



Capital Improvement Program Committee

Meeting Minutes

July 11, 2023

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:

1. Becky Farnsworth, Finance Director
2. Carole Bont, Planner

Department Heads or Committee Member Representative(s) Present: None.

Audience: None.

AGENDA: ORGANIZATIONAL MEETING 9:00 AM.

A. CALL MEETING TO ORDER.

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

B. APPOINTMENT OF CHAIR:

Motion to nominate Paul Beaudin as Chair by Member James Spanos.

Seconded by Member Jack Daly.

All in favor. (4-0).

C. APPOINTMENT OF VICE CHAIR:

Motion to nominate James Spanos as Vice Chair by Member Paul Beaudin.

Seconded by Member Jack Daly.

All in favor. (4-0).

D. APPOINTMENT OF SECRETARY:

Motion to nominate Jack Daly as Secretary by Member Paul Beaudin.

Seconded by Member James Spanos. Discussion: Do we need a secretary?

All in favor. (4-0).

E. MINUTES.

- August 16, 2022 (passed over to be reviewed at next meeting on July 18, 2023).
- August 23, 2022 (passed over to be reviewed at next meeting on July 18, 2023).

F. DISCUSSION RE: SUBMITTALS TO DATE:

1. Chair Beaudin asked if the department heads had submitted their new requests for their CIP Budgets yet. Planner Bont said only the Recreation Department has done so. She expects another request from the Library and the Town Manager.
2. Town Manager Carina Park handed out a request from the Executive Town Manager to renovate the Police Station offices when the time comes and the old police station in the basement of the Town Hall building is vacated and the Police Department is relocated to the new Police Station building.

Discussion re:

- (1) Estimated costs to paint the upstairs and downstairs.
- (2) Potential costs associated with fixing the HVAC system (heat and air-conditioning) and the mechanicals.
3. Chair Beaudin explained that during the renovation of the current Town Hall, short-cuts were taken when the time came to install the mechanicals in the town offices because the money was short. They borrowed monies from different departments to finish installing the HVAC and mechanicals. Consequently, subsequent ongoing problems associated with the air-conditioning and heat may be the direct result of those cost-saving measures. Chair Beaudin suggested that Town Manager Park include the cost of fixing up the building to include an evaluation of both the mechanicals and the HVAC system and then to correct the problems. The mechanicals should have been hard-plumbed/hard-wired in a more permanent fashion when they were installed whereas instead the mechanicals were gerrymandered in to save money.
4. Member Jack Daly asked that the CIP Committee be given the budget requests from various departments a week prior to their presentation so the members can review the materials prior to the presentation. In addition, for bigger projects the CIP Committee would like to know where the ongoing/outstanding project stand prior to the presentation.
5. Planner Bont explained that the library also intends to submit a request but that the Carol Riley, the Librarian had some difficulty getting an estimate. Planner Bont will share the estimate with the CIP Committee as soon as she receives it. Town Manager Park explained that the library would like to replace the front steps and front apron.

G. DISCUSSION RE: SCHEDULE

1. Chair Beaudin asked if the Fire Chief Ron Beard would be able to attend the meeting on July 18th now that he was working full time for Waterville Valley. Planner Bont and Town Manager Park hope that he would be able to attend.

H. ADJOURNMENT

Motion to adjourn the meeting at 9:40 AM by Member James Spanos.

Seconded by Member Jack Daly. All in favor. (4-0).

Date: July 18, 2023

By: Paul Beaudin II
Paul Beaudin II, Chair

