

CAPITAL IMPROVEMENTS PROGRAM MINUTES  
June 19, 2012

**APPROVED as amended**  
**7/17/12\_\_jrl\_\_\_\_\_**

AGENDA:    WORKSHOP – REVIEW TOURS, CAPITAL REQUEST  
              FORMS SUBMITTED & UPDATES

ATTENDING: Murray Campbell (Chairman), John Bianchi, David Hill, Dan  
              Paradis

OTHER:       Michael Capone (Town Administrator)

Meeting opened at 7:03 p.m. with a quorum.

MINUTES OF MAY 15, 2012:   The following amendments and clarifications were made:   Page 4, 1<sup>st</sup> paragraph, 6<sup>th</sup> line, delete the sentence beginning with “Mr. Hill suggested. Line 7, change the next sentence to read “Mr. Hill felt the Jaws of Life should be in the Fire budget.”

S. Favorite made a motion, second by D. Paradis, to approve the May 15<sup>th</sup> minutes as amended. The motion carried with 1 abstention.

MINUTES OF MAY 18, 2012: The following amendments and clarifications were made: Page 1, Cruisers, 2<sup>nd</sup> paragraph, 3<sup>rd</sup> line, following “Federal” insert “money”. Page 2, 1<sup>st</sup> paragraph, 2<sup>nd</sup> line, replace “is” with “if”. 6<sup>th</sup> paragraph, 1<sup>st</sup> line, change “warrants” to “warrant articles” and following “down” insert “at town meeting.” Page 3, 1<sup>st</sup> paragraph, 1<sup>st</sup> line, following “age” insert “of cruisers”. 2<sup>nd</sup> paragraph, 7<sup>th</sup> line, before “system” insert “cruiser replacement”. 4<sup>th</sup> paragraph, 3<sup>rd</sup> line, replace “He” with “The Chief”.

Dan Paradis made a motion, second by J. Lukeman, to approve the May 18<sup>th</sup> minutes as amended. The motion carried with 3 abstentions.

MINUTES OF JUNE 6, 2012: The following amendments and clarifications were made: Page 1, 1<sup>st</sup> paragraph, 5<sup>th</sup> line, before “air conditioning” insert “heat and”. 4<sup>th</sup> paragraph, 5<sup>th</sup> line, following “\$400.” Insert “per unit”.

J. Lukeman made a motion, second by D. Paradis, to approve the June 6<sup>th</sup> minutes as amended. The motion carried with 3 abstentions.

-2-  
CIP Minutes  
6/19/12

**CIP PROCEDURE NEXT:**

Mr. Campbell stated that we have received 5 items from Mark Bucklin, Public Works superintendent. He feels that we need to request these and also get information on the transfer station and road paving.

Mr. Campbell went on to say that for July 17<sup>th</sup> we need to decide on priority projects for 2013 and then for 2014-2016 as well as to review Public Works and W & WW. He noted that these would include the 6-wheeler replacement and the sidewalk tractor replacement for Public Works and for any money required to start pipe replacement in Central Square and any Police detail or civilian traffic controllers.

On July 24<sup>th</sup>, Mr. Campbell would like to review the Fire Dept., Police and Library for priority 1 and 2 updates. Mr. Campbell continued to say that we should then review the plan on August 21<sup>st</sup>. Mr. Hill thought that we need to decide what we want to do by 7/22 when we present it to the Planning Board. Mr. Campbell agreed and added that we need to determine about Mr. Hill's suggestion on how to handle Capital Reserve accounts so as to even the bottom line. We have to get the Budget Committee to agree to Capital Reserve accounts first. Mr. Capone explained that the Budget Committee won't meet until August 13<sup>th</sup>. Mr. Campbell will contact them individually, in that case.

**PUBLIC WORKS REQUESTS:**

The committee looked over Mr. Bucklin's requests. They discussed the sidewalk tractor and what is needed. Mr. Lukeman thought that maybe they could get a used one from some larger city that replaces theirs every 2 years. Mr. Campbell will ask Mr. Bucklin to look at this more seriously between now and next month.

**OTHER:**

Old Town Hall: Mr. Hill asked if any grants have been applied for this. None have. The secretary stated that the HDC has received information on a contact that deals with restoration of NH town buildings.

CIP Requests: Mr. Campbell asked Mr. Capone to ask the Department Heads if they have any further requests or are to remain the same as what has been requested previously. Mr. Capone stated that he asked them 3 weeks ago.

Historical Data: Mr. Campbell asked if Mr. Paradis has given Mr. Milbrand the updated historical data and Mr. Paradis had brought it with him this evening. As Mr. Milbrand could not attend this evening, Mr. Capone volunteered to give the data to Mr. Milbrand.

-3-  
CIP Minutes  
6/19/12

OTHER continued:

Police & CIP Timing: Mr. Capone made a note to ask Police Chief Lewis if he is planning on including the sally port and juvenile section in his CIP requests as the committee has not received this. Mr. Hill suggested that we bring the Police back in on July 17<sup>th</sup> and move the W & WW back. Mr. Campbell thought that we could do that.

Mr. Campbell expressed that he is not comfortable with the information that the committee has so far. Mr. Campbell explained that part of this is timing as it is too early for the Department Heads to determine their priority needs but leaves the committee running if we don't start early. Mr. Capone added that, by presenting the plan to the Budget Committee in September, he has seen greater success. The Budget Committee gets a clearer view of all the needs, especially the big cost items, that way. Mr. Campbell stated that he would like to present to both the Selectmen and the Budget Committee at the same time this year as it would be the most effective. Mr. Capone will ask the Selectmen if they would be willing to do so.

Mr. Campbell also mentioned that we need the cost of Details on construction projects. Mr. Favorite stated that the State charges \$12.00 an hour, the Town charges \$54.00.

Mr. Campbell stated that he will get in touch with the Department Heads and the Budget Committee. Mr. Favorite stated that Mr. Bucklin's full list of needs are in our minutes of July 26, 2011.

NEXT MEETING: Mr. Campbell stated that our next meeting, July 17, will be a real work session. He asked that the committee look over the information presented and over the 2012 plan for this.

With no other business before the committee, J. Lukeman made a motion, second by S. Favorite, to adjourn at 8:04 p.m.

Respectfully submitted,  
Jan Laferriere, recording secretary