpayers, so an example would be if there is a known project programmed four (4) years ahead with a total cost of \$100,000, then the idea is to divide the cost of the project and distribute it evenly over the years at \$25,000 annually.

N. Tuttle, Finance Manager at the SAU21 school district introduced herself and apologized on behalf of Matt Ferreira, Business Administrator at SAU21 who had a scheduling conflict (with Homeland Security inspections at the school) and could not attend the meeting this morning. She introduced the five (5) LAS School projects with one proposed for each year, as follows:

The project that was on the Warrant article last year was the parking lot re-paving, which was completed. It was budgeted at \$125,000 and with cost escalations it came in a little over budget; the difference was funded by the School Board with the operating budget.

**LINCOLN AKERMAN SCHOOL: Mechanical Plant Controls Upgrade:**

Project proposed for the LAS school for Mechanical Plant Control Upgrade, with justification that upgrading the mechanical plant controls will allow more control of the heating and HVAC systems in the boiler room to be run more economically. This will be a software program to control the system remotely.

Chairman Santora noted that this project has been on the school's CIP project list for quite a while.

N. Tuttle said that the software has been used successfully at other SAU schools, so the School Board wanted LAS to utilize it as well. The maintenance vendor will also have the capability to log in to make adjustments remotely.

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L. Brown-Kucharski asked if the software will notify the vendor and/or the school if there is a problem, and N. Tuttle responded yes. N. Tuttle continued that they can set temperatures for night, and adjust thermostats remotely, and that it will tie into the existing system.

Selectman Lane clarified that this proposed software would control just the heating system, as the mini-splits installed for cooling would have their own separate controls.

N. Tuttle stated that the total project cost is estimated at \$65,000 with the project completion targeted at June 2024 and the amount funded through tax revenues.

The next project N. Tuttle introduced for the following year is to upgrade all the heating controls hardware. Selectman Lane asked if the software can be upgraded prior to the hardware being upgraded and is it possible to do it in that order, and the response was yes.

**LINCOLN AKERMAN SCHOOL: Upgrade Pneumatic Heating Controls:**

Project proposed for the LAS school for Upgrade Pneumatic Heating Controls to mechanical controls to eliminate current air system and provide more effective operation of system. Total project cost is estimated at \$125,000 with the project completion targeted at June 2025 and amount funded through tax revenues.

N. Tuttle reviewed the request by the CIC last year to see if the School Board would look at starting to set aside some money for some of these more expensive projects, to which the School Board agreed. The School Board last year put \$50,000 of unexpended funds into their Building Maintenance Trust, and will be putting another \$50,000 in that account in October this year. She stated that the current balance of the Building Maintenance fund is just under \$200,000, and she will be adding to that \$50,000 in October bringing that balance to approximately \$245,000. The intent is to utilize a portion of the Building Maintenance Funds each year to offset the project costs listed on the Warrant article amount annually.

Selectman Lane asked if the Building Maintenance Fund was on the Warrant list last for funding with unexpended funds, and N. Tuttle said no, that they have been putting it first on the Warrant, so that it gets funded first, with the order of expenditure being: 1) Building, 2) Special Education, 3) Healthcare. The School Board maintains the same target ranges for all their trust funds, at all their schools with \$300,000 for building, \$400,000 for special education, and \$150,000 for health care. As the Trust Fund balances reach their target ranges, then the following year funds would be spent from that account.

The third project proposed for LAS is finishing some of the asbestos abatement and floor replacement in the older wing of ten classrooms and three hallways.

**LINCOLN AKERMAN SCHOOL: Asbestos Abatement and Floor Replacement – 10**

**Classrooms:** Project proposed for the LAS school for Asbestos Abatement and Floor Replacements for 10 classrooms and 3 hallways. This would be a Summer project, and they have done this type of project in other parts of the building. Total project cost is estimated at \$180,000 with the project completion targeted at June 2026 and amount funded through tax revenues.

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L. Brown-Kucharski asked if the asbestos flooring was going to be removed or if it was going to be covered, and N. Tuttle responded that she thought it would be removed. Selectman Lane stated that what has been done in the past is removal of the asbestos tile flooring.

S. Carlson asked if this was the last of the asbestos abatement, and the response was yes.

The fourth project proposed for LAS is window replacement in the '74 and '87 wings.

**LINCOLN AKERMAN SCHOOL: Window Replacement 1974-1987 Wings:**

Project proposed for the LAS school for Window replacement of the existing 1974-1987 wings for efficiency and improved operation and function. N. Tuttle explained that there have been other window replacements in other parts of the building and this would be the final phase of window replacements. Total project cost is estimated at \$300,000 with \$20,000 in Architecture and Engineering and \$280,000 in Construction costs. Project completion targeted at June 2027 and amount funded through tax revenues.

**LINCOLN AKERMAN SCHOOL: Repoint Exterior Bricks to Maintain Integrity to Bricks:**

N. Tuttle said that this project, it was decided, could be deferred to be able to prioritize other projects. Project proposed for the LAS school for Repointing exterior brick to maintain integrity of brick construction. Total project cost is estimated at \$75,000 with the project completion targeted at June 2028 and amount funded through tax revenues.

**WINNACUNNET HIGH SCHOOL 2023-2024: HVAC Cycle Replacement:** N. Tuttle explained that this is an ongoing effort in different sections of the building, and when the twenty-(20)-year cycle is complete it is almost time to start at the beginning again. Proposal is for automation upgrades and increased classroom ventilation. Proposal to add Mitsubishi units to three (3) classrooms in D wing, three (3) classrooms in E Wing along with NPBI and Desigo controls. Convert automation to Desigo from Trane in 2024. Then improve air quality in A, B, & F Wings in years '25 to '28. Proposed cost is \$125,000 for 2023-2024, \$57,000 for 2024-2025, \$100,000 for 2025 to 2026, \$150,000 for 2026 to 2027, and \$150,000 for 2027 to 2028 for a total project cost of \$582,000.

**WINNACUNNET HIGH SCHOOL 2023-2024: Auditorium Lighting:** This is a project proposed to upgrade dimmers, 4 sets of lighting on fly controls, LED lighting, and Lighting control panel, as recommended by consultant. It is a three (3)-phase project. Phase 1 has started, so this is a funding request for Phase 2. Proposed cost is \$160,000.

**WINNACUNNET HIGH SCHOOL 2023-2024: Stadium Lighting for Football Field:** The current stadium lights are original 1500w HiD. Retrofit with TLC for LED will reduce energy and maintenance costs by 50% to 85% with a 25-year warranty. Many of the individual lightbulbs are out, replacements cannot be sourced, and they are not LED. The school upgraded and replaced the lights on the soccer field this past Summer, so this is the second phase of athletic field lighting upgrades/replacements. Proposed cost is \$180,000.

**WINNACUNNET HIGH SCHOOL 2023-2024: LED Lighting Technology and Athletic Building, A & E Wings:** Continue with LED upgrades to complete main building A & E Wings

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plus upgrade T8 to LED in both Technology and Athletic building. The School has been working on this project over the past few years. The hope was that this project would have been finished approximately a year ago, but last year lighting costs tripled when they went to get the fixtures, so the project has been delayed a year. This project may get moved to the Operating Budget, but it is listed in the CIP because it was a multiple-year project. They do get rebates from Unitil that they roll into the next year to acquire more materials, and they use their in-house Electrician, so it is just materials cost. Proposed cost is \$50,000.

**WINNACUNNET HIGH SCHOOL 2024-2025: Roof Management Plan:** ARM Roofing: A total TPO replacement is scheduled for 2024-2025. This will be phased into a multi-year project (3 years), to start after the 20-year bond finishes on Winnacunnet (that was for the front of the building the science wing etc in 2004 and started as a \$25M bond). The last payment on the bond will be in August 2024 in the amount of \$1,978,187 for principal and interest. Roofing consultant recommends converting from TPO roof to EPDM. This roof management plan had started out being estimated at \$500,000 annually, and now is at \$700,000 annually after recently obtaining updated pricing. This project would start July 2024. Proposed cost is \$2,100,000, with \$700,000 in 2024 to 2025, \$700,000 in 2025 to 2026, and \$700,000 in 2026 to 2027.

**WINNACUNNET HIGH SCHOOL 2024-2025: Replacement of Chain Link Fence on school grounds:** This project may be funded through the Operating Budget, and not through CIP. Fencing is six-feet-(6')-high chain or wood and several sections are rusted, broken and missing parts. Sections abut with neighbors on Park Ave, Warrior Way, Jeffrey Drive, and the wooded area along Seabury Condos and Route 101. Sections are missing with our neighbors on Old Landing Road by the Gymnasium. Proposed cost is \$65,000.

**WINNACUNNET HIGH SCHOOL 2024-2025: Grandstands for Visitor Football Alumni Field:** This project is to install new grandstand bleachers for visitor spectators. Current bleachers are too low with obstructed views. Transport existing bleachers to Blair Field. Proposed cost is \$96,500.

**WINNACUNNET HIGH SCHOOL 2025-2026: Auditorium Seat Replacement:** Auditorium (built in 1991) seating is twenty-(20) years old and the style is no longer made. Need to replace 750 seats. At this time the repairs are still being made with extra parts we have on hand; however, we will run out of parts in the near future, and it is recommended to replace the seats in the future. Proposed cost is \$225,000.

**WINNACUNNET HIGH SCHOOL 2026-2027: Repave Warrior Way:** Warrior Way is the back driveway off of Winnacunnet Road and had asphalt repairs in 2019 and 2022. It is recommended to dig-up, regrade, and replace all of Warrior Way asphalt. This is not a resealing project. The school does have a five-(5)-year program of seal coating parking lot sections to maintain the asphalt. Proposed cost is \$90,000.

**WINNACUNNET HIGH SCHOOL 2027-2028: Field Locker Room, Restroom, Concession and Storage:** There is a need for outside restrooms more than the porta-potties provided

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annually. To provide better restroom facilities, meeting rooms for teams, and add capabilities to the concession stand. Proposed cost is \$500,000.

**WINNACUNNET HIGH SCHOOL 2027-2028: Replace Elevator in Wing C:** C Wing Elevator is over forty-(40)-years old and parts are difficult to find. Occasional out of order calls for a technician. Proposed cost is \$100,000.

**WINNACUNNET HIGH SCHOOL 2027-2028: Replace Silo/Dust collector in Tech Ed Woodshop:**

The wood shop dust collector in the Tech Ed building malfunctions numerous times during the course of the year. It is part of the original equipment from the construction in the 70s/80s. The roof and HVAC were replaced last Summer but the dust collector needs replacement to become more efficient, although it does currently work. Proposed cost is \$40,000.

Chairman Santora asked what the average percentage of the budget for LAS resulted in “unexpended funds”, and N. Tuttle said that she could provide those numbers, and that they varied annually. Selectman Lane confirmed that the amount of unexpended funds annually was unpredictable. N. Tuttle stated that *“unexpended funds” are those monies that are not spent, in addition to unexpected revenues*, for example last year the School Budget received unanticipated revenue from the Health Trust of \$700,000, and, by contrast, this coming year there is going to be an increased cost of health insurance with no unanticipated revenue.

Selectman Lane said that in his 6-7 years on the School Board that there was always money left in the School Budget to fund the Trust Funds.

There were questions regarding current enrollment numbers both at LAS and also at Winnacunnet, and N. Tuttle said that October 01 annually is the SAU’s benchmark date to identify enrollment numbers, and she can provide those numbers next week.

Chairman Santora said that the CIC would inform N. Tuttle and M. Ferreira, (in case they wanted to attend and answer any questions) of the date the CIP is scheduled to present their recommendations to the Selectmen in October.

The next CIC meeting was decided to be held Wednesday October 12, 2022, at 8:00 AM to deliberate and to prioritize the CIP projects.

Chairman Santora raised a question of the impact of the CIC when there are already project funds raised and appropriated by the School Board utilizing the School’s Capital Reserve Funds, how can the CIC have an impact to smooth out the tax rate/ tax burden, other than prioritizing projects?

Selectman Lane stated that the Trust Funds were for emergencies, like if there were unanticipated enrollment of students requiring special education, or if a roof collapsed. He was surprised to learn that the School Board is proposing to utilize an incremental approach of drawdowns from the Trust Funds to offset project costs. He said that it was not a goal of the Trust Funds to use those funds for non-emergency projects.

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S. Carlson said that his understanding was that once the targets were reached for the School Trust Funds that the excess would be returned to the General Fund, and that Warrants would not continue to ask for funding those Trust Funds, and Selectman Lane agreed with that understanding.

Chairman Santora said that last year he emphasized the need for the School Board to spread the costs of projects over several years to lessen the impact on the taxpayers. He continued that he thinks the School Board took that approach and is applying it to the Trust Funds instead of the taxpayers.

S. Carlson asked how the Trust Funds are established, and are there rules around how and when those funds are used? K. Anderson responded yes that Capital Reserve Funds are established for a specific purpose.

Chairman Santora questioned the purpose of CIP since we are prioritizing projects with funds that are often already raised and appropriated, and K. Anderson said that a CIP is required to prioritize projects both for the Master Plan, as well as to even out the tax impact to residents. K. Anderson presented an update regarding the Capital Reserve Funds account balances as of 08/31/2022.

L. Brown-Kucharski said it was her opinion that it is of value to prioritize the CIP projects. Selectman Lane said that the challenge has been diminished because the CIC is doing a good job, and Chairman Santora agreed with Selectman Lane.

**REVIEW AND APPROVAL OF PREVIOUS CAPITAL IMPROVEMENTS**

**COMMITTEE MEETING MINUTES:** September 14, 2022.

Chairman Santora stated that review of the minutes would be deferred to the next meeting of the CIC, when more members would be present.

**ADJOURNMENT**

**MOTION: To adjourn the meeting at 9:00 a.m.**

**MOTION: M. LANE**

**SECOND: S. CARLSON**

**UNANIMOUS**

***NEXT CAPITAL IMPROVEMENTS COMMITTEE MEETING SCHEDULED WEDNESDAY,  
October 12, 2022, at 8:00 AM.***

These minutes prepared by Rachel D. Webb, Assistant Administrator, Town of Hampton Falls, NH.

W:/PLANNING BOARD/CIP/09282022 CIP minutes