

DRAFT MINUTES

Town of Tuftonboro

Capital Improvements Program Committee Meeting

November 29, 2023, 11 AM at the Tuftonboro Library

The meeting was called to order by the Chair at 11:02 AM. A quorum was determined.

Members Present: Jill Cromwell, Chair, Barbara Maidhof, Tim Galvin, Dave Carle, Gary Chehames, and Carol Bush

Members Absent: Tom Young, Chip Albee

The minutes of the 11/8/23 meeting were moved by Dave Carle, seconded by Carol Bush and approved by all members present.

1. Selectman Projects

To date, no CIP project requests have been submitted by the Selectman to the CIP committee. The CIP committee did receive a list of potential warrant articles from the Selectman to be presented at the 2024 Town Meeting. It was suggested that a letter be sent to the BOS expressing the committee's level of concern and disappointment regarding the BOS's lack of participation in the CIP process. It was stated that the budget committee is also receiving budget information erratically. At this time, it appears that there will be a 7-8% increase in the budget for next year. It was suggested that the CIP chair attend the Budget Committee meeting next Tuesday to discuss the issues with the budget committee. The Budget Committee Chair may be able to impose the State statutes regarding Budget Committee responsibilities. It was also suggested that the Town Manager may be able to be a liaison between the Budget and CIP Committees and the BOS in the future.

2. Capital Plan Recommendations

The Committee reviewed Draft 6 of the Capital Improvements grid. The Police Department requests were reviewed first as the Police Chief was present. No car will be purchased in 2024 although \$50,000 will be added to the Police Vehicle Expendable Trust Fund. Another \$50,000 will be added to the Trust Fund in 2025. Tasers, body cams and mobile terminals will be added to the operating budget. No monies to be added to the Police Department building fund. The Chief noted that the town has already lost money from two grants and is facing the possibility of losing another \$341,000 grant.

Committee members deleted the following projects listed under BOS; Canaan Road Reconstruction. Lang Pond Road Conservation Project and The Solar Project.

The Fire Department requests have been divided into four Capital Reserve Funds; Heavy Apparatus, Light Apparatus, Equipment and Station & Infrastructure. In 2024, the heavy equipment request will be \$450,000 then \$500,000 in each of the following years. The other three funds will be recommended for funding as per the CIP spreadsheet.

The Highway Department request for a building extension was reviewed. As no building project plan was submitted, the committee decided to decrease the amount to \$100,000.

The Parks & Rec request for \$69,000 to build a bike trail was reviewed. The Parks & Rec commission is planning a fundraising event so the Committee members decided to create a \$20,000 Reserve Fund.

The requests from the Transfer Station for 2024 were reviewed. It was decided that the transfer station needed a new backhoe not a wheel-loader. A sum of \$100,000 was recommended to be added to the Transfer Station Equipment Capital Reserve fund as there is already \$50,000 in the fund. The additional funding should cover the cost of a new backhoe with possibly some money left to cover some repairs on the old backhoe. Committee members discussed the installation of a scale at the Transfer Station and decided to recommend the scale installation in 2025 as the BOS should have enough information regarding the new fee schedule implemented in 2023

to make an informed decision on the scale installation.

It was further discussed that the fire station building loan be removed from capital expenses as it was approved as a bond issue in 2012 and is included in the operating budget.

3. Capital Improvement Priorities

The Capital Improvement committee members were all in agreement that all the recommended projects for 2024 are important and should be put forward to town residents as warrant articles. The ten projects recommended by the committee are as follows:

- *-Paving & Improvement Major Town Roads,
- *-Neighborhood Roads,
- *-Heavy Apparatus Capital Reserve (FD),
- Light Apparatus Capital Reserve (FD),
- Equipment Reserve (FD),
- Station & Infrastructure Capital Reserve (FD),
- Highway Garage Building Extension Reserve,
- Bike Trail Fund,
- *-Police Vehicle Expendable Trust Fund (PD), and
- *-Transfer Station Equipment Capital Reserve.

The items with the asterisk are the major priorities as determined by the CIP members.

There being no public input or Other Items, a motion was made and seconded to adjourn meeting. Passed by unanimous vote at 12:40PM.

Respectfully submitted,

Barbara Maidhof, Vice-Chairman