

Capital Improvement Plan Committee
Meeting Minutes
January 2, 2024
Approved as Amended January 22, 2024

1 Present: Megan Sebasco, School Board Representative; Gene Reed, Public Member; Ellen White, Town
2 Administrator; Tim Dabrieo, Selectmen's Representative; Charlotte Fyfe, Public Member; Robert Kelly,
3 Budget Committee Representative; Charlene Andersen, Planning Board Representative.

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5 Absent: Maureen Campaiola, Public Member.

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7 Meeting called to order at 5:30 pm.

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9 **Minutes Approval:**

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11 The minutes from the 12/12/2023 meeting were reviewed. Ms. Sebasco questioned line 67-68 and
12 requested clarification or the line be stricken. Agreed to strike the line. Ms. Andersen corrected the
13 spelling of her last name as "Andersen". Motion by Ms. Andersen to accept the minutes of 12/12/2023
14 as amended. Seconded by Mr. Dabrieo. Mr. Kelly abstained (absent). Motion passed 6-1-0.

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16 **Town/School CIP Review - continued from prior meeting:**

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18 Ms. White stated she was able to find a more updated version of the CIP worksheet discussed at the last
19 meeting and she has added the information discussed at the prior meeting. The 2023 column has been
20 hidden in the printed version but the worksheet to be emailed to the committee has the historical
21 information in hidden columns. This worksheet also includes the School information so everything is on
22 one worksheet. Mr. Reed commented that per RSA 671:5, at least 6 years of projection is required. A
23 column for 2029 will be added. Ms. Sebasco stated the school CIP does go out to 2029 but there are no
24 requests for 2029 at this time. The capital reserve items should carry forward as well as the 10-wheel
25 dump which will be nearing the end of its useful life in 2029. Ms. Andersen discussed the inclusion of
26 some of the items identified in the Facilities Committee Report. Mr. Dabrieo stated that \$100,000 has
27 been plugged in to work toward starting work on the rear of the community center. Ms. White stated the
28 Building Maintenance Expendable Trust Fund should be added as well to address the maintenance items
29 in future years. Ms. Andersen stated the Committee's Narrative should include these items as well. Other
30 items to be added into the 2029 column include the police cruiser replacement and addition of the
31 Technology fund.

32
33 Mr. Kelly questioned if ARPA funds can only be used for highway projects. Ms. White responded that they
34 can be used in accordance with federal guidelines, but the funds must be expended in full by the end of
35 2024. Mr. Kelly questioned if there are any projects that these funds will be used for. Ms. White stated
36 that several have been identified that may be funded through ARPA funds rather than put on as warrant
37 articles. All agreed to start tracking the Building Maintenance ETF. The third quarter trust fund balances
38 were reviewed.

39
40 Ms. Andersen questioned if the stormwater management plan should be identified in the narrative as well
41 since culvert management will be an ongoing matter. Brief discussion on how the inventory and
42 identification of culverts through this management plan are being used and information is updated
43 through the implemented work order system. The engineering of the Kelsey Road and Cooper Hill culverts
44 was included as a warrant article in 2023 and are major culverts which will require a significant
45 replacement cost. Ms. Sebasco suggests the funding source for the culverts be changed from warrant to

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bond since the replacement is estimated to be more than \$1 million per culvert. Brief discussion on various culverts that have been identified throughout town, and the requirements for replacement depending on the size. The major culverts on Kelsey Road and Cooper Hill have been identified as capital expenditures in the two years following the proposed \$2.5 million bond for the school.

Mr. Kelly questioned the purchase of the solar system after-the-fact as is the plan in 2025. There is a question as to whether the lease can be extended rather than purchased outright as planned on the CIP. Additional research needs to be conducted on this to determine whether the purchase needs to be considered sooner than 2026 as it has been earmarked on the CIP. Mr. Dabrieo stated that the electricity savings impact at the community center is significant. Discussion on what the town's obligation will be in terms of maintenance once the solar panels are purchased.

Research is being conducted on adding a diesel pump option at the Flutter Street Highway Garage. There are two fuel cubes currently at the Smoke Street Pit: (1) for diesel and the second for gasoline primarily for the police department.

The equipment inventory and useful life expectancy worksheets have been updated and were reviewed for discussion. New equipment received in the Public Works Department has been updated to include the new backhoe and 10-wheel dump truck. The next truck is tentatively set to be purchased in 2028 and the grader in 2026 but these are only guesses. Equipment is often used beyond its expected useful life. No other vehicles are scheduled for replacement next year.

Ms. Fyfe questioned if there is any plan for capital improvements in buildings such as adding a heat system at the old town hall. Ms. White responded that there has been discussion since the building is unusable during the colder weather months. This would enable private event rentals as an alternative solution to the community center which is not being rented at this time. Initial estimates for a mini-split system came in around \$8k for two units. Mr. Reed reviewed the potential warrant articles for 2024 based on the updated CIP list noting potentially 11. Mr. Dabrieo stated that there will be additional discussion on any repairs proposed to the rear portion of the building and that discussion will take place at the meeting on Monday.

Ms. Sebasco questioned the warrant article for the road paving and reconstruction. In the past it was split up as \$300,000 in the operating budget and \$300,000 by warrant article but that changed last year and potentially this year is subject to change further. This calculated amount reserved each year is based on a road management plan, also earmarked for update in 2026 at a cost of \$50,000. The present road management plan is several years behind. Unexpended funds from the 2023 warrant article are being encumbered to catch up to the road management plan utilizing a contract with R & D Paving.

Discussion on the recycling center equipment; the fork truck is well beyond its planned replacement. There is a pickup that is being used to haul the cans to Harding Metals, but this is only until they can determine if a new baler is a better option. NH the Beautiful is a resource for financial grant funds to assist with Recycling Center equipment needs.

Ms. Andersen questioned the Police Department Tech Expendable Trust Fund for \$10k each and questioned if the MDT's could be replaced under that fund? Ms. White responded that a portion of the \$10k each year will be going toward the lease purchase of the body worn cameras for the next 5 years.

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The Chief obtained an offsetting grant to reduce the lease purchase so the town's portion will be coming from this fund as well as any other tech needs.

Mr. Reed questioned if the Tri-Centennial Fund has been depleted? Ms. White responded that there is a question before legal at present as to whether the fund gets dissolved and remaining funds are returned to the general fund, or a repurpose of the existing fund for future celebrations be done through a warrant article.

Ms. Fyfe questioned if the base radio replacement and portable radio replacements can come from a grant rather than see the impact of the purchase in 2025? Ms. White responded that preliminary research is underway on grant funding opportunities through the Firefighter's Assistance Grant Program as well as Motorola, and a few other options.

It was confirmed that no new requests for the CIP have been submitted by departments.

Mr. Reed requested the balance of the cable franchise fund. Approximately \$30k is received in revenue each year from cable franchise fees.

Marston Project is currently in Phase I of its design, and the Marston Property Committee needs to be revitalized. Funding is presently coming from impact fees.

There are now two ambulances; the new one is still being outfitted to be put into service. The second will be a backup. Discussion on the plan for a second is to have it available for back-to-back calls. This would require staffing to run it. The estimated useful life according to the schedule is approximately 8-years.

The invasive species fund is only supported for the next two years and should be extended further out to 2029. These funds will be used to assist with matching grant funds obtained through NH DES for milfoil treatment in waterbodies. This was the initial year in the grant program and the town received 100% in grant funding, but future years funding will depend on application and could be 20-50%. Ms. Andersen noted that this invasive species fund is not only for milfoil but includes any invasive species including Japanese knotweed. Mr. Kelly questioned the portion of this that is included in the operating budget. Ms. White clarified that the Lake Host Program is part of the administrative budget in the amount of \$5,000 and the Japanese knotweed program is part of the Highway Department's mowing budget. Ms. Sebasco stated the fund is an expendable trust fund and should be stated as such on the list.

Mr. Reed questioned the annual maintenance and inspection requirements of the landfill. These items are included in the operating budget. The monitoring will continue for several more years.

The landfill debt will be paid off in 2024. There are no other long-term debts. Mr. Reed questioned the interest calculation of the remaining payment due on the landfill bond. The amortization schedule will be provided to better clarify the calculation.

Mr. Reed reviewed the unassigned fund balance worksheet that also requires updating. Mr. Kelly noted the unassigned fund balance at \$2,369,819. Ms. White stated the unassigned fund balance was \$2.5 million at the close of the 2022 budget year but capital reserve funds were funded in 2023 out of this so the balance at the time of the tax rate setting is reflective of the \$200,000 used from unassigned fund balance. This balance is 11.74% of the DRA recommended amount of 8-17% of the town/school financial

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obligation. Brief discussion on what the unassigned fund balance consists of and what the percentage of retainage should be, and the investment yield received on the trust funds.

It was agreed that the plan needs to be updated to include a column for 2029 extending a few of the capital reserve/expendable trust funds further out, as well as lines for projects already completed. Ms. Andersen requested this be done prior to the next Planning Board meeting so she can share it with the Planning Board. Updates will be distributed to all committee members.

Ms. White stated she will get back on track with the Department Heads later in the summer to get the review committee process started sooner than the budget review process starts.

Ms. Sebasco will forward the updates for future capital reserve fund additions from the School Board after tomorrow night's meeting as well.

Mr. Reed continued to review the additional information provided to the Committee several weeks ago that also requires updates including the net valuation chart, unassigned fund balance, population census, school enrollment, etc. Mr. Reed would like to see the tax rate setting documentation as well. Discussion on how the school enrollment growth is calculated.

Mr. Reed questioned how the Rec Revolving Fund works and what can be paid from it? Ms. Fyfe stated that a portion of the staff salaries and benefits are paid from this fund. Ms. White added that all fees collected for Rec programs such as the Aftercare and Summer Camp go into this fund. It is at the discretion of the Rec Director and Selectmen to determine how these funds are expended. Mr. Kelly stated that approximately \$220,000 came in but \$218,000 came out in expenses. Mr. Dabrieo stated that the new playground equipment came from this so it is good to have for anything that may come up. Formerly the soccer program revenue used to come into this fund but it is now all circulated through Strikers.

The narrative drafted by Mr. Dabrieo was reviewed by the Committee. Ms. Andersen has some suggested changes she provided to be incorporated. Mr. Reed questioned how the recommendations are passed on to the School Board and Selectmen. Ms. Sebasco is the School Board Rep and Mr. Dabrieo is the Selectboard Rep, so each will bring up to their respective boards. The narrative will need to be submitted for inclusion in the Town Report no later than January 27. An additional meeting should be held to finalize this document; available dates were reviewed.

The next meeting will take place on Tuesday, January 16, 2024 at 5:30 pm.

Brief discussion on committee representation from various boards.

Mr. Kelly questioned the fuel cubes located at the Smoke Street pit. Ms. White explained that there are two; 500-gallons each for gasoline and diesel. The quote received by the new Highway Director is for a double-wall tank/pump for the Highway Garage which will give an additional fueling location which should lessen the need for them to travel out of town to fuel up when Smoke Street option is not conveniently located to their working location. Ms. Fyfe suggested the Fire Department as a potential location that would eliminate concern for its proximity to the river.

Mr. Reed made the motion to adjourn. Seconded by Ms. Sebasco. All in favor, the motion passed.

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184 The meeting adjourned at 6:54 pm.

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186 Respectfully submitted,

187 Ellen White, Town Administrator

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Nottingham Trustees of the Trust Fund
2023 Q3 Financial Report

Trust Fund Name	Beginning Balance 7/1/2023	Deposits	Withdrawals	Interest	Ending Balance 9/30/2023
Capital Reserve Accounts					
Fire Department Building	\$591.84			\$4.68	\$596.52
Fire & Rescue Vehicle Fund	\$12,742.05	\$100,000.00		\$740.96	\$113,483.01
Highway Truck *	\$3,809.10	\$170,656.61	\$100,000.00	\$431.43	\$74,897.14
Recycle Center	\$91.73			\$0.72	\$92.45
Revaluation **	\$1,349.66	\$75,515.91	\$75,000.00	\$87.06	\$1,952.63
Town Building, Maintenance & Repair	\$37,918.16	\$90,000.00		\$876.24	\$128,794.40
Nottingham School District Building Repairs	\$262,452.08			\$2,077.50	\$264,529.58
Nottingham School Grounds Improvement	\$100,250.17			\$793.56	\$101,043.73
Nottingham School District Special Education	\$170,666.13			\$1,350.95	\$172,017.08
Nottingham School District Textbook Reserve	\$41,654.75			\$329.73	\$41,984.48
Cemetery Perpetual Care Trusts					
Almie Kelsy	\$771.07			\$6.10	\$777.17
Amanda Stevens	\$467.60			\$3.70	\$471.30
Fernald Cilley	\$656.75			\$5.19	\$661.94
Frank Nay	\$3,794.29			\$30.03	\$3,824.32
John Cilley	\$1,947.29			\$15.41	\$1,962.70
Kelsey Glass	\$2,646.86			\$20.96	\$2,667.82
Kelsey Harvey	\$2,343.18			\$18.55	\$2,361.73
Kelsey Marston	\$1,131.79			\$8.96	\$1,140.75
Maria Kelsey	\$1,173.45			\$9.28	\$1,182.73
Simpson Glidden	\$1,447.86			\$11.46	\$1,459.32
Smith Fund	\$3,368.09			\$26.66	\$3,394.75
Stella Cilley	\$1,895.38			\$15.00	\$1,910.38
Stevens Batchelder Fund	\$2,707.15			\$21.43	\$2,728.58
William Mitchell	\$1,162.36			\$9.20	\$1,171.56
Expendable Trusts					
Invasive Species Prevention Fund	\$51,801.21	\$10,000.00		\$458.93	\$62,260.14
Police Technology Equipment ****		\$10,000.00		\$48.88	\$10,048.88
Tri-Centennial Fund ***	\$7,305.73	\$40,375.21	\$45,000.00	\$66.13	\$2,747.07
Charitable Trusts					
Dr. Arthur Fernald	\$5,846.97			\$46.28	\$5,893.25
Lisa Batchelder Memorial	\$803.98			\$6.36	\$810.34
Other Trusts					
Cemetery Fund	\$35,297.02	\$400.00		\$281.63	\$35,978.65
Drowns Dam Beach Fund	\$124.24			\$0.98	\$125.22
Van Dame Fund	\$106.50			\$0.84	\$107.34
Certificates of Deposit					
Matures: 04/24/2024; Interest Rate: 4%; Composition: \$300,000 from Fire & Rescue Vehicle Fund	\$300,000.00				\$300,000.00
Matures: 7/24/2023; Interest Rate: 3.75%; Composition: \$70,000 Highway Truck, \$55,000 Revaluation Fund, \$40,000 from Tri-Centennial Fund	\$165,000.00				

Matures: 08/02/2024; Interest Rate: 4.5%; Composition: \$100,000 from Highway Truck; \$70,000 Revaluation			\$170,000.00			\$170,000.00
Matures: 4/29/2024; Interest Rate: 4.55%; Composition: \$5000 Revaluation Fund; \$45,000 Tri-Centennial Fund			\$50,000.00			\$50,000.00
TOTAL		\$1,223,324.44	\$716,947.73	\$220,000.00	\$7,804.79	\$1,563,076.96

NOTES

* Highway Truck Deposit: \$100,000 Warrant Article. \$70,656.61 Matured CD (7/24/2023)

** Revaluation Fund Deposit: \$20,000 Warrant Article. \$55,515.91 Matured CD (7/24/2023)

*** Tri-Centennial Fund Deposit: \$40,375.21 Matured CD (7/24/2023)

*** The Police Technology Equipment Fund was created on 08/01/2023

Approved by the Nottingham Trustees of the Trust Fund on **10/12/2023**