

TOWN OF TROY  
CAPITAL IMPROVEMENT PLAN COMMITTEE MEETING  
WEDNESDAY, MARCH 27, 2024, 5:00 P.M.  
TROY TOWN HALL

1       **Present:** Selectman TJ Chasse, Chairman Steve Obert, Jamie Hummel, Matt Meacham,  
2       Town Administrator Jeremy Bourgeois

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4       **1. Steve Obert called the meeting to order at 5:03 pm.**

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6       **2. ORGANIZATIONAL DISCUSSION:**

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8       Mr. Obert stated they should decide on a chair and vice chair and asked who would record  
9       the minutes. Town Administrator Bourgeois stated that he would take care of the minutes for  
10      the committee.

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12      **MOTION** to appoint Steve Obert as Chairman of the Capital Improvement Plan (CIP)  
13      Committee, Selectman TJ Chasse, **SECOND** by Steve Obert. **VOTES: 3-0-0.**

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15      **MOTION** to appoint Jamie Hummel as Vice Chair of the Capital Improvement Plan (CIP)  
16      Committee, Selectman TJ Chasse, **SECOND** by Steve Obert. **VOTES: 3-0-0.**

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19      **3. DEFINITION OF CAPITAL ITEMS:**

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21      The Committee discussed what they want to classify as a capital item for this year's report. It  
22      varies by municipality, but most do \$5,000-\$10,000 minimum for items with a lifespan of 3+  
23      years. The agreement was to go with a \$10,000 minimum and usage over 1 year. It was stated  
24      that items included in a CIP are those larger ticket items that wouldn't normally be in the  
25      general operating budget.

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28      **4. PROCESS DISCUSSION:**

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30      Matt Meacham joined the meeting at 5:33 P.M.

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32      The committee discussed organizing the report and capital items by departments, with the  
33      plan to include Police, Fire, Recreation, Water & Sewer, Library, Highway, Cemetery,  
34      Transfer Station, Town Hall, Kimball Hall, and Ambulance. It was discussed whether to  
35      include general maintenance within the projected costs and how that may be calculated.

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37      Town Administrator Bourgeois stated that one potential problem that could arise in the future  
38      when wanting to use CIP monies from a Capital Reserve Fund (CRF) or Expendable Trust  
39      Fund (ETF) is that some of the Town's CRF and ETFs don't have agents to expend. In other  
40      words, the funds can only be spent by Town Meeting every March, unless the Town had an  
41      emergency and called for a Special Town Meeting. While it would be ideal to name agents  
42      for each account, the Town has traditionally chosen not to, as evidenced by this year's Town  
43      Meeting vote to reject making the Selectmen agents to expend for the Transfer  
44      Station/Recycling Center Equipment Special Revenue Fund (article 18).

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46 A question was asked if it was possible to have a cap of a maximum amount the Selectmen or  
47 an agent to expend could have. For example, could the agent spend up to \$10,000 but  
48 anything over that would still need to go to Town Meeting. Town Administrator Bourgeois  
49 didn't think that was allowed but would check with the New Hampshire Municipal  
50 Association.

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52 The committee discussed what kind of information they would need from departments to do  
53 the CIP. They determined that asset sheets by department, an inventory of equipment and  
54 vehicles, anticipated life spans, and the planned replacement time frame would be helpful.  
55 The committee would look at vehicles, equipment, and then buildings. Required additions to  
56 vehicles, such as the outfitting of a police cruiser, should be included in the total cost of  
57 replacement.

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59 The committee members paused the meeting and took their oaths of office.

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61 **5. NEXT STEPS:**

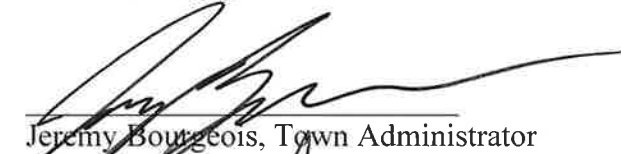
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63 It was decided that Town Administrator Bourgeois would work on a memo and asset sheet to  
64 send out to the departments in order to gather information before their next meeting.

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66 The committee decided Monday evenings would work best going forward. They scheduled  
67 Monday, April 22<sup>nd</sup> and Monday, May 6<sup>th</sup> for their next two meetings, both at 6 PM at the  
68 Troy Town Hall.

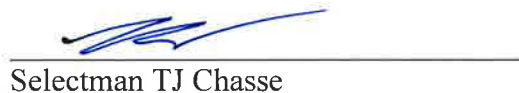
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70 **MOTION** to adjourn the meeting, Jamie Hummel, **SECOND** by Matt Meacham. **VOTES:**  
71 **4-0-0.**

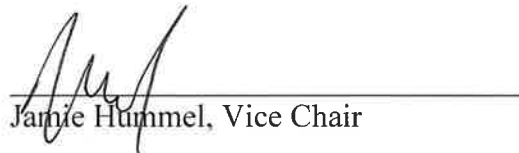
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73 The CIP committee meeting was adjourned at 6:30 p.m.

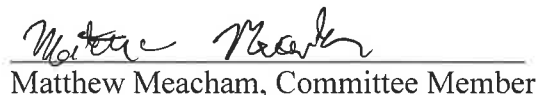
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76 **TROY CIP COMMITTEE:**

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81 Jeremy Bourgeois, Town Administrator

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85 Steve Obert, Chairman

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89 Selectman TJ Chasse

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89 Jamie Hummel, Vice Chair

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89 Matthew Meacham, Committee Member