

# CAPITAL IMPROVEMENT PLAN COMMITTEE MEETING

Draft Minutes April 9, 2014

Meeting was convened at 7pm at the Annex Rm 222 at Souhegan High School:

## 1. Introductions

The committee members introduced themselves and what board, commission or group they were representing.

Present: Addie Hutchison, Sally Wilkins, Danielle Pray, Mike Akillian, Chris Janson, Steve Coughlin, John D'Angelo, Russ Thomas, Peg Bennett, Elizabeth Shankel, John Post and Sarah Marchant

Excused: Tom Silva, Eric Hahn, and Rich Hart

## 2. Overview of CIP Committee charge and discussions on process for FY2016-2021

The Board felt the overall process last year was well done and expressed hope that this year's process will not extend as far into the summer. The committee discussed the need for the CIP Process to include discussion on both the merits of each project request and underlying systems support for overall departments.

Discussion on new funding option via RSA 32:7-a Appropriations for Capital Projects. This may be useful to the Board for specific projects, if it is selected as a funding mechanism it needs to be added to the options in the finance chapter and the spreadsheet will need to be updated accordingly.

The committee also discussed the need to be proactive in the paper starting soon on the work of the committee and departments in implementing long-term, well thought out capital improvements planning. The CIP Committee can become a body that goes out to explain how all pieces of Strategic Plans (Town and School) fit together and that this group utilizes those plans and analyzes them in creating the annual CIP.

## 3. Election of Chair, Vice Chair and Secretary

- a. Chair – Addie Hutchinson
- b. Vice Chair – Sally Wilkins
- c. Secretary – Sally Wilkins

## 4. Review and discussion of Fire Department submissions for FY2016-2021

The committee reviewed the Fire Department's submissions which were largely the same as last year, simply pushed out one more year. The Fire Department has laid out a comprehensive plan to spread the cost of replacements out and try to get the Town back on schedule, funded through annual contributions to a capital reserve account. There are some minor inconsistencies from the spreadsheet of truck replacements vs. the actual project requests that need to be updated.

The committee reviewed the conversion of the second floor of the Fire house and discussed the potential timing of that work in relation to the Selectmen's review of the Safety Departments and possible reorganization. There was discussion on getting an updated design for the second floor with an elevator to meet ADA and current code requirements, this design should be done in the

next year so they can program the second floor renovation for the year after that. There was also a suggestion that a quote/design be submitted to fit-up the first floor with a shower/wash station immediately.

R. Thomas volunteered to follow-up with the Fire Chief on inconsistencies between the spreadsheet and project requests. S. Marchant will follow-up with the Chief/department on the request for revised second floor design to meet code requirements and quote.

5. Other business

6. Adjournment

The meeting concluded at 8:15 pm.