

**MINUTES/DECISIONS OF THE CAPITAL IMPROVEMENTS COMMITTEE
MEETING DATE: JUNE 10, 2019**

In attendance = X	Alternate Seated = S	Partial Attendance = P	Excused Absence = E
Tim Malley Chair <u> X </u>	Charlie Brackett Planning Board <u> E </u>	Ed Van der Veen Planning Board <u> X </u>	Dillon Dumont P.B. alt. <u> X </u>
Jim Weaver Budget Comm <u> X </u>	Malcom Price School Board <u> E </u>	Bob Calzini Citizen Rep. <u> X </u>	Roger Coutu BOS Rep <u> E </u>
Marilyn McGrath BOS Alt. <u> X </u>	Brian Groth Town Rep. <u> X </u>		



- I. CALL TO ORDER AT 7:00 P.M
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
 - A. Chairman Malley sat alternate Dillon Dumont for Charlie Brackett.
 - B. Diana LaMothe, School Board, attended to discuss the District’s submission.
- IV. MINUTES OF PREVIOUS MEETING(S)
 - A. 13 May 2019 Meeting Minutes
 - Mr. Weaver moved to approve the 13 May 2019 Meeting Minutes.
 - Motion seconded by Mr. Dumont. 4 in favor, 2 abstentions (McGrath, Van der Veen) - Motion carried.
- V. NEW BUSINESS
 - A. School District – Schedule of Strategic Plan
 - District Representative – Diana LaMothe**
 - Ms. LaMothe introduced herself as a member of the School Board and the Board’s liaison to the Budget Committee. AT a recent Budget Committee meeting she was asked why certain items (High School reno, Kindergarten) had not been submitted as part of the CIP. She explained that the District was in the middle of drafting their strategic plan that has a capital projects component. Accordingly, Ms. LaMothe asked if the CIC’s schedule could

accommodate that of the school's strategic planning process. It is anticipated that during either the June or July Board meeting, decisions would be made with respect to capital projects, and which should be on the CIP.

Tim Malley asked if the CIP schedule had enough time to accommodate. Mr. Groth said yes, that the schedule is padded with plenty of time.

Marilyn McGrath asked if the additional items would fall within the CIP timeframe. Ms. LaMothe said yes, but they don't have strong estimates yet. Ms. LaMothe further added that some items (previously submitted) might come out of the CIP and become part of the normal budget.

Jim Weaver commented that it's worth having a complete picture and added that he was surprised the Circumferential Highway wasn't submitted to be in the plan. Dillon Dumont added that it was on the DOT 10 year plan for state funding.

Ms. McGrath stated that the police station and town hall were priorities for the town.

Mr. Groth asked Ms. LaMothe about the District's timeframe for the strategic plan, and know what capital projects might be in or out of the CIP. Ms. LaMothe said she hoped that it would be done during the Board's June 17th meeting but it might require their July meeting as well. Their process will identify if the high school project and/or kindergarten project will be moved forward, and what projects can be paid for through their fund balance.

Bob Calzini asked if the High School cost estimate will change from last year's ballot item. Ms. LaMothe stated that she thinks it will be "scaled back" from the previous estimate.

The committee deliberated on scheduling and decided to cancel the June 24th meeting, and schedule one meeting in July and another in August. Mr. Groth would reach out via email to identify dates.

B. CIP Worksheet

Representative – Brian Groth, Town Planner

Mr. Groth presented the worksheet produced with the assistance of the Finance Director. The worksheet lays all CIP projects by funding source and proposed timeline. These variables filter down to annual taxpayer impact costs on a tax rate and tax bill for an ASFH (Average Single Family House).

The committee had a brief discussion on impact fees.

Ms. LaMothe asked if including the CTE bond amount in the CIP would be helpful. This question initiated a conversation on whether or not to include existing capital & bond payments in the CIP. Mr. Groth opined that it would be useful to include this information in the plan to provide a comprehensive view. Mr. Calzini added that existing bonds could be an independent section/chapter of the plan.

Mr. Dumont stated that he felt the Lowell & Birch intersection project should be moved up (as in sooner) on the timeline, he sensed that the project had urgency. Ms. McGrath added that former Town Planner, John Cashell, prepared a presentation on the need for this project. Mr. Groth said he would look for the presentation, and speak to the Town Engineer regarding the urgency of this project.

C. CIC Organizational Session.

Mr. Groth said he would reach out to Committee members to identify potential meeting dates.

VI. ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Brian Groth
Town Planner