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Capital Improvement Plan (CIP) Committee

Town Council Chambers  
**September 8, 2022**

**APPROVED MEETING MINUTES**

**Members Present**: Philip Nazzaro - Chair (School Board Rep), Richard LeSavoy - Vice-Chair (Budget Committee Rep), Jane Ford (Planning Board Rep), Bart McDonough (Director of Community Development), and Brian Ward (Town Council Rep- *Alternate*)  
**Members Absent**: Danielle Honan (Budget Committee Rep- *Alternate*) and  
Colin D. White Sr. (Town Council Rep)  
**Others Present:** Sean Grieg, Director of Environmental Services, and   
Gregory Jordan, Chief of Police.  
  
The meeting was called to order at 5:35 PM by Chair **Phil Nazzaro.**   
  
**1. Pledge of Allegiance**

**2. Approval of Minutes: September 21, 2021**   
 **Action**  
**Motion**: **Rich LeSavoy** moved to approve the Draft Minutes of  
 September 21, 2021 as written.   
**Second**: **Brian** **Ward**  
**Discussion**: It was noted that no current members were at that meeting.  
**Vote**: **Approved 4-0-0**

**3. Presentations from Requesters  
  
Chief Gregory Jordan** answered questions from the members. The Chair mentioned that the CIP had approved all of his requests, but had a specific question about his core vehicle request form (PD-2). He explained the history of moving vehicles into the General Fund Budget and the 2023 Ford Interceptor was the only item listed in order to zero out the CRF. Previously, the Town Manager and Chief True decided that vehicles were an operational cost and the CIP was for long term saving for long term projects. The members were concerned that moving vehicle replacement into the budget might cause fluctuation. The Chief explained that they purchase one (1) new cruiser every year and two (2) cruisers every three years. They have nine (9) line cars and, in general, they last for three years. Repairs are taking an inordinate amount of time in the shop right now (i.e. not days, but weeks). The retired cars are often given to other departments for use (if they are suitable). **Jane Ford** has a question about the possibility of crediting the cars to the police when they are surrendered to another department in need of a vehicle like Code Enforcement or the Fire Department. The Chief was also asked about the storage issues at the Police Department in particular the regulations regarding retention. RSA-33A *Disposition of Municipal Records* governs the proper retention of records. [Chapter 33-A DISPOSITION OF MUNICIPAL RECORDS (state.nh.us)](http://www.gencourt.state.nh.us/rsa/html/iii/33-a/33-a-mrg.htm) The Chief says that he really needs an architect to take a look at the building (in particular, a firm that specializes in police stations) because of their unique needs. Right now there are insufficient male and female locker room facilities (the requirements, they have no separate juvenile detention area, there are no rooms for victims of crimes away from the others in the building, and the officers process evidence under the eaves upstairs and must bend down to do their work. The Chair believes that a good case could be made for a ‘Police Facilities Reserve Fund’ which would need to be approved by the Town Council and go forward as a warrant article.  **Sean Grieg** answered questions from the members. The question from the Chair was “When funds are approved to go into a Capital Reserve Fund, who pays for that fund?”  
Sean made is very clear that the Capital Reserve Fund is paid for 100% by the rate payers (Enterprise Fund). The question about the Clarifier Covers: the cost has gone up since Covid, so it was a 3 year payback and now he estimates it will be a five year payback. Sean is designing a storage facility. Right now he has equipment stashed “all over the place”. He would also like to build a new septage receiving plant. Currently, they receive septage from other towns, but the traffic goes down through the park (residents not happy). This year, he is on pace to earn $200,000 from receipt of septage. He still has four miles of the 1895 water main in Town (out of 28 miles with 2200 connections). He also has received a $100,000 grant to look at a collection system for wastewater. He would like to make 3-4 presentations per year just on sewer and water, so that everyone in town understands the process.

The members had a discussion about preparing better documentation next year and use Sean’s comprehensive plan to follow toward establishing best practices. **Jane** would like to put a firm on retainer for design consultation that would fit all the needs across the departments.  
  
**4. Continue Review of 2023 CIP Requests**

**Creighton Street Pumping Station – WW-1 (Wastewater)**  
Submitted by Sean Grieg Capital Reserve Fund Balance: $257,520  
Request for FY 23-24: $51,504

**Action  
Motion**: **Brian Ward** moved that **WW-1** be **approved for $51,504** as an “N”. **Second**: **Jane Ford**  
**Discussion**: None  
**Vote**: **Approved 4-0-0  
  
Trucks – WW-2 (Wastewater)**  
Submitted by Sean Grieg Capital Reserve Fund Balance: $123,930  
Request for FY 23-24: $21,878

**Action  
Motion**: **Rich LeSavoy** moved that **WW-2** be **approved for $21,878** as an “N”.   
**Second**: **Brian Ward**  
**Discussion**: Note by **Jane Ford** that any new vehicles must be electric by 2035.  
**Vote**: **Approved 4-0-0**

**Wastewater Treatment Facilities– WW-3.1, 3.2, 3.3, and 3.4** (aggregate)Submitted by Sean Grieg Capital Reserve Fund Balance: $655,179  
Request for FY 23-24: $131,034

**Action  
Motion**: **Brian Ward** moved that **WW-3.1, 3.2, 3.3, & 3.4** be **approved** for   
 $131,034 as an “N”.  
**Second**: **Rich LeSavoy**  
**Discussion**: None  
**Vote**: **Approved 4-0-0**  
**Pump Station Improvements– WW-4 (Wastewater)**Submitted by Sean Grieg   
Request for FY 23-24: $200,000

**Action  
Motion**: **Rich LeSavoy** moved that **WW-4** be **approved** for $200,000   
**Second**: **Brian Ward**  
**Discussion**: None  
**Vote**: **Approved 4-0-0**

**Secondary Clarifier Covers– WW- 5 (Wastewater)**Submitted by Sean Grieg Capital Reserve Fund Balance: $90,000  
Request for FY 23-24: $50,000

**Action  
Motion**: **Brian Ward** moved that **WW-5** be **approved** for $50,000 as a “D”.  
**Second**: **Rich LeSavoy**  
**Discussion**: None  
**Vote**: **Approved 4-0-0**

**MacIntosh Well– W-1 (Water)**Submitted by Sean Grieg Capital Reserve Fund Balance: $ -0-  
Request for FY 23-24: $9,249

**Action  
Motion**: **Brian Ward** moved that **W-1** be **approved** for $9,249 as an “N”.  
**Second**: **Jane Ford**  
**Discussion**: None  
**Vote**: **Approved 4-0-0**

**Trucks– W-2 (Water)**Submitted by Sean Grieg Capital Reserve Fund Balance: $ 139,604  
Request for FY 23-24: $14,735

**Action  
Motion**: **Rich LeSavoy** moved that **W-2** be **approved** for $14,735 as an “N”.  
**Second**: **Brian Ward**  
**Discussion**: None  
**Vote**: **Approved 4-0-0**

**Water Treatment Plant Equipment– W-3.1 and W-3.2** (aggregate)Submitted by Sean Grieg Capital Reserve Fund Balance: $ -0-  
Request for FY 23-24: $77,669

**Action  
Motion**: **Jane Ford** moved that **W-3.1 & 3.2** be **approved** for $77,669 as an “N”.  
**Second**: **Brian Ward**  
**Discussion**: None  
**Vote**: **Approved 4-0-0  
  
New 750,000 Gallon Water Tower– W-4 (Water)**Submitted by Sean Grieg Capital Reserve Fund Balance: $300,000  
Request for FY 23-24: $100,000

**Action  
Motion**: **Brian Ward** moved that **W-4** be **approved** for $100,000 as an “N”.  
**Second**: **Jane Ford  
Discussion**: None  
**Vote**: **Approved 4-0-0**

**5. Other Business**The Library, the Recreation Department, the DPW/Fire, and the Ad-hoc Riverfront Advisory Com/ ConCom requests will be considered at the next meeting.   
  
The Chair noted that several of the funds did not come forward with requests this year. **Bart** noted that he had reached out, but many felt that they did not reach the threshold for a request. Several groups who received funding last year have not requested a withdrawal as yet.

The Chair would like a list of those we are not funding this year. The members would like to have a conversation with the Town Manager about statutory authority of the CIP.  
  
**Jane** wants to see how each CIP request mirrors the master plan.

By agreement among the members, the next meeting has been changed to Wednesday September 14, 2022 at 5:30 PM.

**6. Adjourn** **Action  
Motion: Brian Ward** moved to adjourn the meeting at 7:10 PM  
**Second: Jane Ford**  
**Discussion:** None  
**Vote: Approved 4-0-0**

Respectfully submitted,   
  
Sue Frick  
Recording Secretary