



Town of Hebron  
PO Box 188  
Hebron, NH 03241  
Phone: 603-744-2631  
[hebronnh@metrocast.net](mailto:hebronnh@metrocast.net)

**Hebron Planning Board**  
**Capital Improvement Plan (CIP) Committee**  
Minutes of Public Hearing 02/08/2010

**Committee Members Present:** Present: Mitch Manseau (chair), David Wall (immediate past chair), Dian West and Lee Alexander and Sheila Oranch (acting secretary).

**Committee Members Absent:** Dan Merritt (Town building officer), Juli Pruden and Bill York.

**Others Present:** Ellie Lonske, Ken Lonske, John Dunklee, Curtis Mooney, Ileana Saros, Don Franklin, Lee Alexander, Polly Alexander, David Mento and Brenda Mento.

**Time Convened:** 7:00 PM    **Time Adjourned:** 8:20 PM

**Next Meetings:** TBD

Mitch Manseau welcomed everyone and explained that the justifications for having a CIP (Capital Improvement Plan), according to the RSAs, are that the town has a valid Master Plan and CIP authorization voted on at Town Meeting. The purpose of the CIP is to advise the Select Board on capital improvements. Last summer the Committee asked all department heads to complete forms describing their requirements for the next ten years. The RSAs suggest using a 6-10 year timeframe. Three years ago, the CIP Committee forecast for seven years. The farther out forecasts are softer, but the Town should be aware of the possibilities. The Committee did not judge the requirements for lack of competence in their areas, such as the Highway and Fire Departments. The Heritage Commission had wanted funding to create a Heritage Commission Center in a vacated building if a Town Hall is built, but the Committee felt that is too far out to set funding. Considerations in forecasting were: 1) Justifying impact fees on developers to defray one-time costs to the Town (not ongoing expenses); and 2) Looking ten years out to keep the portion of the tax rate dealing with capital requirements fairly stable. This year the CIP Committee met with the Board of Selectmen to discuss findings and go over drafts. In the next cycle the Committee wants to have CIP hearings before the Selectmen's budget hearings. They want to review the CIP yearly and keep it up to date.

David Wall said each year before Town Meeting the Selectmen put forth information about Warrant Articles and the proposed Town Budget. The CIP Committee provides the community with a planning horizon beyond the current year. For example, we can see what John Fischer is thinking about for the Fire Department 3-4 years down the road. Townspeople can see what is on the horizon for various departments. For example, in 2007 the Highway Department planned to resurface Bear Mountain Road because it is single-surface paving and is breaking up. Other road repairs seemed more urgent and now it is pushed out to 2016. Is that important? One objective of the committee is to spread-load expenditures and level-fun to keep the tax rate the same. The previous CIP report has been on the Town website, but no feedback or suggestions from townspeople have been noted. For the CIP, the definition of "Capital" is one-time expenditures of \$5,000 or more.

Mitch Manseau said they took each department's requirements and divided by ten. In years when there is no spending on those requirements, they put the money in the trust fund so when it has to be spent the money is there. What year improvements are done depends on need and money available. He said Hebron has done very well. He has consulted on CIPs to some towns that had not saved at all. Then they needed something, for example a fire truck, and there was no money.

Lee Alexander apologized for the colors on the report, which were just to help the committee with the work and are of no significance. The front page middle column shows \$665,885 set aside, which is a good amount to have in reserve. On the spreadsheet, history is to the left and projections are to the right, with a solid line down the page.

Sheila Oranch asked about handicap access to the Selectmen's Office, which is not projected. The response was that no department had submitted that as a requirement. Ms. Oranch observed that in discussions of a new town hall, Selectmen had mentioned that when town buildings have been audited by the State, this has been a deficit in ADA compliance. The town would not be able to employ or serve someone in a wheelchair. If access to the elevator were needed, strong people would have to lift the chair. She noted that this is a point to consider in planning.

Ellie Lonske mentioned RSA 674 about CIPs and how they are intended to operate. It says the CIP committee shall review the recommendations in the Master Plan, not that the CIP committee should have knowledge to judge department requirements. The Hebron Master Plan is now five years old and the Planning Board is scheduled to review it in 2010. The Master Plan Vision Statement, with a 10-year vision, includes a community hall...which will be handicap accessible. A recommendation was to enhance the historic district and enhance the Town, and explore locations for a hall. Townspeople have not been asked how they feel about a town hall or community hall. She did not think townspeople were brought into discussions of need and location by the Town Hall Committee. If you get too far ahead of the townspeople, when there is a budget issue you can have an awkward situation. When she read the Town Hall Committee minutes online, there was no mention of a community hall beyond the question of the church hall being adequate. You should be taking the pulse of the community on issues such as expanding the existing cemetery or starting in a new location, keeping offices in the center or building by the Safety Building, using the old fire station or building a new meeting hall. The Committee also should be consulting with the church about its long-term plans. These things really don't get discussed at Town Meeting or it would go on all night. In Town Hall Committee minutes, it says you should get public input but then says you are "not really ready yet." Better to get input sooner rather than presenting a *fait accompli* (accomplished fact) and then get push-back.

David Wall said Ms. Lonske had good points. They only went to department heads. Some needs were pushed out a year or more to keep the tax rate level. The Current budget is \$5,000 set aside this year and more next year.

Ms. Lonske addressed the two Selectmen present and asked when they would start questioning citizens about what to plan for.

Ileana Saros asked when you start discussing the town's needs and future vision.

Ken Lonske said there is already \$294,000 set aside for a future town hall in the trust fund.

Mitch Manseau said they were hoping when they were through the CIP hearings, there could be more meetings and they could develop more channels for input. There will be a Warrant Article to raise \$50,000 to being engineering and design for a new town hall.

David Wall explained that is not in the CIP because it is raised from taxes.

Ileana Saros said you talk of a new town hall sometime in the future, but there is no timetable, yet you will present a Warrant Article to spend \$50,000 on an architect.

John Dunklee responded for the Selectmen and the Town Hall Committee. He said about the cemetery issue, when Richard Cowern and Bruce Barnard counted grave sites and searched with rods, there were only about 20 plots left, mostly singles. Apparently sometime back in history, there was a big sickness and whole families died, and no gravestones were installed. That gave impetus for fencing and marking. It is obvious the Town will run out of sites soon. As for the town hall issue, the Town bought the Rogers property as a location for a future town hall. Then it became obvious that a new Safety Building was a more urgent priority and that got built first. The second move was to raise money to build it. Every year the Town votes to set aside money for a town hall, so obviously everyone knows it is intended. This is the second Town Hall Committee Mr. Dunklee has served on. They believe they need one level for a meeting hall, gathering place and a second level for office space. They have been gathering information from and parking. They know that a new structure will be better and more economical over time in times of heating and energy use.

Ellie Lonske said aside from those involved, few townspeople are aware that a Town Hall Committee exists. It has not been in the paper or had meetings posted. She respectfully suggested that they need some input from the broader community.

David Wall asked if she envisioned something like the summer budget meeting. Ms. Lonske said yes, something like that.

Greg Melton said he is on the Town Hall Committee and they have been discussing needs.

Ellie Lonske said with all due respect, you need more input.

Greg Melton or John Dunklee said they are asking for \$50,000 on a 4-year, non-lapsing Warrant Article to get an architect to give a picture of what it might be like.

Ellie Lonske said that's the point. You don't even know what "it" is yet.

Ileana Saros said, or "if" there should be an "it." Before the process of getting input, you don't even know what people need or want.

Lee Alexander used Campton as an example. They got input from four architects at no cost.

John Dunklee explained the Town Hall Committee's approach.

Sheila Oranch said she had worked for a design-build company in Campton, Cargill-Blake, covering administration one winter to learn more about architectural design, engineering and construction. One important thing she learned is that there are many questions to be answered before anyone can even do an artist's rendering of a proposed project. If you want to build a town hall/community hall, for example, how many people should it be able to hold for the largest meetings? To make a hall useful for a variety of functions, it should be able to divide into smaller spaces, perhaps with air walls. How much storage space do you need for chairs and tables? Do you want to have a historic look or build another utilitarian building? Will you include a kitchen for public events? Will this building double as a possible shelter during disasters? Will the hall and/or meeting rooms be available for community organizations? If so, would the Town charge rent and how much? Would the building include solar power? There are so many questions that would need to be answered before you went to architects, and they would have more questions.

Mitch Manseau asked the gathering to get back to the CIP functions: they can only look at CIP data at this hearing. There can be more discussion at other venues. He continued to review the data,

saying they averaged the numbers from 2006 to 2009 and, seeking to stay on track through the coming years, considered where the numbers are in relation to a town hall. The Selectmen propose to put \$5,000 into reserve for a new town hall, and whatever form that takes, the money is there.

Curt Mooney asked the Committee to add when bonds expire. David Wall suggested that could be put to the left of the expenditure name.

John Dunklee said the State had been slow to send the \$300,000 on Braley Bridge until recently, so the Selectmen had held back on paying an extra \$100,000 on the Beach Bond.

Mitch Manseau said the Selectmen are prudent in maintaining a fund balance adequate to pay expenses for 3-4 months rather than counting on State reimbursement and having them be late and the Town needing to borrow money.

David Wall said if you look at this plan based on level funding, you might want to do something earlier than scheduled but then funding might not stay level if something unexpected comes up.

Ileana Saros asked for clarification about how the CIP Committee chose dates to do each thing.

David Wall used Panorama Lane as an example, that the department heads and Selectmen decided other roads have more traffic and needed attention sooner. Department heads choose the dates.

Mitch Manseau said on the first page, four lines up, there is an item to resurface Cooper Road in 2010, then to do the culvert in 2011. Now Bruce Barnard is saying they may not need to replace the culvert, just improve the approaches. That will change the numbers.

Sheila Oranch said you have to take into account the unpredictability of weather, snow, 100-year storms, collapses, floods, etc. You need to maintain prudent reserves to keep things level.

Mitch Manseau said they addressed needs as perceived by departments, but can improve the process.

Curt Mooney said on the two big bonds they have done a great job.

David Wall said the Selectmen have done a great job. At this hearing they have learned they need more and bigger community forums to get more input for bigger projects.

Ellie Lonske endorsed level-funding the CIP because it is more methodical, and thank you.

David Wall said the Committee would be maintaining the CIP more formally.

Mitch Manseau said they are trying to level-fund capital expenditures at or under 40% of the tax rate for the budget, and this year it is 36%. The Selectmen have to deal with other aspects of the budget.

David Wall said this year's capital expenditures will be less but we can't maintain that over the years because too many more things will need to be done.

John Dunklee said the operating budget is almost the same but there are problems with the county, schools and state, and interest rates are lower. There will be a \$28,000 charge for the schools and a possible 23% increase in the county budget. Hebron still has the second-lowest tax rate in the state. The Town is in need of a Trustee of the Trust Fund because Ron Collins can't run again this year.

Mitch Manseau said in summary, the CIP Committee is trying to show the Selectmen how to level-fund while meeting department needs. They are looking for everyone's help, suggestions and input. He thanked everyone for coming and called for adjournment.

Hearing no objections, the hearing was adjourned at 8:20 PM.