

**Town of Bow  
Capital Improvements Committee  
August 13, 2018  
Approved Minutes**

The Capital Improvements Program (CIP) Committee met Monday, August 13, 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); Vice Chair Robert Louf (School Board Representative); Colleen Hunter (Board of Selectman Representative); Glenn Dugas (Citizen Representative); and Dik Dagavarian (Citizen Representative). Also present was Finance Director Geoff Ruggles and Duane Ford, Assistant Superintendent for Business Administration. Bob Arnold (Budget Committee Representative) and Bill Oldenburg (Planning Board Representative) were absent.

**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 August 6, 2018. Selectman Hunter moved to accept the minutes of August 6, 2018. Motion was seconded by Glenn Dugas and carried with a vote of 4 in favor and 1 abstention.

**III. New Business**

1. School District CIP Schedule

Assistant Superintendent Ford gave an overview of Bow School District Capital Improvements Plan. While the Bow Elementary School (BES) is not the oldest facility in the district, the infrastructure that serves it is. The original section was built in 1979 with additions in 1991. The roof is original to the main section as is the HVAC. There is no fire suppression system in the building except as required in the boiler rooms. Although not required, Bow Fire Department has made it known they would like to see a suppression system in that building. The building currently passes inspection and is approved for children to be in the building. Dunbarton is doing a large renovation but they are not putting in a suppression system, which was an agreement with Dunbarton Fire Department.

The Comprehensive Facility Assessment and Capital Improvement Study on BES was done in 2012 when enrollment was in the low 400s. Currently, there are over 500 students in that building. While there is no need for more classrooms at this point, if the school keeps on growing they would have to look into that. The architects who did the study were charged with coming up with a comprehensive list and recommendations to renovate/upgrade the BES. The district would like to propose to the voters that they approve funds from the Capital Reserve Fund (CRF) to do all of the design, engineering, construction manager selection and other work needed to have plans and biddable documents. Those documents would be used to bid the project and have figures ready for the March 2020 Annual Meeting, with work to commence in the summer of 2020. The CRFs that could be used for that purpose are the Bow School District CRF and the Bow School District HVAC CRF. There is approximately \$1.2 million dollars total in those funds.

There was some discussion on security upgrades to the building and whether there was a possibility for a Homeland Security Grant. The State of New Hampshire held an Infrastructure Grant application round, with three project categories: Broadband Internet Access; Life Safety (imminent danger); and Security Upgrades. Approximately 80% of Dunbarton's safety upgrade to their front entrance is coming from a grant.

Bow Memorial School (BMS) – There was a comprehensive renovation of the school done in 2015. As such, there aren't any large projects currently proposed for it. The Committee discussed some changes to the CIP spreadsheet such as using 5-year increments. Looking at the year improvements were made and the life span of those components, BMS is about 25 years out before the building would have a major project.

Bow High School (BHS) is 20 years old. There have been a few upgrades over the years, mostly in efficiency of the HVAC. Once the BES rehab is completed, the BHS roof would be the next priority. The district anticipates that the roof on the BHS will need to be replaced at the 30-40 year mark since its installation. Discussion continued on upgrades to the athletic fields, artificial turf, and the bus replacement schedule.

Full Day Kindergarten is now using six classrooms instead of three. The 2018-19 school year is the first year the town will get aid from the State. There is a minimum amount per student of \$1,200 with a maximum amount of \$1,800.

The Committee discussion turned to the School CRF and the HVAC CRF; the possibility of discontinuing one; determining contribution amounts; and determining actual costs. Director Ruggles will discuss the project sheets with Assistant Superintendent Ford. The Committee will revisit this discussion at their next meeting.

#### **IV. Other Old Business**

##### 1. Review of changes to the Schedules

Director Ruggles related that the Director of Emergency Management was in favor of the library becoming an emergency shelter for small incidents, such as a cooling or warming center for seniors. Activating the high school for small emergencies would be disrupting for the classes

##### **Motion:**

Dik Dagavarian moved to leave the generator in the Baker free Library's capital improvement plan. Motion was seconded by Selectman Hunter and carried with a vote of 4 in favor and 1 opposed.

The Public Works Director has confirmed that \$90,000 for the town hall paving and drainage is "in the ballpark" but it could go up due to the complexity of the drainage work ( i.e. excavating around the entire building down to bottom of the foundation; repointing all the brick; and sealing it etc.) It was the general consensus of the Committee to leave in the \$90,000 and add more description to the project sheet.

Diesel and gasoline fuel usage history between the School District and the Town was reviewed. The Committee discussed sharing the cost of replacing the fuel tank(s) between the two. Chair Knight suggested the Committee recommend some sort of cost sharing between the school district and the town and have the Select Board and School Board determine the methodology.

##### 2. Any other items that may come before the Committee.

The Committee discussed next meeting dates. The goal is for the Capital Improvement Plan to be completed by September 30, 2018. The Committee decided to meet on August 27, 2018 but there won't be any meeting on September 3, 2018 due to the Labor Day holiday.

## **V. 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