

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.
4

5 Absent: Maureen Campaiola, Public Member.
6

7 Meeting called to order at 5:30 pm.
8

9 **Minutes Approval:**

10
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.
15

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

17
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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46 bond since the replacement is estimated to be more than \$1 million per culvert. Brief discussion on
47 various culverts that have been identified throughout town, and the requirements for replacement
48 depending on the size. The major culverts on Kelsey Road and Cooper Hill have been identified as capital
49 expenditures in the two years following the proposed \$2.5 million bond for the school.

50
51 Mr. Kelly questioned the purchase of the solar system after-the-fact as is the plan in 2025. There is a
52 question as to whether the lease can be extended rather than purchased outright as planned on the CIP.
53 Additional research needs to be conducted on this to determine whether the purchase needs to be
54 considered sooner than 2026 as it has been earmarked on the CIP. Mr. Dabrieo stated that the electricity
55 savings impact at the community center is significant. Discussion on what the town's obligation will be in
56 terms of maintenance once the solar panels are purchased.

57
58 Research is being conducted on adding a diesel pump option at the Flutter Street Highway Garage. There
59 are two fuel cubes currently at the Smoke Street Pit: (1) for diesel and the second for gasoline primarily
60 for the police department.

61
62 The equipment inventory and useful life expectancy worksheets have been updated and were reviewed
63 for discussion. New equipment received in the Public Works Department has been updated to include the
64 new backhoe and 10-wheel dump truck. The next truck is tentatively set to be purchased in 2028 and the
65 grader in 2026 but these are only guesses. Equipment is often used beyond its expected useful life. No
66 other vehicles are scheduled for replacement next year.

67
68 Ms. Fyfe questioned if there is any plan for capital improvements in buildings such as adding a heat system
69 at the old town hall. Ms. White responded that there has been discussion since the building is unusable
70 during the colder weather months. This would enable private event rentals as an alternative solution to
71 the community center which is not being rented at this time. Initial estimates for a mini-split system came
72 in around \$8k for two units. Mr. Reed reviewed the potential warrant articles for 2024 based on the
73 updated CIP list noting potentially 11. Mr. Dabrieo stated that there will be additional discussion on any
74 repairs proposed to the rear portion of the building and that discussion will take place at the meeting on
75 Monday.

76
77 Ms. Sebasco questioned the warrant article for the road paving and reconstruction. In the past it was split
78 up as \$300,000 in the operating budget and \$300,000 by warrant article but that changed last year and
79 potentially this year is subject to change further. This calculated amount reserved each year is based on a
80 road management plan, also earmarked for update in 2026 at a cost of \$50,000. The present road
81 management plan is several years behind. Unexpended funds from the 2023 warrant article are being
82 encumbered to catch up to the road management plan utilizing a contract with R & D Paving.

83
84 Discussion on the recycling center equipment; the fork truck is well beyond its planned replacement. There
85 is a pickup that is being used to haul the cans to Harding Metals, but this is only until they can determine
86 if a new baler is a better option. NH the Beautiful is a resource for financial grant funds to assist with
87 Recycling Center equipment needs.

88
89 Ms. Andersen questioned the Police Department Tech Expendable Trust Fund for \$10k each and
90 questioned if the MDT's could be replaced under that fund? Ms. White responded that a portion of the
91 \$10k each year will be going toward the lease purchase of the body worn cameras for the next 5 years.

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

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

98
99 Ms. Fyfe questioned if the base radio replacement and portable radio replacements can come from a grant
100 rather than see the impact of the purchase in 2025? Ms. White responded that preliminary research is
101 underway on grant funding opportunities through the Firefighter's Assistance Grant Program as well as
102 Motorola, and a few other options.

103
104 It was confirmed that no new requests for the CIP have been submitted by departments.

105
106 Mr. Reed requested the balance of the cable franchise fund. Approximately \$30k is received in revenue
107 each year from cable franchise fees.

108
109 Marston Project is currently in Phase I of its design, and the Marston Property Committee needs to be
110 revitalized. Funding is presently coming from impact fees.

111
112 There are now two ambulances; the new one is still being outfitted to be put into service. The second will
113 be a backup. Discussion on the plan for a second is to have it available for back-to-back calls. This would
114 require staffing to run it. The estimated useful life according to the schedule is approximately 8-years.

115
116 The invasive species fund is only supported for the next two years and should be extended further out to
117 2029. These funds will be used to assist with matching grant funds obtained through NH DES for milfoil
118 treatment in waterbodies. This was the initial year in the grant program and the town received 100% in
119 grant funding, but future years funding will depend on application and could be 20-50%. Ms. Andersen
120 noted that this invasive species fund is not only for milfoil but includes any invasive species including
121 Japanese knotweed. Mr. Kelly questioned the portion of this that is included in the operating budget. Ms.
122 White clarified that the Lake Host Program is part of the administrative budget in the amount of \$5,000
123 and the Japanese knotweed program is part of the Highway Department's mowing budget. Ms. Sebasco
124 stated the fund is an expendable trust fund and should be stated as such on the list.

125
126 Mr. Reed questioned the annual maintenance and inspection requirements of the landfill. These items are
127 included in the operating budget. The monitoring will continue for several more years.

128
129 The landfill debt will be paid off in 2024. There are no other long-term debts. Mr. Reed questioned the
130 interest calculation of the remaining payment due on the landfill bond. The amortization schedule will be
131 provided to better clarify the calculation.

132
133 Mr. Reed reviewed the unassigned fund balance worksheet that also requires updating. Mr. Kelly noted
134 the unassigned fund balance at \$2,369,819. Ms. White stated the unassigned fund balance was \$2.5
135 million at the close of the 2022 budget year but capital reserve funds were funded in 2023 out of this so
136 the balance at the time of the tax rate setting is reflective of the \$200,000 used from unassigned fund
137 balance. This balance is 11.74% of the DRA recommended amount of 8-17% of the town/school financial

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

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

144

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

147

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

150

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

155

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

163

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

170

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

172

173 Brief discussion on committee representation from various boards.

174

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

181

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

183

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184 The meeting adjourned at 6:54 pm.

185

186 Respectfully submitted,

187 Ellen White, Town Administrator

188

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**