

GOFFSTOWN CAPITAL IMPROVEMENT PROGRAM COMMITTEE  
MINUTES TO MEETING OF JUNE 16, 2016

In attendance were Tim Redmond--Planning Board Representative and acting Chairman, Earl Carrel--Community at Large Member and Vice Chairman, Peter Georgantas--Selectmen's Representative, Ray Labore--Community at Large Member, Michael Smith--Budget Committee Representative, Christie Curtis--School Board Representative, and Gail Labrecque--Community at Large Member. Also in attendance were Jon O'Rourke--Planning & Zoning Administrator, and Tim Heroux--GTV.

Tim Redmond called the meeting to order at 7 pm. He asked the Board to introduce themselves.

There were two people in the audience.

**MINUTES--meeting of May 19, 2016**

Ray Labore questioned page 4, Paragraphs 9 and 11. He's not sure he understands what was captured there.

Earl Carrel said at that point we were looking at two things at the time. One was the cost of purchasing new fire apparatus. The second was problems in the past because of specially built equipment due to the size of the doors.

Tim Redmond said the new building will have bigger overhead doors. They won't have to buy specially built trucks to fit into the building. They will save that expense with the standard designed chassis.

Mike Smith said he understood they are combining two vehicles into one and there isn't a good standard for that.

Peter Georgantas said when they bought that truck they had to spend \$140,000 to have it fit into the building.

Tim Redmond said we can ask the chief to come back. But he thinks it is not necessary. It's always been that the vehicles have had to be specially built.

Mike Smith said page 8, in the 2<sup>nd</sup> paragraph down, about getting proper talent to look at it, didn't refer to the armaments. The comment was about the radios, and that if we get these together, we should make sure we get the best we get. We should add the phrase "regarding radios."

Ray Labore said on page 8, the 14<sup>th</sup> paragraph should specify "school district" instead of the word "it's."

**Earl Carrel made a motion to accept the minutes to the CIP meeting of May 19, 2016 as amended, Ray Labore seconded the motion. VOTE: 5-0-2. Christie Curtis and Peter Georgantas abstained. Motion carries.**

**MINUTES--meeting of June 2, 2016**

Jon O'Rourke said page 1, 6 lines up, talks about an expansion project in 2018 for a total of \$3,481,000.

Ray Labore said in the School District section on pages 4 and 5, Cory Izbicki's name was spelled incorrectly.

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**Earl Carrel made a motion to accept the minutes to the CIP meeting of June 2, 2016 as amended. Ray Labore seconded the motion. VOTE: 4-0-3. Christie Curtis, Tim Redmond, and Peter Georgantas abstained. Motion carries.**

**ADMINISTRATION**

Town Administrator Desruisseaux presented. She for 2017 they have a submission for \$70,000 to replace the Town Hall Fire Alarm and Building Security System. Both are out of date and need to be updated. Our front and rear Town Hall entrances were installed in 1979. We are looking to replace those. The doors are part of the security system. That is the point of contact and all ties in. It will also provide ADA accessibility.

Tim Redmond said he's satisfied that they are lumped in together.

Earl Carrel said it makes perfect sense.

Peter Georgantas said the front doors can't be opened if in a wheel chair. It is part of the ADA.

Town Administrator Desruisseaux said this will take care of that. In 2018 we have a request for bathroom renovations.

Earl Carrel said it as once part of the Revenue Office project. Is that on hold now?

Sue Desruisseaux said she's not heard of any interest in moving forward with that at this time. In 2019 is a request for the parking lot repair/reclamation and granite curbing repointing. It is sinking and the asphalt is showing its wear. Curbing is new since 2005.

Earl Carrel asked if DPW would do this.

Sue Desruisseaux said she hopes to get it into their schedule. They did it last time.

Tim Redmond asked if we ever recommend an outside contractors estimate in case the DPW can't complete it.

Peter Georgantas said it doesn't sound reasonable. We'll budget it for \$50,000. If an outside contractor came in for more, we wouldn't go with it.

Sue Desruisseaux said DPW does contract out the paving.

Peter Georgantas said they sometimes contract the curbing.

Jon O'Rourke said the Planning Board asked for a request for \$20,000 to help assist with the Master Plan process.

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Tim Redmond said he backs that request. We've been working on it in house, and intend to complete it in house. There are expenses with printing, etc. And we may want to consult with a consultant. We are in our tenth year, and it is supposed to be updated every 10 years.

Peter Georgantas asked why it's a capital reserve fund.

Tim Redmond said it's an administrative expense.

Michael Smith said he's unclear as to whether or not this is for a consultant or printing.

Tim Redmond said it's the whole package.

Sue Desruisseaux said they sometimes provide a number of copies and the rest is digital.

Peter Georgantas said it says it's a funding source to develop the next Master Plan.

Jon O'Rourke said we're not sure what the consultant would do, or how much. That's why we left it nebulous. The Master Plan update is something that is required. We didn't want to limit ourselves.

Sue Desruisseaux said this has appeared before in CIP for over \$100,000.

Earl Carrel said we had discussed this with Brian Rose in the past and the cost was more.

Tim Redmond said it was \$75,000. It gives us a baseline for what is available. You work it together and get the product produced for that amount. The Planning Board had discussed this at length. The town's not changed so much that it requires a rewrite of the Master Plan. To get it up to date this is the number we came up with.

**PARKS & RECREATION**

Rick Wilhelmi said the first request is the field tractor. It's the 2<sup>nd</sup> year for this request. We are looking to purchase a tractor which we can use for slit seeding, aerating, and fertilizing our property. We've been using the school's tractor but it's to the point we need to have our own. That is a \$31,000 request. This will have many uses—even on the rail trail. The tractor becomes another man and allows you to do more work.

Tim Redmond said the Parks & Recreation has been tasked with the maintenance of the Rail Trail.

Rick Wilhelmi said it is a shared thing. There are resources we can't provide. There are still a very active number of volunteers also.

Mike Smith asked if this was a replacement.

Rick Wilhelmi said this is brand new. They don't have one.

Tim Redmond questioned the classification of urgent for this tractor.

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Rick Wilhelmi said it's time to have this to do the tasks we are doing at this time. The school's tractor is getting very tired. Key pieces have had to be replaced. The school will start using it a lot more. The next item is the Barnard Sports Complex, which has been on the matrix for a few years. We aren't requesting CIP money, but are requesting to use our recreation impact fee monies for 2017. We had \$106,000 in impact fees at the end of 2015. We were allocated \$65,000 of impact fees for this project. We have about \$42,000 remaining. That would cover this request. That would be used for the drainage pipes, culverts, permits, seeding, and irrigation of the two rectangular fields. This is being done by DPW crews as they have time. Last year he reached out to a private contractor and the cost was \$675,000 for the two fields.

Earl Carrel asked when the fields would be usable.

Rick Wilhelmi said he doesn't have that answer. We're at the mercy of our internal crews working as they have time. He hopes it's ready for 2017. They are starting to make a lot of headway on it. They've been working on the power lines. They had to redesign the footings. The big project is to get the elevation changes in place so the fields can be laid out. Part of the project is taking the surface water, creating some ponds, and using it for irrigation as well. It has a higher ground water level.

Tim Redmond said there are 5 more years of appropriations. Will that be impact fees or tax dollars?

Rick Wilhelmi said he doesn't think we'll \$100,000 in impact fees in 2018. Some will be from a revolving fund or town expenses. We have a true document, the plan submitted to and approved by the State, that, if we wanted, we could get an estimate for all three phases. Then we might have to do a fundraiser. The dollar figures are a place holder.

Tim Redmond said we have to identify the funding source--impact fees and the unknowns from the out years. Those unknowns could be tax appropriations.

Earl Carrel said the wording could well be "tax appropriations less impact fees, if any."

Ray Labore asked if he is comfortable enough to quantify the \$100,000. What might the revolving fund contribution be? Do you have any data?

Rick Wilhelmi said no. We have to take the engineering statistics we have at this moment. It's solid. What we need to do is to go to a private contractor and get an estimate. Then what we need to do after that is to internally determine how to take this private contract and implement it into the slow, steady as you go, theory. Then maybe we can break the monies down further. He doesn't have the answer.

Peter Georgantas said if he gets a number, \$500,000 for example, maybe the town can do something, such as the rough grade, to drop the cost down. It's hard to come up with a solid number when working with that type of program.

Tim Redmond said he doesn't think it's good planning to have the Parks Department at the goodwill of DPW to get this done. This should be presented as a tax appropriation for the voters to decide on.

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You'll never get it done if it's done when DPW has time. As a taxpayer we should give it consideration for an actual appropriation and let the people in town if they want sports fields or not.

Earl Carrel said you could also capital reserve it—a certain amount per year for a certain number of years going out. The other is to bond it and pay the bond off over 10 years.

Rick Wilhelmi said when Nick Campasano was the Selectmen's representative, that's what he said to us.

Tim Redmond said we can leave the ball in your court to do an amended submission.

Peter Georgantas said if you do a bond and it is voted down, it's no. If you do a capital reserve you are dragging the project out longer to raise that amount of money.

Rick Wilhelmi said we've been doing this since 2010. This is 2017. What you are saying makes sense. If we did a reserve since 2010 when this started, we'd have \$350,000 right now.

Tim Redmond said you'd be playing on the fields now. If you want to do a capital reserve submission, or an amended worksheet, we'll address it when we have our deliberations. It is classified as urgent because we need the fields.

Rick Wilhelmi said the next project is Roy Park. We need to finish the project at Roy Park. We were given authorization to go with the development of the new playground in 2016. The community suggestion was to do a playground and improve the bathrooms at the pool house. We propose \$30,000 in 2017. He thinks it will be less. They will do much of their own work. The big cost will be pouring concrete, plumbing, and handicap accessible toilets and sinks. \$20,000 would be from the capital fund and \$10,000 would be from the revolving fund. There will be a \$10,000 match to this project. It's a decrease to what the whole big picture could have been.

Tim Redmond said these are health and ADA compliance issues.

Earl Carrel said it's a legitimate want, justified under health and safety.

Tim Redmond said ADA requirements are ADA requirements. You have to meet them.

Rick Wilhelmi said this year there are two bathrooms in the pavilion at Roy Park. We've resurrected those out of the operations line. Those will be up and running on Monday.

Peter Georgantas said they were locked up since 1979.

Rick Wilhelmi said they were beat up and destroyed. They will only be open for our camp kids. It will slow down on the two bathrooms at the pool house.

Ray Labore asked what kind of balance is carried forward on the revolving fund.

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Rick Wilhelmi said we take in \$60-65,000 per year. That is revenues from our various ball programs, lacrosse, and rental fees, and the gala. We're spending almost \$109,000 this year. 2011 was the first year we actually instituted that.

Tim Redmond asked if that was for discretionary spending.

Rick Wilhelmi said the Commissioners allocate where the money will go for different projects. It's discretionary spending. It is more improvements to the parks. The \$28,000 fencing around the tennis courts was from that.

Mike Smith said this is phase 2 for Roy Park. Is that it?

Rick Wilhelmi said that is it. If we can get that bathroom finished, that is looking good. The only thing we could do is to trench out a walking path around the perimeter. We could do that ourselves.

Tim Redmond said years 2018-22 are understood for Barnard Park.

Rick Wilhelmi said the message center is a desirable. It's been on the commissioner's radar screen to have one in front of the Rec building. It would be productive. It would help the community and our department. Messages can be put forth as needed. He found the unit itself is about \$28,000. But the unit itself is about \$15,000 and project costs are beyond that. We might be able to get some volunteers.

Ray Labore said you are pushing it out a year and he thinks it's important. It should be brought in a year rather than out.

Rick Wilhelmi said the tractor is an absolute necessity. He had to weigh it out.

Tim Redmond asked if the revolving fund could help with that.

Rick Wilhelmi said when you look at the revolving funds and a tax appropriation fund, you ask the responsibility versus luxury. The Commission tries to balance those things out. We won't get a lot of funding for things so we try to utilize the revolving funds for those aspects.

Jon O'Rourke asked about moving the field tractor and Parks & Recreation car to the vehicle section.

Earl Carrel said we've always had it under Parks & Recreation. It doesn't make a big difference.

Rick Wilhelmi said his car is a 2008 with 98,631 miles. We can get about 5 more years out of it. He put \$22,000 figuring he would get a used vehicle.

Peter Georgantas suggested it should be with other vehicles and equipment.

Earl Carrel asked about the pick-up truck.

Rick Wilhelmi said it's 3-4 years old and we have a police car handed down.

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Tim Redmond said they don't have a pick-up truck. They have a dump truck.

Rick Wilhelmi said that's correct. The pick-up truck is gone. We have a 1 ton dump truck. The pick-up truck is gone.

Tim Redmond said we should have the Parks & Rec truck in our Parks & Recreation vehicle line. Anything with a license plate on it should be listed as part of the inventory.

Rick Wilhelmi clarified things such as a power mowers are operational.

Jon O'Rourke asked if the vehicle should be \$28,000 or \$22,000.

Rick Wilhelmi said it is \$22,000.

Tim Redmond asked if we have a clause that vehicles can come in for less than \$25,000.

Earl Carrel said it can if it has a lifespan of more than 3 years. It's in the CIP policies.

Rick Wilhelmi said if we replaced a \$3,800 utility trailer we'd have to come here.

Tim Redmond said we'd have to have a discussion about this for next year, as well as about lumping projects.

Rick Wilhelmi said the last submission is a new pool.

Peter Georgantas asked if it's new or a replacement.

Rick Wilhelmi said he'd get rid of the pools we have and make one pool. Both of our pools are in the same shape. They are 40 years old. We put in new liners in 2012. That should give us another 7-8 years of service. Typically every other year you have to replace cracked lines and pumps. They are okay. He doesn't know how much longer. They have a gunite bottom and aluminum side. He doesn't know the integrity under and on the sides of them. The number is more of a place holder, but he thinks it may be less.

Tim Redmond asked if this included associated structures.

Rick Wilhelmi said that is just the pool, but that would be an appropriate time to make a new bathhouse. Barnard has a very good lay out.

Earl Carrel this is a good project since it is out 5 or 6 years. He suggested having it in capital reserve for 5 years.

Tim Redmond suggested a capital reserve to do the fields first, let the fund continue, and then do the park.

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Earl Carrel said it could be a generic fund for Parks & Recreation facilities, at which point the Selectmen would have the authority on the expenditure, assuming it's written that way.

Peter Georgantas said that's a slippery slope. You could start using that money if the liner goes on the pool.

Earl Carrel said last year, for example, when the Fire Chief's command vehicle died, we used \$31,000 of capital reserve money for a new command vehicle.

Peter Georgantas said that command car was considered fire apparatus. If a pool goes down and a liner goes bad, is that the same thing?

Earl Carrel said it could be a slippery slope, but he's suggesting we seriously consider that approach.

Peter Georgantas said he likes the idea of a capital reserve.

Rick Wilhelmi said he likes the idea, but for transparency purposes, it may need to be defined to make people comfortable with it.

Tim Redmond said the town has gone away from capital reserve funding, and he thinks it's bad. When you have appropriate/spend vs capital reserve funds. It eases the pain when you need to get things. We'd be doing taxpayers a service.

Earl Carrel said from a trustee's standpoint, we have flexibility in establishing a Capital Reserve Funds and managing those funds. That piece is no big deal.

Tim Redmond said they should be properly identified. He'd let Rick Wilhelmi work it out.

Peter Georgantas said it would go to Parks & Rec facilities so it doesn't go to maintenance.

Tim Redmond clarified we have nothing from GTV, the Economic Development Council, or the Conservation Committee. We may get something from Historic District Commission if something comes up.

Jon O'Rourke said he doesn't know the situation.

Peter Georgantas said the Grasmere Town Hall cesspool has failed and needs to be replaced.

Tim Redmond said that needs to be debated with the Board of Selectmen and the Historic District Commission. He asked Jon O'Rourke to get a memo from the HDC in terms of if they want to come in.

Earl Carrel said this is something we've gone around with—the Grasmere Town Hall Preservation Capital Reserve Fund has \$69,000 and the General Fund has about \$9,000.00. So you have about \$78,000 that can be used. But they keep saying to hang on to that money.

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Peter Georgantas said we don't know if that comes in under the restoration of the building. We'll have to let them do it and we'll figure it out.

Tim Redmond said we'll put it on the record there could be a submission from HDC. But we formally request from them a memo as to why they'd be coming in late. July 30 is our next meeting. July 7 is our first call back and deliberative.

Mike Smith said the Supreme Court said Dunbarton doesn't have to pay on the bond any more. Does that impact the bond dollars in this CIP?

Ray Labore said it doesn't. The school district will continue to pay off on the bond. The decision that releases Dunbarton from further obligation would have been through tuition. The net effect is there is an increase cost to the tax payer to pay the bond off via a deduction in revenues.

Earl Carrel said he will not be at the June 30<sup>th</sup> meeting.

Peter Georgantas said he won't be here for July 7<sup>th</sup>. An alternate will attend.

**Peter Georgantas made a motion to adjourn. Earl Carrel seconded the motion. VOTE: 7-0-0. All in favor. Motion carries.**

The meeting adjourned at 8:09 pm.

Respectfully submitted,

Gail Labrecque  
Recording Secretary

These minutes are subject to approval by the CIP Committee.