

# Town of Hampton



## CAPITAL IMPROVEMENT PROGRAM COMMITTEE MEETING

June 20, 2006

6:00 PM

PRESENT: Tom Gillick, Chairman  
Ben Moore, Board of Selectmen  
Sandy Buck, Citizen at Large  
Maury Friedman, Budget Committee  
Richard Goodman, Winnacunnet School Board  
Kathy Terry, Hampton School Board  
Fran McMahon, Planning Board  
Jim Gaylord, Superintendent of Schools  
James Barrington, Town Manager  
Tracy Emerick, Planning Board Chair  
Jamie Steffen, Town Planner

ABSENT: John Kane, Village District

Chairman Gillick called the session to order at 6:00PM. He asked all present to introduce themselves. He then noted that the CIP Committee is a product of the Planning Board. Therefore, he has asked Tracy Emerick, Planning Board Chairman, to describe his vision of the CIP process for this year.

Mr. Emerick stressed that his vision is to provide the public with more information about items in the CIP and the rationale behind the need. He showed the participants the Capital Improvement Plans for Exeter and Somersworth. He said that the issue is to train the individuals providing information to the Committee to present the type of information needed to give the public what is needed to make informed decisions regarding the various projects.

Mr. Emerick then distributed a sample Capital Items Request form. He went through the various items on the form. He stressed that this is a suggested format, and the Committee can feel free to modify it as it sees fit.

Mr. Gillick said he had no problem with the form, but Mr. Emerick would need to edit the narrative draft. The Chairman said the committee would do its best to use this form, but he will need the Manager's support for its use.

Mr. Goodman suggested that the form indicate that submitters can take as much space as they need to describe their request.

Mr. Gaylord asked if the names of all firms to be ordered from should be included. The form can state, "varied". There was discussion of the various purchasing procedures used. There was discussion that price might be a sensitive piece of information. It was agreed that preliminary estimates are all that is required.

Mr. Friedman stated that he believes that many budget items may have been defeated because they were not properly presented to the public. He feels the form is an attempt to help Departments get what they need. He suggested that the form ask, for replacement equipment, what the disposition of the old piece of equipment will be. Chairman Gillick commented that the Committee would write the final report and determine the final information to present to the public.

Mr. Friedman commented that the Committee's purpose is to serve as a liaison between the Departments and the voting public.

Mr. Emerick said that he envisions a second piece that should be included with the form. This would be for "Items Pending". These would be items that are un-funded requests. Including these items in the CIP may help with securing grants for various improvement projects.

Mr. Goodman said that, for some of the Winnacunnet projects, it would be helpful if the other Towns were involved. Mr. Moore asked if the other towns involved had CIP's. Mr. Gaylord said that Seabrook does have one and that North Hampton wants to know about Hampton's CIP.

Mr. Emerick then left the meeting.

Mr. Gillick said there are no requests from any of the Departments for the CIP. He asked the Secretary to contact the Library and the Cemetery Committee to let these people know that the information is needed quickly.

The Committee then discussed meeting dates for presentations by the School Boards and the Town Manager's Departments. Mr. Gaylord said the School Boards could present on August 15th. Mr. Barrington will present preliminary requests for the departments within his jurisdiction on July 25<sup>th</sup>. The Library and the Cemeteries will be scheduled at a later date.

Mr. Buck asked if there would be a separate meeting for the Hampton schools. Mr. Gaylord will present for both Winnacunnet and Hampton on August 15<sup>th</sup>.

Chairman Gillick then went around the table for questions. Mr. Moore asked if the threshold will remain at \$75,000. It will.

Mr. McMahon said a high priority is the space needs of the Fire Department. He felt discussion needs to take place at the policy level before this committee can deal with this issue. The Fire Department committee will be meeting on June 27<sup>th</sup>. Mr. Gillick indicated that, since he sits on both committees, he'd be sharing information with this committee.

Mr. Friedman had an organizational question. He has heard that there are individuals interested in adding one or two more citizens to this committee. Mr. Gillick will research it.

A motion was made to adjourn. Meeting adjourned at 6:30 PM

Respectfully submitted,

Barbara Renaud  
Recording Secretary

Distribution:

Board of Selectmen  
Library  
Hampton School District  
Winnacunnet School District  
Village District Commissioners  
Town Manager  
Budget Committee  
Conservation Commission  
Town Assessor

Planning Office  
Planning Board  
Police Department  
Fire Department  
Department of Public Works  
Recreation Department  
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Town Attorney