

Town of Tamworth

Planning Board

*** Capital Improvement Program Committee MINUTES ***

April 19, 2016

Meeting was called to order at 7:02 pm.

Members Present: Jack Waldron, Chairperson, Steve Gray , Ruth Timchak, John Wheeler, Sheldon Perry, Dan Poirier, Melissa Donaldson, clerk

Members Absent: David Little, Bob Seston

Approval of agenda – motion to approve made by John, seconded by Ruth - APPROVED

Approval of minutes from 11/03/15 – Remove “v” in last sentence. A motion to approve as corrected was made by Ruth , seconded by Steve. APPROVED - Sheldon and Dan abstained

Updates to contact list. Add Sheldon (603) 323-7001, Dan (603) 986-6586, 564 Gardner Hill Rd

Meeting schedule –next meeting Monday the 23rd of May at 7 pm – others will be the last Tuesday of June (28), July (26), August (30).

Timeline is reviewed for this year.

Jack is chairman, Dan and Sheldon have been appointed and the other members will be appointed by the Planning Board.

Process – definition of Capital expense – expected to last 5 or more years and cost \$5000 or more. Lessons learned? Presentation to the Board of Selectmen –last year, Fire Department – replace request for Fire Truck and replace it with a \$200,000 warrant article – our best plan was affected by this. Highway Department is concerned about what will happen when that expense hits. There is a RSA which allows expenses to be spread over a couple of years. There is leeway on money. Discussion was held about Fire Department land and truck expenses. The Selectboard denied any ambulance approach at the budget meeting, but it may come back to be considered within the next few years. From a CIP perspective, this is a good year to work on the rescue stuff. We had hoped to have some planning for the Fire Department, with Steve Whitman. At the end of the meeting tonight, we will choose which departments each member will be working with. Dan spoke about having monies left over at the end of the year and feeling the need to spend it so that their budget wouldn't get cut for the next year. He hopes that is not the situation here.

2016 Letter to Departments – boilerplate. Dates were changed. This letter will be sent to each department along with a copy of their current 6 year plan. Verify the 2017 expenses and add another year into the future. John recommends adding language to the timeline for August 13-30 to indicate that their input is not guaranteed...add language “modified by our perception of the overall needs of the town”.

We need to deal with land and fire engine for the Fire Department, get a time frame on the ambulance, and shuffle some other expenses.

Discussion about capital reserves. School has 2 and the Highway Department has one for bridges. There are also a couple of specific trusts. We thought that you now need a warrant article to spend them, but John has spoken to DRA and feels that as long as the original one says so, the Selectmen can do it. Jack would like to have a discussion about the \$150000 that is in the budget for emergency items. This fund could replace the capital reserves on a lot of items. Since that was added, there is a new state statute that allows the setup of an emergency fund. We believe it is 2% of Capital Expenses, which is a very small amount for the Town of Tamworth. Steve will look for the RSA.

Updates to Department Contact List – see attached. Jack will get the letters out in early May and will let the members know once they are out.

Sheldon has been reading up on the CIP process in the Planning Board Handbook.

A motion to adjourn was made by Ruth, seconded by Sheldon, at 8:12 pm - APPROVED

Respectfully submitted,

Melissa Donaldson

Planning Board Clerk