

Town of Bow
Capital Improvements Committee
August 7, 2019
Approved Minutes, as Corrected

The Capital Improvements Program (CIP) Committee met Wednesday, August 7, 2019 at 5:30 PM. in Meeting Room B in the Municipal Building at 10 Grandview Road, Bow, New Hampshire.

Committee members present were: Jeffrey Knight(Budget Committee Representative) arrived at 5:40; Jennifer Strong-Rain (School Board Representative); Colleen Hunter (Selectman Representative); Glenn Dugas (Citizen Representative); Mark Davis (Citizen Representative) Dik Dagavarian (Citizen Representative) and Bill Oldenburg (Planning Board Representative). Also present were Town Manager David Stack and Finance Director Geoff Ruggles.

I. Call to Order

The meeting was called to order at 5:30 PM.

II. Old Business

1. Acceptance of the any unapproved minutes.

Motion:

Selectman Hunter moved to approve the minutes of October 1, 2018. Motion was seconded by Glenn Dugas. Vote on the motion to approve the minutes as submitted carried with a vote of 4-0-2.

III. New Business

1. Selection of Officers

Motion:

Selectman Hunter nominated Bill Oldenburg to be the Chair. Motion was seconded by Dik Dagavarian and carried by unanimous vote of the Committee. 6-0-0.

Motion:

Selectman Hunter moved to nominate Dik Dagavarian as Vice Chair. Motion was seconded by Bill Oldenburg and carried by unanimous vote of the Committee. 6-0-0.

2. Overview and Review of CIP

Finance Director Geoff Ruggles reviewed the Committee Workbook noting changes from last year's CIP: Bridges and Highways; Facilities, the Municipal Building renovation was moved out and Bathrooms, Heating System, and Electrical Upgrade were moved into the Municipal Buildings Renovation project.

Jennifer Strong-Rain updated the Committee on the elementary School project which now looks like it will be an addition and not just a renovation. There is a Committee working on the project which plans to report back to the School Board in September or October. She further noted that the District may have to add a project sheet for communication and security updates to the middle school and the high school.

Police CIP: Nothing was added from last year's plan but Handguns were moved up and Mobile Data Terminals were moved out. The Committee noted that the balances in the Police Capital Improvement projects do not go

into the negative over the six year period the Committee looks at and no changes to the contribution amount were made.

Fire CIP: The Committee would like to see a bid on the ambulance. Because the balances of the Fire Truck Equipment CRF do go into the negative in the last two years, the Committee increased the contribution from \$100,000 to \$112,500. After some discussion, it was decided to add a capital reserve fund for replacement of the cistern(s) and contribute \$10,000 to the fund. The Committee requested a list of all the cisterns and their anticipated life expectancy. The contribution amount for the Fire Equipment CRF was decreased from \$37,000 to \$33,000.

Public Works Equipment CIP: The Committee asked to meet with the Public Works Director at their next meeting for further discussion on some of the equipment. It was decided that to cover the negative balance of the CRF in year six, they would increase the yearly contribution from \$180,000 to \$192,000.

Bridges and Highways CIP: The Committee decided to table further discussion on this section to another meeting, noting that both the Bridge CFR and Building and Highway Construction CRF balances go into the negative for several years.

Parks and Recreation Improvements CIP: There was some discussion on the Hanson Park Maintenance Building project size, cost and use of the proposed building. Further discussion is needed.

Library CIP: The Library Trustees would like to bring their Emergency CRF up to \$30,000 because they feel the air handlers won't last 3 years so they are asking for a contribution of \$5,000. The Committee agreed on the additional \$5,000.

Water and Sewer CIP: There is no change to the plan.

3. Meeting Schedule, including Departments.

It was decided to ask for more clarification from the Public Works Department and Parks and Recreation at the next scheduled meeting which the Committee decided would be on August 21, 2019 at 5:30.

IV. Adjournment.

There being no further business before the Committee,

Motion:

Glenn Dugas moved and Selectman Hunter seconded to adjourn the meeting at 7:15 PM. Motion carried by unanimous vote of the Committee.

Respectfully submitted,

Wendy Gilman, Recording Secretary