

**Town of Bow
Capital Improvements Committee
September 16, 2020
Approved Minutes**

The Capital Improvements Program (CIP) Committee met, Wednesday, September 16, 2020 at 5:30 PM. in Meeting Room C in the Municipal Building at 10 Grandview Road, Bow, New Hampshire and remotely via Zoom.

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

I. Call to Order

The meeting was called to order at 5:38 PM by Chair Bill Oldenburg.

II. Old Business

1. Acceptance of Minutes of September 2, 2020.

Motion:

Mike Wayne moved to accept the minutes for discussion and Glenn Dugas seconded. It was noted that under the section BHS HVAC and Roofing, Glenn Dugas also volunteered to get a price on the roofing. Hearing no further discussion, the Chair called for a vote. Motion carried 4-0-1. Chair Oldenburg abstained.

III. New Business

1. Review of revised information and plan updates.

There was a new project sheet submitted for the Bow Elementary School (BES) HVAC to be paid for out of the HVAC and Bow School District Capital Reserve Funds. It is possible there may be a proposal to replace the rooftop air handling units at the March 2021 Annual Meeting. There was some question on the cost Glenn Dugas and Jeff Knight will work to tighten up the estimate for the next meeting. Glenn Dugas got a quote on the Bow High School (BHS) roof replacement of \$646,400. A copy of the emailed quote will be attached to the BHS Roof Replacement project sheet.

There was an updated on the Parks & Recreation Building/Two Stall Garage with a total cost of \$95,200.00 with proposed construction in FY 2021-2022. Under Municipal Facilities, the mixing shed was moved up one year to coincide with the salt shed construction. Under Bridges and Highway Construction the Bow Bog Culvert was put out one year and the Falcon Way/White Rock Engineering was put out two years. River Road/Rte. 3 intersection and Page Road Drainage System were removed from the CIP because the State of NH would be doing those projects. As such, the yearly contribution to the fund was reduced from \$50,000 to \$1,000 at this time.

Under the Fire Department Capital Improvement Projects (CIP), the cisterns were added. There are two steel tanks and six concrete tanks. Currently the fire department does exterior inspections monthly. No interior inspections have been done. Steel tanks should be inspected every three years and concrete tanks every five years. There was some discussion on contracting out the underground inspections. Chief Harrington has also confirmed that the estimate of \$78,000 for the -1-ton pickup truck is still good.

For the Police Department Capital Reserve Projects, an updated quote and a description of work is being prepared regarding the merging IMC data from the old system project. The patrol vehicle has been moved from CRF to their operating budget. There was a conversation around having a body camera for each officer or for each shift with the cameras rotating among the officers on duty. The Committee agreed to increase the yearly contribution from \$30,000 to \$42,500.

Under Public Works CIP, the van was taken off the list of projects since it was under the \$25,000 threshold. To avoid a deficit in later years, the Committee decided to increase the yearly contribution from \$192,500 to \$235,000.

The Committee then discussed their conclusions and recommendations for the plan. They had a conversation around the quality of air in the municipal building and the Turner report on the air quality of the schools, which is available to the public. They discussed recommending both a plan for a study of air quality for the municipal building and the schools. Some discussion occurred around a plan for relocating some municipal departments.

Finance Director Ruggles indicated he would provide a “draft” version of the new Capital Improvements Plan for the next meeting.

2. Set next meeting

The next Capital Improvements Committee meeting was set for September 30, 2020 at 5:30 PM.

IV. Adjournment.

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

Motion:

Chair Oldenburg moved and Mike Wayne seconded the motion to adjourn the meeting at 6:38 PM. Motion carried by unanimous vote of the Committee. 6-0-0.

Respectfully submitted,

Wendy Gilman, Recording Secretary