

GOFFSTOWN CAPITAL IMPROVEMENT PROGRAM COMMITTEE
MINUTES TO MEETING OF JULY 20, 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, Danielle Basora—Finance Director/Assistant Town Administrator, and JoAnn Duffy—Planning Director.

Kimberly Peace called the meeting to order at 6:00 pm. She asked the Committee to introduce themselves.

SEWER DEPARTMENT

Corey Wike, Sewer Foreman, said their next 6 years are in the same neighborhood they've been working on in the flats in Pinardville—Higgins Street, Rochambeau, etc. That whole area is super flat and has old clay pipe. None of them are in good shape. It doesn't flow right and most of their backups come from that area. A lot of it is old and broken and there will be a complete replacement where they take everything out and all new goes back in. They try to do 600-700 ft per year, and each year it ranges between \$600,000-\$700,000.

Jim Raymond asked if that rate of replacement is based on capacity for doing the work or is it a money limit.

Corey Wike said they originally tried to keep it to about \$500,000 cost-wise. But with inflation and everything else, it has increased. In the best of all worlds, he would try to complete a street and not do half and half. There isn't a cost savings in doing that. If you split it into two years, the cost isn't going to be that much higher than next year.

David Pierce said the area where they do have cost savings is if DPW needs to replace storm drainage, typically they might ask our contractor to make a bid to do the storm drain at the same time while he's mobilized on site. The cost savings that come in are in rebuilding the street and putting new asphalt down. DPW and the sewer department will each cover 50% of it. If they work alone they have to pick up the entire cost of re-asphalting.

Corey Wike said this year they aren't doing much coordination with DPW. They don't have any drainage on the street they're doing. Last year they did Louis Street, which half of the sewer main was underneath the drainage. And the drainage on that street was terrible. The Sewer Department and DPW came up with a plan to do all of the work at the same time.

David Pierce said the revenue limitation is that they stay within their revenue amount that comes in that will fully cover the \$600,000 to \$700,000 cost of a typical years' worth of work. They do have a reserve fund they can tap to cover the shortfall. The bottom line, as an enterprise fund, the revenues totally cover the expense of CIP projects. They have 2100 customers and a typical home pays \$400 per year. Those with more bedrooms would pay more, as would those with an accessory dwelling unit. They have some very large customers, including the college and nursing home.

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Jim Raymond said we don't make policy, but we look at capital needs. That's where he starts his assessment and then looks at the financial limitations. Given their capital needs, would they accelerate this? Or is this a sufficient and adequate schedule to address the needs?

Corey Wike said it's sufficient.

David Pierce said they are in the risk business of anticipating what sewer lines are going to go totally bad. They are sufficiently comfortable with the rate of work they're doing.

Jim Raymond said that's why they wanted them to come in even though it doesn't cost taxpayers. The CIP's job is to address capital needs, so they need to hear from them. Our analysis goes a little deeper.

David Pierce said he hopes the CIP will endorse their six-year plan of various roads.

Kimberly Peace said it looks fairly balanced and the CIP will trust that they know where to stop and start the pipeline.

Jim Raymond asked if they need to do anything to address the perceived needs of other people in town, or if it is a sufficiently compelling case that they need to address this area first?

Corey Wike said this area needs to be addressed first. It's the worst sewer lines that are in that neighborhood.

Ellen Vermokowitz asked if there is a plan to extend the lines.

David Pierce said there is nothing new.

Ellen Vermokowitz said there are more and more multi-family homes on Mast Road.

David Pierce said they are already along the sewer line. According to our sewer ordinance approved for the town, if a resident is within 150 feet of an established sewer line, they're required to be connected.

Corey Wike said the sewer line goes almost to Tim Redmond's house on High Street. It stops at the Mobil Station on North Mast. The entire village is taken care of. It stops on Elm Street by the newer condos on the water. There are 6 miles from here to Manchester. It goes down the Rail Trail into Pinardville and comes out to the Police Station and county farm. It goes through the field in front of the county nursing home, then to Mast Road. It is already where the growth is.

David Pierce said there is a wonderful GIS database in town. You can log in and turn on a layer for utilities where you can see every sewer line and storm drainage line.

Brad Parkhurst asked about the sewer on Boog Road.

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David Pierce said they did a survey down there inquiring if customers would benefit by connecting to the sewer department. They would entertain doing so if there was a need. That survey said there was no need.

Corey Wike said the new development on Bog Road is tied into the sewer. They hook in on Mountain Road.

Samantha Kearns asked about their vehicles.

Corey Wike said they have two relatively new vehicles and they do not need replacement.

Danielle Basora said vehicles will be newly added to the matrix in the future. The Sewer Commission previously had one vehicle that was shared with DPW, and it was on the DPW matrix for CIP. They will be in the vehicle section in the outer years and will be under the Sewer Department.

LIBRARY

Samantha Homan, Chair of the Library Board of Trustees, said they do have some changes. After further consideration, the Board decided to reevaluate their approach to the building renovation. They voted to remove it from the matrix. Instead, they are requesting the establishment of a capital reserve fund, for which they would be the named agents, with an initial deposit of \$200,000 and annual deposits of the same amount each year thereafter. The intent is grant matching funds so they could explore grants for which they need magic money, and also the capital needs of the existing building.

Brad Parkhurst asked if they are now thinking of the possibility of doing an addition. The CRF goes the extent of the 6 years of this matrix.

Ellen Vermokowitz said the matrix notes that the details are unknown at this time, and it is currently planned to fall outside the 2024-2029 scope.

Samantha Homan said the need for space still exists. But in understanding the voters' decision in March, they are trying to take a different approach, first looking at the existing building to determine the immediate needs. One of the projects that comes to mind is the windows, which was discussed last time they were here. The windows are original to the historic building so they would rather refurbish them than replace them. There is a grant available for that, but it requires a 50% match. That's part of that initial \$200,000 deposit they are requesting. There are other ongoing capital needs for the library maintenance items, such as carpeting and interior and exterior paint. Because it's an historic building they would have to have someone like Tuttle come out to do that work. The side by the bank is quite high and a lift would need to be involved. That drives up the cost of a project like that.

Ellen Vermokowitz said if this goes forward and is approved, does it mean that the public needs to vote on what it's used for?

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Danielle Basora said they have to vote on the deposit going in, but as named agents, they do not need to vote. It would be similar to the school's building facilities CRF.

Brad Parkhurst said the \$200,000 is a separate article on the warrant. If it gets approved, they are looking to spend some of that money.

Danielle Basora said the limitation on what the money will be spent on is going to come from how the actual capital reserve fund is established. When it goes before the voters, they will have to outline what that capital reserve fund can be used for. That's the point at which the voters would agree or disagree with the purpose of the fund.

Kelly Boyer said the Library Board of Trustees polled the language from the school's creation of their maintenance capital reserve fund, so it could be clear that the intention is for current building needs that already exist, and also for grant matching to complete those projects.

Danielle Basora said on line 127 for the renovation project, the memo line does have that note that was mentioned, because that's what's currently in the CIP handbook as a requirement for things in the outer years that large projects be included with a memo. That is to signify they are outside of the 6-year scope and don't fall off the radar. Rather than eliminating the line, they made sure they removed the amount since the vote had occurred. But they retained the memo, so they know the need is still there and is shown for planning purposes.

Ellen Vermokowitz said they referred to the school. The school has monies in the years in CIP, but it's for specific items. They state specifically what that money is for each year.

Danielle Basora said the school has the same setup in that they are listing the project. What's the capital reserve fund is established, utilizing the capital reserve fund would be the same way as the school. They would put their projects that are above the \$25,000 limit on the CIP, and it would go through the CIP and budget process the same way as the schools. It would show their planned offsetting revenue is from the CRF.

JoAnn Duffy said when the schools were first established, they were set up for the purpose of funding a broad array of projects. Each year it's put in, in that particular year they note what project it's going to. It's not as specific when it is first set up.

Danielle Basora said, to show it on the matrix itself, the School Department shows funding by CRF so those specific projects in that specific year show the amount that would be proposed to be withdrawn from the CRF. There is also a revenue line for the CRF. Until the voters establish the CRF, and it actually exists, they can't list specific projects unless they are planning to do something with it in 2024. It sounds like it's up in the air and it would come forward in their budget process if they had something specific to address. When the money comes up for withdrawal, that's when it is shown by specific projects. As part of the budget process, they have to show separate warrant articles. The school already has an established balance, so they are drawing from that regardless of whether or not their deposit gets approved.

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Jim Raymond said this is being put into a CRF for the ongoing projects. At some point he assumes trustees will come forward with a live project, whether an addition or a replacement. Will these funds then be usable or at least countable for grant purchases with the big project?

Samantha Homan said she thinks that depends on the language used in establishing the CRF. It's not the intention of it.

Ellen Vermokowitz asked if the public will know when voting on this.

Jim Raymond said the warrant article has to state the purpose of the CRF.

Kelly Boyer said it has to explicitly state what it's going to be used for and it cannot be used for anything outside of that.

Samantha Kearns said the library has stated they don't receive any town impact fees. Why is that?

JoAnn Duffy said there were never any established for it. She thinks the ability to collect impact fees for a library came in later on and it was just never reviewed at that point.

Jim Raymond said the Planning Board should spend time looking at that.

JoAnn Duffy said they are going to talk about it at their next meeting. If you are deficient to begin with, you cannot collect impact fees for something until you've made-up for that deficiency. So, they are caught in the middle right now.

Samantha Homan said the trustees have asked that the Planning Board consider the library in their next impact fee study. Part of the challenge is that the existing building is deficient so the way they would be able to spend those impact fees gets tricky.

Jim Raymond said it's the additional capital needs created by the growth that is being collected.

Samantha Homan said Derek Horne attended their last meeting and gave a full explanation of impact fees. They are working on coming up with a list of projects that would be sufficient and applicable to use those fees.

MINUTES

Kelly Boyer made a motion to approve the minutes to the CIP meeting of July 6, 2023. Samantha Kearns seconded the motion. VOTE: 5-0-1. Brad Parkhurst abstained. Motion carries.

Kelly Boyer made a motion to approve the minutes to the CIP meeting of June 29, 2023. Samantha Kearns seconded the motion. VOTE: 5-0-1. Brad Parkhurst abstained. Motion carries.

OTHER BUSINESS

Handbook

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Danielle Basora said there are changes to the logo and the date. A table of contents was added to help people find their way through the handbook. They took items that were already in this handbook and tried to reformat them in a way where it would be more readable at a glance. Some items are in bullet format instead of paragraphs. There are minor changes in wording and clarifying language throughout. Currently the capital improvement project is for all projects that are a minimum of \$25,000. That is correct and it has been that way for some time. She doesn't know if the committee thinks there should be a change to that or not.

Jim Raymond said \$25,000 years ago was different than what it is today. The purpose of this committee is not to micro analyze routine or operational expenses, even if they define them as capital. We are to look at large items that are really intended to meet capital needs. The argument could be that the small items become significant if not done. Do we really need to look at a \$25,000 expenditure? We see it on the school side. They get pretty micro in their presentation. Do they need to? You could justify it if you take the inflation rate and do a dollar equivalent. Does it change what we do? No. Does it change the amount of time administration has to spend preparing this? Probably. That's a cost too.

Kelly Boyer asked how many projects are on the matrix between \$25,000 and \$50,000. It's not a lot. Is it statutory or does the Planning Board decide it?

Danielle Basora said the Planning Board decides. It's part of their handbook. Certain items are to be included regardless of whether or not they hit that limit. That includes wheeled vehicles, motorized equipment with an anticipated life of at least three years, costs, or obligations to conduct, prepare, or present surveys. If that total is at least \$10,000, that may be another item to consider raising that limit. It includes projects that come into immediate compliance with state or federal law or a court order. That could bypass CIP, but it would be put on the CIP project list. The only ones that would bypass the process would be those in immediate imminent danger, which is specifically described.

Brad Parkhurst asked if this is comparable or if it varies greatly from communities similar in size.

Danielle Basora said it's based on how a community chooses to plan. You also need to consider our size. We are the 14th largest community in the state. We will probably have higher costs or capital needs than a smaller town.

Kelly Boyer said she doesn't know if that's really necessary because, as a committee, how much of an impact would that make to the matrix. It's a limited amount. But if, in the process of updating their handbook, it helps lessen the oversight on this process for the department heads and the amount of paperwork they're doing, it could be a help. She would be in favor of increasing it a bit and seeing how that process goes.

Brad Parkhurst said if they are looking to increase the dollar amount, that has to be done by the Planning Board.

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Danielle Basora said all of the changes would be made by the Planning Board. This committee will be making a recommendation of which version of the draft to put forward.

Ellen Vermokowitz said there are 25 items that wouldn't be included in the matrix if the amount was increased to \$50,000. Most of it is on the school side. How did that benefit this whole process.

Samantha Kearns said that gives more time without having to include all these things in here. The majority of things in there that are under \$50,000 are DPW vehicles, which have to be included anyway.

Danielle Basora said they would continue to plan for the school projects on their side. But the school wouldn't have to complete this process individually. The school has been talking about doing some kind of combined purchases such as leasing, that will bring things up to a higher limit, and that would consolidate those projects into one line instead of multiple lines and multiple submissions.

Kelly piece said they use it as a planning matrix to try to balance the future budget concerns of the town, so we don't have spikes in yearly totals. \$25,000 seems low. Can we absorb the hit of those smaller items? She thinks \$50,000 seems reasonable. We could always shift it and see how it goes.

Jim Raymond said he thinks it's ridiculous to be spending time on small items. What does it accomplish? There could also be a threshold on vehicles. Do we really care if DPW has to buy another two-wheel trailer to toe behind their pickup truck? No, unless we really want to micro analyze all vehicles. The purpose of this process is to make sure the capital needs are met but not to micromanage. The definition of capital is no longer \$25,000. He would put a threshold on vehicles.

Danielle Basora said the section about vehicles is on page 8 of the handbook.

Kimberly Peace said they could put a dollar amount on the vehicles, \$50,000 for example.

Jim Raymond said that would pick up most of them.

Kelly Boyer said the rationalization between including things like lawn mowers is because they are on a rotationally purchasing cycle. They kept it on there to get a full scaled picture of things that would have to be purchased that our vehicles by definition. She doesn't have an issue taking it off because it won't have much of an impact on the overall cost year over year.

Danielle Basora suggested leaving it in the bullet with the threshold, so they don't lose sight of the history of it.

Jim Raymond made a motion to recommend to the Planning Board the following regarding the Capital Improvements Program Handbook, to reflect the cost of inflation over the last number of years:

- 1. To replace the overall project threshold of \$25,000 with a \$50,000 threshold.**
- 2. To replace the vehicle threshold of \$50,000.**
- 3. To change the study threshold to from \$10,000 to \$25,000.**

Samantha Kearns seconded the motion. VOTE: 6-0-0. All in favor. Motion carries.

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Kelly Boyer asked about page 8 and the section changing the amount for the imminent danger and threat and the annual routine reoccurring expenses, which says \$25,000 and/or 5 years. Do they want to keep those 5 years?

Kimberly Peace said this is saying that our projects are not capital improvement projects even when they're individual or combined costs and/or duration is \$25,000 and/or 5 years.

Danielle Basora said the key is that it currently says "which are the mission or normal duties and are not capital improvements even when their combined costs may combine to be hitting the \$50,000 limit and/or the five-year limit.

Kimberly Peace said that goes back to page 7 and the master definition, which are projects that are apt to match what was said before.

Danielle Basora said this is trying to pull out the fact that you don't need to put these on the CIP even if their combined cost or duration would make it hit that CIP definition.

Jim Raymond said they are the exceptions.

Kimberly Peace said they cannot except this as a whole because on page 14 they have a worksheet and department submission form. Staff wants to discuss a different form.

Danielle Basora said at the last meeting, the committee made a motion to recommend that the form be completely withdrawn from the process. Was to help make the process more efficient. As they started pulling together the handbook process and looking at the matrix, they realized there could be some concerns about getting correct information from the department heads to put on the matrix if they don't submit anything two of them in writing other than an e-mail, which may or may not be included and may not include all the necessary information. In the handbook she itemized the items they currently have on the matrix. She listed them out to say the submission must include all of those details, so they don't miss something when they're trying to fill in the matrix. As they looked at it, JoAnn Duffy found great examples of what other communities were doing to have a more streamlined form. Instead of a two-page form that requires a signature as Goffstown has, she has examples from Bedford and Milford. The sheets for Bedford are only one page and give a mini version of the matrix. It's much like what the DPW director and the school district do when they send their submission. The handbook notes that the documents should be submitted in writing to preclude something from being too vague. How big a description would still be very useful, but it would be one page instead of two. Then staff would be able to capture all the information needed in a standard format so no one misses a piece of information that's needed.

Jim Raymond said that's not materially different other than going to one page instead of two.

Kelly Boyer said she thinks it simplifies it from the department's perspective. If they continue running a matrix of their own it shouldn't be a difficult submission. It lessens the amount of typing, PDF's, and emailing that they're doing to do that.

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Danielle Basora said it allows them the ability of making a fillable PDF form where they could have, for example, the funding source as a drop down of options. It allows them to put information right at the forefront that the committee's handbook says is required. A fillable PDF would help cut down on the time and still get all the pieces of information. Then they would be able to provide the matrix from the prior year so they can just update the matrix and not have to drop in every piece of information.

Kimberly Peace said they don't have to decide on the form tonight. The recommendation could be that they agree to let the town staff reconfigure the forms, so they become easier to work with. It would be amazing if they could fill in a fillable PDF and then dump it into Excel.

Kelly Boyer said they could make a recommendation of the items to include in a submission as opposed to recommending a specific format. They would be included for validation and processing purposes for finance when putting this together.

Danielle Basora said the items in the draft should be included on the new form, then leave the formatting of the form up to staff to develop a one-page version.

Jim Raymond said our forms were written a long time ago.

Ellen Vermokowitz made a motion, based on the discussion, that staff create a 1-page form to be used in the CIP process, and the CIP Committee recommends to the Planning Board, the adoption of its use, with the information presented in the revised CIP Handbook.

Brad Parkhurst thanked Danielle Basora and JoAnn Duffy for all the work they put into this.

Jim Raymond seconded the motion. VOTE: 6-0-0. All in favor. Motion carries.

Jim Raymond made a motion to recommend the Planning Board approve the Capital Improvement Program Committee's edits to the CIP Handbook. Ellen Vermokowitz seconded the motion. VOTE: 6-0-0. All in favor. Motion carries.

Matrix

Kimberly Peace said tonight's goal is to decide if they need to make any shifts or changes to the matrix.

Kelly Boyer suggested moving the software refresh from IT to an urgent priority.

Danielle Basora explained the reformatting of the matrix. She said there are 2 funding source columns, which is partly due to the way the school has to note their sections. Where bonds are proposed is highlighted in yellow so they can be quickly spotted. There are the traditional lines that have been seen in the past, their offsetting revenues, and a net project cost. The section below has items that are flagged to be put forward for other financial mechanisms such as bonds or leases that would spread payments out. You can see both versions side by side. The principal and interest payments for a bond would be shown. You can see the difference from the gross appropriation version on line 179 and the proposed equalization from financing side by side. Page 11 is the debt schedule, with a note that this doesn't

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include any of the newly proposed items to be paid by bond or lease. It only shows what the voters have approved and what the commitments are. The last page is a summary page that shows a detailed breakdown of the projects, including what is proposed to be bonded or leased. These proposed amounts are captured in your CIP totals at the bottom of the project cost.

Brad Park said, on page 4, line 148, in the memo section, it says “new centralized pool originally installed in late 1990’s.” That should read “1970’s.”

Jim Raymond said we move items that are movable to even out the tax burden over the years, or we move things because there is a greater need, or we combine the two.

Kelly Boyer suggested changing the priority of the IT software refresh from a priority 2 to 1-Urgent priority.

Jim Raymond agreed.

Kimberly Peace said they talked about moving Records Management Software line 97 on the matrix from 2027 to 2025.

Jim Raymond said on page 10 there is reason to reduce 2027 and add to the lower years, including 2025.

Kimberly Peace said it came across as very urgent when they gave the presentation.

Jim Raymond said it also helps to even out the disparity between 2027 and 2025. The political question is how much you can increase that bottom line over the next three years and still hope to get things passed. It's one thing to try to even out the remaining years, and it's another to have a cliff they have to climb every year.

Kelly Boyer said she thinks a lot of it will be dependent on the department head’s proposal for 2024. It's not necessarily an equal comparison to this proposed budget year simply because of the scale and cost of very specific projects. Also, she thinks this is the most CI P the school has ever had. It's great for planning purposes. We're looking at the numbers in a different way. It's going to depend on the way it's communicated to the committees and both the school and town deliberative sessions.

Danielle Basora said the matrix shows us the 2023 adopted budget but it doesn't show the 2022 budget because they have limited amount of space. In 2022 that was \$500,000 higher, at about \$3.1M. This current year happens to be a little bit low when we look at the last 5 to 10 years of CIP.

Kelly Boyer said the bonded amounts are going to take a lot of justification for some of the larger projects and that will be up to the voters.

Kimberly Peace said the numbers reflect a bond for the pool in 2024. The police book department is in 2029. There is a bond in 2026 for the fire station.

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Danielle Basora said page 12 does give the bonding and financing altogether for the Town and School all in one place. It breaks out the projects so you can see the amounts proposed on that bond as well as when those payments would start and how they would gear up. The town in the school were consistent in that the first year that it would appear on the ballot would be an interest only payment. In the following years you're actually seeing the amount of that principle and interest as calculated for that particular set of parameters. Under the project name it tells you what the assumptions were on the length of the bond, and the interest rate that was used. She left a column for the year 2030 for the items that are off matrix. There is a bond in the years 2024, 2025, and in 2026.

Raymond said when they make the presentation, Kelly Boyer's point is a good one. These numbers are going to jump around because there are some live projects that have to happen sometime. Then you have your normal regular stuff that has to happen. Here to even out the tax burden as much as we can. But the big projects do change the numbers.

Kelly Boyer said for some of these projects there is legwork being done to explore all of the grant possibilities that'll align with them. So, any grants awarded would also go to pay the bond as well.

Jim Raymond said the sales pitch is that you have to maintain your capital infrastructure and occasionally you have to do a big project. It's just a reality of the town. We're trying to blend those two numbers here to even out the tax burden as much as possible. But the big projects do change the numbers and you have to absorb those occasionally.

Kimberly Peace said sometimes it seems like there is voter fatigue where there are too many bonds at once and they could kick each other out.

Jim Raymond said the departments have spaced them out.

Kimberly Peace said they have a \$4.1M, \$6.2M, \$6.0M, \$6.7M, \$5.5M over the years. Is there anything else that needs to be shifted around?

Samantha Kearns said she'd like to move something from 2029 into 2028 so those numbers both start at \$6M.

Jim Raymond said the good news is that those are far enough out that we could say in our report that we recognize that need in our presentation. So, when the committee reviews it in future years, they'll focus on it more. There are a lot of items such as building costs and inflation that we don't know.

Kelly Boyer said we often get projects that get pushed out again and again.

Jim Raymond made a motion to approve the Matrix as modified and recommend to the Planning Board its adoption. Ellen Vermokowitz seconded the motion. VOTE: 6-0-0. All in favor. Motion carries.

Presentation to the Planning Board

Kimberly Peace said she would give the introduction and summary.

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Jim Raymond said in the past they have broken this up and board members volunteer or are drafted.

Brad Parkhurst said he would present the Parks & Recreation as well as Administration.

Ellen Vermokowitz said she would present the School District budget.

Jim Raymond said he would present the library budget.

Kelly Boyer said she would present for the Police and Fire Departments.

Samantha Kearns said she would present the DPW and Sewer Departments.

Kimberly Peace said the matrix will be presented at the Planning Board meeting on Thursday, September 14th.

Kelly Boyer said she won't be there on that date.

Jim Raymond said he could do more than just the library.

Kimberly Peace said if Gail Labrecque doesn't want to do Police and Fire, Jim Raymond can do it along with the library. She said, because the Committee has gotten everything done today, the August 17th CIP meeting is cancelled.

Danielle Basora said they will need a written report for the annual report. They do have a picture from a couple of meetings ago. Typically, they take a copy of what's submitted to the Planning Board and the Chair would make some alterations so it could be used for the voters in the Town Report.

Kelly Boyer said they should include the fact that they updated the handbook and it's the first time since 2018. They made some significant changes to efficiency for department heads and administration. She thinks this is the most in-depth matrix they've ever put together. She thanked Scott Gross and Danielle Basora for working through the potential bond options in light of the big picture. There is a lot of stuff on the table, and they need to streamline the way they plan for the next 10 years or so. Although numbers are large and they still have work to do, she's happy with the improvements made to the process.
Planning Board meeting of Thursday, September 14th at 7 pm.

Kimberly Peace said the matrix will be presented at the Planning Board meeting of Thursday, September 14th at 7 pm. They will be first on the agenda.

Danielle Basora asked if, when the meeting comes around in September, in addition to presenting the final report, they would also be speaking about the proposed recommended changes to the handbook.

Kimberly Peace said yes.

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Danielle Basora said the handbook has some great information if anyone needs inspiration or talking points. Pages 3 and 4, especially, highlight the committee's objectives. It's a great starting point about anticipating demands, increasing safety, and preserving health and safety. All the benefits of CIP are in there.

JoAnn Duffy said you cannot collect impact fees unless you have a CIP.

Kelly Boyer asked for a copy of the handbook to be sent to the committee when it is completed.

Brad Parkhurst made a motion to adjourn. Jim Raymond seconded the motion. VOTE: 6-0-0. All in favor. Motion carries.

The meeting adjourned at 7:42 pm.

Respectfully submitted,
Gail Labrecque
Recording Secretary

These minutes are subject to approval by the CIP Committee.