

CAPITAL IMPROVEMENTS PROGRAM MINUTES
April 16, 2013

APPROVED:

6/4/13 __ jrl _____

AGENDA: ORGANIZATION FOR 2013 YEAR

ATTENDING: Murray Campbell (Chairman), John Bianchi, Steve Favorite,
Joseph Lukeman, Dan Paradis

ABSENT: David Hill (conflict), Don Milbrand

OTHER: Michael Capone (Town Administrator)

Meeting opened at 7:02 p.m.

MINUTES OF AUGUST 28, 2012:

J. Bianchi made a motion, second by D. Paradis, to accept the minutes as read.
The motion carried.

ELECTION OF OFFICERS:

J. Bianchi made a motion, second by J. Lukeman, to retain Mr. Campbell as Chairman.
The motion carried.

Mr. Campbell then stated that he is having some health problems and feels that we should
have a vice chairman in case he is indisposed.

J. Lukeman made a motion to elect Dan Paradis as vice chairman. Mr. Paradis declined
stating that he is already vice chairman for the Planning Board and also secretary to
PRLAC.

J. Lukeman then made a motion, second by J. Bianchi, to elect Steve Favorite as vice
chairman. The motion carried.

DISCUSSION OF 2013 CIP PLANS:

Mr. Campbell asked Mr. Paradis to read RSA 674:5, Authorization of the Capital
Improvements Program (CIP). He then distributed an agenda for tonight's discussion.

Mr. Campbell stated that when he presented the plan to the Budget Committee, they felt
that it was too long. He had reminded them of the four ways in which to finance this
program. When he mentioned the Police Cruiser, one Budget Committee member said
that she has never purchased a vehicle. Mr. Campbell was told to just go on with the
report. He then showed the difference of the bottom line when you follow the CIP
method and when you just purchase in the

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DISCUSSION continued:

year that the vehicle is needed. He still failed to get through to the Budget Committee, he stated.

Mr. Campbell feels that the committee and the one Selectman in attendance seemed disinterested. When presenting this year, he would like all of the CIP members to attend. He would also like to be the only group presenting that night (last year they shared time with the Library). He would also like to present to the Selectmen and to the Budget Committee separately.

Mr. Favorite questioned what is missing and Mr. Bianchi, who served on the Budget Committee in the past, felt that the general concept is that "we never did it that way". The CIP committee is discouraged at this point. Mr. Campbell did point out that the Department Heads now understand and are thinking with us. The idea is so that the tax bottom line stays relatively level from year to year.

Mr. Campbell suggested that we might give them the history and Mr. Paradis, who worked on this part, stated that this is difficult as some years the money was voted but not spent until another year. Mr. Campbell said that we had started to catch up some but last year we lost ground. Things never got to the voters. Mr. Favorite stated that, in the past, either they raid the Highway budget, especially paving, or they extend beyond the years of replacement of equipment, adding to the repair costs.

Mr. Paradis suggested that we speak with the Selectmen first and have a good discussion with them. A discussion followed trying to figure out how to present the CIP so that others would understand. Mr. Bianchi did give Dave Carr, Budget Committee member, as he mentioned that we need a fire truck every so many years.

Mr. Campbell mentioned sidewalks and Safe Routes to School. Mr. Capone stated that the current grant is for the sidewalks on North Main and School streets. Mr. Campbell added that the 100% funding ends this year. After that, we shall need to add funds to any grant under this program.

Mr. Campbell stated that we go to the various Departments for a tour and to learn of their needs. It seems like we sometimes get one story and the Budget Committee gets another.

DISCUSSION continued:

Mr. Campbell had distributed an article that he and Mr. Hill prepared in which they felt that it should be presented to the Budget Committee so that they would know what the current needs are. The Old Town Hall was mentioned first and Mr. Lukeman stated that he has always wondered why we haven't done something for this building. Mr. Paradis stated that the flavor at town meeting was that they would not want it just taken down. It was suggested that we sell it for \$1.00 providing the buyer agreed to refurbish it and pay taxes. A discussion followed concerning the foundation problems. Mr. Lukeman asked when it originated and Mr. Capone answered 1846. Mr. Campbell felt that we should give this listing to the Budget Committee and the Selectmen to show what we are facing. Mr. Paradis stated that it is the Selectmen's job to get the ball rolling; we need a plan as to what to do with this building. We have 2900 taxable properties and he would be willing to add \$100.00 to each bill, including his own, to get things up to what they should be.

Mr. Favorite felt that grants aren't being looked at to help. Mr. Paradis stated that it should be thrown into the Master Plan and its survey. Mr. Campbell stated that parking is a major problem there (at the Old Town Hall). He said that we are willing to bend but we need to know how. Mr. Paradis stated that the CIP committee is a sub-committee of the Planning Board who need to get it into the Master Plan Vision. The town should be looking at any adjoining properties that are for sale to alleviate the parking, Mr. Favorite added. Mr. Bianchi suggested that it might be moved if that is possible.

Mr. Campbell mentioned the warrant article for the police and town office windows and furnace that was voted in. There should be a building maintenance plan for all of the town buildings. Mr. Paradis felt that this should come under maintenance and repair. Mr. Campbell was bothered that the \$20,000 for such things (with only the amount spent to be replaced each year) was not brought up. Mr. Paradis added that this would be for smaller maintenance issues; the windows and furnace are energy issues. Mr. Campbell said that it is a matter of when to decide if it is a minor or a major repair. He believes that this building (Town Office/Police Station) should be fixed. Mr. Bianchi stated that we now have a new Library and should start a maintenance fund now so as to maintain it in good condition.

Mr. Campbell again mentioned that he would like to send this resume of needs to the Selectmen and Budget Committee. Mr. Paradis felt that it should then be presented as only coming from Mr. Campbell and Mr. Hill. Mr. Campbell would like CIP approval. It is good business practice to have some portion of a

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DISCUSSION continued:

Department's revenue saved for that Department's repairs, though only with the Selectmen's approval. Mr. Lukeman felt that the title should change as it covers more

than the Old Town Hall. He suggested that it be titled Discussion Document. Again Mr. Paradis expressed that this belongs in the Master Plan. He feels that this is the wrong approach. We need to present the whole philosophy of the CIP instead of all these details. Mr. Campbell said that it is just stating examples. Mr. Lukeman felt that the main focus should be in a discussion and then we could show the examples. Mr. Favorite felt that we should hold onto this and to go to the Selectmen and have a talk. Mr. Campbell thought that they would then ask for a list. Mr. Lukeman stated that this is a little harsh and we should start with a “let’s be friendly” approach.

Mr. Campbell asked how we get to set time to meet the Selectmen and asked for Mr. Capone’s opinion on this. Mr. Capone answered that he cannot give his opinion.

Mr. Campbell stated that he would like to collect our information and do the new plan as early as possible and then present it in September. He would ask for a “solo” presentation. Mr. Lukeman asked why we can’t meet with the Selectmen before the presentation. Mr. Paradis agreed with that suggestion. Mr. Lukeman continued by saying that he agrees with the document but we need a friendly approach first. We need the one discussion point: the CIP itself. Mr. Campbell agreed to hold the document.

Mr. Campbell then stated that we will use the same request form format again.

At this time, Mr. Capone apologized stating that he had to go and asked if they have any questions for him. Mr. Campbell asked if we can chat with the Selectmen. Mr. Paradis asked the status of the Old Town Hall roof and Mr. Capone answered that they have received bids but have not done anything further yet. Mr. Capone left at this point.

Mr. Campbell asked the committee to look at last years’ results for next time. He then remembered that Mr. Bianchi wanted to speak to the committee about Regionalization and turned the floor over to him. Mr. Bianchi stated that the biggest problem with regionalization is that Bristol is the only town around that has full-time employees (both Fire and Police). The Fire Chiefs group has discussed this in the past. If all towns had full-time, there would still be the problem of who would be primary. Mr. Campbell asked if there would be any benefits and Mr. Bianchi stated that each town would only have to purchase one main piece of equipment. Right now, Hill, Alexandria & Danbury pay us.

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DISCUSSION continued:

Mr. Bianchi continued by saying that more people would be needed to man this and they are underpaid so it is difficult to get more help. Mr. Campbell then asked if anything has been done to repair the back wall at the Fire Station which was beginning to pull away. Mr. Bianchi stated that it is still the same as it was.

Mr. Campbell then said that he believes that the most economic plan for the Town Office/Police Station is to do something right here. We could add the sally port, etc. in back, along with more parking and extend the Town Office section out about 10 feet or so in front for the needed room. Mr. Paradis stated that this is why we need to look at the whole problem. Mr. Campbell said that the Selectmen have been looking at places to move. He feels that we need to get folks who do not know Bristol, like we did with the Charrette. Mr. Bianchi suggested that we talk with a CIP group from another town. Mr. Campbell thought this was a good idea.

With no other business before the committee, D. Paradis made a motion, second by S. Favorite, to adjourn at 9:15 p.m.

Respectfully submitted,
Jan Laferriere, recording secretary