

Town of Hampton



CAPITAL IMPROVEMENTS PROGRAM COMMITTEE

Minutes

**November 18, 2021 – 3:00 p.m.
Selectmen's Meeting Room**

PRESENT: Tracy Emerick, Chairman
Jason Bachand, Town Planner
Kristi Pulliam, Finance Director
Regina Barnes, Selectmen's Representative
Larry Quinn, Budget Committee Representative
John Gamache, SAU 21
Keith Lessard, SAU 90
Wendy Rega, SAU 90
Stacy Mazur, Library
Rene Boudreau, Recreation Director

Chairman Emerick opened the meeting at 3:00 p.m.

- I. 2022 CIP UPDATE – SUMMARY OF TOWN PROJECTS**
- II. 2022 CIP UPDATE – SUMMARY OF SCHOOL PROJECTS**

Mr. Emerick discussed the CIP process. The Committee used to meet with Department Heads separately. The previous Town Manager, Fred Welch, developed a consolidated process. The Town CIP is prepared with the Town Manager and Department Heads. We now have a document that goes directly to the Board of Selectmen. The schools are independent units. Having a CIP provides the Town with better borrowing rates. The submissions from the Town and schools effectively summarize everything that we need to know.

Mr. Emerick opened the floor to questions from attendees.

Ms. Barnes asked about the SAU90 CIP. Ms. Rega explained that it includes the usual \$300,000 per year. Mr. Lessard said they are still working to do the ventilation project at Center School. LED lighting was also discussed.

Mr. Emerick asked if federal money is coming in to assist with the ventilation project. Mr. Lessard said they are applying for grants. The design is 80% complete. There are district funds for design work. In applying for funds, they should get around \$600,000, but the project is likely \$1.2 million. Partial work could start this coming year, but they may need to phase the project.

Mr. Emerick asked if the DOE (Department of Education) is the primary funding source. Can funds also come from DES (Department of Environmental Services) was asked. Mr. Lessard is not sure. Mr. Emerick said that he will look into this. Mr. Lessard said the grant is an ESSER (Elementary and Secondary School Emergency Relief) grant, and 20% must be used for direct education.

Mr. Emerick discussed that DES is receiving a lot of money, and he wants to see if there is an opportunity there.

Mr. Gamache said SAU21 is looking into this for their projects, including ventilation. The engineering can come from the ESSER funds. \$500,000 toward HVAC projects was discussed.

Mr. Emerick wants to know if there is an additional road to money.

Mr. Lessard noted that the SAU90 ventilation projects date back to around 2003.

Mr. Emerick said that \$200 million has been approved in grants. Where is that money going was asked.

Mr. Gamache discussed State fire inspections. This has been slow.

Mr. Lessard is concerned about a shortage of qualified contractors. Mr. Gamache discussed delaying projects to try to get more qualified contractor bids.

Ms. Pulliam discussed major points of interest in the Town's CIP. There is a lot involving DPW – roads, drainage, equipment, and so forth. The need for a new fire engine was discussed. A variety of funding sources are being pursued. ARPA (American Rescue Plan Act) funds were discussed.

Ms. Pulliam said there is a preliminary list of warrant articles.

Ms. Barnes discussed Phase II of the Wastewater Treatment Plant project. That is around \$16 million. High Street construction was also discussed.

Recreation needs were discussed. It was noted that Rene Boudreau, Recreation Director is present. They just filled two new employee openings.

Mr. Emerick suggested that Ms. Barnes write an omnibus Article should funds become available. It would be good to have Town approval to make applications. We don't want to miss out on opportunities.

Ms. Pulliam discussed language for a Wastewater Treatment Plant Article, and another for the High Street project.

Ms. Pulliam discussed the timeframe for Articles to lapse. Can it be changed at the State level was asked. It is believed that there is a State ceiling of 3 years, but can it be modified to 5 years was asked. Mr. Emerick will look into this.

There was a general discussion regarding delays in getting construction materials, etc.

Mr. Emerick discussed the ongoing Town Master Plan Update. There have been comments regarding the library, recreation, and future use of the Town Hall, among others. He advised everyone to keep a close eye on the Master Plan effort. It relates to the CIP. Mr. Emerick would also like everyone to read the draft existing conditions summary prepared by the consultants. It is an easy read and an excellent resource.

Mr. Emerick said that he will check on items discussed today when in Concord.

Ms. Mazur discussed the collaboration between the library and recreation to create a community "hub" for our citizens.

III. NEXT STEPS

Mr. Bachand explained the next steps. He will work with Ms. Pulliam to coordinate the compilation of the final CIP financials for the Town, SAU 90, and SAU 21. When ready, probably in December, these will go to the Planning Board for approval. A letter of the Board's action and a copy of the CIP financials will then be provided to the Selectmen and the Budget Committee. It will also be included in the Annual Report.

The meeting ended at 3:40 p.m.

**Respectfully submitted,
Jason Bachand, Town Planner**