

CAPITAL IMPROVEMENTS PROGRAM MINUTES
July 26, 2011

APPROVED as amended:
8/16/11__jrl_____

AGENDA: CONTINUED WORK ON 2012 CAPITAL IMPROVEMENT
PROGRAM
INTERVIEWS: PUBLIC WORKS, LIBRARY

ATTENDING: Murray Campbell (Chairman), Don Milbrand, Dan Paradis

ABSENT: Steve Favorite (FEMA), David Hill (conflict), Bob Gilbert
(Alternate)

OTHER: Michael Capone (Town Administrator), Mark Bucklin (Highway
Superintendent), Library (Nathan Hasselbauer, Barbara
Greenwood, and Wendy Costigan)

The meeting opened at 7:00 p.m.

MINUTES OF JULY 19, 2011:

D. Paradis made a motion, second by D. Milbrand to approve the minutes as read. The motion carried.

PUBLIC WORKS: Mark Bucklin

The committee went over the spreadsheet for Public Works with Mr. Bucklin to be certain that he agreed with what has been projected.

Line #20, 2008 6-Wheel Dump Truck: Mr. Milbrand asked about the replacement cost for this. Mr. Bucklin felt like \$180,000. would be closer.

Line 24, 2011 ¾ Ton Pickup: Mr. Milbrand asked if Mr. Bucklin has this truck yet. Mr. Bucklin answered that it is close to being ready and it will be under the \$30,000. predicted. Mr. Campbell asked if the next replacement should be listed at \$35,000. The committee decided to leave it as is for now.

Line #26, 2009 Backhoe: Mr. Bucklin stated that they have 1200 hours on this and it is working out just great. He added that the Grader is still operative.

PUBLIC WORKS continued:

Line #29, 1988 Vacuum Truck: Mr. Campbell asked what the condition of this truck is. Mr. Bucklin answered that they run it twice a week. They have had to replace a couple of minor parts that needed machining but otherwise, it is running fine. He believes that another 5 years is a reasonable guess before replacement is needed. He suggested that a Capital Reserve fund be started earlier in case it doesn't last the 5 years. Mr. Bucklin also stated that he received an e-mail on grants in which they only give 25% to replace but 50% to refurbish. However, he finds that it is rare that a grant is given anywhere above Concord.

Line #30, 2001 Front End Loader: Mr. Bucklin felt that the CIP plan is reasonable but he questioned having the vacuum truck and loader replaced in the same year. Mr. Campbell asked the expected life and Mr. Bucklin said that the last loader was 15 years. He feels that it is best to trade it in while it is still worth something. He did not have to do a lot of repairs on it, as well, so it cost less in the long run. Mr. Campbell asked if \$130,000 for replacement is reasonable and was told it is for today.

Line #31, Rubber Tire Excavator (new item): Mr. Bucklin stated that he has been unable to gain on the road paving so feels it best to keep the grader for now.

Line #32, 2005 Sidewalk Tractor: Mr. Bucklin stated that he has had lots of problems with the transaxle. He has asked the Selectmen if they would consider a real sidewalk machine next time. The one we have is undersized for the job and gets overworked. Mr. Bucklin feels that we should consider getting the money for a machine that is made to do the job. Mr. Capone said that the base machine would cost \$80,000 to \$120,000 but we would not need to contract a mower anymore. He suggested that they try to use what we have for a couple of years while a Capital Reserve is set up for the new machine.

Line #34, Road Paving: Mr. Campbell asked what kind of money is needed. Mr. Bucklin would like \$300,000. For 2011, \$17,500 was for the beach drainage, \$41,000 for road reconstruction, and the balance for paving and for re-doing the Fire Department parking lot.

Remodel Transfer Station and Replace Sand & Salt Sheds: Mr. Campbell said that the committee would like the best estimate of the true cost as some will be done in-house. Everyone looked at the Budget Estimate that had been submitted last meeting.

- #1. Mobilization = This can be scratched as they will move the equipment.
- #2 Site Preparation, #3 Excavation = To be done in-house.
- #4 Crushed Gravel, #5 Gravel = Though they will work with this in-house the price listed is to purchase the material. Mr. Bucklin mentioned that he has the sand and gravel for the base already so the cost may be less (maybe by half).
- #6 Hot Bituminous Pavement = must be purchased.

PUBLIC WORKS continued:

#7 Concrete Pavement = Some of the flat work can be done in-house but the walls will have to be contracted. This price is pretty close, Mr. Bucklin thought.

#8 High Density Polyethylene Pipe (18") = Must be purchased.

#9 Reinforced Concrete Retaining Walls = This is for 2 walls for the sand and salt sheds and for the roll offs. Mr. Bucklin felt that the salt storage shed could be done in waste blocks which would reduce the cost about 1/3rd.

#10 Catch Basin = Can be done in-house but we would need to buy the structures.

#11 Water Quality Device = Mr. Bucklin thought that this cost could be less.

#12 Detention Basin = Cost can be cut in half as the work will be done in-house.

#13 Stone Swale = Same as #12.

#-- Chain Link Fence = Cost seems reasonable.

#14 Loam & Seed = ok as is.

#15 Traffic Sign and Pavement Markings = to be done in-house.

#16 Attendant Shed = they wish to build new and a little larger so that the attendant can move around better. The present shed is one that FreudenbergNOK used for a guard shed years ago.

#17 Maintenance of Traffic = okay.

#-- Misc. Items (15%) = This is calculated as 15% of the total cost.

Mr. Campbell asked if the total is an annual cost and was told that it is not. Mr. Bucklin felt that the entire project is still in the neighborhood of \$300,000. Mr. Campbell asked when the project will start and if it will be done in conjunction with the moving of the salt and sand sheds. Mr. Bucklin felt that they would have to be done pretty much at the same time as the sheds are located where the new drive-through areas will be. Sand can stay outside for one season but they have to cover the salt, he added. Mr. Campbell asked that, if Mr. Bucklin gets the structure that he wants, if it could be divided for both sand and salt. Mr. Bucklin said that it can. Mr. Campbell asked if they expect to get the money for the Transfer Station in the next couple of weeks and was told that they do. Mr. Bucklin added that they have not talked about the start date as yet.

Mr. Paradis looked at the Calhoun structure and asked about the life-time of the cover. Mr. Bucklin answered that the one up on Hemp Hill folded up in the snow last winter. Mr. Campbell stated that the cover has a 10 year warrantee. Mr. Paradis asked if they have looked to see what other towns have and was told that they have not. It was mentioned that the one in Center Harbor is state of the art. Mr. Campbell mentioned that the roof is leaking and Mr. Bucklin stated that he asked for an estimate but has not heard back from anyone. He added that it leaks most when the snow backs water up.

PUBLIC WORKS continued:

Mr. Campbell then asked what the problem is as to a danger when residents are in the sand/salt sheds. Mr. Bucklin stated that the residents are often on the blind side of the equipment.

Mr. Campbell again asked for the timing of the project and was told that it will start next year. They can start the drainage and the waste block walls before that. Mr. Paradis asked the cost of the sand/salt building. Mr. Bucklin stated that the fabric one (Calhoun) is \$94,000. He doesn't know about the stick-built building. He can call about this. Mr. Bucklin was then thanked for coming in.

LIBRARY: Nathan Hasselbauer, Barbara Greenwood, Wendy Costigan

Mr. Hasselbauer stated that they are trying to keep the project as local as possible. They have slashed the cost to under a million dollars and are trying to fundraise \$200,000 themselves (\$10,000 has already been raised) and hope to have that by the March vote. Mr. Paradis asked if the cost is net or total and was told it was the total cost. Mr. Campbell asked about the library usage. Mr. Hasselbauer stated that they had 203 patrons one day recently. The average is up over 15% with 3 years of continued growth. They have to rely on the Masons and the Tapply Thompson Community Center for their overflow.

Mr. Hasselbauer explained that, once the addition is complete, the old section will be used for Library needs during the day and be available nights for public meetings, etc. The old portion needs re-wiring. Ms. Greenwood added that the wiring will be done according to Ray Courchaine's needs for filming for TV. Mr. Hasselbauer continued by saying that radiant floor heating is the trend now but they have not determined how they will heat. A discussion followed on this subject and Mr. Paradis mentioned that wood pellet heating is also an economical choice these days. Mr. Hasselbauer stated that he is checking the energy efficiency of the whole project as he is Chairman of the Town's Energy Committee.

Ms. Greenwood stated that they have been advised to just cover the old asbestos tile in the old section. Mr. Hasselbauer added that they are thinking of carpeting all of the floors. They have spoken with the State Corrections Facility for furniture. Ms. Greenwood mentioned that in 1910, the Library started asking for an annex. The Library Trustees need to get out and drum up acceptance and support. Mr. Campbell stated that he sees a great improvement in the architecture which he feels will help. Mr. Capone also stated that it would be best to check local banks instead of a bond bank so they are not tied in to a certain number of years.

LIBRARY continued:

Mr. Hasselbauer said that they plan on reusing the old racks and adding only a few. Ms. Greenwood added that the old building has had repairs done to the chimney, roof, bathroom and windows. Ms. Costigan stated that they are attaching the old building to the new section at the back two windows of the old. A discussion was held in which it was explained as there is no further problem with the old building now, once the rewiring is done, as the new section is all on one level and the old basement will only be used for storage. The basement is now dry, having resolved that problem some time ago. Jim Nyberg, also local, is the project manager.

Mr. Hasselbauer stated that the architect will need 2 months to do the final plans and then it will go out for bid (after the March vote). Mr. Nyberg has cut his \$60,000 fee in half for us. More discussion was held on the effort being made this time. Ms. Greenwood added that they are looking for a grant, as well. Mr. Capone mentioned that it should help that the old building is on the National Register.

Mr. Campbell stated that the CIP committee is on their side and that the Library Trustees should stay connected to them. They were then thanked for coming in.

SPREADSHEET: Mr. Milbrand stated that a line for the Library should be added to the spreadsheet and Mr. Paradis added the Transfer Station, as well (Sand & Salt Sheds are already on). The committee agreed to this.

Mr. Campbell stated that we are trying to level out the tax structure but when money is not set aside, it throws everything off. A discussion followed as to how to sell the idea of Capital Reserve Funds.

Buildings: Mr. Campbell mentioned that we have talked of adding the town owned buildings (for instance the Old Fire Station). Mr. Capone mentioned that some towns have a Building Maintenance Fund to cover the needs of all of the buildings. A certain amount is put into the fund (at once or a bit each year). Any needs for any of the buildings (like roof leaks, broken window, etc.) get paid for from this fund. If it should build up to a certain amount without being used, no further money is placed in the fund until such time as some is used and that amount is replaced in a later year (s).

SPREADSHEET, Buildings continued:

Mr. Campbell mentioned the windows needing replacing in the Town Office/Police building. Mr. Capone stated that the windows do need replacing and there is a heat/air conditioning problem due to the building being chopped up from its original intent. Last January, an energy audit on the town building was done for free and they listed about \$30,000 of improvements are needed. Mr. Campbell asked about a new Town Office building. Mr. Milbrand felt that the residents would not support another town building. Mr. Capone felt that the Police Department issue would be solved if we gave them this building and built a smaller one-floor town office building. A discussion was held as to looking at all options (renting versus building).

Mr. Capone mentioned the problem he is dealing with at the Old Town Hall. The safe is falling through the floor more and more and he is afraid that it will take out the whole corner of the building soon if it is not moved. He will need help in moving the safe before that occurs. Mr. Paradis asked if the CIP should put in for the roof again. Mr. Milbrand felt that he should take getting the Selectmen on board as a project. It was mentioned that Jeff Shackett volunteered to get the Selectmen to come up with a plan some time ago. Mr. Milbrand will get on this.

OTHER:

Historical Figures: Mr. Paradis explained that they are having difficulty with the historical figures of the Water/Sewer Dept. and asked why we need to include these as they are Enterprise Funds. He thought that we might just leave them out. A discussion was held and determined that the committee should think about this for next meeting.

Town Buildings: Mr. Campbell stated that he is worried about the town buildings. Mr. Paradis felt that an overall Maintenance Fund is a good idea. Mr. Milbrand agreed and will add this to the Spreadsheet. Mr. Campbell asked for a list of all the Town buildings and their needs. This is not for inclusion this September but for the committee to look at for next year. Mr. Capone mentioned that they are listed on pages 121 and 122 of the Town Report but it includes such things as the Water/Sewer pump stations.

Spreadsheet Columns: Mr. Campbell stated that we need to add a 2021 column and to delete the 2010 column now. Mr. Milbrand will do this and he will eliminate blank lines. Mr. Campbell asked about the Fire Department generator and Mr. Capone said that it has been delayed again.

Wastewater Visit: Mr. Campbell stated that we need to make a new date with Water/Wastewater for a visit. He will call Jeff Chartier, Superintendent, next Monday and try for a Thursday, Aug. 11th date.

-7-
CIP Minutes
7/26/11

NEXT MEETING: The next CIP meeting will be held August 16th. As the secretary will be away, Mr. Campbell asked about the possibility of taping the meeting for her return. She explained that the tape recorder that we have goes back to the beginning every time it has to be stopped.

NEW REQUEST: Mr. Campbell pointed out that Fire Chief Yannuzzi has requested a 4 x 4 pick-up to replace the 40+ year old Forestry Truck. Mr. Milbrand pointed out that this is #56 on the Spreadsheet now. The quote is for \$40,000 not \$45,000, it was pointed out.

With no other business, D. Paradis made a motion, second by D. Milbrand, to adjourn at 9:25 p.m. The motion carried.

Respectfully submitted,
Jan Laferriere, recording secretary