



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

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Capital Improvement Program (CIP) Subcommittee  
Draft Meeting Minutes  
September 28, 2011

**Present:**

Rob Gustafson, Chair, citizen – Present	Carolyn Webber, PB - Present
Kristi St Laurent, Vice Chair, PB –Arrived 7:23pm	Dennis Senibaldi,citizen–Present
Neelima Gogumalla, Secretary, citizen - Excused	Ed Gallagher, School - Present
Phil LoChiatto, BOS – Present	Roger Hohenberger, BOS Alt. – Present in audience
Jeff Bostic, School – Excused	
Elizabeth Wood, Staff Advisor - Excused	

The regular meeting of the Capital Improvements Program (CIP) was called to order at 7:16pm at the Community Development Dept.

Chairman Rob Gustafson introduced the members and reviewed the agenda.

**Review September 14<sup>th</sup> Draft Minutes**

Motion to approve as written by Mr. Gallagher, second by Mr. Senibaldi. Passed 4-0-1 with Mr. LoChiatto abstaining.

**Review and Discussion of Draft Report**

New/additional information from Town and Schools regarding fields.

Mr. Gallagher distributed letter from Athletic Director Bill Raycraft regarding utilization of and concerns for school and town fields. School reports they need 2-3 more grass fields for practices and one field converted to turf to allow games to happen in less favorable weather conditions with fewer cancellations.

Discussion of concerns with higher cost of turf, turf field at HS not a solution to Recreation's cramped schedule, and that it is not the right time to propose a million dollar field.

Mr. Senibaldi reported that soccer will not be able to use the upper field behind Golden Brook for the next 3 years and softball will lose the field behind Golden Brook when the Kindergarten is built. He calculated 150 operational hours per week and 60 teams just from soccer vying for field time. Lacrosse and football also use the rectangle fields. Also reported that some of the fields counted in the previous report are not official fields, but used for practice space or younger kids' games – for example, the Griffin Front fields are actually 'passive recreation' space and not official fields. They are used for practice space or for younger kids' games. Reports that Rec is at capacity for field use. An additional field will allow for maintenance and field rest time.

Collectively the subcommittee thanked Cheryl and the Rec committee, as well as the Athletic Directors, for all of their work gathering the information. There was interest in the benefits of the turf field and suggested that either the school or town look at proposing one in the future with better numbers and impact on the programs.

Chairman Gustafson recalled that the sub-committee determined to take another look at the scoring of Rec if we had more and sufficient information.

Discussion of re-ranking Rec and allowing members not at the ranking meeting to rank all CIP proposed items. It was determined that the discussion during the ranking is a vital part of the decision making and that a precedent may be set to allow voting without meeting attendance so that re-ranking would occur only on the Rec field proposals. Members who were absent for voting would not be able to rank items outside of the ranking meeting. Members agreed.

8:28 Mr. Hohenberger seated for Mr. LoChiatto as it was Mr. Hohenberger who had originally ranked the items as the BOS representative.

Ranking: Chairman Gustafson and Mrs. St. Laurent increased their rank of the Spruce Pond Field to 1's, Mr. Hohenberger increased his rank to a 2, Ms. Webber maintained her rank of 4 Mr. Gallagher retained his ranking of 5.

On the Nashua Rd. field and the turf field all previous rankings were retained except Mr. Hohenberger changed his rank for the Nashua Rd field to 4 due to needing more study than originally appreciated.

Chairman Gustafson adjusted ranking accordingly. The order of items ranked < 2 did not change, the field at Spruce Pond did move up one spot.

8:40pm Mr. Hohenberger returned to audience, Mr. LoChiatto resumed his seat.

**Discussion of summary narratives and assignments** to CIP members, the Chair asked that the narratives get to him in the next week. The Planning Board Chair has asked Mr. Gustafson to consider combining the draft and final presentation of the CIP proposal. This would make the presentation not the 5<sup>th</sup> but the 12<sup>th</sup>, or whenever the following meeting is.

8:42pm Mr. Senibaldi excused.

**Financial Plan Discussion:**

Initial step to make all items scored < 2 as recommended to approve in FY2012. The next ranked item was the weatherization and there are funds remaining so it was also added to 2012. The ambulance scored high but it is on a replacement schedule, not scheduled until 2014, so it was given priority as scheduled/presented.

Discussion of the three CIP requests that included grants – Fire Department breathing apparatus and the mobile data terminals with 95% grant and 5% town funding, and a 5 Ton Truck for the Town with an 80% grant and 20% town funding. Only the amounts to be covered by the town

are included in the CIP Financial Plan as prepared. If the warrant items pass but the grant not awarded the items are not purchased and the money in the Financial Plan for the balance are returned to the General Fund.

Discussion of CIP items with funding obligations carried over 2-3 years with appropriate numbers inserted in Financial Plan table.

The estimated valuation of the Town by the assessor is \$2,025,000,000. At \$.75 per thousand the CIP funds are estimated to be just over \$1.5 million. Discussed growth estimates over the length of the 8 year CIP, estimates continue to be conservative due to economy.

Items for FY2012 determined to be: Highway requests (3), Fire Department Breathing Apparatus, School CRF and the Maintenance/Local Energy Committee Weatherization Plan.

Discussion of weighing and placing remaining requests in 8 year Capital Improvements Plan. Refer to the Financial Plan as generated for 2012 - 2019.

**Reviewed Document Submission for sub-committee members**

Chair will send members the Financial Plan generated tonight so the 'year funded' can be added to the request summary report.

Mr. Gallagher motioned to adjourn, seconded by Mr. LoChiatto. Approved 5-0.  
Meeting adjourned at 9:45pm.

Minutes submitted by: Kristi St. Laurent, Vice Chair