

**Capital Improvement Plan Committee**  
**Date: Thursday, December 14, 2023**  
**Time: 6:00 p.m.**  
**Location: Henniker Community Center**

**Meeting Minutes**

**Members Present:**

Tia Hooper, Chair; Bill Marko, Vice Chair; Bruce Trivellini; Heidi Aucoin

**Invited Guests Present:**

Jacqueline Coe, Superintendent SAU #24; Tom Weston, SAU Director of Facilities

*Meeting was called to order at 6:03 p.m.*

Chairwoman Tia Hooper welcomed Jacqueline Coe and Tom Weston to the CIP Meeting and thanked them for joining the committee to discuss the HCS CIP Plan

**Meeting with Jacqueline Coe, SAU #24 Superintendent and Director of Facilities Tom Weston to review Henniker Community School (HCS) CIP Plan.**

The Committee and SAU representatives reviewed the Henniker School District CIP plan that was sent over by the Superintendent prior to the meeting. It was noted that the HCS CIP plan is still being developed.

Jackie Coe began by providing a summary of where the school district is in their CIP planning. She advised, that when the Committee reviewed the plan from the SAU a few years ago, the plan was less than what was provided to the Committee in advance of this meeting. Since then, we have pulled together some documents that were already been in existence and flushed them out even more. We were trying to capture things to coordinate with the Committee and the Town during their budget cycles, especially on larger projects. We included things in the past but also projected out. We have our CIP which are the bigger projects, but currently this list also contains maintenance items. We are developing a maintenance plan and some of the things listed will move over to the maintenance plan, but they are all together right now.

Discussion over the definition of capital project and monetary thresholds ensued. Bill Marko advised that the big-ticket items, if you wanted to fund them all in one year, they would cause a big spike in the tax rate. The goal of the committee is to try and help the town create a plan to keep the tax rate level and meet the anticipated needs of the departments. We put money each year in the capital reserve funds so that we have money in the funds to cover the cost, such as when a department needs a new piece of equipment or when a department needs a new roof.

Tom Weston added, like when the school needs a new boiler, we don't want that to occur at the same time when Highway needs a new grader. If we keep putting money away it lessens the overall tax impact that the taxpayers might face if they were hit with the bill all at once.

Mr. Marko advised that Mr. Weston was correct. We don't want to make purchases all at the same time and we have worked with departments to spread equipment purchases out so that we can meet their needs.

Bruce Trivellini asked when the boilers were last replaced. Mr. Weston advised that he believes it was in 2012, with expected shelf life of 20 – 25 years. During the EEI project the school converted from oil to propane. We had new burners, the brain of the boilers, installed.

It was noted if the school has the estimated cost of when the boilers were replaced the committee can calculate the inflation for the 20–25-year time period so that they can be included in the long-term plan. Tom Weston will gather that information and provide it to the committee.

Superintendent Coe advised that the next step of the schools CIP is to include manufacture dates, if known; the 2023 costs for replacement; and then to build into the plan the end-of-life anticipation dates. She noted that there is nothing on the current plan that is immediate.

Mr. Trivellini asked if a building engineer study had been done.

Mr. Weston advised that an old one is on file. Original building was constructed in the 1880's, 1929 was the elementary school, 1960 was seventh and eighth grade wing, 1996 was the merging of the buildings to create the Henniker Community school. There are building plans, certainly we can provide them.

A question was asked about the notation of Budget 430 in the funding column and if that was coming out of the operating budget. Mr. Weston confirmed that Budget 430 means funding from the operating budget. We wanted to include it, so people understand where their tax dollars are going.

Superintendent Coe advised that having the list has been helpful. We just were awarded a lot of money through safety grants. We were able to do work on the doors instead of using operating funds out of the budget. A question was asked if the school had to provide matching funds. Superintendent Coe advised, no, the grant provided covered 100% of the cost. The governor did put \$10M in the budget for school safety, even if we don't receive funds in this upcoming round there are other rounds that we can keep applying for. It is a need we have that would have gone to the operating budget.

Mr. Marko asked the school representatives to explain EEI and how that works.

Superintendent Coe advised that how it did work, EEI is a contractor, and they came and they did an energy study of the building, and did a proposal. The proposal was accepted and then they came in and did a lot of this work. Mr. Weston advised that the work was updating light to LED's, door sweeps, roof, adding solar, changing roof units out. The roof top units are another big-ticket item that have a life expectancy of 20-25 years. They do not need to be replaced in the near future, but should be noted and planned for.

Mr. Marko addressed Mr. Trivellini advising, that goes to what you were thinking when you mentioned the building wide assessment. Mr. Trivellini advised that is correct. Mr. Weston advised he can provide the committee with the Engineer plan.

Heidi Aucoin noted, this is a good example of why we are doing what we are doing. That was a huge hit to the taxpayers in one year since it went into the operating budget.

A question was asked about the new solar panels that were installed. Bruce Trivellini advised, we should begin to plan for the replacement or decommissioning of the system. We need to start planning for that and saving funds now, so the community has a clear idea about what has

happened and the cost in the future. We do not want to be caught off guard like the we were with the wastewater treatment plant.

Superintendent Coe advised, what I appreciate about this, once we get the plan finalized and collaborate with you, putting in \$50-\$100K when have year end funds, to the CIP fund. We have to budget for healthcare costs. This year we are facing a 12% increase in healthcare cost. Often when we actually get the rates it comes in less, like this year might come in at 10% not 12%, so there is money on the bottom line at the end of the year. This would support the idea of putting on a warrant article to say if we have \$50K on the bottom line can we put it towards the CIP fund.

The committee members appeared to be supportive of that option. Discussion ensued. After the discussion the committee continued to review the list of projects listed. The following was noted.

- **ADA Sidewalk project.** Not in this year's budget. This is one thing that has come up in the past as a project to be ADA compliant around the building. We wanted to include it, so people are not blindsided. Again, it was noted that it is not in the budget this year. Regulations stipulate that if you make any changes, you need then to be compliant.
- The preschool is on hold, but the **bollards** are part of our security grant request.
- **Kitchen Equipment** was noted as in progress and is a big-ticket item. Replacing the condenser for walk-in coolers is much cheaper than purchasing a new cooler. Superintendent Coe advised that ideally the goal is to have the food service line to be self-funding. We contract out our food service, but when there is excess food service income that stays within its own pot. We have to go in and spend it within the food service program. In the past we purchased new cafeteria tables. Any excess and purchases are reported to the federal government to be compliant with the free-reduced lunch reimbursement.
- **Mold Assessment Mitigation.** Environmental consultant was contracted. Moisture was located and was seeping into a small section of the original high school, one area of one room. Do not anticipate this will result in a larger problem. Air systems are changed out quarterly.
- **Paint,** the last time the school was repainted lead paint had to be abated and removed. Next time repainting will be cheaper, will only need paint.
- **Solar replacement** needs to be added to the schools CIP listing.
- **Update control valves** in EEI project. Tom advised that the buildings lighting and heating is now completely automated. Lighting and heating is now controlled via web based application. They also receive alerts if the system sees something wrong so that they can respond.
- **Elevator Upgrade:** Tom advised that this is a main elevator replacement. In talking with Stanley Elevator, the replacement of a full elevator \$300K-500K. This elevator was installed in 1991 we can modernize by fixing the box inside. We have done small things over the years like the safety bar so the door can't close. \$140-\$150K to upgrade/retrofit the elevator.
- **Replacement of accessibility lift on stage.** Handicap accessibility lift to the stage. To be compliant a phone line and light directly above it is needed. The replacement is currently not in the budget. The estimate to replace the lift is \$26K, not including electrical etc. Currently they are looking for a grant to cover the cost since it supports an extracurricular activity.

Discussion regarding the elevator and lift ensued. Mr. Weston advised the company is Stanley Elevator/NH Elevator. Mr. Weston will forward the contact for the company to the CIP Committee.

Budgeting software is in a server. Big shift has been made to cloud based for security not everything. A lot of migration already. Not sure why transfer has not been made.

Chairwoman Hooper thanked Superintendent Coe and Tom Weston for coming to the CIP Committee meeting.

**Action Items:**

- Tom Weston to send to the committee the following:
  - Contact for Stanely Elevator
  - Building Assessment / Engineering Plans
- The Schools CIP Plan will be updated to include the following:
  - Replacement of the solar panels.
  - Inclusion of manufacture dates, if known; the 2023 costs for replacement; and then to build into the plan the end-of-life anticipation
  - SAU will continue to work to flush out CIP projects and move regular maintenance onto their building maintenance plan.
  - Superintendent Coe will look into the warrant article needed to roll unused funds over into the capital reserve account.

*Note: Superintendent Coe and Tom Weston departed the meeting at 6:48 p.m.*

**Review of information received by departments.**

The committee reviewed historical inflation data for their report.

The committee reviewed updated submissions from the Library, Town Administrator and Fire Department. Discussion ensued over the submission of the Fire Department data since it did not align with previous year discussions.

Bill Marko made the motion to request someone from the Fire Department be invited to the next CIP Committee meeting to discuss the submitted data. Heidi Aucoin seconded the motion. All were in favor, approved unanimously.

**Voted to request someone from the Fire Department be invited to the next CIP Committee Meeting to discuss the submitted data.**

Heidi Aucoin made a motion to have the Town Administrator contract out an independent assessment of workflow and efficiency before replacing any of the Computer Equipment in any department. It was noted by the Town Administrator that Town Clerk Tax Collectors Office numerous computer terminals for two people. Bruce Trivellini seconded the motion. All were in favor, approved unanimously.

**Approval of CIP Committee Minutes from December 7, 2023.**

Bruce Trivellini made the motion to approve the CIP Committee meeting minutes from December 7, 2023. Bill Marko seconded the motion. All were in favor, approved unanimously.

**Voted to approve the CIP Committee Meeting Minutes from December 7, 2023.**

Bill Marko made a motion to adjourn. Tia Hooper seconded the motion. All were in favor, approved unanimously.

Meeting adjourned at 7:51 p.m.