

**Town of Bow
Capital Improvements Committee
August 19, 2020
Approved Minutes**

The Capital Improvements Program (CIP) Committee met Wednesday, August 19, 2020 at 5:30 PM. in Meeting Room C in the Municipal Building at 10 Grandview Road, Bow, New Hampshire and via Zoom.

Committee members present were: Jeffrey Knight (Citizen Representative); Colleen Hunter (Selectman Representative); Glenn Dugas (Citizen Representative); Mark Davis (Budget Committee Representative) via Zoom; and Bill Oldenburg (Planning Board Representative). Also present were Town Manager David Stack and Finance Director Geoff Ruggles. Absent was Jennifer Strong-Rain (School Board Representative).

I. Call to Order

The meeting was called to order at 5:30 PM.

II. Old Business

III. New Business

1. Selection of Officers

Motion:

Selectman Hunter made a motion to nominate Bill Oldenburg as Chair which was seconded by Glenn Dugas. The motion passed unanimously.

Motion:

Selectman Hunter made a motion to nominate Glenn Dugas as Vice Chair which was seconded by Bill Oldenburg. The motion passed unanimously.

2. Overview and Review of CIP

The Committee reviewed the following sections of the Capital Improvements Plan:

Bridges and Highways CIP: The Committee noted that the River Road/Route 3A intersection reconstruction has been taken over by the State of NH, reducing the town's estimated costs of \$60,000 for engineering and \$300,000 for construction to zero. After discussing safety issues at the Falcon Way Intersection, the Committee recommended moving the project up to 2023-24 with engineering in 2021-22. The Committee discussed moving up the Bow Bog Road culvert project and requested additional direction from the Public Works Director. The Committee noted that the bids for the Dunklee Road bridge and Route 3A intersection projects came in roughly \$50,000 under last year's bids. Based on this information, the Committee recommended reducing the contribution to the Bridge & Highway Capital Reserve Fund to \$50,000 per year.

Public Works Equipment CIP: The Committee reviewed the addition of a Titlrotator for the excavator to the plan in 2021-22 at a cost of \$34,000 and requested written pricing on the item. The Committee reviewed a new request for a van in 2021-22 at a cost of \$30,000 for the Facilities Manager and asked if a used one would be sufficient. G. Ruggles said it shouldn't be a problem but would follow up with the Facilities Manager. The Committee then discussed a last minute request for replacement of the Toro mower in 2022-23 at a cost of \$30,000. They requested additional information on the type and size of the mower and written pricing. They also requested written pricing on the John Deere tractor to be purchased in 2021-22. Based on the new

information, the Committee recommended increasing the contribution to the Public Works Equipment Capital Reserve to \$240,000 per year.

Police CIP: The Committee reviewed a request from the Police department to purchase an additional patrol vehicle using capital reserve funds. No vehicle was purchased in 2019-20 and this would be to catch up and would be a one time purchase. The Committee also reviewed new requests for an AFIS digital fingerprint machine for \$25,000 and the merging of their old IMC data with the County's system at a cost of \$35,000 in 2022-23. The Committee requested written pricing on both items. The Committee then reviewed a new request for Body Cameras to be purchased in 2025-26 at a cost of \$50,000. The Committee asked if a camera would be purchased for each officer or if they would be rotated per shift and asked for written pricing based on that. Based on the new requests, the Committee recommended increasing the contribution to the Police Equipment Capital Reserve to \$50,000 per year.

Fire CIP: The Committee reviewed changes to the Fire Department capital purchases including a price increase in the Forestry Truck in order to replace the foam system at the same time. They also reviewed a request to move up the purchase of the Defibrillators to 2021-22 and increase the cost to \$65,000. It was explained that the motherboards for the current unit are no longer available so if it failed the unit would have to be replaced. The Committee requested written pricing on the 1-ton Pickup Truck to be purchased in 2021-22. They also requested a list of the town owned cisterns and their ages.

Water and Sewer CIP: The Committee discussed the extension of water to Bow Junction and other areas and the use of Tax Incremental Finance (TIF) District and other funds to pay for it. The Committee requested that both the Business Corridor/Bow Junction and the South Bow TIF districts be reported in the CIP.

Library CIP: The Committee noted that replacement of the Library Air Conditioner and Air Handling units had been accomplished this year using savings in the Library budget. Based on that information, the Committee recommended to reduce the contribution to the Library Maintenance Trust Fund to \$5,000 per year.

3. Next Meeting.

The Committee set their next meeting for Wednesday, September 2, 2020 at 5:30 PM.

IV. Adjournment.

With no further business to discuss, the Committee adjourned at 7:15 PM.

Respectfully submitted,

Geoff Ruggles
Finance Director