

Capital Improvement Plan (CIP) Subcommittee
Meeting
Wednesday, October 23, 2019
Chowan County Public Safety Center
305 West Freemason Street
9:00am

Present Commissioners Ron Cummings, Don Faircloth, Larry McLaughlin

Ex Officio Committee members present: Kevin Howard, County Manager; Cathy Smith, Finance Officer; Susanne Stallings, Clerk; Don Hoggard, Maintenance Director

Board Clerk Susanne Stallings noted the first item of business was to appoint a committee Chair.

Commissioner McLaughlin volunteered to serve as Chair. There was no objection from the committee.

Old Business

The committee reviewed the CIP projects list. A copy of the list is in the meeting file labeled October 23, 2019.

Mr. Howard noted that the Board will soon have bids for the AG Building roof to review. The bids are due November 7th.

There may be some changes to the Courthouse roof and HVAC replacement plan.

The DF Walker Gym roof is done, the barrel roof is not done but is in good condition.

DSS HVAC and roof repairs are needed.

Ms. Smith noted that there is \$477,000 in the capital fund now approximately \$577,000 will be in the fund after the transfer.

The CIP discussed the needs at the Library as well as the Windows at Swain which were not on the CIP plan.

The Committee discussed the windows at Swain and the covenants which were placed on the building when it was transferred several years back. The Committee asked the Manager to look into putting storm windows on the building and to also see if any other materials are an option as opposed to the wood windows.

MS. Smith will revise the CIP to add Swain windows and the Library repairs after prices are brought back.

MR. Howard will talk with the JKF Architect about getting a design drawing for the door to be changed out to a window in the second-floor meeting room. The work needs to be completed by June because of the summer reading program.

Mr. Howard is asking Department Heads for any new capital improvement projects to be considered.

Sheriff portable radios may be included in the next fiscal year project list.

The committee discussed the capital request for Phase II at the Animal Shelter. The Animal Shelter Committee will be meeting on Thursday and approximately \$2 million is needed for the second phase.

The library projects will be addressed this fiscal year and will come back to the Board for a vote.

The next CIP meeting will be around the 3rd week in January.

Larry McLaughlin, Chair

Susanne Stallings, Clerk