

**Town of Bow
Capital Improvements Committee
August 6, 2018
Approved Minutes**

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

Committee members present were: Chair Jeffrey Knight (Citizen 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. Vice Chair Robert Louf (School Board Representative) was absent.

I. Call to Order

Chair Jeff Knight called the meeting to order at 6:00 PM.

II. Old Business

1. Acceptance of the any unapproved minutes.

Motion:

Chair Knight called for a motion to accept the minutes of July 23, 2018. Bill Oldenburg moved to accept the minutes with a second by Bob Arnold. There being no further comments, Chair Knight called for a vote. Motion carried by unanimous vote to approve the CIP minutes of July 23, 2018.

III. New Business

Chair Knight 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

The review process at this point was centered on refining the spreadsheets. The Committee reviewed the estimated life of the components of the Public Safety Center and agreed with the life spans noted as well as the current estimated costs. Chair Knight suggested adding square footage of the roofs/asphalt to the spreadsheet. Mr. Oldenburg also suggested adding the square footage of usable interior space. These additions should assist in current and future pricing as well as comparisons among buildings.

Municipal Building: There was some discussion on the estimated life span for the heating system of 30 years. Selectman Hunter expressed concern about the estimate of \$90,000 to do the paving and drainage at the municipal building. When the excavator was purchased for the Department of Public Works (DPW) it was expected it would lower the cost of the paving and drainage work but the \$90,000 estimate hasn't changed. Director Ruggles will ask DPW if the \$90,000 is still reasonable number for paving and drainage work.

Public Works Department: The Committee discussed the Fuel System Replacement and sharing the cost of fuel between the Town and the School Department. Director Ruggles stated that the School District used approximately 23 – 33% of the total fuel usage. Applying a ratio of usage to the cost of the fuel system replacement, the estimated cost was lowered to \$75,000 from \$110,000. Director Ruggles will put the justification for the reduction in the project sheet for this item. There was some discussion regarding the yearly contribution for the Municipal Buildings and Grounds Capital Reserve Fund (CRF). Assuming final figures on the salt containment facility and municipal building drainage and paving will be less, the Committee discussed lowering the yearly contribution from \$150,000 to \$125,000.

Motion:

Chair Knight moved to change the yearly contribution of Municipal Building and Grounds CRF from \$150,000 to \$125,000. Motion was seconded by Mr. Oldenburg and carried by unanimous vote of the Committee.

2. Review of the Bridges and Highway schedules

Director Ruggles stated that the Bow Bog Road culvert was not eligible for state aid so the Town wouldn't receive any monies for it. In review of the Bridge CRF and the Bridge and Highway CRF, the schedules do not show a negative balance through the years 2030-31 with the current contribution of \$120,000. The Committee agreed no changes to the contribution amount were needed. There was some discussion around the name of the CRF(s) reflecting the stated purpose for each of the CRFs. Chair Knight stated the CIP Committee could make a recommendation for the Select Board to make sure the purpose aligns with the name of the funds and it was generally agreed to do so.

3. Review of other CIP schedules

The Committee then took up review of the remaining CIP schedules. Public Works – proposed contribution remains \$160,000. Police department – proposed contribution remains at \$30,000.

Fire Department – The Committee discussed changing the Fire Equipment CRF contribution.

Motion:

Chair Knight moved to change the contribution of the Fire Equipment CRF from \$42,000 to \$37,000 for consistency. Motion was seconded by Mr. Oldenburg and carried by unanimous vote of the Committee.

Baker Free Library – There was continued discussion on the generator and the library becoming an emergency shelter. Dir. Ruggles will check with the Directors of Baker Free Library and Emergency Management to get more information. The issue was tabled until that information is received.

Parks and Recreation Improvements – The Hanson Park storage building has changed in scope to include a workshop etc. at a cost of \$60,000, to be built in 2019-20. It would put the CRF into the negative in 2019-20. The Committee discussed moving that out until 2020-21. Selectman Hunter stated they didn't know what was happening with the community building. The Committee would also like to see plans for the Hanson Park building. The contribution amount of \$16,000 remains the same.

Motion:

Chair Knight moved to move the Hanson Park storage building out to 2020-21 from 2019-20. The motion was seconded by Glenn Dugas and carried by unanimous vote of the Committee.

4. Any other items that come before the Committee

The Committee discussed future meeting dates noting that the School Department would be presenting at the August 13, 2018 meeting. Chair Knight suggested it would be beneficial if, aside from Robert Louf, another school board member was present.

IV. Adjournment.

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

Motion:

Upon a motion from Mr. Oldenburg and a second from Mr. Arnold, the Committee voted unanimously to adjourn the meeting at 7:07 PM.

Respectfully submitted,

Wendy Gilman, Recording Secretary