

**Capital Improvement Plan Committee**

**Date: Wednesday, January 3, 2024**

**Time: 5:00 p.m.**

**Location: Henniker Community Center**

**Meeting Minutes**

**Members Present:**

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

**Guests Present:** Kirk Spofford

*Meeting was called to order at 5:00 p.m.*

The Committee began the meeting by reviewing the Board of Selectmen's meeting discussion in reference to the Road Expendable Trust Funds, Budget, and Technology.

Road Expendable Trust Consent Agenda Item the Board of Selectmen authorized the expenditure of \$406,000 to be expended from the trust fund. Bill Marko asked the question during the Board of Selectmen Meeting if the amount authorized was already in the spreadsheet provided to the CIP committee. During the meeting the Town Administrator confirmed that 800K was remaining in the fund.

Discussion ensued about the report item for the Road Expendable Trust.

Tia Hooper advised that she would like to include an additional paragraph in the Road ETF section of the report to highlight the additional funds that are needed to complete the 2023 paving projects, as only the base coats of pavement have been completed.

Bruce made the motion to include additional narrative to explain the high balance currently reflected in the Road ETF section of the report. Bill Marko seconded the motion. All were in favor, approved unanimously.

**VOTED TO INCLUDE ADDITIONAL NARRATIVE IN THE ROAD ETF SECTION OF THE CIP REPORT.**

Committee reviewed Board discussion regarding technology being utilized in the Town Offices.

Bruce Trivellini made a motion and Heidi Aucoin seconded the motion, to make the recommendation that an independent assessment to be directed to convert the stationary desktop stations over to laptop / docking station set ups. It was noted that the assessment should not be done by the company that is currently contracted and maintaining the Towns technology inventory replacement schedule. All were in favor approved unanimously.

It was also noted that there could be a cost savings not only on the reduction of replacing the desktops but by reducing costs associated with antivirus and firewall subscriptions per unit.

The Committee then reviewed the requested from the library to finalize recommendations in their report. Committee agreed that the security item is premature. It was noted the Selectmen need to develop a Town Wide Policy for the storage, retention, and access of recorded video surveillance. The

policy should outline where the images will be stored, how they will be stored, how long they will be retained, and who will have access to view those images.

Discussion ensued regarding the two additional requests packaged with the security camera request. It was noted that additional information was needed regarding overall cost of the program. Discussion ensued over liability of the additional requests.

The Committee discussed the request for \$30K to be added to the Library Accessibility ETF. A motion was made and seconded to categorize the request as deferable for the lack of documentation to support the amount requested. Bruce seconded the motion. All were in favor approved unanimously.

Committee then discussed the addition of funds into the Highway Building Maintenance ETF. The building is 10 years old, and no comprehensive maintenance plan has been established. The Committee recommends a plan be developed and a motion was made by Bill Marko to add \$5K to the ETF to begin the process, Priority III – Necessary. Heidi Aucoin seconded; all were in favor approved unanimously.

The Committee then discussed and agreed to dedicate this year's report to Rocky Bostrom for his service on the committee.

Tia Hooper made a motion to adjourn at 7:03 p.m. Leon Parker seconded the motion. All were in favor approved unanimously.

Meeting adjourned at 7:03 p.m.