

**TOWN OF ENFIELD
CAPITAL IMPROVEMENT COMMITTEE**

MEETING MINUTES OF OCTOBER 23, 2018

Present: Ryan Aylesworth (Town Manager), Bob Cusick, Dan Kiley, Kate Stewart, Sam Eaton, Ed McLaughlin

Excused: Gary Gaudette, Holly West, Keith Thomas

The meeting was called to order at 6:00 PM Call to Order.

The meeting began with a discussion of the current available capital reserve fund (CRF) balances. Mr. Aylesworth was not able to obtain a copy of the most current quarterly balance report from the Trustees of Trust Funds, but will do so prior to the next meeting. Mr. Aylesworth noted that changes in the values of the investments are nominal throughout the year given that the funds are invested in low-interest bearing CDs, and that both the Town's appropriation to the CIP-CRF and expenses debited from the CIP-CRF are not posted until the end of the calendar year. As such, there will be a flurry of activity during the month of December.

The next item on the agenda was a review of the existing debt service obligations that are being expenses to the CIP-CRF and other CRFs maintained by the Town. The aggregate debt service payment (across all municipal funds) stands at \$567,264 in 2018. Mr. Aylesworth also circulated a table summarizing cash flow in the CIP-CRF and other CRFs in 2018. Mr. Aylesworth noted that certain capital expenses that were planned/anticipated in 2018 have not taken place and will be pushed back a year. This included \$15,000 towards upgrades of the Huse Park basketball court (the project will only proceed if the Recreation Department is able to obtain a matching grant), locks/security upgrades at the Community Building (\$3,000), and replacing the trailer at the transfer station (\$6,000), \$15,000 for repaving and improving drainage at the Whitney Hall parking lot, and \$58,000 for Crystal Lake Road improvements. Crystal Lake Road was resurfaced as planned in 2018, but the total cost was able to be covered by the supplemental Highway Block Grant the Town received from NH-DOT in 2017. Additional improvements to Crystal Lake Road may still be expensed to the CIP-CRF in 2019.

The committee next reviewed one-by-one the capital items requested by each of the operating departments in 2019 as well as "out years" (2020-2024). Some items were met with skepticism by members of the committee. Mr. Aylesworth noted instances where additional information/clarification is needed from the respective department head. Department heads will be invited to future CIP Committee meetings to provide more details about their requests.

Mr. Aylesworth provided the committee a brief update on progress that has been made regarding the Municipal Facilities Optimization Study over the last few weeks. The committee is in consensus that the findings and recommendations of the MFOS will be incredibly significant as town officials move forward with making decisions about future capital and operating investments.

Discussion of next steps for preparing a detailed 6-year CIP Plan was tabled in light of the fact that several CIP Committee members were absent.

The next meeting was scheduled for November 7 (Wednesday) beginning at 6:30 PM at the Public Works Facility. Mr. Aylesworth will request that Jim Taylor, DPW Director, attend the meeting to provide all members of the CIP Committee an overview of the request for capital funding that his department has submitted.

Meeting adjourned at 8:01 PM.