

CAPITAL IMPROVEMENT COMMITTEE	SEPTEMBER 18, 2019, 8:00 AM
TOWN OF HAMPTON FALLS	TOWN HALL

DRAFT

PRESENT: T. Santora, Chairman, J.Ziolkowski, M. Allen, T. Franciosa, L. Brown-Kucharski, L. Gargiulo, Steve Carlson, L. Ruest, Town Administrator, K. Anderson, Secretary.

Chairman Santora asked if a memo had been received from the Board of Selectmen in regard to the request last week for information about the plans associated with the \$250,000 highway funds request. L. Ruest said that the funding amount the Board is using is from the Axiomatic Report. L. Gargiulo explained that the plan is for the replacement/repair of the culvert on King Street and they are asking the engineer to complete the review to determine the best option for that project. The estimates range from \$80,000 to sleeve the culvert to \$170,000 to replace the culvert. That cost should be available soon. In addition to the culvert, crack sealing is planned and there may not be any funds remaining for additional paving. The Curtis Road culvert is planned for 2021.

T. Franciosa said that type of planning information is helpful. He said that he felt crack sealing is a maintenance item and should be in the operating budget.

J. Ziolkowski noted that the King Street and Curtis Road culverts are the most critical to replace, they are 25 year old steel culverts. The paving may have to be delayed. He told the committee that he drove all of the roads this past week and Surrey Lane and Towle Farm to approximately Marston need some paving work. Estimates for those roads should be obtained and considered with the King Street culvert being the priority. L. Ruest said that the Janvrin subdivision (Woodlawn, Glenwood) is also being looked at.

The draft spread sheet for the 2020-2025 CIP was reviewed. Projects for 2020 will be rated in accordance with the following scale: 1 – Urgent; 2-Priority; 3-Necessary; 4-Deferrable; 5-Premature; 6-Inconsistent; C-Committed

GOVERNMENT BUILDINGS

Purchase Land, M 2, L 76 \$10,000 for 2022

L. Ruest explained that this is a portion of the parcel behind the Public Safety Complex and Library for future needs at the town center. Discussions have been held with the property owner who is amenable to selling the back portion of his lot to the town, retaining a conforming lot for his home off of Exeter Road. M. Allen questioned purchasing something that there is not a plan for. J. Ziolkowski felt it was a premature request. The consensus of the committee was that it was premature.

Establish Revaluation of Property Capital Reserve Fund

The 2018 cost for the revaluation was \$31,000; the next required revaluation is 2023 and the Board of Selectmen wants to raise \$8,000 for each of the next 4 years to fund it. Concerns were raised that the revaluation should be an operating budget item. M. Allen suggested that it be in the operating budget and then transferred to a Capital Reserve Fund from the budget. K. Anderson explained that deposits into a Capital Reserve Fund have to be done through a warrant article. T. Franciosa suggested that it be established as a Capital Reserve Fund and then funded with a warrant article from budget surplus at the end of each year.

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Ratings given were: 3,3,3,3,4,6 (avg. 3.5)

Master Plan Capital Reserve Fund

The 2019 Master Plan complete update was \$60,000 and has to be updated every 10 years. The proposal is to raise \$5,000 each year to be deposited into a capital reserve fund. T. Santora explained that the process that is nearing completion took over 2 years and was difficult. The Planning Board believes that they can do a chapter or two, starting in 2-3 years and avoid much of the expense in the future.

Ratings given were: All 5's

POLICE DEPARTMENT

Police Vehicle Capital Reserve Fund

After some discussion it was determined that the request for funding was for 2021. S. Carslon told the committee that he did a minor analysis of the number of vehicles for the size and needs of the department and found that the number of vehicles the department has was reasonable. He did not have enough details to determine if a 2 or 3 year replacement cycle was appropriate.

Replace Old Radio Equipment \$25,000

The committee was in agreement that the radio equipment was an important project and requested that efforts continue in looking at grant funding.

Ratings given were: All 1's

Replace Computer Server

L. Gargiulo told the committee that the Board of Selectmen have been discussing the need for more information regarding cloud based servers and will be asking the Technology Committee for assistance. S. Carlson said that there is a big difference between cloud based data storage and cloud based server functions. Cloud servers are not allowed for some municipalities and there are cloud server conditions that may not be appropriate for public safety purposes. L. Gargiulo said that he believes the server the police need is for data storage. The Chief is looking to see if this can be accomplished in his 2019 budget.

Ratings given were: All 3-5's

HIGHWAY DEPARTMENT

The 2020 request is for \$250,000 to be added to the Highway Maintenance Capital Reserve Fund. Revenue from the State Highway Block Grant of \$71,265 will offset the appropriation. T. Santoro said that he would be comfortable with a maximum of \$100,000. J. Ziolkowski recommended a total of \$225,000 and noted that there should be better numbers available for the warrant. T. Franciosa spoke about the use of the "Rainy Day Fund". M. Allen said that she would like to see a complete culvert replacement schedule in the CIP next year.

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Ratings given were: All 3's with L. Gargiulo and S. Carlson abstaining.

T. Santoro asked that the Road Agent review all roads in August so the committee has current data.

J. Ziolkowski asked L. Gargiulo to make the annual tax rate setting a public process.

CONSERVATION

Conservation Land - \$145,000 is already committed

HAMPTON FALLS SCHOOL DISTRICT

T. Santoro told the committee that they don't generally vote on the Winnacunnet plan. It was not clear which items were budget items or warrant articles for 2020. M. Allen said that she wanted more information on what was done with the maintenance line item. T. Franciosa said that the intent was that if the bond passed the maintenance line in the budget was going to be decreased. T. Santoro will talk with a representative from the School Board to get a clearer understanding on 2020 requests.

M. Allen requested the balances in the expendable trust funds and the plans for them.

The next meeting will be Wednesday, October 2nd at 8:00 AM. The meeting will be to prioritize and finalize the recommendations to be presented to the Planning Board in October and the Board of Selectmen on November 6th.

MINUTES – September 11, 2019

MOTION: To approve the minutes as written.

MOTION: L. Gargiulo

SECOND: S. Carlson

UNANIMOUS

MOTION: To adjourn the meeting at 9:30 a.m.

MOTION: L. GARGIULO

SECOND: S. CARLSON

UNANIMOUS