

TOWN OF DUNBARTON

2024-2029 Capital Improvements Program (CIP) Committee Meeting

Wednesday, April 5, 2023

Town Office Building

1011 School Street

MEETING MINUTES

Attendance: Woody Bowne, Transfer Station Supervisor; Line Comeau, Town Administrator; Mary Girard, Library Director; Don Larsen, Cemetery Trustee; Chris Remillard, Police Chief; Jeff Crosby, Road Agent, and Donna White, Chair/BPZ Office Administrator

Donna White called the meeting to order at 8:15 a.m.

1. Review Municipal Improvements Schedule (MIS)

Donna went over the first section of the MIS-**Projects** which shows each submitted project's anticipated cost, methods of financing, and timeline. Funding for the ambulance was clarified with the fire chief; it would be from the special ambulance fund, not a CRF. Funding for the fire engine would involve a withdrawal of \$300,000 from the CRF, with the remainder as a loan or lease payment over a period of years.

Donna went over the second section of the MIS-**Costs** which shows bond payments and deposits to Capital Reserve Funds and Expendable Trust Funds. The road bond of 2022 was listed. Line asked if it should be included because the annual payments are already figured as part of the operating budget. It was agreed to remove the road bond from the MIS. The group discussed the section, line by line: Transfer Station CRF – proposed \$50,000 per year; Highway Vehicle CRF (it was suggested that Equipment be added to the title) – proposed \$40,000 per year; Fire Department CRF – proposed \$80,000 per year; Land Purchase CRF – no figure set; Revaluation CRF – leave as is at \$15,000 per year; Building Repair CRF – Line to check the purpose of this fund; proposed \$100,000 for this discussion; Cemetery Expendable Trust Fund – to be removed from MIS; based on sales of plots; and Police Vehicle & Equipment CRF – proposed \$20,000 per year. These figures will be revisited before the completion of the CIP update.

Donna went over the third section of the MIS-**Reimbursements** which shows CRF offsetting revenues for the proposed projects. The group discussed the section, line by line: Transfer Station CRF – withdrawals of \$40,000 in 2024 and \$20,000 in 2026; Fire Department CRF – withdrawal of \$300,000 in 2024; Revaluation CRF – withdrawal of \$80,000 in 2025; Cemetery Expendable Trust Fund – withdrawal of \$6,000 in 2026; and Police Vehicle & Equipment CRF – withdrawals of \$20,000 in 2025 and 2027.

Once all numbers are finalized, Donna will calculate the Project Impact, CRF Deposit Impact, and Offsetting Revenues/Reimbursements Impact on Town tax rate.

2. Review CIP Sections for Inclusion/Elimination

Donna went through the CIP section by section, pointing out areas of duplication. She suggested eliminating several graphs that duplicate information seen in text and/or tables. It was noted that the School Board is not participating in this update; they have said the school has its own CIP schedule. Attendees of this meeting agreed it seems important that the school CIP be included as part of this update, giving residents a complete picture of the tax impact of all Town and School Capital Improvements. Donna will contact the School Board for this information.

Chapter 6 – Road Management Plan – Donna spoke about the purpose of this chapter and the amount of information that is included. Jeff said there is no management plan per se, however, the department does track the road conditions and work done on each. He talked about the program that CNHRPC was using at the time of the last CIP update, all good information but more involved than he feels is necessary. Donna pointed out the information that is duplicated by listing Town Maintained Roads (Class V) and NHDOT Class V Roads; Town Unmaintained Roads (Class VI) and NHDOT Class VI Unmaintained Roads; Private Roads and NHDOT Private Roads; Town Road Mileage and NHDOT Road Mileage; and other irrelevant information/graphs. It was agreed that Donna would go through the chapter and eliminate much of the duplication for the group's future review.

Chapter 7 – Appendix – Relevant Statutes for Capital Improvements – Donna pointed out the listing of CIP-relevant and certain RSA sections, with a note that the entire referenced NH RSA is available at the State link included in the section. The chapter then includes detailed text of each RSA listed, amounting to approximately 26 pages of text. It was agreed that the detailed text could be eliminated since the list provides a link to the same information; this would cut printing costs.

3. Set Date for Next Meeting

Donna will notify the committee of the next meeting date once she has the MIS completed and revisions done.

The meeting adjourned at 9:15 a.m.