



Capital Improvement Program Committee

Meeting Minutes

July 19, 2022

Lincoln Town Conference Room

148 Main Street

Committee Members Present:

1. Paul Beaudin II, Planning Board Representative & Chair
2. Jack Daly, Selectmen's Representative
3. James Spanos, Budget Committee Representative
4. Carina Park, Town Manager

Committee Members Excused: None

Staff Present: Carole Bont, Planner

Staff Excused: Johnna Hart, Finance Director

Department Heads or Committee Member Representative(s) Present:

1. Fire Chief/Health Office Ron Beard
2. Planner Carole Bont

Audience: None.

I. CALL MEETING TO ORDER.

Chair Beaudin called the meeting to order at 9:00 AM.

II. MINUTES.

1. October 5, 2021
Motion to approve as written by Jack Daly.
Second by James Spanos.
All in favor (Carina Park abstained).
2. July 12, 2022
Motion to approve as written by Jack Daly.
Second by James Spanos.
All in favor.

III. FIRE CHIEF PRESENTATION

Fire Chief Beard started with the II. 1310-323 Property and Building Maintenance on page 23 of the spreadsheet.

A. II. 1310-323 Property and Building Maintenance (Page 23 of Spreadsheet)

1. Project Number 23. New Town Services Building. (WE SKIPPED THIS SECTION)

2. Project Number 85. Fire Department Building & Infrastructure.

Discussion re: Boiler:

Fire Chief Beard said the Fire Department has \$35,000 currently in that account and will need to use that money to replace the boiler in the Fire Station. The boiler failed at the end of last winter. He and Town Manager Park got two quotes for the cost to replace the boiler and they felt the estimates were way too high. They have not replaced the boiler yet. They are trying to look at other vendors.

Member Daly asked what quotes they got. Fire Chief Beard said the propane company that the Town uses now (White Mountain Oil and Propane, Inc., 2820 White Mountain Hwy, North Conway, NH 03860) gave them a quote for about \$29,000. Town Manager Park verified that the quote was for over \$25,000.

Chair Beaudin asked if the Fire Department recently had a new boiler put in the Fire Station. Fire Chief Beard said the new boiler was put in the fire station six (6) years ago. Chair Beaudin asked why the boiler was not lasting more than six (6) years. Fire Chief Beard said that the boiler that was selected was not a very good quality boiler. Chair Beaudin said that boilers typically last between fifteen (15) and twenty (20) years.

Member Daly asked who selected the boiler. Fire Chief Beard said the boiler was recommended by the company that currently does the heating work for all of the buildings owned by the Town (North Country Mechanical, 115 Wallace Hill Rd, Franconia, NH 03580). Chair Beaudin and Town Manager Parks both expressed concerns.

Note: About the Business:

North Country Mechanical is an air conditioning repair service located at 115 Wallace Hill Rd, Franconia, New Hampshire 03580. The business is listed under air conditioning repair service, HVAC contractor & refrigerator repair service category.

<https://zaubee.com/biz/north-country-mechanical-wnq7cuix>

Town Manager Parks said the Town has a three (3) year maintenance contract with the North Country Mechanical company that was signed shortly before she started working for the Town. This means the Town is “with” that company until next year. Then the Town will put the HVAC related work out to bid.

Member Daly asked Fire Chief Beard and Town Manager Park if they had contacted the company to see if the company would honor a warranty extension.

Fire Chief Beard said the original warranty for the boiler was for five (5) years; the boiler was six (6) years old. Fire Chief Ron Beard said the company would not honor any kind of warranty extension as the boiler had already failed. By that time, the Town had already spent over \$3,000 on service calls last winter because whenever the boiler would light, it would blow the front cover off from the boiler. Finally, he got the Town’s propane fuel provider to come and diagnose the problem. The propane company identified the problem. The propane company said the permanent damage to the boiler had already been done because there were so many “hard starts” that it broke the boiler.

Town Manager Park said that service call by the Town’s propane provider was outside of the Town’s maintenance agreement.

Chair Beaudin asked who the manufacturer of the boiler was. Fire Chief identified the boiler manufacturer as “HTP”. The boiler is a 298,000 BTU HTP floor standing model boiler, not a wall mounted boiler. The company that sold the boiler to the Town is North Country Mechanical.

Member Daly asked Fire Chief Beard when the Town learned of the failure of the boiler. Fire Chief Beard answered that they learned of the total failure when the pipes froze up and burst in the fire station this past winter. Fire Chief Beard said he bought a big “Salamander” heater to provide heat until the end of the winter.

Note: A salamander heater is any of a variety of portable forced-air or convection space heaters, often using kerosene or propane as fuel but also requiring electricity, used in ventilated areas for worksite comfort. Salamander heaters are most often found at construction sites.

https://en.wikipedia.org/wiki/Salamander_heater#:~:text=A%20salamander%20heater%20is%20any,often%20found%20at%20construction%20sites.

Member Daly asked Fire Chief Beard if he had contacted the manufacturer of the boiler. Fire Chief Beard said he had contacted HTP and HTP would not extend or honor the (then expired) warranty.

Member Daly gave a personal example of a double wall oven he bought from GE with a 1-year warranty that “blew” after 14 months. When he did some research, he discovered the company had had trouble with the product. In his view, the GE should have recalled the item he purchased and did not do so, so Daly threatened to sue GE and now GE is repairing his ovens.

Fire Chief Beard said the current failed boiler was not an expensive boiler. If he remembers correctly, the cost of the boiler was less than \$10,000 for the whole set up in the fire station.

Chair Beaudin said the cost of residential boilers is between \$5,000 and \$10,000 whereas the cost of commercial boilers is between \$7,500 and \$20,000.

Fire Chief Beard said he was still working on getting some decent quotes. He has a hard time spending that kind of money (\$29,000) for a replacement boiler that supports one (1) baseboard heat zone and two (2) Modine heaters and that is it. The square footage and the type of square footage in the building that is problematic.

Chair Beaudin asked Fire Chief Beard if he had considered a Viessman Commercial Heating system, “the number one heating system”.

Fire Chief Beard said the boiler that was quoted was a Viessman boiler; the quote was for two (2) 150,000 BTU units. One unit is primary; and when the Fire Department is deployed and all of the doors are open and the temperature drops a lot, then the second unit will kick in, ramp up, recover and then throttle down. With the second unit, the fire department will have some redundancy as well. If one unit does not work, the other one will. Fire Chief Beard said with this redundancy system they should also get a longer overall life out of the whole heating system.

Chair Beaudin said the Town pays for that redundancy, but it is worth it. He hopes that the Town does not hire the people the Town currently has providing services to put in the new boiler. Both Town Manager and Fire Chief Beard loudly said “NO!” Fire Chief said the current company is no longer allowed in the Fire Station or the Public Works Department building.

Town Manager Park said the current company that was hired for all of the buildings in Town, is only allowed to do current maintenance on the HVA systems, like changing the air filters until their contract runs out.

Fire Chief Beard said he is going to have to use a fair amount of the \$35,000 just to replace the heating system.

Discussion re: Siding:

Chair Beaudin asked Fire Chief Beard if he had anything else in the building that needed replacement. Member Spanos reminded everyone that he was supposed to get someone to replace the siding on the fire station. Fire Chief Beard said that last year he could not get anyone to come to the fire station and give him an estimate. He said the fire department could measure the building and go to Home Depot or do something like that. He has not done that yet.

Member Daly asked Fire Chief Beard if he needed any more money in Project #85. Fire Chief Beard was reluctant to talk about any additional needs as another expenditure later in the Fire Department budget is going to require unexpected additional monies. Town Manager Park told the Fire Chief to address the building matters now.

Chair Beaudin suggested putting an additional \$10,000 in this line with the balance of \$35,000 because the Fire Department is going to use up most of that money with the replacement boiler. Town Manager agreed.

Member James Spanos pointed out that the recommended contribution for the subsequent years is \$0.

Chair Beaudin went through the cells for Project Number 85:

Project Number 85. Fire Department Building and Infrastructure.

- **“Comp’d Last”:** Under the column “Comp’d Last” means “completed last” and expenditures from this project 85 were last made by the Town in 2013. Leave “2013” in that cell.
- **“Next”:** Usually the number in this cell reflects the life expectancy of the particular item. Currently there is a “?” in that cell. After some discussion the CIP Committee agreed that after combining the vinyl siding with the other components of the building last year in Project Number 85, that this cell would include all of the components associated with the building, (i.e., the roof, the heating system, the boiler and siding). The CIP Committee agreed to put “On going” in this cell.
- **“Prompt”:** The CIP Committee puts a prompt 6 years prior to the purchase so it can get firmer and more accurate estimate of the cost of replacement and to make sure the Town is on track to save enough money for the purchase and during those 6 years prior to purchase the CIP Committee can make adjustments so the amount of money set aside will be enough when the expenditure is needed. The CIP Committee agreed to put “On going” in this cell.
- **“Total Est’d Cost”:** The total estimated cost of replacement is just a rough estimate until closer in time to the expected purchase. Then a firmer and more accurate estimate of the cost of replacement is obtained. Currently there is “On going” in the Total Estimated Cost cell. The CIP Committee agreed to leave it as “On Going.”

FOLLOW UP:

Meanwhile, Fire Chief Beard will come back with firmer numbers for both the boiler and the siding replacement.

- **“CRF Balance”**: Means the Capital Reserve Fund Balance in the fund as of 12/31/2022. For example, \$35,000 is left in Project Number 85 Fire Department Building and Infrastructure account.

Member Daly asked Planner Bont to highlight all of the changes on the spreadsheet like we did last year. Planner Bont explained that the Finance Director Johnna Hart handles the CIP spreadsheet, whereas she does the minutes. Planner will let Finance Director Hart know.

Chair Beaudin suggested making CIPC Recommendation for FY 2023 \$10,000. He suggested keeping all of the other years at \$0 and see what happens next year.

- **CIPC Recommendations – Changes only:**

1. FY 2023 = \$10,000 (Change)

3. **Project Number 86. Pave Fire Department Parking Lot.**

Fire Chief Beard said the paving at the fire station is actually in real good shape except where it meets the edge of the sidewalk. Hopefully, the Public Works Director can fix that section when he works on the sidewalk. They are not looking to do work on the paving until 2033 with a prompt for 2027.

*Note: 2021: **Fire Chief Beard will get an estimate** to repave the portion of the apron at the spot where the apron meets Church Street; there is some cracking at that spot. Town Manager Burbank suggested Chief Beard have DPW Hadaway get an estimate for the fire station driveway apron when Hadaway is getting pavement estimates for other paving projects when Hadaway gets a pavement estimate.*

- **CIPC Recommendations:**

1. FY 2023 = \$0
2. FY 2024 = \$0
3. FY 2025 = \$0
4. FY 2026 = \$0
5. FY 2027 = \$0
6. FY 2028 = \$0

B. Page 24, V. 1310-304 Fire Department

Chair Paul Beaudin read the following:

1. **Project Number 9. E1 International Pumper (2013).**

- **Date in parenthesis:** The E1 International Pumper is a 2013 model.
- **“Comp’d Last”**: “Completed Last”. The E1 International Pumper was purchased by the Town in 2013. Leave as 2013.

- **“Next”**: The life expectancy of that piece of equipment is 25 years so the “Next” time to purchase a replacement for that equipment should be in 2038. Leave as 2038.
- **“Prompt”**: When we bought the last truck, it was approximately \$343,000 in 2013. So, last year we estimated that 25 years out at \$400,00. When we hit the “prompt” that is when we look closely at the market and get a more accurate estimate. Leave the “prompt” as 2032.
- **“Total Est’d Cost”**: The total estimated cost of replacement is just a rough estimate until closer in time to the expected purchase. Then a firmer and more accurate estimate of the cost of replacement is obtained. Leave the “total estimated cost” as \$400,000.
- **“CRF Balance”**: Means the Capital Reserve Fund Balance in the fund as of 12/31/2022. Leave the CRF Balance as \$0.
- **CIPC Recommendations**:
 1. FY 2022 = \$0
 2. FY 2023 = \$25,000
 3. FY 2024 = \$25,000
 4. FY 2025 = \$25,000
 5. FY 2026 = \$25,000
 6. FY 2027 = \$25,000
 7. FY 2028 = \$0

Discussion:

Chair Beaudin asked Fire Chief Beard if he was okay with those existing numbers from last year. Fire Chief Beard said **they could revisit this account after they completed discussion on Engine 2** (Project Number 46 E2 International 4900 Pumper (2001)).

FOLLOW UP

Project Number 9. E1 International Pumper (2013).

Fire Chief Beard said **they could revisit this account after they completed discussion on Engine 2**: (Note: Was not revisited during July 19, 2022 CIPC Meeting.)

Chair Paul Beaudin read the following

1. Project Number 45 (2001) Tower Truck (PB).

- **Date in parenthesis**: The E1 International Pumper is a 2001 model purchased in 2017, second-hand. Leave as 2001.
- **“Comp’d Last”**: “Completed Last”. The E1 International Pumper was purchased by the Town in 2017. Leave as 2017.
- **“Next”**: The life expectancy of that piece of equipment is 20 years so the “Next”

time to purchase a replacement for that equipment should be in 2037. Leave as 2037.

- **“Prompt”**: We put a prompt 6 years prior to the purchase so we can get firmer and more accurate estimate of the cost of replacement and to make sure we are on track to save enough money for the purchase and during those 6 years prior to purchase we can make adjustments so the amount of money set aside so that enough money will be there when needed. When we bought the last truck, it was approximately \$280,000 in 2017. So, last year we estimated that 25 years out at \$280,00. When we hit the “prompt” that is when we look closely at the market and get a more accurate estimate. Leave the “prompt” as 2031.
- **“Total Est’d Cost”**: The total estimated cost of replacement is just a rough estimate until closer in time to the expected purchase. Then a firmer and more accurate estimate of the cost of replacement is obtained. Leave the “total estimated cost” as \$280,000 (what we paid for the 2001 model in 2017).
- **“CRF Balance”**: Means the Capital Reserve Fund Balance in the fund as of 12/31/2022. The CRF Balance as \$245.
- **CIPC Recommendations (Changes - none)**:
 1. FY 2022 = \$0
 2. FY 2023 = \$25,000
 3. FY 2024 = \$25,000
 4. FY 2025 = \$25,000
 5. FY 2026 = \$25,000
 6. FY 2027 = \$25,000
 7. FY 2028 = \$0

Chair Beaudin asked Fire Chief Beard if he was okay with those existing numbers from last year. He was.

Chair Beaudin reviewed the existing information for the following project:

2. Project Number 46 (2001) E2 International 4900 Pumper (2001) (PB).

- **Date in parenthesis**: The E1 International Pumper is a 2001 model purchased new in 2001.
- **“Comp’d Last”**: “Completed Last”. The E1 International Pumper was purchased by the Town in 2001.
- **“Next”**: The life expectancy of that piece of equipment is 25 years so the “Next” time to purchase a replacement for that equipment should be in 2025.
- **“Prompt”**: The “prompt” date is 2019.
- **“Total Est’d Cost”**: In 2021, the “total estimated cost” to purchase in 2025 was \$400,000.

- **“CRF Balance”:** Means the Capital Reserve Fund Balance in the fund as of 12/31/2022. The CRF Balance as \$214,287.
- **CIPC Recommendations:**
 1. FY 2022 = \$60,000
 2. FY 2023 = \$60,000
 3. FY 2024 = \$60,000
 4. FY 2025 = \$60,000
 5. FY 2026 = \$0
 6. FY 2027 = \$0
 7. FY 2028 = \$0

Discussion:

Fire Chief Beard said the Town CIPC has estimated that \$400,000 is the cost to build or buy a replacement truck; the CIP is on track to save that amount of money. However, that amount (\$400,000) will no longer pay for a replacement truck. Right now, a brand new 5 or 6 E-Pumper is selling for between \$600,000 and \$700,000 in today’s dollars. Furthermore, any truck we order has a two-year build timetable. We anticipate replacing the E2 pumper in 2025 which means we have to order the truck in 2023.

Chair Beaudin asked, does our pumper truck really have to be replaced in 2025? Fire Chief Beard said, “Oh, yes!”

Estimates:

Fire Chief Beard said he needed to get a good solid estimate with today’s cost of building a new pumper. What fire departments usually do is form a “Truck Committee” to develop a wish list of what they would like to have on the truck and then go out and look at other trucks. The Truck Committee of the Fire Department has developed a wish list.

The Truck Committee reached out to these companies and gave these companies their wish list:

- Pierce Manufacturing;
- E-One;
- Lakes Region Fire Apparatus; and
- One other company (whose name he cannot recall).

The companies are coming back now with quotes. The Committee does not have all of the quotes back yet, but based on what he has seen so far, the quotes are greater than \$600,000.

Miles & Hours:

Chair Beaudin asked, how many miles and hours does the current truck have? Which measure of usage do they look at?

Fire Chief Beard says with pumpers, usage goes by both hours and miles. He does not think the pumper truck has more than 25,000 miles on it, however, it also has an estimated 4,500 hours or more of hours on it. A lot of the hours involved pumping.

Trade In Value:

Member Daly asked Fire Chief Beard what the trade in value was for the current pumper truck and whether he had considered a resale value.

Fire Chief Beard said he had not gotten that far yet.

Problems:

Chair Beaudin asked, what is the major problem with it, other than it is “old”?

Fire Chief Beard said, the major problem is overall corrosion, including corrosion on the frame.

Fire Chief Beard said we have been fortunate with the pump. If the pump goes, the cost to repair is many thousands of dollars.

Fire Chief Beard said the industry standard has also changed. The E2 pumper had a commercial cab. Now Fire Departments are going away from using commercial cabs and they are doing custom cabs because with custom cabs the manufacturers include added corrosion protection, stainless steel and other protective coatings.

Resale/Trade-In Value:

Member Daly asked Fire Chief Beard if there was any resale value for the pumper in the secondary market.

Fire Chief Beard said the company is going to have to appraise our current pumper to establish a trade in value. Recently, the Town of Campton got more in a private sale than Campton could have gotten for a trade in value. He thinks that Campton got something like \$40,000 for their pumper. Campton did better than Lincoln did; Lincoln got only \$13,000 when Lincoln put the Mack truck out to bid. Mr. Donahue bought the Mack Truck, drove it to his property and already had it sold when he picked it up. Donahue turned around and sold the Mack to someone else for twice the price (\$26,000). Sometimes you do well with a trade-in. The way the market is today, a lot of places will buy a used vehicle.

Equipment Status:

Member Spanos asked Fire Chief if the equipment was still good. Was it just the chassis that was rotted?

Fire Chief Beard said the cab and the chassis are both corroded.

Cheap Fix Possible?

Member Spanos asked if it was worthwhile to just replace the cab and chassis with a new cab and chassis.

Fire Chief Beard said no, because the National Fire Protection Association (NFPA) Regulations say: the primary attack vehicle shall not be older than twelve (12) years old. What Fire Chief Beard has done to stay in compliance with that rule, is he made our Engine 1 (E1) “the primary attack vehicle” because it is the newest vehicle that he has, knowing that we are going to be replace Engine 2 (E2) in 2025. Our Engine 1 (E1) only has the capacity to carry three (3) firefighters. Our Engine 2 (E2) has the capacity to carry five (5) firefighters.

Town Manager Park said starting in 2025 the Lincoln Fire Department will no longer be compliant with the NFPA Rules if it does not have a new primary attack vehicle. The year 2025

that will be E2's twelve-year mark.

Lease Purchase?

Fire Chief Beard said some municipalities do a "lease-purchase", but depending on the market, some municipalities do five (5) annual payments with a 5-year lease-purchase agreement, however, the truck will cost more in the end because the Town would be paying interest.

Increased Cost for Vehicles:

Fire Chief Beard said last year when we were talking about replacing this piece of apparatus, we were not communicating with anyone (either manufacturers or other municipalities with recent purchases) about the actual cost of these trucks. However, we learned that another municipality up north (Campton or Twin Mountain possibly) ordered a similar vehicle and the bottom-line cost was closer to \$700,000.

CIPC Recommendations:

Member Daly suggested putting \$650,000 in the cell for Total Estimated Cost for Project Number 46 E2 International 4900 Pumper (2001).

Member Daly suggested putting in \$100,000 in 2023 and \$150,000 in 2024 and 2025.

Chair Beaudin said he only wanted to put in \$100,000 for 2023 and then wait and see if Fire Chief Beard can get a better price and see what additional funds will be needed. He said we don't know how much of the increase in costs is being driven by the Corona Virus pandemic or inflation (or the war).

Town Manager Park said she does not anticipate truck prices going back down below \$650,000.

Chair Beaudin said if you try to purchase a motor vehicle right now the prices are through the roof because the sellers are getting whatever prices they want. However, as inflation goes down and computer chips became more widely available, the price of trucks should go down and then suddenly the truck manufacturing companies will be going back to making trucks again. You don't know.

Fire Chief Beard said, we can revisit the prices of these trucks again next year. Town Manager Park interjected that the problem with that way of thinking is that the Town is going to have to sign a contract and make a commitment next year in order to place a purchase order for the truck in 2023 so that it can be built and delivered in time. Presumably, the Town will have to make a substantial down payment.

Member Spanos said you are going to have \$314,000 plus a trade in eventually. Member Daly said this means you will have at least fifty percent (50%) to put down.

Fire Chief Beard said when Lincoln bought Engine 1 (E1) he thinks the Town put down close to \$100,000. Engine 1 was a \$376,000 truck.

Fire Chief Beard said he may have some firmer better numbers later on in the CIP process.

Member Spanos suggested:

1. **Take money of \$245 out of the CRF Balance for Project Number 45 [Tower Truck (Planning Board) (2001)] to add to the \$214,287 in the CRF Balance for Project Number 46 [E2 International 4900 Pumper (2001)] to make the balance in Project Number 45 \$0 and the balance in Project Number 46 \$214,532.**

2. **Reduce the \$25,000 for CIPC Recommendation for FY 2023 from Project Number 45, [Tower Truck (Planning Board) (2001)] to \$0 because the Tower Truck is not due to be replaced until 2037.**

Chair Beaudin asked Fire Chief Beard if he was okay with this suggestion.

Fire Chief Beard urged long range caution. He pointed out that the Town will be looking to make three (3) very large costly purchases within an extremely tight time line:

1. Rescue Vehicle in 2034.
2. Tower Truck in 2037.
 - b. If we bought the Tower Truck new the cost today would be \$1,800,000 (versus \$1,300,000 last year).
3. Engine 1 in 2038.

Fire Chief Beard said the Town has been buying used vehicles because “we don’t wear them out, we rust them out”. That is why the Town has been able to buy second-hand rust-free units, like the Tower Truck and the Rescue Truck, from places like Arizona. However, the only vehicle the Town cannot buy used is its “primary attack vehicle” (i.e., Engine 1 Pumper or “tanker”); that vehicle needs to be new based on NFPA Guidelines. The first primary attack vehicle must be within a certain age range (less than 12 years old); it cannot be older. One (1) of those three (3) vehicles in the tight time line is Engine 1, which will become the primary attack vehicle as Engine 2 will be aging out, hitting the 12-year mark.

Chair Beaudin said he would still like to leave the CIPC recommended amounts for FY 2023 thorough FY 2028, as is.

FOLLOW UP:

Chair Beaudin will make a little note that when the CIP Committee finishes, they should revisit Project 46 (Engine 2) at the end of the CIP process when they go back down through the CIP, line by line, and make adjustments at that time.

Fire Truck Ding

Member Daly and Chair Beaudin asked if the Fire Department had a new ding in one of the fire trucks because they heard that one of the fire trucks hit the station, running into the trim of the door while driving in (or out). Fire Chief Beard responded that he did not know about any such ding. “That is news to me. No one has ‘fessed up to that yet. Now you have got me wonderin’.”

CIPC Recommendations:

Chair Beaudin suggested and the CIPC members agreed to Member Spanos’ earlier suggestions to:

1. **Take money of \$245 out of the CRF Balance for Project Number 45 [Tower Truck (Planning Board) (2001)] to add to the \$214,287 in the CRF Balance for Project Number 46 [E2 International 4900 Pumper (2001)] to make the balance in Project Number 45 \$0 and the balance in Project Number 46 \$214,532.**
2. **Reduce the \$25,000 for CIPC Recommendation for FY 2023 from Project Number 45, [Tower Truck (Planning Board) (2001)] to \$0 because the Tower Truck is not due to be replaced until 2037.**

CIPC Recommendations (Changes):

- a. **FY 2023 = \$100,000 (change from \$60,000 to \$100,000)**

Fire Chief Beard addressed the next piece of fire apparatus:

3. Project Number 47 R4 Rescue Vehicle (2009).

- **Date in parenthesis:** The R4 Rescue Vehicle is a 2009 model purchased second hand in 2019.
- **“Comp’d Last”:** “Completed Last”. The R4 Rescue Vehicle was purchased by the Town in 2019.
- **“Next”:** The life expectancy of that piece of equipment is 15 years so the “Next” time to purchase a replacement for that equipment should be in 2034.
- **“Prompt”:** The “prompt” date is 2028.
- **“Total Est’d Cost”:** In 2021, the “total estimated cost” to purchase in 2025 was estimated to be \$140,000 for a used vehicle.
- **“CRF Balance”:** Means the Capital Reserve Fund Balance in the fund as of 12/31/2022. The CRF Balance was \$715.
- **CIPC Recommendations (No changes):**
 1. FY 2022 = \$0
 2. FY 2023 = \$0
 3. FY 2024 = \$0
 4. FY 2025 = \$0
 5. FY 2026 = \$0
 6. FY 2027 = \$0
 7. FY 2028 = \$0

CIPC Recommendations:

Chair Beaudin asked Fire Chief Beard if he was okay with those numbers. Fire Chief Beard agreed.

Fire Chief Beard addressed the next piece of fire apparatus:

4. Project Number 102 FD Command Vehicle (2020).

- **Date in parenthesis:** The FD Command Vehicle is a 2020 Dodge Durango model purchased new in 2020.
- **“Comp’d Last”:** “Completed Last”. The FD Command Vehicle was purchased new by the Town in 2020. (Discussion re: life expectancy of new vehicle.)
- **“Next”:** The life expectancy of that piece of equipment is 8 years so the “Next” time to purchase a replacement for that equipment should be in 2028.
- **“Prompt”:** The “prompt” date is 2026.

- **“Total Est’d Cost”:** In 2021, the “total estimated cost” to purchase in 2028 was estimated to be \$40,000 for a new vehicle.
- **“CRF Balance”:** Means the Capital Reserve Fund Balance in the fund as of 12/31/2022. The CRF Balance was \$5,000.
- **CIPC Recommendations:**
 1. FY 2022 = \$5,000
 2. FY 2023 = \$0
 3. FY 2024 = \$10,000
 2. FY 2025 = \$10,000
 3. FY 2026 = \$10,000
 4. FY 2027 = \$10,000
 5. FY 2028 = \$0

Discussion:

FOLLOW-UP:

1. **Fire Chief Beard said as soon as he gets those quotes, he can email those quotes to all of the CIPC members. Then the CIPC can let Fire Chief Beard know if they need him back before the CIPC for a follow-up discussion. Chair Beaudin said we have been talking about replacing the siding on the fire station for a number of years now. Get that information.**
2. **Purchase the boiler. It is currently inoperable. Find another company to service our HVAC systems.**

Town Manager Park said that the company Lincoln still has a contract with North Country Mechanical that also services the other buildings owned by the Town. North Country Mechanical is no longer allowed to do any work on either the Fire Station or the Public Works garage.

Chair Beaudin asked whether the company owners felt they had any responsibility to fix the situation. Planner Bont reminded the CIPC that the Town paid the company \$3,000 last winter. The company kept coming back and back and back trying to fix the situation and was unsuccessful each time. Town Manager Park said we finally told them not to come back and contacted our fuel provider who came and diagnosed the problem.

Chair Beaudin asked whether the Town had found another company to provide these services. Town Manager Park said she would prefer to hire the fuel company to provide those services and sign a service contract with that company.

Chair Beaudin recommended that the Town Manager look around for another provider. He asked about issues with the other buildings.

Fire Chief said that with the Town Hall building one of the heating units, every time the wind blew the boiler would trip out. Public Works Director (DPW) Nate Hadaway was resetting the boiler on almost a daily basis. In addition, Fire Chief Beard was also resetting it.

Then, when Fire Chief Beard started having boiler issues over at the Fire Station as well, he called White Mountain Oil & Propane, Inc. in.

Fire Chief Beard said he asked White Mountain Oil & Propane to also look at the problem in Town Hall. The guy went upstairs and did a couple of tests and said, "It is your inducer." The motor is not spinning up enough to create enough combustion pressure so for two (2) years we have been dealing with this issue. Planner Bont said it has been more than two (2) years. We have been having problems with the heat in this building for at least ten (10) years. Town Manager Park said then the guy from "White Mountain Oil & Propane" came in and within ten (10) minutes he told us what was wrong with it."

Chair Beaudin recommended checking out ARC Mechanical Contractors, Inc., 229 Depot Street, Bradford, VT 05033. Try to get on their list. They have 24/7 coverage and are a big company. Member Daly said look around. We do not need to hire someone just because the Town did business with them in the past.

Fire Chief Beard said that if we purchase the Viessman boiler system for the Fire Department we would not need the separate electric hot water heater. There are three (3) showers in the Fire Station: One (1) in the women's bathroom and two (2) in the men's bathroom.

There is no CIP Budget for the Health Officer.

Fire Chief/Health Officer Beard left the meeting at 9:37 AM.

IV. PLANNER PRESENTATION

Planner Bont started with the II. 1310-318 Property and Building Maintenance on page 24 of the spreadsheet. Chair Beaudin read the information from the spreadsheet for the following:

C. II. 1310-318 Planning & Engineering (Page 24 of Spreadsheet)

4. Project Number 2. Engineering

Chair Beaudin recommended the following changes:

- **"Comp'd Last"**: Changed to "On going".
- **"Next"**: Changed to "On going".
- **"Prompt"**: Changed to "On going".

Discussion:

Town Manager Park asked Planner Bont what the Engineering line was for exactly.

Planner Bont said the Engineering line was used for a lot of different projects that require some kind of engineering or survey work. The project we most recently used this money for was to take care of the Denise Herdeen issue. We needed survey work and engineering work. We also incurred related legal and recording costs. During the course of the year there are some unanticipated and unbudgeted projects that require a combination of surveying, engineering, and recording fees. These projects are not related to a specific applicant.

Chair Beaudin said he checked last year's balance for 2021 and there was \$78,220. Now it is \$77,950. Do we still need to put in more money this year?

Planner Bont also pointed out that we used money from this account for surveying in order to

submit an application for the easement to place the proposed South Peak Resort Water Tower on the White Mountain National Forest lands. We needed a survey so we used this money to pay for the survey. Sometimes we need to do some survey work related to water and sewer projects or roadway projects. These projects are not necessarily related to the Planner's work or involve planning and zoning department matters.

Member Daly said any expenses that we can possibly put on the applicants we should without requiring any contribution by taxpayers. Planner Bont said that the Town already does that; the Town now has a lot of trust funds held by the Town Treasurer associated with projects where the money for engineering is held by the Town on behalf of the applicants to pay for third party review or oversight of building projects by applicants.

Chair Beaudin said that in 2021 the CIPC put more money in the administrative budget for engineering instead of here. Chair Beaudin recommended that the CIPC take the \$10,000 out of this budget for FY 2023. Town Manager Park said she was okay with that.

- **CIPC Recommendations:**

1. FY 2023 = \$0 (A change from \$10,000.)

The CIPC agreed to this change.

Chair Beaudin then reviewed the next matter:

D. II. 1310-318 Planning & Engineering (Page 24 of Spreadsheet)

5. Project Number 25. Update Town Master Plan

Discussion:

Planner Bont said the \$40,000 for an updated Master Plan was the correct amount. Last year she checked with a commercial company that gave her an estimate of \$40,000.

Member Spanos said that last time (2016) we only spent \$25,000 for the Master Plan Update.

Planner Bont agreed, however, last time the Town got a deal because we hired a professional private company whose owner of the company was dying although we did not know that he was dying at the time. Consequently, the owner farmed the project out to a lady who was a landscape architect whom he had worked with in the past, but who had never done a municipal Master Plan before.

Member Daly asked Chair Spanos if he was happy with her work? Member Spanos said he was. Planner Bont said, "however, at the end, we did not get any final deliverables." The owner died and apparently there was not enough money to print out a bunch of final copies of our Master Plan. Members of the Planning Board and the Planner only got a "draft copy". In the end, the Planner received digital files, but she had to sort through digital files, print out the copies herself, one chapter at a time, and no professionally printed and bound final copies were ever delivered to the Town.

CIPC agreed to leave the money in the account.

Chair Beaudin then reviewed the next matter:

E. II. 1310-318 Planning & Engineering (Page 24 of Spreadsheet)

6. Project Number 31. 1310-324 Village Center Trails & River Front Park

The CIPC agreed to make the following changes:

- **“Comp’d Last”**: Changed to “On going”.
- **“Next”**: Changed to “On going”.
- **“Prompt”**: Changed to “On going”.

Discussion:

Member Spanos said the Town puts aside money every year and then if grants become available that require matching, this shows that we are seriously working on the saving for and developing this project.

Planner Bont recommended adding \$10,000 in the FY 2028.

Chair Beaudin checked the CIPC Minutes from last year about this account and read a few excerpts from last year’s August 24, 2021 CIP Meeting Minutes. In summary, last year, Town Manager Burbank was working with the EPA to address the brownfields. They hired an engineering firm [Nobis Engineering, Inc., 46 South Main Street, White River Junction, VT 05001-7160]. They were talking about getting reimbursed. (See appendix A attached.)

Town Manager Park said the Town already had the environmental assessment from Nobis Engineering, Inc. The Town hired Nobis Engineering Inc. The environmental assessment (coordinated by Town Engineer Ray Korber) was completed. She received a document last week about the matter. Documents will be submitted to the EPA. NH DES and the US EPA reviewed the results from the NOBIS study and have some additional action items, but things look positive for the park development with mitigation needs as were previously discussed. At the last update Town Engineer Ray Korber gave us, they thought maybe Lincoln could have a different tier – a less stringent kind of remediation of the property versus a worst-case scenario. NH DES agreed with it. She believes that Lincoln received grant funding for that project. Planner Bont suggested that they check in with the Recreation Director Tara Tower who has the lead in this matter.

Chair Beaudin said he did not know what the grant was for and how much the grant was. Planner Bont said the grant was not for the whole \$2,300,000!

Town Manager Park said that she thought the brownfields grant was to cover the remediation, including the engineering work that NOBIS Engineering, Inc., is currently doing and what the Town needs to remediate the brownfields.

Chair Beaudin said the way it was explained was that as a result of the remediation, the site would essentially be “cleaned up” and we would be getting a clean site to start with. It would also reduce the amount of work that needs to be done which would reduce the cost of the project by a substantial amount.

Town Manager Park said that we received funding for the intake to the river, and some funding for a kayak kind of launch pad, and a lot of funding to have access to the river. For the next CIP meeting she will try to get a better understanding of where we stand.

Chair Beaudin said, for the time being they will leave the \$10,000 in that account for FY 2023 and add \$10,000 for FY 2028.

- **CIPC Recommendations (Changes):**

1. FY 2028 = \$10,000 (A change from \$0)

Next Scheduled CIP Meeting:

The next scheduled meeting includes the Cemetery Trustees and Recreation which is shared with the Town of Woodstock. Town of Woodstock has been notified of the change in the meeting date. The Administrative Assistant for Woodstock, Judy Welch, said she would notify her board members.

Cemetery Trustees vs Town Clerk

Chair Beaudin said that the Cemetery Trustees informed him that the Cemetery Trustees did not want a software package for tracking the cemetery lots as suggested by the Town Clerk.

Town Manager Park said she is not taking a position on this matter as both sides will be presenting their view. She can see both sides. The Town Manager does not oversee either the Town Clerk or the Cemetery Trustees. The Town Clerk has no legal responsibility to keep the cemetery records. If she thinks the computer software will help her keep better records in the future her request is understandable. The Cemetery Trustees' reluctance to spend money is also understandable.

Member Spanos asked how many cemetery records does the Town Clerk have to keep; it is not a busy cemetery. Chair Beaudin said if we are only burying four people per year or selling four lots per year that would make a difference.

Town Manager Park said we have already done half a dozen burials this year already. She thinks the Town Clerk's request is more so for future record keeping. Maybe not for right now, but everything in the world is moving towards electronic record keeping. It is the way of the world and how the world does business using cloud-based software.

Chair Beaudin said years ago the Town decided to go to all digital and put aside money for it and we are still using both paper and digital.

Town Manager Park said if the Town Clerk is not willing to be responsible for tracking the cemetery records, then the Cemetery Trustees may have to hire someone else to track those records. They will have to figure all of that out.

V. ADJOURNMENT:


MOTION to adjourn the meeting at 9:58 AM.

Motion: James Spanos

Second: Jack Daly.

All in favor (3-0).

Date: 7/26/22

By: 
Paul Beaudin II, Chair

Appendix A.

Excerpts from CIP Committee Minutes for 2021-08-24, Page 8

Discussion about the River Front Park. Town Manager Burbank said the cost to do everything from scratch was \$2,300,000. That includes the estimated cost of mitigating the brownfields, building the amphitheater, parking, and everything else planned for there.

Town Manager Burbank said right now the Town of Lincoln's River Front Park is on the brownfields program list for remediation. Our project did not make the cut in the spring round. Two big projects [Boscowen, NH & Jaffrey, NH] beat us out. However, we are now higher up on the list of the EPA's Northeast Sites slated for the Brownfields Program cleanup.

Town Manager Burbank said the EPA was excited to clean this mill site up. When they clean the site, they will cut the trees and reloom it. It will be like site prep. It will be a 100% grant which will be most of the cost of the park. The cost of \$2,300,000 is what the cost would be if the Town were doing the whole project ourselves from scratch. That number will change as soon as the Town knows what is going to happen with the EPA.

Member Daly asked if that amount reflected the full cost of cleaning up the brownfields. Town Manager Burbank said only to the extent that we knew what toxins are there and how much was there at the time. The cost will depend on what they actually find there. That amount should drop depending on what they find and what they have to do to remediate it.

Town Manager Burbank said the skate board park portion of the park is separately funded with grants and donations. There also is a group that wants to contribute to the dog walk portion of the park.

Town Manager Burbank recommended that the CIP Committee leave the \$10,000 for FY 2022 because that will help cover the costs of the engineering for this year.

Chair Beaudin asked if the Town could get reimbursed for any of the prior engineering that the Town has paid for because of Burndy, etc. Town Manager said although it might be worth pursuing, he guesses that the federal government will not be looking to pay for any prior expenditures. However, someone should ask the question.

Chair Beaudin asked who was in charge of the application now? Town Manager Burbank said the Town hired the engineering firm out of Vermont [Nobis Engineering Inc., 46 South Main Street, White River Junction, VT 05001-7160] that did the environmental assessment (coordinated by Town Engineer Ray Korber). The engineering firm did the EPA filing for the Town. The application was accepted by the EPA and the Town is on the EPA Brownfields cleanup list.

Chair Beaudin asked when will they start the park? Town Manager Burbank said once they have accepted it, it then it becomes "active" and you get the green light to go out to bid.

Member Daly pointed out that the EPA clean up might deliver the site in the way we would like, however, it may not. Town Manager Burbank said the EPA will require the [contractors] to take it to the extent of the contamination – until the contamination stops. Then they will return it to its natural state and then the Town can use it. Then the Town can design the park and put in trees and grass and arborvitaes.

Chair Beaudin asked if the brownfields people run the whole process? Town Manager Burbank said he was not sure. He does not think brownfields people “run” it, but they certainly oversee it.

Chair Beaudin asked if the Town could hire the same contractors that are working on the brownfield in order to save money. Town Manager Burbank said anything over and above what the government requires the Town would have to pay for and would depend on whether the contractor wants to do the work.

