

## Capital Improvements Plan Committee

### Minutes

May 10, 2023

The Campton Capital Improvement Plan Committee met in the Community Room to hold their monthly meeting on Wednesday, May 10, 2023, at 1:00 pm. The attendees were member Bill Frye, member Claire Desjardins, member Jim Butler, Ex-Officio Mort Donahue, and Vice Chair, Jack Letvinchuk. Also present was Corey Davenport, Town Administrator, Planning, Zoning, and Assessing Coordinator, Jade Hartsgrove, and Minutes Recorder, Natasha Egger. Absent from the meeting was Chair Karl Kelley. There were no members of the public on Zoom.

Vice Chair Jack Letvinchuk called the meeting to order at 1:03 pm.

**Minutes Review**- The Board went over minutes from the last meeting on April 12, 2023. Member Jim Butler motioned to approve the minutes, and Vice Chair Jack Letvinchuk seconded that motion. Member Bill Frye questioned the wording of the minutes under the Matrix topic review. Vice Chair Jack Letvinchuk made a motion to amend the minutes and Ex-Officio Mort Donahue seconded that motion. All were in favor. Member Frye commented to change the last section of the CIP Matrix to reflect Corey volunteering to work on the infrastructure section of the matrix with the CCDC. Member Jim Butler motioned to approve, and Vice Chair Jack Letvinchuk seconded the motion. All were in favor.

**Fire Department and Highway Department Tour**-The Board went to the Highway Department and the Fire Department to see all their equipment.

### **Capital Improvement Committee Work Session**

**CIP Handbook Review**- The Board reviewed the changes that were proposed to the CIP handbook. Member Jim Butler and Vice Chair Jack Letvinchuk recommended a few additional items to change. The first recommendation was to change the minimum CIP project expenditure from \$10,000 to \$25,000. The Board discussed the increased cost of capital equipment and felt that the change was appropriate. The second recommendation was to decrease the useful life of equipment from 10 years down to 7 years. The Board reviewed the matrix and felt some items would not meet the 10-year requirement. Finally, there was a suggestion to increase the minimum annual amount required to be put in the capital reserve funds from \$150,000 to \$250,000. The Town has exceeded the \$150,000 for many years, but with the increased costs, the Board wanted to ensure that everything on the matrix was properly funded. Vice Chair Jack Letvinchuk motioned to accept the recommended changes, and Ex-Officio Mort Donahue seconded that motion. Member Claire Desjardins questioned whether the recommendations should be brought to the Select Board first. Vice Chair Jack Letvinchuk made a motion to amend the original motion to accept the changes if they are agreeable to the Select Board. Member Claire Desjardins seconded the amendment. The Board voted unanimously in favor of the amendment. The Board then voted unanimously in favor of the amended motion. The CIP asked Ex-Officio Mort Donahue to bring these recommendations to the Select Board and report back with their thoughts.

Under the appendix pages, Corey described the various housekeeping items he has changed. He renamed the Road Infrastructure Capital Reserve Fund to the Road Capital Reserve Fund to reflect the changes made at Town Meeting. He also deleted the Road Reconstruction Fund from the list and noted the removal. Member Jim Butler motioned to approve all corrections, amendments, and editing to the CIP Handbook, and Member Bill Frye seconded that motion. All were in favor.

**Board Concerns & Directives**- Corey updated the Board on recommended changes mentioned in the last meeting on April 12, 2023, regarding the matrix under the Municipal Buildings section and updated the name of the Road Infrastructure Fund to Highway Road Fund. Corey also included an inflation rate of 4% in the matrix for the new Road Capital Reserve Fund. He also noted that he split the total amount into the three categories the Selectmen had previously discussed. They voted to allocate \$250,000.00 toward paving, \$250,000.00 toward road reconstruction, and \$250,000.00 toward gravel maintenance. Corey said that he could adjust the matrix in the future once the CIP knew how the highway infrastructure section was being handled.

Vice Chair Jack Letvinchuk motioned to end the meeting at 2:30 pm, and Member Frye seconded that motion. All were in favor.

Respectfully Submitted

Natasha Egger

Minutes Recorder