

**Town of Bow
Capital Improvements Committee
August 27, 2018
Approved Minutes**

The Capital Improvements Program (CIP) Committee met Monday, August 27, 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); Mike Wayne (Alternate Board of Selectman Representative); Glenn Dugas (Citizen Representative); Bob Arnold (Budget Committee Representative) and Bill Oldenburg (Planning Board Representative). Also present was Finance Director Geoff Ruggles. Dik Dagavarian (Citizen Representative) and Colleen Hunter (Board of Selectman Representative) were 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 August 13, 2018. Bob Arnold moved to accept the minutes of August 13, 2018. Motion was seconded by Glenn Dugas. Mr. Arnold noted one correction to be made. Motion to accept the minutes of August 13, 2018 as corrected, carried with a vote of 4 in favor and 2 abstentions.

III. New Business

No new business.

IV. Old Business

1. Review of changes to the Schedules

The Committee reviewed the schedules for the various departments with Finance Director Ruggles pointing out any changes.

Bridges and Highway Construction: Engineering previously listed under the Bridge Capital Reserve Fund (CRF) has been moved to the Bridge and Highway Construction CRF. The beginning balance of the Bridge and Highway CRF is up about \$80,000 because the Birchdale Bridge didn't cost as much as estimated. Public Works Department: The Sullair compressor has been eliminated. Baker Free Library: the Committee discussed beginning balances and noted some changes to make. Bow School District: The Bow School District HVAC CRF will be used for the Bow Elementary School zeroing out that CRF. Elementary architectural will come out of the Bow School District CRF and approximately \$220,253 will go towards the renovation with the rest covered by a bond. The Committee discussed recommending to the school district that they combine some of the CRFs. There was some question whether the amount listed on the project sheet for the elementary school renovation did or did not include the amounts from the CRFs. Director Ruggles will confirm with the school district.

2. Review CIP Summaries, prioritize projects, and begin final recommendations

After reviewing the changes on the CRF schedules, the Committee discussed priorities and contributions to the schedules. Priority 1 is urgent and cannot be delayed; needs immediate attention for health and safety. Priority 2 is necessary within the next 3 years. Priority 3 is desirable, needed within 4 – 6 years.

Bridges and Highway Construction CRF: Priorities on the River Road, Bow Bog Road and Page Road drainage engineering were changed to twos. River Road/Rt. 3A Intersection and Bow Bog Culvert priorities were changed to a 2 from a 3. Falcon Way/White Rock Intersection is a priority 3. The Committee discussed moving the Page Road Drainage out one or two years to address a negative balance of the fund in years 4 and 5. It was also suggested to move out the Page Road Drainage Engineering as well. Director Ruggles will check with the Department of Public Works (DPW) to see if it can be moved out. The Committee will take it up again at the next meeting.

DPW Equipment: In past years the CIP didn't include priorities on equipment. The DPW CRF goes negative in years 7 and 8 so the Committee discussed contribution amounts. If the contribution amount is left at \$160,000 for years 7 through 12 the CRF will be approximately a half million dollars in the negative for each of those years. The Committee was in agreement to change the contribution amount from \$160,000 to \$180,000.

Police Department Equipment: to be consistent with DPW equipment, the Committee decided to eliminate the priority numbers. There was further discussion on whether or not to put priorities on equipment or whether to eliminate priorities all together. If the projects/equipment were put in the year that they were needed, the reader would know the priority(s). Director Ruggles will research whether the CIP is required to have priorities or not. Further discussion was tabled until this question is answered. The Committee agreed to leave the contribution amount at \$30,000.

Fire Department Equipment: The Committee decided to keep the contribution at \$37,000. Municipal Buildings and Grounds: The Committee discussed the cost of the salt shed and the possibility of alternative remedies to the problem at a lower cost. The Salt Containment Committee will be making a recommendation to the Select Board. Without knowing what the Select Board would be comfortable with, the Committee lowered the contribution to \$105,000 from \$125,000 with the knowledge the Select Board might choose to lower it further, once there is more concrete information on the salt shed.

Baker Free Library: Library Maintenance contribution is to stay at \$20,000 and the Library Emergency contribution will be enough to bring the balance to \$25,000. Parks and Recreation Improvements: The Committee agreed to leave the contribution at \$16,000. Water and Sewer System: The Water System CRF is in a TIFF District and the proposed contribution amount is an estimate of the yearly increase in the tax base of the TIFF District. Sewer System: it has no proposed contribution and stays the same. School District: The Committee agreed to discuss this at the next meeting when more information is presented.

3. Any other items that may come before the Committee

The Committee discussed next meeting dates and settled on September 10, 2018.

V. Adjournment.

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

Motion:

Upon a motion from Bill Oldenburg and a second from Robert Louf, the Committee voted unanimously to adjourn the meeting at 7:25 PM.

Respectfully submitted,

Wendy Gilman, Recording Secretary