

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

In attendance were Chair Kimberly Peace, Kelly Boyer—Select Board Representative, Samantha Kearns—Budget Committee Representative, Ellen Vermokowitz—School Board Representative, Jim Raymond—Community-at-Large Representative, Brad Parkhurst—Community-at-Large Representative, Gail Labrecque—Community-at-Large Representative/Recording Secretary, and Danielle Basora—Finance Director/Assistant Town Administrator.

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

SCHOOL DISTRICT

Scott Gross—School District Business Administrator, Steve Bourget—IT director, and Andy Loring, Facilities Director presented on behalf of the School District.

Overview

Scott Gross said when you look at the School District, the bottom-line number is very large. They have been finding it increasingly difficult to do some of these projects in terms of using the Capital Reserve Fund. They have about \$10M worth of CIP items over the next 10 years for replacing air handlers, IT items, etc. It's not something they can chip away at. They are looking at 2 different approaches. They are looking at a municipal type of lease. Those are typically done for boilers and HVAC equipment, and other things that have a useful life of 15 years. They met with a company called EMC, who are telling them that roofs and insulation could be included. A lease doesn't require a vote of the general public, although it can be done. Another option is considering a bond. They can't do a lease on a roadway or a septic system. The road at Mountain View is starting to fall apart. Three leach fields at Mountain View are under the pavement so they'd have to be done at the same time. Certain things won't lend themselves to a lease and they'll be looking at bonding. The challenge on the municipal lease side regarding HVAC, is that when you replace a current system, the cost of financing is reduced by the energy efficiency you're gaining.

Most of this is repetitive from the past years, including heating controls, bathroom renovations and roof replacements. They've been in the CIP for the last 3-4 years. There are laptop replacements and security camera upgrades. The last year of the matrix includes a new school. He plugged in a number of \$60M for a middle school, knowing that the School Board could decide to build an elementary school. They have yet to decide that. They are very overcrowded, and this is a necessity. There are two scenarios. Building a combined elementary school behind the High School. Glen Lake may or may not be combined. We can't currently entertain full day kindergarten, so the Glen Lake students could move to Maple Ave.

The other scenario is to build a new middle school. The students who attend Bartlett and Maple Ave would go to Mountain View. They know it takes time to educate the community on these things. Portables have not gone away and we're still experiencing school growth. They're still nervous about the Bog Road, Mast Road, and the Mill Street developments. All of these are impacts. You'll see a municipal lease in the year 2024. The following year they may have a bond. Way out would potentially be a warrant article to build a new school. There is the potential of 2 bonds. One on the ballot in FY 2025. It would be a renovation bond, district-wide, for all schools. The last year would be for a new middle or elementary school. The figure he included is an estimate for a middle school, but the cost is astronomical. Our High School has about 1,050 students, and it will increase.

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

He explained what an inter-municipal lease is. It's a multi-year lease purchase that must contain a non-appropriation clause. The School District has used it for IT type purchases. He doesn't know if the Town has.

Danielle Basora said she isn't aware of the Town using them.

Scott Gross said the School Board is of the belief that they can't afford these without financing unless there is a dramatic change to what they put into their capital reserve fund. Minimally you would have to put in \$500,000 per year to chip away at this. They've only been putting in \$200,000 or \$250,000. Last year they wanted to go to a \$300,000 deposit and had a lengthy discussion with the Budget Committee. They went to \$250,000, but it needs to be double or triple that based upon what the needs are.

Bartlett Elementary School

Scott Gross reviewed the projects for Bartlett Elementary. He said most of them have been there. Heating controls are something they've not been able to do. A company is preparing an RFP so they can put it out to bid when ready for this project. Now they have pneumatic controls and don't have the ability to do things remotely on some of these systems. The CIP has seen the heating controls, the bathroom renovations, replacement of roof sections, and boiler replacement. They have been on the matrix. They've added a parking lot and driveway overlay of pavement at Bartlett and have put in estimates to redo all the parking lots and drives, with the exception of Glen Lake.

The mini split is new, and it's for each classroom to provide better temperature control. They have summer school in these schools, and it gets hot. Having air conditioning is important. LED dimming lights throughout the building are also new but would be under a lease and have energy efficiency benefits to it. Security camera and panic alarm upgrades are new. Our cameras are aging. They are analogue and they want to switch them over to digital. There will probably be another round of public-school infrastructure funding. They recently used that for access controls on their doors. The security cameras need to be replaced with digital as they get older. There are usually grants the State provides.

Steve Bourget said they expect the State will have another window to open at the end of the year through the Department of Safety to allow schools to do safety type items they consider qualified for the grants. Some of the current items were put in in 2003.

Maple Ave School

Scott Gross said Maple Ave is similar to Bartlett and includes heating controls, roof replacements, air handler replacements, and boiler replacements. Bathrooms are 50 years old or more. They still have a small amount of asbestos in the building.

Randy Loring said we have to use licensed certified asbestos abaters.

Scott Gross said they still need more estimates for the parking lot and driveway reclaim of pavement. They've met with Mike Hillhouse and Adam Jacobs. The Town departments are phenomenal partners. They connect us with vendors. We are looking to replace our signs with an EMC message center board

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

and to add a staff bathroom. The laptop replacements will be put on a budgetary cycle. It also includes security and panic alarm updates. Randy Loring and Steve Bourget have put in a lot of effort in this. We took to heart the Budget Committee's comments last year. They spent a lot of time to include the things they need to do on this document. These items and numbers demonstrate that we're looking forward.

Samantha Kearns asked about the chimney being replaced because it failed.

Randy Loring said there are 2 boilers, and the high efficiency boiler has its own system. The existing chimney had cracks in the lining, so they couldn't use it. They are looking to put in a second boiler and would have to run a new exhaust flume. We can't use the existing one.

Brad Parkhurst said the parking lot reclamation would have to be done in the summer. Would they be spaced out over different years?

Scott Gross said they want to partner with the Town on this one to get the best possible price. There are ways to strategically do it, but they've not gotten to logistics. It would be about impossible to do them all in the summer. It would probably be over a 2-year period of time. At Glen Lake School, he said they are looking to be proactive for the other boiler.

Randy Loring said the boiler was safe to run, but it had a water leak.

Scott Gross said the drainage near Elm Street ponds a lot. They tried a fix that has helped. They monitor it and aren't sure if it will work.

Randy Loring said it's more of an issue in the winter and is a constant effort to keep it clear with the buses.

Scott Gross said the School Board will have many conversations over the next year or two about the future of our schools. If there is a direction for building a new school and perhaps a full-day kindergarten, using Maple Avenue would make sense, and would be very cost effective. He's had conversations about what they'd do with Glen Lake and Bartlett Elementary and how they'd repurpose those buildings. One notion is that the Library could go to Glen Lake. Bartlett could be a community center. The buildings could be sold. The School Board wants to have a broader discussion with the Select Board about that.

Ellen Vermokowitz said it's been her thought about what we have in the Pinardville section of town. A community center that has a playground and parking is a direction she thinks the town could go in if they wanted to. The people would appreciate it being there in the middle of Pinardville because everything else is in this section of town.

Scott Gross said a parking lot overlay would be fairly easy because they're not ripping up anything. That may take a few days. They don't have that ability at other schools. Replacing the existing bond is something they hope to use a grant or a donation for. That school gets a lot of visibility with the traffic

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

that goes by there. There is a lot of utility to those types of signs. Glen Lake and Bartlett would be the next two we'd target. They also request security camera upgrades and panic alarm upgrades.

Mountain View Middle School

Scott Gross said the locker room floors were on this year for CIP and they didn't get to it. They bumped it to 2025/2026 when they can do more of a comprehensive school renovation project using a bond. They have a fire panel programmed in. They've had issues with those in Goffstown and in New Boston. Cafeteria tables are in the matrix and are looking at using their CRF for those. They did the windows replacement project using grant funds, and that didn't include repairing certain windows. That is in for the outyears. The septic replacement has been in there for a long time.

Randy Loring said they have several in-building transformers for their electrical distribution throughout the building. They have it serviced yearly. They're over 30 years old. Because of the age there is the potential we might lose a transformer within a section of the building.

Scott Gross said the stage improvements is a priority 3 and not mission critical. They do have a strong performing arts program in the schools. The Middle School feeds into that. Some modest improvements are needed there. Air handler and generator replacements would be under lease purchase. The Cistern Project Phase 2, a cistern we made some repairs to 2 years ago, will be an expensive project. The parking lots, roadway and sidewalk reclamation has a placemark number. It's a lot of roadways and there is a road that goes down to the lower fields. There are associated drainage issues to go along with it. There is a lot of erosion on the softball side.

They are currently constructing a school bus turn around. It's like a big cul-de-sac where only school buses will go around that cul-de-sac and exit the same way they came in. There won't be a comingling of bus traffic with parents and vehicular traffic. That is underway and will be completed by the beginning of school. It won't remedy everything.

Brad Parkhurst asked if this would all be combined with the septic. Randy Loring said it would be.

Scott Gross said they endeavor to leverage grants and partner with parent-teacher groups when they can. They are looking to automate the bleachers because it currently takes several people to pull them out. Boys' locker room individual showers would be budgetary item. Bathroom renovations would be a bond. They are trying to get estimates for the cost of the air handlers and for LED lighting throughout the building. They added it to the CIP matrix but didn't have time to get estimates.

Randy Loring said the lighting is a big thing to do. There are currently blue diffusers tacked to the ceilings to dim the lights. A lot of students can see the flickering of a fluorescent light and it really bothers them.

Scott Gross said he and Steve Bourget are trying to programmatically include computer lab replacements, laptop cart replacements, security cameras, etc. and to try to put things into the budget on replacement cycles.

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

Steve Bourget said laptops in students' hands are good for about 4 years. At 5 years, the batteries no longer go for an entire school day. Some machines are not designed to be taken apart. Infrastructure things, such as wi-fi, switches, servers, and phone systems, have a projected expectancy of 5-7 years ago. For some items in CIP, that 5-7 years ago was almost 5 years ago.

Scott Gross said they will ask to talk to the Budget Committee in a private session about computer security and issues they have. They can't talk about it in public sessions because it has to do with cyber security.

Steve Bourget said the State has mandated minimum cyber security standards for schools, which require them to do audits. Those audits find things which we have to address. Cyber security risks of 5 years ago are different from those of today.

Scott Gross said that's something we have to address in the short term. IT, be it the school or town, is integral to doing our jobs of providing the service to our citizens and students, and it costs money. We can't let it limp along anymore because the vulnerabilities and exposure are horrific. They have to be more proactive in that. You'll see it in the school budget every year for \$100,000 or more.

Steve Bourget said the model for technology as the resellers release it has changed over the last several years. It used to be they could purchase a phone system and own it. Starting in January, most vendors are a yearly subscription for the phone system and it's \$50,000 per year for the telephones. The model has changed where you don't buy it once. You pay every year for it. They are seeing that everywhere.

Scott Gross said software isn't bought anymore but now has a subscription. They were mostly Apple and migrated over to PC's. They can now have a lesser cost on the devices with more people having them in their hands. But they have to spend those cost savings on the back-room infrastructure.

Ellen Vermokowitz asked about the year 2029 where they have a new 2 new schools proposed.

Scott Gross said they have to discuss and decide what they are going to do as a Board and as a community. Will they migrate to another school or build a new one?

Goffstown High School

Scott Gross said they have roof replacement projects. They did an asbestos abatement in the hallways a couple of summers ago. They still have it in certain places. Part of that would include re-tiling. They have exterior door replacements, a drop ceiling, and painting of the lockers that have been on CIP for a few years. They just put them into a bond. It would be an entire school renovation type of package. Things have changed and they don't use lockers anymore, and they don't include them when building a new school. We've talked about a new generator for a long time. Mountain View Middle School is the emergency shelter, but the High School is the better location. They may want to entertain a municipal lease to do that since they've not received grants. Air Conditioning units are aging. About 60% of them need to be replaced in the next 5 years. We had one fail and it cost \$23,000. They've been able to get a grant for door security. They budgeted \$150,000, but it will be a little less than that.

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

Steve Bourget said the grant was for \$100,000 and they had to pay the balance.

Scott Gross said they have Air Conditioning and heating and air handler replacements at the high school, which could conservatively be about \$1.5M. That goes to his previous point about how they'd replace HVAC alone when they have \$2M-\$2.5M of HVAC projects and are only putting in \$250,000 in a CRF.

The turf field is almost complete. The GHS parking lot is in 2026. They have 3 exterior stair units at the high school. They just fixed one of them and have the other 2 to do. They replace some windows on the tech wing side and have others to do. They have to replace 4 doors in the theater. The theater addition has been on the CIP for a while. They have to prioritize what they want to include. They know there's a need for it, but also a cost. As the community and School Board talk about what number it will be, it may be included, and it might not be.

Randy Loring said 4 years ago they thought they were going to do this project and they had meetings and made plans. Then other things happened but it stayed on the list.

Scott Gross said when they did the theater control booth, it was funded through their Capital Reserve Fund. It was seats, lighting, ceiling tiles, painting, and floor LED lighting. There were things they couldn't do. They lack storage in the control booths. The bathrooms in the lobby are old. They'd all be in the district-wide school renovation package. They've included an Information Center. There is the replacement of the sound system in larger areas and installing LED lighting. The bathroom renovation by the gym and replacement of carpeting and furniture in the Information center include the repurposing of the step room with new seating and a projection system, as well as a remodel of the showers in the boy's locker room. They also include rebuilding the wall in room 407. The press box is being done right now. They believe they have another donor lined up to do the concession stand and potentially put in bathrooms. They have one donor, potentially two, who are willing to support athletics. If there is anyone who would support other programs in the community, especially the performing arts, they can contact any School Board member, anyone in the school system, or him.

Brad Parkhurst asked if the concession stands would be in the same location. Randy Loring said no. They are looking to add restrooms to that concession stand. Brad Parkhurst asked if the location was looked at when they put in the new field.

Scott Gross said they've since looked at it, but this donor didn't come forward until after that was designed. He's had preliminary conversations with folks who do design, that they can accommodate bathrooms and a concession stand in that general area.

Randy Loring said drainage has been a big issue, especially in the winter. As you come into the High School and drive around by the kitchen area, turning around the parking lot heading down by GTV, there is so much ledge that the water doesn't go into the ground, but runs over the top of the parking lot. In the wintertime, it's a hard area to manage and keep safe. Sometimes it goes onto the softball fields.

Scott Gross said they've been able to do the upgrading of the core switches this year.

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

Steve Bourget said it's partially grant funded and partially budget funded. They got a 40/60 grant for that.

Scott Gross said the one-to-one devices is something the School Board is having conversations about. It's not been determined but it's there as a place holder.

Steve Loring said most districts in the state provide their students with a laptop to do schoolwork. Most textbooks are moving to online only. Most research tools and instructional tools are not available in paperback. They've moved to electronic delivery. The only way to do electronic delivery is to provide the student with a device. Right now, the student to device ratio is about 3:1, one computer to every 3 students. It means with 1,000 students; he has 300 laptops for them. In most districts, they have \$300-\$400 laptops they keep for 4 years, whereas, when he replaces a laptop cart, it's a \$1,000 laptop they keep for 6-7 years. Most districts do send the devices home because they're designed for kids to do their schoolwork, and everything related.

Brad Parkhurst said the laptops come back to the school after four years, but then they are outdated.

Steve Loring said yes. But they're buying a device that has a 4-year life expectancy. Most schools go with a Chromebook, which has a 4-5-year life expectancy. After that they are obsolete. Some districts go with Microsoft Surface tablets that cost about \$350-\$400 and they have a 4-5-year life expectancy.

Gail Labrecque asked, without hands on schoolbooks and without a laptop, what do those students do.

Steve Loring said they can still buy textbooks, but most come with a QR code to do activities. They have carts in the building and it's a matter of scheduling and juggling to get them around.

Gail Labrecque asked about doing homework at home.

Steve Loring said the family would have to have a device at home, and connectivity.

Gail Labrecque said not everyone has that.

Steve Loring said during the pandemic, 20% of the enrollment needed a device to be able to do schoolwork. Most that we sent home had been decommissioned because it was the end of life.

Scott Gross said this is high on the priority list of what the School Board and Administration is working on. They gave it a 3 for priority because, with everything they have going on, it's not something that is mission critical. It's something that would be to continue with. Air handlers and heat versus a 1:1 device program, those are going to trump that.

Randy Loring said the school can still operate with the laptop cart model they have. It does work, but would be better with more access to technology, especially at the higher grades. It's challenging because there's not enough tech to go around. As textbook publishers move more to digital content, the activities

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

are digital, it gets challenging to fully utilize the tool they're paying for because some students have tech at home and others don't. We can cover it in the building but not the rest of the time.

Gail Labrecque said her concern is the for the students that don't have the option. They don't have these tools. What are they losing out on? Ellen Vermokowitz said learning. JoAnn Duffy asked if there would be a savings from the textbooks.

Scott Gross said that's something the administration is working on. It's textbooks and laptop carts themselves. They have to look at research. Just because everyone else is doing one-to-one device, what are the academic studies showing? Are kids performing better because they have this device or not? They don't know the answer, but research is ongoing. In the younger grades they still use the traditional workbooks, which is a tried-and-true method. It has the ability to scan a QR code or go online for supplemental assistance, but the tried-and-true method of figuring out the problem in a workbook is still very much out there.

Steve Bourget said they want to balance screen time in some grades. He wouldn't want to give every student at Glen Lake an iPad.

Gail Labrecque said she's thinking about the high school students who are preparing for college or their future jobs, and how that will impact them.

Steve Bourget said it's something they are looking at. The High school currently has 8 computer labs. They'd only need 2 or 3 if they went 1:1. There are certain things you can't do on a one-to-one laptop, such as CAD, and certain science or graphic arts things. It would help balance some of that cost out.

Scott Gross said the computer lab replacements, security camera upgrades, and secondary switches are all things talked about before. They represent the backroom operations of IT.

Brad Parkhurst asked if the computer lab is already paid for.

Steve Bourget said he's trying to get them on a replacement cycle. He has 8 labs. In the School Budget now, he has enough to do 2 per year at the High School. They've budgeted to do the Library Lab this year, which is 50 machines. Most labs are 25. One lab is done but it's a recurring thing every year. The one at the High School that he's phasing out is almost 10 years old.

School Capital Projects

Scott Gross addressed the single core system requested.

Steve Bourget said they're putting key fobs in to do some of the 47 exterior doors. When someone loses a key fob, he can just turn it off. If he loses his key ring, they have to change every lock in the building.

Scott Gross said seal coating and line striping is ongoing, but they didn't do it this year. They did do it last year. Normand Road is the property behind the High School the voters approved purchasing. They put in

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

monies for site engineering. Custodial cleaning equipment includes auto scrubs, ride on cleaning machines, and they only have a certain life expectancy. They have to be replaced on a cycle.

Brad Parkhurst said if they'd use that land behind the High School and develop it, would Normand Road be an access.

Scott Gross said they don't know because they have to do engineering. There is currently an access road off Normand Road to get there. There would be access through the High School itself. There are multiple ways to get in there. If they were to build another school back there, they would put multiple access points. One would be right behind the bleachers and current practice field. Then they'd replace those fields they lost in another area. He'd envision 2-3 access points for that school and land.

Ellen Vermokowitz said that depends on if the School Board decides to put something there.

Scott Gross said line number 98 is at \$80,000 but should be down to \$49,950 because Randy Loring found a used one with only 90 hours. They talked about a generator at the High School. They've talked about having a generator on a trailer so if power goes out it could be brought over to a building to give them power. The High School would still be the emergency shelter, but they would have the ability to have a generator that would go on a trailer.

Randy Loring said each of the schools have refrigeration units. They are only good for a certain number of days. If they put transfer switches in all the schools, which they're looking to do, and size it properly so with a generator they could back up the building, they could hook it up and get the freezers back to temperature. They could bring it around the district to make sure the assets within the building are safe. Mountain View Middle School is the only one with a generator currently, and it does not even cover the kitchen.

Scott Gross said another reason for having a generator at the High School, aside from having it being the emergency shelter, is that the High School has a lot of the network. It's the hub.

Steve Bourget said all the infrastructure runs through the High School like the phone system, internet, and servers. If the High School loses power, the phone systems within the building will operate until the battery packs run out. Then, incoming calls will no longer be routed to buildings.

Scott Gross said there is so much the High School is the hub for that having a generator there is something they need to do sooner rather than later, and no longer wait for a grant. Going with next generation Wi-Fi deployment and upgrading core switches is in progress. It would be great for everyone to have devices, and some have their own computer in their phone. A lot of students use them, and it uses up the bandwidth at the High School. They're running into big problems because there are so many people connecting to the network using their smartphones and need to increase their Wi-Fi.

Steve Bourget said the network infrastructure they are replacing was originally purchased a decade ago, with a life expectancy of 5-7 years. We've replaced the equipment and it will show up in CIP again in 5-7

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

years because it will reach the end of usable life. It will probably be due in 2028-2029. It's also attached to Mountain View Middle School and Goffstown High School.

Scott Gross said he would have to get back to the Committee with what that number will be. It's \$130,000 now and they have to figure it out. Next year he can add Wi-Fi to the matrix for 6-7 years out. The server replacements, data back up, and retention for staff laptops wasn't accomplished. They might see themselves in the budget. They have to find a way to get into the budget.

Steve Bourget said those servers reached the end of their projected life in 2019. They were purchased in 2010, with a 5-7-year life expectancy. They keep running until they don't, and that's when you have the problem.

Scott Gross said it needs to be more intentional than it used to be. They are trying to acknowledge what they have and know they can proactively replace it before it dies, and they are in crisis mode. The Promethean Boards are interactive.

Steve Bourget said it's like a 65-inch TV they use to project the teacher's laptop so they can see it. They are touch screens, and they can write on them like a whiteboard.

Kelly Boyer asked if they switched to non-Apple products, that is what are we doing.

Steve Bourget said he's still keeping the iPads because they fit that teaching model better than the other options.

Scott Gross said it is mostly for younger students and special education.

Steve Bourget said the bulk of the iPads are at Glen Lake Kindergarten. He can't find an android device that would last in that environment. They also have them in first grade before they try to transition them over to regular laptops. He said they are looking at a kit from Class Virtual Reality to bring that piece in. The current State and National Tech standards have them written into it. It's not funded, but it's what we're supposed to be doing. They were put into the last revision that was put in about 10 years ago. We just revised our standards and found they'd brought those in. The kit itself was \$19,000-\$20,000 and there are subscriptions that go along with it. He put in \$25,000 to get the cart and other attachments that go with it. The intent is to have one per building. The focus for this is the field trip and instruction pieces that you can't do by taking the kids on a field trip in the greater NH area, or to look at the things that are hard to learn on paper, such as space, astronomy, human cells, biology, dinosaurs, and Egyptian pyramids. They can walk through a Pyramid without having to transport them to a museum that has an exhibit. The set they are looking at has 400 virtual field trips. This doesn't necessarily take you away from regular field trips. It's not to replace the field trips. It's to supplement the instruction.

Scott Gross said it's a priority 2 because it's a standard. It's something we have to do. It will be expected.

Kimberly Peace said there is a lot of cool technology out there, and we don't need everything. But this is part of the standard.

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

Scott Gross said the phone system upgrade is for the next couple of years.

Steve Bourget said Cisco is dropping support for it in January 2024. It means there are no more updates and security patches. It's the end of life for supported hardware. He will continue to buy replacement parts on eBay and Amazon. If you run stuff beyond the end of life for a little while, when it dies it becomes expensive. They are trying to build it into the budget going forward. The problem with Cisco is that they have moved to the model that you now pay every year to use your phone system. They have 700 outside lines in the school system.

JoAnn Duffy said if the equipment is no longer supported, and parts from them would no longer be available, do you still have to pay per year for that system.

Steve Bourget said now they have a perpetual system. We buy it and we own it. They'll start seeing scenarios where aspects of it don't work. And newer phones won't be compatible with their system. Now he's buying refurbished. That's great only to a certain point. They're trying not to get caught in that trap because replacing the entire system and the telephones is going to be expensive. They quote they were given just for the licensing, and not the servers, was over \$40,000 per year.

Kimberly Peace said when we look at the bottom line, the 25-26 year is \$10M versus some of the others. That's because a lot of these things are going into that bond.

Scott Gross said everything would potentially go into it. He reached out to the municipal bond bank, and they gave him a \$10M bond and what it would look like for rates for different amortization schedules.

Kimberly Peace said we won't have that \$10M in the first year.

Scott Gross said they're trying to demonstrate they have \$10M worth of CIP items that are bondable. If we go with a 20-year amortization schedule on a \$10M note, the first year, 2026, the first payment would be \$250,000. For years after that, interest for the first year would be \$904,000 and the second year would be 860,000, and it would go down. You can do level debt schedules but this one wasn't one of those. The average length of municipal bonds is 12-15 years. On things such as HVAC, if they do anything, IT-wise, it's no more than 5, and is usually 4. If it's building, it's way longer.

Steve Bourget said you don't want to bond and pay for something that will be obsolete and have to be replaced before you finish paying for it. Since IT equipment has a 5-7-year life expectancy, it shouldn't be bonded more than 5 years.

Kimberly Peace said everything is priority 2 or 3. Is there anything urgent? Are there any that have to be done?

Danielle Basora said when you're looking at budget impacts, you'd look at column "L" because that's what's upcoming.

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

Kelly Boyer said Kimberly was asking about the priorities. They are using their capital reserve fund for emergencies.

Scott Gross said if it was quite urgent, they'd either use the CRF or find a way in the budget to do a transfer. The Glen Lake boiler is a good example. They used the CRF for that purchase.

Steve Bourget said when the Wi-Fi collapsed in the buildings in the fall, Scott had to find the money in the budget to order the replacement equipment. It had been in CIP as a priority 2 but got to the point it was non-functional.

Scott Gross said, in that case, they got grants on laptops and they were able to defer their laptop lease one more year so they could pay for the Wi-Fi. You have to scramble in those situations. There probably are some things that are urgent. Randy Loring said they do anything that is urgent.

Jim Raymond said they understand things would be financed over time and it doesn't represent the annual cost. Some Planning Board members won't understand that concept initially. How can it be presented so they don't draw the wrong conclusion?

Scott Gross said just started getting amortization schedules and financing schedules. He can plug in a middle of the road approach and ask the CIP to report to the Planning Board that this assumes that they'll use, for example, a 20-year bond for \$10M this year, with the amortization schedule. He can plug in those numbers. It could be the same with a municipal lease, explaining what the payments would be like. At the end, you'll see about \$1.2M or \$1.3M per year in a combination of municipal leases and that renovation bond.

Jim Raymond said one of the goals of the Cip program is to even out the tax hits. Line 132 doesn't cover that function.

Kelly Boyer asked for an estimate for the items that don't qualify for a bond. That could change, but we could do a benchmark of what we think would go into the bond.

Scott Gross showed a chart with the lease amount and interest rate, as well as the payments.

Kelly Boyer said that makes a lot of sense. Danielle Basora did some good charting last year with potential bond interest rates for the library proposals. She does a good job of breaking out with the different options.

Jim Raymond said given this is CIP only, and is a planning tool, they're entitled to make reasonable assumptions about what the financing could be, recognizing it will change.

Scott Gross said it's something he already has. It will just require a little tweaking.

Kimberly Peace said 2026 is the biggest at \$11M. It may be tough with 3 bonds in one year.

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

Scott Gross said what they presented to the School Board at the retreat was to discuss projected budget growth and adding in the cost of the municipal leases and bonds, then seeing what it would be on the tax rate. They have aging buildings and have to do things with them. Most look at the increase in the expenses and what's not already in the Default Budget. The hardest part is that the revenues are all over the place. They went from having an increase in local aid of \$1.1M with the Governor and the House of Representatives, and the Senate had it at a little over \$300,000. That's what they compromised on. We didn't lose anything because we didn't have it in the first place.

But there were 2 budgets that were favorable to Goffstown. Had it gone the other way, that \$800,000 is quite a bit. It's almost \$.50 on the tax rate. He asked, in doing these in the future, if it could be just the matrix itself. Doing the sheets is extremely time consuming. The spreadsheet really works. He asks this Committee and the Planning Board to consider it. As an administrator, he likes to spend his time on productive work. If there is a need for more information, there could be an addendum to it.

Danielle Basora said they've noticed the matrix gives a better overview where you can see things side by side. The sheet gives the descriptions of the projects. The handbook hasn't been amended since 2018. It may be worthwhile for the Committee to consider some updates. We can expand the lines as much as needed if we need to insert more information.

Kelly Boyer said the Town Departments provide us with a packet of their main project breakouts.

Jim Raymond said most of us are looking at the spreadsheets. That's what the Planning Board looks at.

JoAnn Duffy said forms that are used are chosen by staff. The Committee has the ability to amend their rules by themselves rather than go to the Planning Board.

Danielle Basora said RSA 674 gives the Committee authority to make the decision. You're a subcommittee of the Planning Board but are included in that RSA. The handbook would need to be amended to capture the language for the matrix.

Kelly Boyer said she'd advocate for the people who fill out these forms. It would be helpful for next year.

Scott Gross said 10% of the time would be in updating the matrix and 90% of the time is spent filling out the forms. They'd be saving 2 days of work. That would save Patty Gale's time. She puts all these books together.

Kelly Boyer said if the CIP Committee wants to request information, they could request the form be filled out.

JoAnn Duffy said the format of the CIP recommendation, at a minimum, is a written matrix for the coming 6 years, plus an oral statement of department projects nominated but not accepted by the Committee.

GOFFSTOWN CAPITAL IMPROVEMENTS PROGRAM COMMITTEE
MINUTES TO MEETING OF JUNE 29, 2023

Ellen Vermokowitz said it's an excellent idea. If needed the memo part of the list could include an explanation and still be far less work.

Kelly Boyer made a motion to change to the matrix format only, and to keep the form in the event the CIP Committee requests additional information. Ellen Vermokowitz seconded the motion.

Kimberly Peace said the submission next year would be of the matrix and not of the forms, but the forms would be available if needed as requested.

Jim Raymond said you could request a narrative. It's useful if there are major areas to highlight in a particular document, but not needed for each one.

JoAnn Duffy said they did have a problem this year getting the CIP from the department heads because they were so busy. Several of them came in late and this would be a big plus.

VOTE: 7-0-0. All in favor. Motion carries.

Kelly Boyer made a motion to amend the CIP Handbook to reflect the appropriate use of the term Select Board rather than Board of Selectmen. Samantha Kearns seconded the motion.

Danielle Basora said she and JoAnn Duffy could go through the handbook and redline the handbook for potential changes.

VOTE: 7-0-0. All in favor. Motion carries.

MINUTES

Ellen Vermokowitz made a motion to approve the minutes to the CIP meeting of June 15, 2023. Kelly Boyer seconded motion. VOTE: 6-0-1. Jim Raymond abstained. Motion carries.

Ellen Vermokowitz made a motion to approve the minutes to the CIP meeting of June 1, 2023. Jim Raymond seconded the motion. VOTE: 7-0-0. All in favor. Motion carries.

Brad Parkhurst made a motion to adjourn. Ellen Vermokowitz seconded the motion. VOTE: 7-0-0. All in favor. Motion carries.

The meeting adjourned at 8:06 pm

Respectfully submitted,
Gail Labrecque
Recording Secretary

These minutes are subject to approval by the CIP Committee.