

**Town of Bow
Capital Improvements Committee
October 25, 2021
Approved Minutes**

The Capital Improvements Program (CIP) Committee met, Monday, October 25, 2021 at 5:30 PM. in Meeting Room C in the Municipal Building at 10 Grandview Road, Bow, New Hampshire.

Committee members present: Chair Bill Oldenburg (Planning Board Representative); Vice Chair Glenn Dugas (Citizen Representative); Jennifer Strong-Rain (School Board Representative) Jeffrey Knight (Budget Committee Representative, 5:40 PM); Mike Wayne (Selectboard Representative); Harry Judd (Citizen Representative); and Mark Davis (Citizen Representative). Also present was Finance Director Geoff Ruggles.

I. Call to Order

Chair Oldenburg called the meeting to order at 5:30 PM with a quorum of members present.

II. Old Business – Meeting Minutes of October 4, 2021

Motion:

The Chair called for a motion to approve the meeting minutes of October 4, 2021. Harry Judd moved and Vice Chair Dugas seconded. There being no discussion, the Chair called for a vote.

Motion carried 5 – 0 – 1 with Selectman Wayne abstaining.

III. New Business

1. Review Additional Information

Vice Chair Dugas reviewed information from Chris Andrews, Buildings and Facilities Manager, and the work of the Building Committee regarding renovations to the Municipal Office Building. The project is proposed with three phases. Phase One includes moving the Community Development Department to the upper level and establishing the Heritage Commission at the lower level. Bathroom renovations for ADA compliance, shoring up the file area for Community Development and various other modifications and additions to the building including lighting and mini splits are included in this phase. Phase Two includes relocating the Town Clerk to Meeting Room C, creating another meeting room, and associated modifications to accommodate moving the Clerk's office. Phase Three includes such items as a server room upgrade, administrative offices renovations, ADA upgrade to the kitchen and energy improvement measures. This phase is considered long range and will need further discussion.

Harry Judd commented on moving the Town Clerk's office noting that a second egress would be needed, and security issues will have to be addressed for that office. The Committee discussed the various projects, timing, and costs to properly represent and save for them in the CIP. Some of the projects already have money being saved for them so the Committee discussed whether they should increase or decrease the proposed contributions and or move the timeline for project completion.

Police Department – After reviewing and discussing the Security Monitoring Equipment proposal, the Committee decided to increase the contribution from \$42,000 to \$45,000 per year. School Department – Project sheets for Bow Elementary School (BES) sprinkler system and fire alarm replacement were added. Both projects are a part of a larger renovation project and could be broken out as a stand-alone project. The Elm School Renovation/Addition project sheet has been updated. The HVAC and roof costs have been removed from the project but costs for other parts of the project have gone up. Water and Sewer System – The summary sheet has been updated to reflect the costs of the water line extension.

The Committee then reviewed draft Conclusions and Recommendations making some language changes and adjusting contribution figures where needed. There was reference to the Saturday session with the Budget Committee and CIP Committee to hear presentations on the budget from Town departments. That session is scheduled for November 20, 2021.

2. Next Meeting

The Committee agreed the next meeting will be on November 8, 2021, 5:30 PM.

IV. Adjournment.

There being no further business the Chair called for a motion to adjourn.

Motion:

Harry Judd moved and Jennifer Strong-Rain seconded a motion to adjourn the meeting at 7:00 PM. Motion carried by unanimous vote of the Committee.

Respectfully submitted,

Wendy Gilman, Recording Secretary