

Capital Improvement Program Committee

Minutes of March 16, 2023

Present: Kathryn Carpentier, Linda Murray, Suzanne Ryan, Brian Deshaies, Paul Whalen, Kathy Barnard, Mike Hodder, Tavis Austin (Staff)

K. Barnard outlined purpose of the meeting as seeking suggestions from Committee members as to improvements or changes to the process. She added that Chuck Sumner and Bob Loughman not able to attend but had shared their thoughts of supporting a 10-year horizon and that the CIPC need to not get too 'into the weeds' on projects. She then asked the present members if they had any suggestions or improvements on the process etc.

There was a brief discussion of K. Barnard meeting with the Town Manager, Finance Director, and T. Austin about changes to the process.

L. Murray stated a preference for a 10-year CIP horizon given the Master Plan also having a 10-year horizon.

S. Ryan noted several large public works projects, historically, and the need for department heads to prioritize projects. She questioned whether priorities should be by CIPC or department heads.

L. Murray noted that priorities change with funding sources and changes in conditions.

M. Hodder suggested that department heads need to suggest a priority to assist the CIPC, BOS, and BudCom in establishing the ultimate priority.

S. Ryan commented on CIPC goal of putting projects in correct year based on allocation of funding, tax impact, etc. based on department head prioritization.

K. Barnard stated that department heads ought to be present when CIPC creates priorities based on year/funding etc.

M. Hodder added that grant funding is often not known at the time of the CIPC process.

L. Murray used the NH28/10-year plan project as an example of project scheduling shifting over time. She added that the CIP chart need to retain all 'out year' project.

M. Hodder suggested the CIPC narrow its focus. He paraphrased from his memo regarding the same as presented to the Planning Board. He also detailed his research of 10 surrounding communities and their CIP process and format. He suggested as the CIPC in Wolfeboro looks to revise process, it may learn from other communities.

K. Barnard disagreed with M. Hodder's suggestion of a 6-year CIP horizon.

S. Ryan agreed stating preference for the 10-year view. She also supported the idea of a CIPC executive summary or similar report in the Town report.

L. Murray supports projects of at least \$100K, but noted potential need for considering projects less than \$100K. She continued that road maintenance is not often a consistent number or expense, she added that Capital Reserve funds need a 'home' and noted that CRFs did not work well when included in the operating budget.

K. Barnard agreed with needing to display/show capital reserve funds.

M. Hodder noted that L. Murray and K. Barnard were still focusing on the CIP as a budget tool where CIPC should not be focused on tax rate impact, rather on the anticipated capital expenses over time to avoid 'spikes' in the tax rate.

K. Carpentier noted that she saw CIP as a budget tool, but it occurs too early in the process to consider tax rate particularly when funding sources are unclear.

L. Murray noted that CIP projects are estimated costs and that cost and funding sources can change. She read the NH RSA 674:5.

P. Whalen stated that he sees the BOS and BudComm being the customers of the CIPC process; if they're happy, perhaps no major changes are required. He agreed with keeping CIPC members 'out of the weeds' but that CIPC does need to schedule priorities.

B. Deshaies read from NHMA guidance document on CIPs.

S. Ryan noted points raised in the CIP Narrative: CRFs, major projects to be cast over time.

K. Carpentier noted that CRFs are not 'projects.' M. Hodder agreed. K. Carpentier asked M. Hodder to share his findings from his research of other towns.

S. Ryan requested copies of the quarterly capital project update reports at CIPC.

M. Hodder noted that statute states what the CIP is but not how to create. He provided overview of 1987 inception of CIP in Wolfeboro which then had no activity until 1998 when the BOS ran the process, and then 2001 when CIP control shifted to the Planning Board.

Meeting adjourned 10:10 AM.