



Town of Gilman, New Hampshire
Gilman Planning Board
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Wayne Ogni, Chair
Marty Martindale, Vice Chair
Bill Mahoney, Member
John Weston, Member
Mickey Daigle, Member
Brian Forst, BC Chair
Diane Marden Planning Admin

APPROVED

CIP (Capital Improvement Plan) Meeting Minutes 03/21/2016

In attendance: Wayne Ogni, Planning Board Chair
Brian Forst, Budget Committee Chair
Mickey Daigle, Citizen/Member-at-large
Bill Mahoney, PB Regular Member
John Weston, PB Regular Member
Marty Martindale, PB Vice Chair
Louise Knee, Planning Administrator

Excused: Stan Bean, Consultant

Meeting time: 7:00 PM - 8:30 PM

Documents referenced:

Report from Trustees of Capital & Non Capital Reserve Accounts as of 12/31/15
Warrant Articles 2004-2015 w/ Capital & Non Capital Reserve activity highlighted
CIP Plan dated 11/18/10 prepared by Stan Bean
Worksheet prepared with Marie Mora correlating Trust Fund balances as of 10/31/15 to
CIP line items

Discussion points:

- Correlation between CIP items to CRF items – no one to one relationship – many CIPs into 1 CFR
- Correlation between CRF item to Fund account (as provided from Trustees of the Trust Fund) - again, no one-to-one correlation
 - CRF items summarized/grouped into Fund – conclusion, many CRF items to one Fund item
 - No information/tracking of approved WAs to increases/decreases in Fund Balance
- Some Funds identified as Non-Capital Reserve are actually, or at least should be, Capital Reserve accounts – in particular line items 26, 27 & 28
- Why is the Police/Fire Safety Building listed as **both** a CRF and a non-CRF and why is there ~\$6K left in the CRF?
- WA 12 & WA13 of the 2015 Town Report are not accurately presented on TT Sheet - reference line 66 - ~\$2.5K still shown in year-end balance and account was closed
- Welfare Fund reported to Budget Committee as ~\$64,000 with a \$50,000 required retainer – 2016 WA to change Non-CRF to allow Selectmen to withdraw \$14K and place it in the General Fund – amount of TT report shows only ~\$62K
 - Discussion branched into the apparent difficulty to get “real” numbers
- Vehicles

- Lease or purchase – impact on Operating Budget and CIP
 - LK shared information from Stan Bean on his analysis of purchase vs lease
- Maintenance – who/what/where and how tracked?
- If leased, should we carry its replacement in CIP?
- School – involvement with CIP important
 - Discussion should begin on High School options – Wayne Ogni agreed to reach out to Mr. Fauci
 - There is a Non-CRF labeled “High School” with nearly \$35.5K [line 31] – for what? From what?
- Format of CIP – are the content/\$s worth “fixing”? It is designed to be a planning tool, not an accurate accounting. Should there be a correlation of CIP item with a link to a TTFund # for both CRF & Non-CRF?
 - Brian Forst reviewed CRF List and assigned each to a category – Town, School, Highway, Fire, Police and Recycling
- Who manages the flow of money? Who is responsible?
 - WA’s to be the driving factor for/from CIP
 - Need list of WA’s by year, by WA# and by \$
- Reach out – we’re a small Town and we all should know what is going on
- Almost time to include TA and capitalize on his offer to help. Meeting nights discussed. The unanimous consensus was to keep Monday evenings as CIP meeting day. Selectmen meet two Mondays a month. Next/April CIP meeting to be scheduled on a non-BoS Monday meeting night.

Action items:

LK asked to check with TA re 2015 WA 12 & 13 for resolution

LK asked to check with TA, Paul Perkins, Fire Chief, Police Chief and John Fauci re vehicle maintenance

LK asked to check Town vote results for WA’s passed pertaining to CIP items and make a list of WA’s by year, by WA# and by \$ - whether withdrawn or allocated - from at least 2010

LK asked to revamp a new CIP format with high order sort being the TT Fund followed by CIP Item, followed by Year/WA# & \$ for at least the past five years

LK to check on Selectmen’s April meeting schedule, schedule a CIP meeting date and advise.

Legend of symbols and abbreviations:

CIP = Capital Improvement Plan

CRF = Capital Reserve Fund

K = 1,000

LK = Louise Knee

Non-CRF = Non-capital Reserve Fund

PB = Planning Board

TA = Town Administrator
TT = Trustees of the Trust Funds
WA = Warrant Article
~ = approximate

Respectfully Submitted,

Wayne Ogni, Planning Board Chair