

**Town of Grantham
Capital Improvements Projects Committee Meeting
Regular Meeting Minutes
September 4, 2014**

The regular meeting of the Capital Improvements Projects (CIP) Committee was called to order at 1:00 p.m. on September 4, 2014 by Chair Peter Guillette. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South.

Members Present: Paula Bresnick; Peter Guillette; Bob MacNeil; Pat MacNeil and Richard Valone

Others: Town Administrator Melissa White

Approval of Minutes: A motion was made by R. MacNeil, seconded by P. MacNeil to approve the July 31, 2014 minutes as written. **Approved by majority vote.**

Chair Guillette asked if everyone had reviewed the Master Plan so members can relate project requests to it. Guillette felt that many of the tasks identified in the Master Plan had been accomplished but the second egress to the Grantham Village School had not been accomplished. Guillette went on to say that after reviewing the Master Plan and the Conservation Commission's request to bond 2.5 million dollars for land preservation; that the community wanted to conserve land.

Guillette felt that items identified in the Master Plan have impact on the CIPC's approach and prioritization of projects. R. MacNeil felt it was important to distinguish between needs and wants.

There was discussion regarding dates and times to meet with department heads. The CIPC felt very strongly that all department heads, with project requests, should come to meet with the CIPC, including the Library and Conservation Commission.

The CIPC requested to meet with the Police Department, Fire Department, Transfer Station and Highway Department on September 18th from 1pm – 4pm which White will coordinate. White will contact the Library and Conservation Commission to see if they can meet on September 9th at 2pm or alternatively September 16th at 10am.

Guillette recommended adding a column to the spreadsheet that identifies the prioritization number next to the specific project and rated in the following categories:

- 1 – Urgent – cannot be delayed; needed for health and safety
- 2 – Committed – contracted; legally binding
- 3 – Necessary – needed to maintain existing level and quality of services
- 4 – Deferrable – can be placed on hold until after a six-year period; but supports community development
- 5 – Research – pending results of ongoing research, planning and coordination
- 6 – Inconsistent – it conflicts with alternative projects or solutions recommended by the CIPC

Guillette added that there will be a column for notes/comments.

APPROVED

Guillette felt that using this rating system will allow them (the CIPC) to show and bring attention to everything that's going on and what departments are saying their needs are.

Referring to the rating category of "necessary", R. Valone asked if residents would ask "if it's necessary, why aren't we doing it now". P. Bresnick and R. MacNeil felt that "necessary" meant that it is a project that needs to happen, such as replacing a fire truck, but not necessarily right now. Guillette agreed. Bresnick stated that the ratings can change from year to year. Guillette agreed.

P. MacNeil expressed her frustration with reviewing the requests from departments, making recommendations and the Selectmen completely ignore their recommendations. Guillette said the CIPC is required by Statute. R. MacNeil clarified that the only reason a CIPC is needed is for the Planning Board to establish impact fees.

R. MacNeil felt the only thing that is restrictive of the CIPC is the fact that they are never given a dollar amount to go by; that the previous committee resigned for the same reasons. Bresnick pointed out that what the CIPC recommends becomes part of the town record. White said yes. Bresnick said she has chosen to realize that it's all part of the town record and whatever is done with it is the Selectmen's choice. R. MacNeil agreed. White stated she wondered if, in years past, the reason the Selectmen hadn't taken the CIPC's recommendations was because they (Selectmen) didn't feel the voters could absorb the tax impact of that kind of money. R. MacNeil said he is not aware of any time where the CIPC recommended spending more money; that it was just the opposite where more money was spent than what the CIPC recommended.

P. MacNeil said she looked at the police cruisers; that the town has more cruisers than needed and the recommendation of the CIPC to reduce the fleet size had been ignored. R. MacNeil expressed his frustration with the replacement of the damaged cruiser that occurred earlier this year. Guillette acknowledged MacNeil's frustration and said that when he was on the CIPC in Claremont, they had the same concerns; that the City Council did what they wanted based on what they saw from their side of the desk. Guillette went on to say that the Selectmen will look at the CIPC's recommendations from their perspective and the only way one can affect change is at Town Meeting.

R. MacNeil asked if the Master Plan Committee would look at the CIPC's recommendations and see if it's something that could guide the future of the Master Plan. Guillette said in his experience the meetings for the update to the Master Plan are public where input could be obtained.

The Vision Statement in the current Master Plan was reviewed and discussed.

White asked if she should obtain a dollar amount from the Selectmen for the CIPC to go by. Guillette said no; that the CIPC role is to assess the needs of the community from the department head's perspective, capture that need and make the recommendation to the Selectmen. R. MacNeil felt that in the future, having a dollar amount to go by would be a helpful tool.

OLD BUSINESS:

Strategy for next 6-year plan: To be continued until after the meeting with department heads. R. MacNeil asked if the preventative maintenance information they requested was available. White said she had collected it from department heads but still needs to copy it for the CIPC.

OTHER

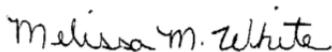
- R. Valone stated that many other towns have gone to zero-sort recycling and asked who decides when the town should look at zero-sort recycling because having zero-sort recycling could change what equipment is needed as well as how many containers are needed. R. MacNeil said that last year the CIPC recommended to Transfer Station Supervisor Chris Scott that zero-sort recycling be explored. He acknowledged that zero-sort recycling may not work for Grantham but felt it should be explored.
- For replacing the Police Cruisers, R. MacNeil discussed exploring a lease program that includes preventative maintenance. White agreed that it should be explored.
- R. MacNeil asked what the town's bid policy is for major projects. White said she doesn't believe the Selectmen have a written policy on it; that typically the town requests them. R. MacNeil asked what the statute was on municipalities obtaining bids for major projects. White will obtain that information.

Adjournment

There being no further business, P. Bresnick moved to adjourn, seconded by P. Guillette. ***The Committee voted unanimously to adjourn at 2:45 p.m.***

The next CIP Committee meeting will be held on September 9, 2014 at 1pm in the Jerry Whitney Memorial Conference Room, 300 Route 10 South, Grantham, NH.

Respectfully submitted,



*Melissa White
Town Administrator*