

GOFFSTOWN CAPITAL IMPROVEMENTS COMMITTEE
MINUTES TO MEETING OF JUNE 1, 2023

In attendance were Chair Kimberly Peace, Samantha Kearns—Budget Committee Representative, Kelly Boyer—Select Board Representative, Ellen Vermokowitz—School Board Representative, Jim Raymond—Member-at-Large, Dan O’Connell—Member-at-Large, Brad Parkhurst—Member-at-Large, and Gail Labrecque—Member-at-Large/Recording Secretary, and Derek Horne—Town Administrator/Staff Liaison.

Kimberly Peace called the meeting to order at 6 pm. She asked the Committee to introduce themselves.

COMMITTEE ORGANIZATION

Kimberly Peace explained the dates of the CIP meetings, and that they will present the matrix to the Planning Board on September 14, 2023. This is a matrix by which we use to plan out larger ticket items in town. It’s not part of the process. But it does get presented to the Budget Committee at the end of the process. It is not technically a budget tool. It’s a planning tool for how we even out the larger cost items in town. The benefits include preserving public health, safety, and welfare; anticipating the demands of growth; building a foundation for growth management; identifying “premature and scattered” development; supporting economic development; distribution of capital costs, avoiding undue tax increases and identifying bunding. The CIP is a means of avoiding the surprise of having multiple large ticket items in one year. We try to even those out and base them on our priorities. A capital expense include the acquisition of land or interest in land for public purpose; to address the growth of community services; an expense that is at least or greater than \$25,000 and has an expected life of at least 5 years; items that are purchase or lease of wheeled vehicles or motorized equipment that have an anticipated life of 3 years; and the cost or obligation to conduct, prepare, or present surveys if the total is at least \$10,000. Our process is that we meet for the next several weeks. The departments will present their items in the CIP process, and we’ll look at their priorities as we consider it. At the end of the process, we will go over the matrix as a whole and it will ultimately get presented to the Select Board and Budget Committee.

Town Administrator Horne said the CIP is a sub-committee doing work on behalf of the Planning Board and report back to them. The Planning Board will review and modify the matrix.

APPROVAL OF MINUTES

Ellen Vermokowitz made a motion to approve the minutes to the CIP meeting of July 21, 2022. Brad Parkhurst seconded the motion. VOTE: 5-0-2. Kelly Boyer and Samantha Kearns abstained. Motion carries.

PARKS & RECREATION

Rick Wilhelmi, Parks & Recreation Director, said the pools won’t open until about June 19th. The waterfront is usable, but you have to work around construction. In 2024, they have the new pool and facility which has been in the matrix since about 2012. Hopefully it will come to fruition this year. It’s a \$4.1M project that will consist of a pool, bathhouse, and filtration house. The town only needs one pool and the pool at Roy Park will be repurposed. Of the \$4.1M they will seek a \$500,000 federal grant. They look to use \$250,000 in Parks & Recreation revolving fund money. The rest would be bonded.

Kelly Boyer asked if the grant has the same restrictions as we have now.

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Director Wilhelmi said it's the same grant that built the pools in 1978. There may be some areas we can cut in the projection of the cost. The pool itself is \$1.7M. We can probably make it smaller. There are things in there that can be done to reduce the cost. He thinks the \$4.1 is a little aggressive but close, and they could save a bit. Construction would start as soon as we can.

Ellen Vermokowitz asked if both pools would be closed at the same time.

Town Administrator Horne said the bond process may push it back until fall or spring of the following year.

Director Wilhelmi said they'd run as is until the 2025 summer season.

Kelly Boyer asked what park it would be at.

Rick Wilhelmi said it would be at Barnard Park. Roy Park is too small. In theory, you'll have to work out a timeframe of transmission. It would work well to start the bond process in the fall and have the pool completed in time for the 2025 season.

Town Administrator Horne said the Bond is a question for the Select Board and how they propose it. The Select Board can place it on the warrant, or there could be a petitioned article. It's ultimately decided by the voters.

Samantha Kearns asked what the price of the pool itself entails.

Rick Wilhelmi said it will be the same footprint as what's there now.

Samantha Kearns asked about making it more handicap accessible and ADA compliant.

Rick Wilhelmi said our proposed pool will be a zero-entry pool, walking into ankle deep water. You don't need special equipment to make things work. It would reshape the design. Our pool is 6 lanes, and the first 2 lanes would be zero walking in. At about halfway you'd be in waist deep water. The "L" would go down to 12 feet. They would put the entryway on the parking lot side with the bathhouse and guard/staff area. We may need a check-in place down the road. On the back by the pavilion would be the storage and pump house. Parking is an issue wherever you go. There's no room to add more parking. Utilizing the footprint that's there, the pool and deck isn't an issue. The issue will be the new bathhouse. It will encroach toward the track area. Do you build more parking and do away with the facilities? He doesn't know.

His next item for 2024 is something they just added. It is \$80,000 for the Phase 1 parking at the sports complex. They have \$91,000 of impact fee money in an account. Those monies have to be vetted through this process. We will use \$80,000 towards this process. We have to remove trees and stumps, do some earth work, and put in nit pack material. Impact fee money would not impact taxes. This is absolutely necessary. It was planned for before, but it got cut. It needs to happen.

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Kelly Boyer asked about a CRF for the CIP projects at the field.

Rick Wilhelmi said they haven't considered that. He has been on other committees and sees a lot of projects. There are a lot of needs that are outrageous. Is there a different way to approach those capital needs? Maybe what we need to start a CRF to help balance the need. There are a lot of projects in addition to the sports complex. He addressed the phases of the sports complex. They have a lot of needs with the waterfront and tennis courts, as well as the sports complex.

Kimberly Peace said the sports complex in phase 2 and 3 has \$1M in 2025 and \$1M in 2028. She asked for clarification of the note that Town Meeting approved a special article in 2019 with partial funds and revenues from impact fees.

Rick Wilhelmi said for Phase 1, there was an \$800,000 project with \$400,000 in matching revenues. Taxation paid for the rest. You'd have to find out if those monies are still there.

Kimberly Peace said if some funds were put in every year, it could smooth the path a little more.

Rick Wilhelmi said he looks at it differently. What falls into the recreation projects? He's looking at a CRF for all recreation projects.

Kelly Boyer said it has to be voter approved.

Brad Parkhurst said he's on the Parks & Recreation Commission. Are there other thoughts about the sports complex?

Kimberly Peace said we may have to look at what funds are available and come up with the shortfall.

Rick Wilhelmi said impact fees come from when folks build homes in the community, there is an impact to the town by adding bodies.

Town Administrator Horne said there are 4 impact fees that we collect. At the time of a certificate of occupancy, depending on the type of unit, they collect the fee. This is allowed under the land use statutes. If not used within 6 years, it's returned to the property owner. Department heads do a good job of using them.

Kimberly Peace said none of our recreational facilities have fees.

Kelly Boyer said use of those fees has to go to the voters.

Town Administrator Horne said it goes to the voters as part of the operating budget. It's an offsetting revenue with an appropriation on the appropriation side.

Rick Wilhelmi said there are a lot of different areas where they can be moving. There is a new turf field that will be in place. It is an athletic field with lights. They can have games all the time. Our premise was

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that the youth never had a place to play. Now, he hopes they'll have a wonderful place to play. We won't need the 3 or 4 more proposed in this plan. They'll spend time reevaluating what it is. In 2030, it would be phenomenal to have indoor gym space. That requires 3 indoor basketball courts. The recreation building isn't usable for much. This would benefit many people. He'd put that on the sports complex. If you need land for a police department, it's another good spot for a police department. We worry about things every year, and things get moved out. But someone has to have forward thinking.

Kelly Boyer said they'll have fall and spring use on the field for a variety of sports. This \$1M is on for 2025. Have we had an evaluation period as to what they will do in offsetting the cost? Could this \$1M item be shifted further out? We should do a good evaluation of time.

Rick Wilhelmi said he's going to look at gym time. He'll start a spread sheet to record it. The bigger exercise is the gym space.

Kimberly Peace asked if the school is in alignment with the school's vision of the new field. Can other groups use it?

Rick Wilhelmi said it will be used for everyone, but he doesn't have the authority to say that at this moment. That's the intention. It will be for community use. In 2026 they have \$160,000 for an HVAC system at the recreation building. He got a figure on that in 2021 and it was \$100,000. It's increased by \$60,000 and may get moved out again. Can we put in those mini split systems? In 2027, they added \$357,000 for the Barnard Tennis courts. There is a crack that goes the full distance of the courts. They need to put in for replacement of the asphalt to replace that. Pickleball is growing immensely, and he's looked at designing pickleball there also. The waterfront is a \$50,000 placeholder. The cost will be a lot more than that. It was a recommendation from the ad hoc committee to develop a CRF to do this rehabilitation. He can't see them doing anything without some sort of help or grants. We just did a quick fix of the boat ramp. We had no money and made it work. We have a type A system and should have a type B system. That alone would be \$80,000.

Kimberly Peace said the waterfront does get used.

Jim Raymond said the launches in Manchester and Hooksett don't ask if you're a resident. They're not exclusionary.

Samantha Kearns asked how what's going on with the dams will affect that space.

Town Administrator Horne said the state has had their FERC license for the Hadley Falls dam. They are beginning the process to remove or breach the dam. Kelly Falls in Manchester is still an operating hydroelectric and the Select Board is in conversations with the State about the future of that dam. It's a small power producer and there is some uncertainty there. Greggs Falls creates Glen Lake is state owned and needs capital infrastructure. They have a tenant there producing power. They just spent quite a bit of money to drain the lake and fix the powerhouse. They are working with the State on improvements there. The Select Board is working with the State on all three.

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Kelly Boyer said we don't have a definite answer on anything but Hadley Falls. And it won't impact upstream. This isn't until 2028 so we have time.

ADMINISTRATION

Town Administrator Horne said all his projects are in 2024. The first item is for ballot counting devices. The Secretary of State's office and the Ballot Law Commission have been engaged with vendors over the past 3-4 years to bring in some options for ballot counting devices. We have had the same machines since the 1990's. It gets worrisome as those get phased out and the State moves to multiple new vendors. We anticipate the State will be announcing the vendors this fall. It would be his intention to purchase one of those new. We have 5 tabulators. They run about \$10,000 each. It's put as urgent because elections are one of the most important things the Town Clerk's office does. If you need to source a part, it can be difficult. They assume there will be fees for card programming and printing ballots. As vendors are approved, the Town Clerk and Moderator can ask questions.

Samantha Kearns asked if the newer machines would integrate with the older ones.

Jim Raymond said they stand alone.

Town Administrator Horne said those machines are proprietary. You contract with that company to provide the ballots. They know how their tabulator will read that ballot. When it comes to the Town Meeting, you have to get your ballots in early so you're not at the back of the queue. He doesn't think they'd have 2 types of machines counting. Then you'd have to purchase 2 types of ballots. The State provides ballots for state elections. But we have to provide them for local elections.

Kimberly Peace said if approved by the Budget Committee, how would it go forward.

Town Administrator Horne said they maintain in the operating budget. By law some have to be pulled out such as bonds and leases that have to be separate articles. The next item has been on the matrix and was last done in 2018. Every 7 years they have to refresh their virtualization and server licensing. The license we currently have has an end of life in January 2024. There is extended support they could. These function 24/265. They can't be shut off. We're having discussions with our IT team about operationalizing our IT costs. This number will be bigger in 7 years, but it is the backbone of everything we do. We'll have conversations with the Select Board about doing leases or contracting it out, so it becomes part of our operating budget. With our servers, we have staff who do a lot of monitoring. That's difficult for existing staff, and especially when people leave. IT turnover is significant in the state.

The last project is the ADA elevator addition on the rear of Grasmere Town Hall on Center Street. He can arrange a tour for anyone interested. The Town has \$380,000 in a CRF. They made deposits of \$100,000 3 years in a row. They anticipate the cost will be \$385,000. The Select Board has authorized them to submit for an L-CHIP grant. The intent is to not seek taxpayer funding for this.

Samantha Kearns asked if it's scheduled for 2024 or 2025.

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Town Administrator Horne said 2024 is the correct year. This is phase 6 of 6 phases of a project that started in 1999. Now the second floor is fully restored, but not all residents can access the building. The feedback they get is about the stairs for the seniors.

Brad Parkhurst asked about GTV, EDC, and Conservation submittals.

Town Administrator Horne said they generally fall under Administration. They had no submittals this year. At the next meeting, you'll have the Fire Department, Police, and the Library. The library only has the addition to discuss, and their approach going forward. On the matrix you have a total of Town projects, Town vehicles, and school projects on line 316. That's after offsetting revenue.

Jim Raymond asked what items are bonded.

Town Administrator Horne said he didn't put the bonds in as revenue. You have the school in 2029, the pool, the police department, and the library.

Ellen Vermokowitz made a motion to adjourn. Brad Parkhurst seconded the motion. VOTE: 8-0-0. All in favor. Motion carries.

The meeting adjourned at 7:18 pm.

Respectfully submitted,
Gail Labrecque
Recording Secretary

These minutes are subject to approval by the CIP.