

**CIP Committee
Meeting Minutes
December 12, 2023
Approved as Amended January 2, 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; Maureen Campaiola,
3 Public Member.
4

5 Absent: Charlene Andersen, Planning Board Representative; Robert Kelly, Budget Committee Representative.
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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 11/14/2023 meeting were reviewed. Mr. Reed noted the minutes reflect the meeting was
12 called to order at 6:30 pm. Mr. Dabrieo made a motion to approve the minutes with the amended start time of
13 5:30 pm. Ms. Fyfe seconded. Roll call vote was taken: Ms. Sebasco-aye; Mr. Reed-aye; Ms. White-abstain; Mr.
14 Dabrieo-aye; Ms. Fyfe-aye; Ms. Campaiola-aye. Motion passed 5-0.
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16 **Town/School CIP Review:**

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18 Ms. White informed the Committee that she reached out to the Department Heads and there are no further
19 submittals for 2024 outside of the list that has already been compiled. Ms. Sebasco questioned if all the projects
20 noted for 2023 occurred. The list was reviewed as follows:
21

22 Mr. Reed questioned the status of the funds remaining for the asphalt road maintenance and reconstruction. Ms.
23 White confirmed there are unspent funds from the warrant article that will be presented to the Selectmen before
24 year-end to be consideration to be encumbered. Mr. Dabrieo confirmed this has been discussed at the Board
25 level and they intend to carry the funds forward.
26

27 Mr. Reed requested the balances of the capital reserve and expendable trust fund accounts. He also requested
28 an updated equipment list. Ms. Sebasco presented a copy of the equipment list showing the useful lifespan.
29 This list will be updated for the next meeting. It was noted that the new ambulance arrived yesterday.
30

31 The parking lot engineering and paving for the library is in process. There is an onsite meeting scheduled for
32 tomorrow and further updates on the project status will be available after that meeting. There have been no
33 expenditures made yet but there will be some before the year end.
34

35 The gym floor and wall safety upgrades did not make their way on to the warrant this year likely due to the
36 underdrain repair that was needed.
37

38 The audio/video meeting room update is on hold until it is determined if the conference room is to be relocated
39 to the rear community room giving the Recreation Department the existing conference room to expand into.
40 Funding for the updated a/v equipment will come from the accumulated cable franchise fees that are received
41 annually.
42

43 Discussion on the NH DES grant used this year toward milfoil treatment in Pawtuckaway Lake. 2023 was fully
44 funded through grant funds but future treatment will be a matching grant of 20-50% depending on availability
45 of funds.
46

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47 Brief discussion on disposal of surplus equipment.

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49 The items proposed for 2024 were reviewed. The pickup truck for the highway department can be removed with
50 the addition of the new utility in 2023. The additional baler purchase will be discussed further tonight. Mr.
51 Dabrieo spoke on this option in order to separate the plastics further for increased recycling revenue. He also
52 discussed the can crusher that was taken out of service and now the cans are hauled to Harding Metals on a
53 weekly basis. The Community Center back building will likely be pushed out a few years until the new working
54 facilities manager can be onboarded and work on a phased project to begin the cleanout. Ms. Sebasco stated
55 the dollar amount added into the worksheet was based on demolition. Ms. Fyfe commented that it is
56 questionable if the structure still meets snow load standards. This item should be moved to 2025. Ms. White
57 stated that she is not aware of the need to roll out a new accounting system for 2024 but there is potential for
58 the future since the software being used is antiquated. This is an item that can be extended out to 2025.

59

60 Mr. Dabrieo questioned the \$40,000 for a new Police Station in 2025. Ms. Sebasco stated this was a placeholder
61 to begin the exploratory process for a more ideal space for the department. Mr. Dabrieo stated that this all
62 relates to what is going to happen with the rest of the community center.

63

64 Discussion on updating the worksheet to include better descriptions and funding source information.

65

66 Ms. Sebasco presented the school's CIP. The only item being added for 2024 is for the replacement of (2) roof
67 air handlers for \$87,000 to come from fund balance. \$2,500,000 has been earmarked in 2025 for prefab buildings
68 to be built offsite and brought in for additional building space. Mr. Reed confirmed that the air handlers would
69 be a warrant article. Ms. Sebasco stated that it will be determined when they have a better idea of the fund
70 balance with a new finance director in place. Since the school is fiscal year, their year does not end close until
71 June so they will have a better idea of what they have for funding available. In 2026, they will be looking to pave
72 the road around the school and the sidewalks and handicap ramp around the building, as well as re-shingle the
73 roof. 2027 will be replacing the kiln and repaving the main parking lot. And lastly, 2028 will consist of a
74 emergency generator which will assist in the school being used as an emergency shelter location with potential
75 for intergovernmental use.

76

77 Ms. Sebasco noted the larger expenditures for the town culverts are in 2026 and 2028 while the school building
78 space would be in 2025.

79

80 Ms. Sebasco stated the \$7,000 beach gate proposed in 2027 does not meet the CIP requirement of \$10,000, but
81 the cost could change by then.

82

83 Mr. Dabrieo committed to writing up the committee's narrative for the annual report to be reviewed at the next
84 meeting.

85

86 The next meeting will take place on Tuesday, January 2, 2024.

87

88 Mr. Dabrieo made the motion to adjourn. Seconded by Ms. Campaiola. All in favor, the motion passed.

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90 Meeting adjourned at 6:29 pm.

91

92 Respectfully submitted,

93 Ellen White, Town Administrator

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