

**Town of Bow  
Capital Improvements Committee  
July 23, 2018  
Approved Minutes**

The Capital Improvements Program (CIP) Committee met Monday, July 23, 2018 at 6:00 PM. in Meeting Room C in the Municipal Building at 10 Grandview Road, Bow, New Hampshire.

Committee members present were: Chair Jeffrey Knight (Citizen Representative); Vice Chair Robert Louf (School Board Representative); Colleen Hunter (Board of Selectman Representative); Bob Arnold (Budget Committee Representative); Glenn Dugas (Citizen Representative); Bill Oldenburg (Planning Board Representative); and Dik Dagavarian (Citizen Representative). Also present was Finance Director Geoff Ruggles.

**I. Call to Order**

Vice Chair Robert Louf called the meeting to order at 6:00 PM.

**II. Old Business**

1. Acceptance of the any unapproved minutes.

**Motion:**

Vice Chair Louf called for a motion to accept the minutes of July 9, 2018. Bob Arnold moved to accept the minutes with a second by Selectman Hunter. Noted in the first paragraph under New Business the word “years” was left out after 25 and on page three the last sentence should read “...life span of **15** years instead of **10** years.” Motion to approve the minutes as corrected carried with 5 in favor and 1 abstention.

2. Update from Selectman Hunter regarding the Salt Shed

Selectmen Hunter brought the issue of the salt shed to the Select Board. The Select Board would like to ask Mr. Dugas, Mr. Knight, Mr. Oldenburg and Mr. McGonagle, (who unfortunately can't serve) to look into the issue of salt containment, not necessarily a shed but something to contain the salt. The Select Board would also like them to look at the work done on the salt shed by Dubois & King with an eye towards cost savings. There was some discussion regarding the possibility of another person who could be asked to participate as well as adding a member of the Department of Public Works to the group. The Select Board would appreciate the Salt Containment Committee to report back with a recommendation by the end of October.

**III. New Business**

Vice Chair Louf noted there was no new business to take up at this meeting and moved right along to Other Old Business.

**IV. Other Old Business**

1. Review of Facilities Schedules

Finance Director Ruggles reviewed the new facilities schedules taking up Municipal Buildings and Grounds Capital Reserve Fund (CRF) and starting with the Public Safety Center. There was some discussion on the life span of the garage doors and the generator. The Committee agreed to increase the life span of the doors from 15

years to 20 years and leave the generator's life span at 20 years. There was some question on the life span of the paving but further discussion on this item was tabled until Public Works was consulted about the already occurring cracks in the paving.

**Municipal Office Building:**

Director Ruggles noted that the heating system line item included the mini-splits but not the main heating component. After further discussion it was decided to separate the mini-splits from the main unit on the spreadsheet. The mini-splits were given a cost of \$55,000 and a life span of 15 years, instead of 10. The main heating component, for the purposes of the CRF, is listed at an estimated cost of \$45,000 and a life span of 30 years. There was some general discussion regarding the need for a facilities manager who would be in charge of all the buildings for general repair and maintenance, and the possibility of it being a shared position with the schools. Municipal Office Building paving and drainage work is slated for the upcoming year. It was noted that the DPW would be doing a lot of the work and the cost was their best estimate. After further discussion it was decided to break out the paving from the drainage work on the spreadsheet and put the estimated life span at 50 years for the drainage.

**Public Works Building:**

The Committee discussed adding completion dates to the line items on the spreadsheet for tracking purposes. They also agreed that the life span of the generators should be consistent throughout the buildings and set it at 20 years. Director Ruggles will check to see if the generators have maintenance agreements on them. The Committee agreed to put a life span of 50 years in for the metal roof; 20 years for the roof membrane; 50 years for the exterior metal walls; and 25 years for the septic system at an estimated cost of \$25,000. There was a question on the size of the septic system. Director Ruggles will check with DPW and also add a line for "well". Discussion continued around the heating and air conditioning. If the front of the building is heated with unit heaters, their replacement cost may not meet the minimum of \$25,000 to be included in the CIP. If not, those units become a part of the department's budget. It was suggested it was possible there were too many items listed on the CIP for each building. Discussion will continue at the next meeting.

**Baker Free Library:**

Director Ruggles made the changes discussed at the last meeting. The Committee questioned why the library needed a generator, since they don't have one now. The Project Sheet states, "This is being requested to allow the library to fulfill the need for a shelter within the Bow community, which will allow BHS to function solely as a shelter for the region ..." It was noted that the library is not currently designated as an emergency shelter.

**Motion:**

Chair Knight moved to have the CIP not recommend the generator for the Library's CIP. *Motion failed* due to lack of a second. Chair Knight withdrew the motion. There was some continued discussion surrounding the generator. Selectman Hunter would like to discuss the issue with the Emergency Manager before making her decision and others also wanted to speak with the library before recommending removing it.

**Bridges and Highway Construction:**

The Bridge CRF, which the Selectmen are agents to expend, is typically used for engineering. River Road-Rte. 3 Engineering is reimbursable from the State. The reimbursable amount will be added to the spreadsheet. There was a question on whether the town would be able to pay for the engineering of Bow Bog Road, Page Road drainage or Falcon Way since they were not bridges. Director Ruggles will look into it. Under the Highway and Bridge Construction CRF, the discussion revolved around the White Rock Hill culvert. Director Ruggles will check with DPW to see what work was done there.

2. Review of Public Works schedules

The trade-in values of vehicles have been added into the DPW spreadsheet and also subtracted that value from the estimated purchase price. The estimated life expectancy of the 10- wheelers has been extended to 20 years.

The Committee agreed in general with subtracting the trade-in value from the estimated purchase price on the CIP spreadsheet.

3. Any other items that may come before the Committee

The Committee discussed future meeting dates. Chair Knight suggested meeting on August 6, 2018 to finalize the spreadsheets, with answers to any outstanding questions, in order to finalize the project sheets and project schedules/spreadsheets. Prioritizing the projects and meeting with the School Department would only be left before making recommendations. The School Department will meet with the CIP Committee on August 13, 2018.

**IV. Adjournment.**

There being no further business before the Committee, Vice Chair Louf called for a motion to adjourn.

**Motion:**

Upon a motion from Mr. Dugas and a second from Selectman Hunter, the Committee voted unanimously to adjourn the meeting at 7:45 PM.

Respectfully submitted,

Wendy Gilman, Recording Secretary