



**Capital Improvement Program Committee**

**Meeting Minutes**

**Tuesday, August 16, 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:** Planner Carole Bont, Finance Director Johnna Hart

**Staff Excused:** *None*

**Department Heads or Committee Member Representative(s) Present:**

1. DPW Nate Hadaway

**Audience:** Selectman Tamra Ham

**I. CALL MEETING TO ORDER.**

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

**II. MINUTES.**

**A. August 2, 2022 minutes approved as submitted.**

**Motion. Jack Daly. Second. James Spanos. Carina Park Abstained. All in favor (3-0, 1 abstention.)**

**III. AGENDA FOR TUESDAY AUGUST 16, 2022, 9:00 AM**

**IV. LINCOLN-WOODSTOCK SOLID WASTE – PUBLIC WORKS DIRECTOR NATE HADAWAY – ALSO DIRECTOR OF SOLID WASTE, (TOWNS OF WOODSTOCK & LINCOLN BOARDS OF SELECTMEN)**

**V. DIRECTOR OF PUBLIC WORKS NATE HADAWAY RE: ROADS & STREETS**

**PUBLIC WORKS DIRECTOR PRESENTATION RE: ROADS & STREETS**

**Discussion:** Chair Beaudin asked, how often do you repave? DPW Hadaway: It depends on whether it will just be a shim and overlay or it is a rebuild. Chair Beaudin: Since you are doing it every 10 years it must be just a shim and overlay. DPW Hadaway said hopefully he can get 10 years out of it, otherwise, he may have to rebuild it; It depends on how well the road holds up. Every road is a little bit different. Some roads don't last as long. For example, the wear and tear

on Pollard Road was not as anticipated so that road is coming up for repaving sooner than he initially scheduled it for.

Chair Beaudin asked DPW Hadaway about any changes. Changes were as follows:

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**VI. Department of Public Works**

**D. 1310-306 Roads and Streets**

**A. Project Number 17 “Lower Black Mountain Road”**

1. The date “Completed Last” is “2021” – no change.
2. The date in “Next” is “2031” – no change.
  - a. 10-year life expectancy – no change.
3. The date in “Prompt” is “2025” – no change.
4. Total Estimated Cost is “\$50,000” – no change.
5. “CRF Balance 12/31/2022”: \$43,125 – no change.
6. CIPC Recommended FY: 2023: \$0 – no change.
7. CIPC Recommended FY: 2024: \$0 – no change.
8. CIPC Recommended FY: 2025: changed from \$0 to \$5,000.
9. CIPC Recommended FY: 2026: changed from \$0 to \$5,000.
10. CIPC Recommended FY: 2027: changed from \$0 to \$5,000.
11. CIPC Recommended FY: 2028: changed from \$0 to \$5,000.

**Discussion re: Notice for Road Closings:**

Member Daly who lives on Black Mountain Road said he thought Black Mountain Road was going to be top-coated.

DPW Hadaway said he did not think the CRF Balance of \$43,125 reflected the amount of money he has spent to date. He wants to check with Finance Director Johnna Hart. He should have spent ½ of this amount last year. This project will be done this fall, so long as the NH Electric Cooperative can move their utility lines out of the way. The last time he spoke with Jim Moran from the NH Electric Coop at the end of June, Moran told him that it might be within a month. He still has yet to hear from Moran. He cannot do anything on the Black Mountain Road project until NH Electric Coop moves their utility lines out of the way. Member Daly said he noticed the road has a couple of potholes already in the basecoat.

***Needed: New CFR Balance 12/31/2022. Verified that \$43,125 is correct later in the meeting.***

DPW Hadaway said the estimated cost to finish that job is \$17,000 to do the top coat, however, that was last year’s quote before the recent spike in inflation coupled with dwindling material supplies. They quoted him the whole job last year. The remainder of work yet to be done is supposed to cost \$17,000. He doubts that the quote is still valid. He cannot even get the pavers to give him any kind of quote right now unless they are going to pave tomorrow.

Member Daly asked who just did the big paving job up at Riverglade. DPW Hadaway said he does not know.

Chair Beaudin said usually you can get an estimate of the cost of the material. What is the stuff that they put in the asphalt mix? DPW Hadaway said “AC”. DPW Hadaway clarified that the pavers could give him a price today for work to be done today, but not out in the future. The fluctuating costs are always due to fluctuating AC costs.

*Finance Director Johnna Hart joined the CIPC meeting.*

Chair Beaudin asked Finance Director Johnna Hart to check the CRF Balance 12/31/2022 for Project Number 17. She left the room to check the balance. She came back and said that in 2021 we spent \$7,000. We put in an additional \$30,000. So, the amount of \$43,125 is correct.

Discussion about and changes were made to the following:

**B. Project Number 28: “Loon Mountain Road Reconstruction (Octagon Lodge to Boyle Brook)”:**

1. The date **“Completed Last”** is “2012” – no change.
2. The date in **“Next”** is “2032” – no change.
  - a. 20-year life expectancy – no change.
3. The date in **“Prompt”** is “2026” – no change.
4. **Total Estimated Cost** is “\$150,000” – no change.
5. **CRF Balance 12/31/2022** is \$0 – no change.
6. **CIPC Recommended FY: 2023:** \$0 – no change.
7. **CIPC Recommended FY: 2024:** \$0 – no change.
8. **CIPC Recommended FY: 2025:** \$0 – no change.
9. **CIPC Recommended FY: 2026:** Change from \$0 to \$25,000.
10. **CIPC Recommended FY: 2027:** Change from \$0 to \$25,000.
11. **CIPC Recommended FY: 2028:** Change from \$0 to \$25,000.

**C. Project Number 36: “Beechwood I Paving & Drainage Repairs”**

1. The date **“Completed Last”** is “2016” – no change.
2. The date in **“Next”** is “2036” – no change.
  - a. 20-year life expectancy – no change.
3. The date in **“Prompt”** is “2030” – no change.
4. **Total Estimated Cost** is “\$600,000” – no change.
5. **CRF Balance 12/31/2022** is \$0 – no change.
6. **CIPC Recommended FY: 2023:** \$0 – no change.
7. **CIPC Recommended FY: 2024:** \$0 – no change.
8. **CIPC Recommended FY: 2025:** \$0 – no change.

9. **CIPC Recommended FY: 2026:** \$0 – no change.
10. **CIPC Recommended FY: 2027:** \$0 – no change.
11. **CIPC Recommended FY: 2028:** \$0 – no change.

**D. Project Number 37: “Hanson Farm Road Reconstruction”**

1. The date **“Completed Last”** is “2016” – no change.
2. The date in **“Next”** is “2036” – no change.
  - a. 20-year life expectancy – no change.
3. The date in **“Prompt”** is “2030” – no change.
4. **Total Estimated Cost** is “\$485,000” – no change.
5. **CRF Balance 12/31/2022** is \$0 – no change.
6. **CIPC Recommended FY: 2023:** \$0 – no change.
7. **CIPC Recommended FY: 2024:** \$0 – no change.
8. **CIPC Recommended FY: 2025:** \$0 – no change.
9. **CIPC Recommended FY: 2026:** \$0 – no change.
10. **CIPC Recommended FY: 2027:** \$0 – no change.
11. **CIPC Recommended FY: 2028:** \$0 – no change.

**E. Project Number 55: “Rue Gionet Box Out and Drainage”**

1. The date **“Completed Last”** is “2020” – no change.
2. The date in **“Next”** is “2030” – no change.
  - a. 10-year life expectancy – no change.
3. The date in **“Prompt”** is “2024” – no change.
4. **Total Estimated Cost** is “\$120,000” – no change.
5. **CRF Balance 12/31/2022** is \$0 – no change.
6. **CIPC Recommended FY: 2023:** \$0 – no change.
7. **CIPC Recommended FY: 2024:** Change from \$0 to \$20,000.
8. **CIPC Recommended FY: 2025:** Change from \$0 to \$20,000.
9. **CIPC Recommended FY: 2026:** Change from \$0 to \$20,000.
10. **CIPC Recommended FY: 2027:** Change from \$0 to \$20,000.
11. **CIPC Recommended FY: 2028:** Change from \$0 to \$20,000.

**F. Project Number 71: “Reclaim & Pave West Street and Engineering”**

1. The date **“Completed Last”** is “2021” – no change.
2. The date in **“Next”** is “2040” – no change.
  - a. 20-year life expectancy – no change.

3. The date in **"Prompt"** is "2034" – no change.
4. **Total Estimated Cost** changed from "\$750,000" (a rebuild) to "Needs estimate" for a shim and overlay.
5. **CRF Balance 12/31/2022** is \$22,781 – no change.
6. **CIPC Recommended FY: 2023:** \$0 – no change.
7. **CIPC Recommended FY: 2024:** Change from \$0 to \$20,000.
8. **CIPC Recommended FY: 2025:** Change from \$0 to \$20,000.
9. **CIPC Recommended FY: 2026:** Change from \$0 to \$20,000.
10. **CIPC Recommended FY: 2027:** Change from \$0 to \$20,000.
11. **CIPC Recommended FY: 2028:** Change from \$0 to \$20,000.

Chair Beaudin asked how much money was left in the West Street CIP account. Finance Director Hart said the money was gone as she paid \$173,000 out of Project Number 204. The amount of \$22,781 will be gone by the end of the year. As authorized by the BOS/Town Manager, some of the money will be coming out of the "Miscellaneous" account and some will come out of other accounts.

Member Daly asked if, based on all of the upgrading on West Street of the sewer system and water system and utilities, etc., would the next go around for West Street cost \$750,000 also? DPW Hadaway said no. In the future when he starts to budget for West Street, he will change that number to a more realistic number based on what is needed. In ten (10) years he is looking at an overlay versus a rebuild like he just did. The prompt is not until 2034 so he will get a better estimate then.

**b. Project Number 72: "Burndy/Old Airport Road/Conant":**

1. The date **"Completed Last"** is "2019" – no change.
2. The date in **"Next"** is "2034" – no change.
  - a) 15-year life expectancy – no change.
3. The date in **"Prompt"** is "2028" – no change.
4. **Total Estimated Cost** is "\$50,000"
5. **CRF Balance 12/31/2022:** is \$0 – no change.
6. **CIPC Recommended FY: 2023:** \$0 – no change.
7. **CIPC Recommended FY: 2024:** \$0 – no change.
8. **CIPC Recommended FY: 2025:** \$0 – no change.
9. **CIPC Recommended FY: 2026:** \$0 – no change.
10. **CIPC Recommended FY: 2027:** \$0.
11. **CIPC Recommended FY: 2028:** Change from \$0 to \$10,000.

**c. Project Number 89: "Riverside Cemetery Road Reconstruction":**

1. The date **"Completed Last"** is "2019" – no change.

2. The date in “Next” is “2034” – no change.
  - a) 15-year life expectancy – no change.
3. The date in “Prompt” is “2028” – no change.
4. Total Estimated Cost is “\$15,000” – no change.
5. CRF Balance 12/31/2022 is \$10,000 – no change.
6. CIPC Recommended FY: 2023: \$0 – no change.
7. CIPC Recommended FY: 2024: Change from \$0 to \$20,000.
8. CIPC Recommended FY: 2025: Change from \$0 to \$20,000.
9. CIPC Recommended FY: 2026: Change from \$0 to \$20,000.
10. CIPC Recommended FY: 2027: Change from \$0 to \$20,000.
11. CIPC Recommended FY: 2028: Change from \$0 to \$20,000.

#### **Discussion:**


DPW Hadaway said this project item does not include the road within the Cemetery versus the road to the Cemetery. Town Manager Carina Park said last year the Cemetery Trustees were talking about repairing the roads within the cemetery. The Cemetery Trustees were not sure where to put that money. The CIPC decided to have them put the \$10,000 for roads within the Cemetery in this account.

DPW Hadaway said this project item is the road from Connector Road down to Old Airport Road which is just a short stretch of road in front of Deanna Huot’s motel, (Riverbank Motel and Cabins) on Connector Road.

Member Daly asked that the Cemetery Trustees receive a copy of the Power Point “to possibly enhance their job performance”.

Town Manager Carina Park said on Slide 2 of the PowerPoint it says that the Cemetery Trustees are in charge of the spending the moneys. The appropriations take place at Town Meeting. The Town Meeting appropriates the money. The Cemetery Trustees decide whether or not to spend it. The Town Manager has no control over the Cemetery Trustees spending.

Discussion about whether to move the \$10,000 to a new line or keep it here which would make it available to the DPW to use it elsewhere. They were not intending to use the money until 2034 so we have time to either ask for money through the DPW or just let it be.

CIPC decided to “let it be, let it be.” 

#### **d. Project Number 93: “Reclaim Edgewood & Coolidge Streets”:**

1. The date “Completed Last” is “2019” – no change.
2. The date in “Next” is “2034” – no change.
  - a) 15-year life expectancy – no change.
3. The date in “Prompt” is “2028” – no change.
4. Total Estimated Cost is “\$160,000” – no change.

5. CRF Balance 12/31/2022 is \$0 – no change.
6. CIPC Recommended FY: 2023: \$0 – no change.
7. CIPC Recommended FY: 2024: \$0 – no change.
8. CIPC Recommended FY: 2025: \$0 – no change.
9. CIPC Recommended FY: 2026: \$0 – no change.
10. CIPC Recommended FY: 2027: \$0 – no change.
11. CIPC Recommended FY: 2028: Change from \$0 to \$25,000.

e. Project Number 94: “Reclaim Liberty Road/Eagle Cliff Road”:

1. The date “Completed Last” is “2009” – no change.
2. The date in “Next” is “2024” – no change.
  - a) 25-year life expectancy – no change.
3. The date in “Prompt” is “2018” – no change.
4. Total Estimated Cost is “\$200,000” – no change.
5. CRF Balance 12/31/2022 is \$100,000 – no change.
6. CIPC Recommended FY: 2023: \$50,000 – no change.
7. CIPC Recommended FY: 2024: \$50,000 – no change.
8. CIPC Recommended FY: 2025: \$0 – no change.
9. CIPC Recommended FY: 2026: \$0 – no change.
10. CIPC Recommended FY: 2027: \$0 – no change.
11. CIPC Recommended FY: 2028: \$0 – no change.

f. Project Number 95: “Ongoing Culverts and Drainage Repairs”:

1. The date “Completed Last” is “On Going” – no change.
2. The date in “Next” is “On Going” – no change.
  - a) No life expectancy – no change.
3. The date in “Prompt” is “On Going” – no change.
4. Total Estimated Cost is “On Going” – no change.
5. CRF Balance 12/31/2022 is \$75,230 – no change.
6. CIPC Recommended FY: 2023: \$10,000 – no change.
7. CIPC Recommended FY: 2024: \$0 – no change.
8. CIPC Recommended FY: 2025: \$0 – no change.
9. CIPC Recommended FY: 2026: \$0 – no change.
10. CIPC Recommended FY: 2027: \$10,000 – no change.
11. CIPC Recommended FY: 2028: Changed from \$0 to \$10,000.

**Discussion:**

Member Daly asked DPW Hadaway how much money he spent on culverts and drainage repairs so far this year. DPW Hadaway said “none”. The culverts he needs to put in this year are on Black Mountain Road and as he mentioned before, he is waiting for NH Electric Coop to move the utility lines out of the way before he can work on Black Mountain Road. He will use some of the money for those culverts.

**g. Project Number 96: “Sidewalk Maintenance”:**

1. The date **“Completed Last”** changed from blank to “On Going”.
2. The date in **“Next”** changed from blank to “On Going”.
  - a) No life expectancy – no change.
3. The date in **“Prompt”** changed from blank to “On Going”.
4. **Total Estimated Cost** is “On Going” – no change.
5. **CRF Balance 12/31/2022** is \$31,671 – no change.
6. **CIPC Recommended FY: 2023:** changed from \$12,000 to \$0.
7. **CIPC Recommended FY: 2024:** changed from \$12,000 to \$24,000.
8. **CIPC Recommended FY: 2025:** \$12,000 – no change.
9. **CIPC Recommended FY: 2026:** \$12,000 – no change.
10. **CIPC Recommended FY: 2027:** \$12,000 – no change.
11. **CIPC Recommended FY: 2028:** Changed from \$0 to \$12,000.

**Discussion:**

Chair Beaudin asked DPW Hadaway if he did any sidewalk maintenance this year. DPW Hadaway said no. Chair Beaudin asked DPW Hadaway if he needed any sidewalk money this year. DPW Hadaway said he could hold off another year because at this point he does not have time this year to work on the sidewalks.

Chair Beaudin asked DPW Hadaway if he could reduce the amount of money raised for the sidewalks. Does he really need the entire \$31,671?

DPW Hadaway said that kind of money does not go far in rebuilding sidewalks. As he said last year, rebuilding sidewalks always includes resetting the curb. Resetting the curb is the most expensive part of rebuilding the sidewalks. And the ramps are also expensive. As he goes, he will pick a section of the concrete sidewalks.

Chair Beaudin asked DPW Hadaway if they reduced the amount of money for FY 2023, if they needed to double that money in 2024 increasing it from \$12,000 to \$24,000. DPW Hadaway agreed that would be a good idea because then he can do more than 200 feet at a time, he can just keep going.

**h. Project Number 107: “Levee Maintenance”:**

1. The date **“Completed Last”** changed from blank to “On Going”.
2. The date in **“Next”** changed from blank to “On Going”.



- a) No life expectancy – no change.
- 3. The date in **“Prompt”** changed from blank to “On Going”.
- 4. **Total Estimated Cost** is “On Going” – no change.
- 5. **CRF Balance 12/31/2022** is \$45,000 – no change.
- 6. **CIPC Recommended FY: 2023:** change from \$20,000 to \$0.
- 7. **CIPC Recommended FY: 2024:** \$20,000 – no change.
- 8. **CIPC Recommended FY: 2025:** \$12,000 – no change.
- 9. **CIPC Recommended FY: 2026:** \$12,000 – no change.
- 10. **CIPC Recommended FY: 2027:** \$20,000 – no change.
- 11. **CIPC Recommended FY: 2028:** Changed from \$0 to \$20,000.

#### **Discussion:**

Chair Beaudin confirmed with DPW Hadaway that he is trying to build that fund up in advance to plan for heavy expenditures when the Town has to start doing the regular maintenance along the levee. DPW Hadaway got his inspection and preliminary report back. It does not include any costly expenditure items that he needs to repair at this point. He can do most of what is required on the report in house, like filling in between the cover stones with some extra gravels. He needs to remove some woody plants that are over on the flanking dike side that are in the Class X rip rap section. There are a few cracks that he needs to grind out on the gravity wall and fill it with some crack seal compound and that is it.

Chair Beaudin said that last year we were going to put \$10,000 in and we decided to put \$20,000 in instead. Considering all of the other expenditures that are upcoming in the CIP, can we move this up and increase the amount for the next five years to \$25,000. DPW Hadaway said he guessed he could pull some additional money from his operating budget if he needed to. If a hurricane comes through, we will still have to clean it up.

Chair Beaudin said if DPW has a big project that comes up the CIPC can just increase it next year.

DPW Hadaway said that a line for Annual Maintenance of the levee is required by the US Government in order for the Town of Lincoln to have money set aside otherwise the US Government will **not** consider the Town of Lincoln to be a “proper sponsor” of the levee.

Member Daly asked if the US Government had indicated to DPW Hadaway what the time line was for these items to be repaired/addressed. DPW Hadaway said the items on this project are all ongoing. All of the items on the list have to be completed to the satisfaction of the US Government before the next annual inspection. The US Government has a classification schedule. Nothing that the US government has outlined that has to be remedied is “awful”.

- i. **Project Number 34: “Misc. Maintenance/Repair/Replacement for Roads and Streets”:**

## Discussion

The CIPC made the following changes:

### 1. **a. General Crack Sealing**

- a) The date **“Completed Last”** is “On Going”.
- b) The date in **“Next”** is “On Going”.
  - i. No life expectancy – no change.
- c) The date in **“Prompt”** is “On Going”.
- d) The **Total Estimated Cost** is “On Going” – no change.
- e) **CRF Balance 12/31/2022** is \$41,446 – no change.
- f) **CIPC Recommended FY: 2023:** \$5,000 – no change.
- g) **CIPC Recommended FY: 2024:** \$5,000 – no change.
- h) **CIPC Recommended FY: 2025:** \$5,000 – no change.
- i) **CIPC Recommended FY: 2026:** \$5,000 – no change.
- j) **CIPC Recommended FY: 2027:** \$5,000 – no change.
- k) **CIPC Recommended FY: 2028:** Changed from \$0 to \$5,000.

The CIPC made the following changes:

### 2. **b. Maple Street Overlay**

- a) The date **“Completed Last”** is “2020” – no change.
- b) The date in **“Next”** is “2030” – no change.
  - i. 10-year life expectancy – no change.
- c) The date in **“Prompt”** is “2024” – no change.
- d) The **Total Estimated Cost** is “\$18,000” – no change.
- e) **CRF Balance 12/31/2022** is \$448 – no change.
- f) **CIPC Recommended FY: 2023:** \$0 – no change.
- g) **CIPC Recommended FY: 2024:** Change from \$0 to \$3,000.
- h) **CIPC Recommended FY: 2025:** Change from \$0 to \$3,000.
- i) **CIPC Recommended FY: 2026:** Change from \$0 to \$3,000.
- j) **CIPC Recommended FY: 2027:** Change from \$0 to \$3,000.
- k) **CIPC Recommended FY: 2028:** Change from \$0 to \$3,000.

## Discussion re: Church Street and School Street:

DPW Hadaway said that due to the high cost of asphalt, he would like to change the scope of the projects for Church Street and School Street. Currently he is scheduled to do an overlay. Instead, he would like to do what he did on Maple Street. He would like to grind off at least an

inch and a half (1½”) of asphalt and put back one inch (1”). If he overlays these two streets one more time the center line is going to be higher than the sidewalks. He based the estimates on what he paid last year to do an overlay on Church and School Street. Now, for what he intends to do, for School Street the cost will be around \$28,000 (versus the \$25,000 budgeted). For Church Street the cost will be around \$35,000 (versus the \$30,000 budgeted for).

**3. c. Church Street Overlay**

- a) The date **“Completed Last”** is “2009” – no change.
- b) The date in **“Next”** is changed from “2022” to “2023”.
  - i. 14-year life expectancy – changed from 13.
- c) The date in **“Prompt”** is “2017” – changed from 2016.
- d) The **Total Estimated Cost** – changed from “\$30,000” to \$35,000.
- e) **CRF Balance 12/31/2022** is “\$30,000 – no change.
- f) **CIPC Recommended FY: 2023:** Changed from \$0 to \$5,000.
- g) **CIPC Recommended FY: 2024:** \$0 – no change.
- h) **CIPC Recommended FY: 2025:** \$0 – no change.
- i) **CIPC Recommended FY: 2026:** \$0 – no change.
- j) **CIPC Recommended FY: 2027:** \$0 – no change.
- k) **CIPC Recommended FY: 2028:** \$0 – no change.

**4. d. School Street Overlay**

- a) The date **“Completed Last”** is “2010” – no change.
- b) The date in **“Next”** is “2024” – changed from 2022.
  - i. 14-year life expectancy – changed from 12.
- c) The date in **“Prompt”** is “2018” – changed from 2016.
- d) The **Total Estimated Cost** is changed from “\$25,000” to \$30,000.
- e) **CRF Balance 12/31/2022** is “\$25,000 – no change.
- f) **CIPC Recommended FY: 2023:** Changed from \$0 to \$5,000.
- g) **CIPC Recommended FY: 2024:** \$0 – no change.
- h) **CIPC Recommended FY: 2025:** \$0 – no change.
- i) **CIPC Recommended FY: 2026:** \$0 – no change.
- j) **CIPC Recommended FY: 2027:** \$0 – no change.
- k) **CIPC Recommended FY: 2028:** \$0 – no change.

**Discussion re: East Spur Road:**

This road is still in very good shape so he would like to put the overlay of East Spur Road off until 2023. He does not need any extra money. He has enough.

Member Daly asked DPW Hadaway if there was an economy of scale if he bid out many of the projects together so that companies would be bidding for more multiple projects versus bidding on one project at a time. DPW Hadaway said he already does this and the companies give him a better price. He saves on the cost of “mobilization”.

**5. e. East Spur Road Overlay**

- a) The date **“Completed Last”** is “2010” – no change.
- b) The date in **“Next”** is “2023” – changed from 2022.
  - i. 13-year life expectancy – changed from 12.
- c) The date in **“Prompt”** is “2017” – changed from 2016.
- d) The **Total Estimated Cost** is “\$24,000” – no change.
- e) **CRF Balance 12/31/2022** is “\$24,000 – no change.
- f) **CIPC Recommended FY: 2023:** \$0 – no change.
- g) **CIPC Recommended FY: 2024:** \$0 – no change.
- h) **CIPC Recommended FY: 2025:** \$0 – no change.
- i) **CIPC Recommended FY: 2026:** \$0 – no change.
- j) **CIPC Recommended FY: 2027:** \$0 – no change.
- k) **CIPC Recommended FY: 2028:** \$0 – no change.

**6. f. Franklin Street Overlay**

- a) The date **“Completed Last”** is “2015” – no change.
- b) The date in **“Next”** is “2025” – no change.
  - i. 10-year life expectancy – no change.
- c) The date in **“Prompt”** is “2019” – no change.
- d) The **Total Estimated Cost** is “\$20,000” – no change.
- e) **CRF Balance 12/31/2022** is “\$7,000 – no change.
- f) **CIPC Recommended FY: 2023:** \$5,000 – no change.
- g) **CIPC Recommended FY: 2024:** \$5,000 – no change.
- h) **CIPC Recommended FY: 2025:** \$5,000 – no change.
- i) **CIPC Recommended FY: 2026:** \$0 – no change.
- j) **CIPC Recommended FY: 2027:** \$0 – no change.
- k) **CIPC Recommended FY: 2028:** \$0 – no change.

**7. g. LaBrecque Street Overlay**

- a) The date **“Completed Last”** is “2015” – no change.
- b) The date in **“Next”** is “2025” – no change.

- i. 10-year life expectancy – no change.
  - c) The date in **“Prompt”** is “2019” – no change.
  - d) The **Total Estimated Cost** is “\$21,000” – no change.
  - e) **CRF Balance 12/31/2022** is “\$8,500 – no change.
  - f) **CIPC Recommended FY: 2023:** \$7,000 – no change.
  - g) **CIPC Recommended FY: 2024:** \$6,000 – no change.
  - h) **CIPC Recommended FY: 2025:** \$0 – no change.
  - i) **CIPC Recommended FY: 2026:** \$0 – no change.
  - j) **CIPC Recommended FY: 2027:** \$0 – no change.
  - k) **CIPC Recommended FY: 2028:** \$0 – no change.
- 8. h. Back Alleys Overlay**
- a) The date **“Completed Last”** is “2012” – no change.
  - b) The date in **“Next”** is changed from “2023” to “2024”.
    - i. 12-year life expectancy – changed from 11.
  - c) The date in **“Prompt”** is “2018” – change from “2017”.
  - d) The **Total Estimated Cost** is “\$20,000” – no change.
  - e) **CRF Balance 12/31/2022** is “\$10,268 – no change.
  - f) **CIPC Recommended FY: 2023:** \$5,000 – no change.
  - g) **CIPC Recommended FY: 2024:** \$5,000 – no change.
  - h) **CIPC Recommended FY: 2025:** \$0 – no change.
  - i) **CIPC Recommended FY: 2026:** \$0 – no change.
  - j) **CIPC Recommended FY: 2027:** \$0 – no change.
  - k) **CIPC Recommended FY: 2028:** \$0 – no change.

**Discussion re: LouAnn Lane:**

DPW wants to group LouAnn Lane Overlay with a number of other paving project scheduled for 2023 to get a better price. Currently, there are a lot of current construction projects on properties along LouAnn Lane. He also would like to wait until those construction projects on the road are complete so construction vehicles do not destroy his paving work.

**9. i. LouAnn Lane Overlay**

- a) The date **“Completed Last”** is “?” – no change.
- b) The date in **“Next”** is “2023” – changed from “2022”.
  - i. 10-year life expectancy – no change.
- c) The date in **“Prompt”** is “2017” – changed from “2016”.

- d) The **Total Estimated Cost** is “\$8,000” – no change.
- e) **CRF Balance 12/31/2022** is “\$8, 000 – no change.
- f) **CIPC Recommended FY: 2023:** \$0 – no change.
- g) **CIPC Recommended FY: 2024:** \$0 – no change.
- h) **CIPC Recommended FY: 2025:** \$0 – no change.
- i) **CIPC Recommended FY: 2026:** \$0 – no change.
- j) **CIPC Recommended FY: 2027:** \$0 – no change.
- k) **CIPC Recommended FY: 2028:** \$0 – no change.

**10. j. Boyle & Bourassa Overlay**

- a) The date “**Completed Last**” is “2015” – no change.
- b) The date in “**Next**” is “2026” – no change.
  - i. 11-year life expectancy – no change.
- c) The date in “**Prompt**” is “2020” – no change.
- d) The **Total Estimated Cost** is “\$30,000” – no change.
- e) **CRF Balance 12/31/2022** is “\$6, 000 – no change.
- f) **CIPC Recommended FY: 2023:** \$6,000 – no change.
- g) **CIPC Recommended FY: 2024:** \$6,000 – no change.
- h) **CIPC Recommended FY: 2025:** \$6,000 – no change.
- i) **CIPC Recommended FY: 2026:** \$6,000 – no change.
- j) **CIPC Recommended FY: 2027:** \$0 – no change.
- k) **CIPC Recommended FY: 2028:** \$0 – no change.

**Discussion re: Railings/Paving Bike Path Along Route 112**

Member Daly said he knew DPW Hadaway spent some money doing repairs on the bike path this year, and there were some additional required repairs that had to be done almost immediately because of the way the terrain was buckling and sliding off. Is that enough money to pay to fix it?

DPW Hadaway said “No!” DPW Hadaway said he did a repair that he still intends to pave. He thinks the repair may hold out for maybe a couple of years if Lincoln does not get any really high water in the East Branch of the Pemigewasset River. Paving that section alone will suck up about \$5,000 from this account. He laid down some fabric, compacted it and put gravels down; that repaired section seems to be holding up.

DPW said what needs to happen there is the bike path needs to be reconstructed all the way down to the river. The bike path is constructed on top of the old dam and the old dam is rotted. If you go down in the river and look up at the bank, you can see all of the way up to underneath the bike path. There are huge voids under the bike path. To fix the bike path properly that whole area will have to be excavated all of the way down to the river level and the old dam removed.

Chair Beaudin asked if the bike path was created with US Federal ICE-T(?) monies.

DPW Hadaway said he spoke with someone who did the work to create the bike path and learned the bike path was constructed with federal money. This is the way “the process” for creating the bike path was described to him. Because the bike path was a federal project, “they” just had the contractor remove whatever topsoil was there and put gravel down on top of it. They did not have the contractor replace many of the culverts that needed replacing; the contractor replaced just a few culverts. The way the contractor described the scope of work for the bike path to DPW Hadaway, the project “was not a complete construction job”.

Member Daly asked if the railings had been repaired. DPW Hadaway said the DPW was still repairing the railings, but the railings keep getting wiped out by trees and people.

Selectman Tamra Ham, from the audience, asked when that entire project should be completed, meaning the whole dig out and rebuild? Is it imminent or do we have time?

DPW Hadaway said he did not know. When high water comes up and fills in under the existing voids under the bath path, the water pulls the material back out to the river.

DPW Hadaway said he should probably have a contractor and an engineer look at the bike path and get an engineer’s/contractor’s estimate to do the whole job. Because the bike path is located within the Shoreland Protection Area of the East Branch Pemigewasset River State permitting will be required because he talking about doing construction right down next to the river (within the Shoreland Protection Area). There is a pre-existing very large failed dam involved there that reaches all of the way up almost to NH Route 112/Main Street.

DPW Hadaway will get an estimate and the CIPC will make sure the amount is adjusted accordingly.

#### **11. k. Railings/Paving Bike Path Along Route 112**

- a) The date “Completed Last” is “On Going” – no change.
- b) The date in “Next” is “On Going” – no change.
  - i. No life expectancy – no change.
- c) The date in “Prompt” is “On Going” – no change.
- d) The Total Estimated Cost is changed from “On Going” to “Need Estimate”.
- e) CRF Balance 12/31/2022 is “24,891” – no change.
- f) CIPC Recommended FY: 2023: \$5,000 – no change.
- g) CIPC Recommended FY: 2024: \$5,000 – no change.
- h) CIPC Recommended FY: 2025: \$5,000 – no change.
- i) CIPC Recommended FY: 2026: \$5,000 – no change.
- j) CIPC Recommended FY: 2027: \$5,000 – no change.
- k) CIPC Recommended FY: 2028: changed from \$0 to \$5,000.

## **12. 1. Dodge Place Overlay**

- a) The date **“Completed Last”** is “2010” – no change.
- b) The date in **“Next”** is “2030” – no change.
  - i. 20-year life expectancy – no change.
- c) The date in **“Prompt”** is “2024” – no change.
- d) The **Total Estimated Cost** is “\$15,000” – no change.
- e) **CRF Balance 12/31/2022** is “\$0 – no change.
- f) **CIPC Recommended FY: 2023:** \$0 – no change.
- g) **CIPC Recommended FY: 2024:** change from \$0 to \$3,000.
- h) **CIPC Recommended FY: 2025:** change from \$0 to \$3,000.
- i) **CIPC Recommended FY: 2026:** change from \$0 to \$3,000.
- j) **CIPC Recommended FY: 2027:** change from \$0 to \$3,000.
- k) **CIPC Recommended FY: 2028:** change from \$0 to \$3,000.

### **Discussion re: Pollard Road Overlay:**

DPW Hadaway said the last Pollard Road Overlay was done in three (3) phases before he came to work for Lincoln so he does not know what year that entire project occurred. The last phase was the section done by “you guys”.

**(Chair Beaudin interrupted DPW Hadaway – talking over each other – could not decipher what was said.)**

From the audience, Selectman Tamra Ham started to explain what was done during the three (3) phases as it happened while she was a Selectman.

**(Chair Beaudin interrupted Selectman Tamra Ham – talking over each other – could not decipher what was said.)**

...DPW Hadaway said Taylor Beaudin did the section down by Bourassa.

Town Manager Park pointed out that based on the current level of annual contribution to the Capital Reserve Fund, DPW Hadaway would not have enough money set aside in 2026 to do the job so the CIPC changed “Next” from 2026 to 2027.

Chair Beaudin asked if the estimated cost of \$200,000 was just for the paving and then said probably DPW Hadaway will only shim and overlay Pollard Road. Chair Beaudin did not want to increase the amounts put into the various years and said “why don’t we wait until we get further out and see where it is?”

DPW Hadaway said then the CIPC should talk about overlaying Pollard Road again next year. He will try to get a better estimate for next year’s CIPC meetings and the CIPC can adjust the amount of the annual contribution to the Capital Reserve Fund for Pollard Road next year.

From the audience, Selectman Tamra Ham asked, as someone who regularly drives the western end of Pollard Road, will Pollard Road last another four (4) years? She does not see that happening. How many times has the DPW patched Pollard Road down on the western end?



DPW Hadaway answered, several times. The roadway is delaminating on the western end; the western end is the oldest section.

DPW Hadaway said he wants to overlay Pollard Road all at one time instead of in parts, because then the whole road will last much longer – about ten (10) years.

Chair Beaudin said that he drove around in Plymouth last weekend and “Pollard Road is an interstate compared to the town roads you have in a lot of other towns.”

DPW Hadaway said he will probably have to do a little shim work on the western end of Pollard Road to get us through until he is able to get enough money to do the entire Pollard Road.

From the audience, Selectman Tamra Ham said she was also thinking about the impact of the road on the Highway Departments snow plows. She would like to see the western end of Pollard Road fixed.

Chair Beaudin said that he personally thought Pollard Road was okay for now.

### **13. m. Pollard Road Overlay**

- a) Date **“Completed Last”** is “?” – no change.
- b) Date in **“Next”** is changed from 2026 to “2027”.
  - i. Changed from 10 to 11-year life expectancy.
- c) Date in **“Prompt”** is “2020” – no change.
- d) **Total Estimated Cost** is “\$200,000” – no change.
- e) **CRF Balance 12/31/2022** is “\$70, 000 – no change.
- f) **CIPC Recommended FY: 2023:** \$20,000 – no change.
- g) **CIPC Recommended FY: 2024:** \$20,000 – no change.
- h) **CIPC Recommended FY: 2025:** \$20,000 – no change.
- i) **CIPC Recommended FY: 2026:** \$20,000 – no change.
- j) **CIPC Recommended FY: 2027:** \$20,000 – no change.
- k) **CIPC Recommended FY: 2028:** \$0 – no change.

## **PUBLIC WORKS DIRECTOR PRESENTATION RE: SOLID WASTE FACILITY**

### **Page 28**

### **VIII. 1310-316 Solid Waste**

#### **A. Project Number 29 – Solid Waste – Existing Equipment Replacement Fund**

- 1. Date **“Completed Last”** is “On Going” – no change.
- 2. Date in **“Next”** is “On Going” – no change.
  - i. No life expectancy.
- 3. Date in **“Prompt”** is “On Going” – no change.
- 4. **Total Estimated Cost** is “\$100,000” – no change.

5. **CRF Balance 12/31/2022** is "\$40,089 – no change.
6. **CIPC Recommended FY: 2023:** \$10,000 – no change.
7. **CIPC Recommended FY: 2024:** \$10,000 – no change.
8. **CIPC Recommended FY: 2025:** \$10,000 – no change.
9. **CIPC Recommended FY: 2026:** \$10,000 – no change.
10. **CIPC Recommended FY: 2027:** \$10,000 – no change.
11. **CIPC Recommended FY: 2028:** changed from \$0 to \$10,000.

**Discussion re: Town of Woodstock's Contribution to Solid Waste**

(Representatives from the Town of Woodstock did not join us today.)

Chair Beaudin wanted to know exactly how much money the Town of Woodstock was contributing to the Solid Waste Facility.

Town Manager Park said she and Planner Bont looked it up and Planner Bont emailed that information to the members of the CIPC two weeks ago. She thought that the Town of Woodstock's contribution to its Solid Waste Facility CIP Fund to date was minimal. The Town of Woodstock has set aside something like \$12,000 in its Solid Waste Capital Reserve Fund whereas the Town of Lincoln has set aside \$40,089.

**B. Project Number 30 – Solid Waste – Repave Recycle Center Roadway**

1. Date **"Completed Last"** is "1980" – no change. [Should change to 2021.]
2. Date in **"Next"** is "2021" – no change. [Should change to 2041.]
  - ii. 41-year life expectancy. [Should be 20-year life expectancy.]
3. Date in **"Prompt"** is "2015" – no change.
4. **Total Estimated Cost** is "\$60,000" – no change.
5. **CRF Balance 12/31/2022** is "\$16,993" – no change.
6. **CIPC Recommended FY: 2023:** \$0 – no change.
7. **CIPC Recommended FY: 2024:** \$0 – no change.
8. **CIPC Recommended FY: 2025:** \$0 – no change.
9. **CIPC Recommended FY: 2026:** \$0 – no change.
10. **CIPC Recommended FY: 2027:** \$0 – no change.
11. **CIPC Recommended FY: 2028:** \$0.

**Discussion re: Repave Recycle Center Roadway:**

Chair Beaudin verified with DPW Hadaway, that he did some of work on this project last year and he talked about doing some more work on this project this year. What is happening?

DPW Hadaway said, using last year's quote, the cost of the remainder of the work that needs to be done to finish repaving the Recycle Center roadway is \$30,840. He only has \$16,993 left in the account as shown in the CRF Balance 12/31/2022.

Chair Beaudin asked if the Town of Woodstock was going to pay half. DPW Hadaway responded that he would give the contractors a call to see if the contractors will hold to the original quote, however, he doubts that they will.

Chair Beaudin asked if there was any chance that the Town of Woodstock would have their half of the money and DPW Hadaway could get the rest of the paving done this year. Town Manager Park said it all depends on whether the quoted price holds. DPW Hadaway said maybe he could try to see about doing it in late September and see if the price goes down a little bit; however, he does not know.

Chair Beaudin said DPW Hadaway also has \$40,089 in the Existing Equipment Replacement Fund he could use to pay for the Recycle Center Roadway. We can take care of our half and ask Woodstock for reimbursement of their share. It would be nice to get it done. DPW Hadaway should be sick of using up all of his cold patch down there.

**C. Project Number 88 – Solid Waste – Facility & Land Improvements and Replacements**

1. Date **“Completed Last”** is “On Going” – no change.
2. Date in **“Next”** is “On Going” – no change.
  - i. No life expectancy.
3. Date in **“Prompt”** is “On Going” – no change.
4. **Total Estimated Cost** is On Going” – no change.
5. **CRF Balance 12/31/2022** is “\$10,742 – no change.
6. **CIPC Recommended FY: 2023:** \$0 – no change.
7. **CIPC Recommended FY: 2024:** \$0 – no change.
8. **CIPC Recommended FY: 2025:** \$0 – no change.
9. **CIPC Recommended FY: 2026:** \$0 – no change.
10. **CIPC Recommended FY: 2027:** \$0 – no change.
11. **CIPC Recommended FY: 2028:** changed from blank to \$0.

**Follow Up Questions for DPW Hadaway:**

**Discussion re: Salt Storage Shed:**

Chair Beaudin wanted a better estimate on the Salt Storage Shed.

DPW Hadaway has a balance of \$23, 487. If he does the repair in house by renting a van lift, he can, definitely, do it for this amount of money. It will cost around \$5,000 - \$6,000 in materials for metal roofing and fasteners. The only unknown is if once he peels back the roofing and there are wood purlins in the roof that needs replacing. He does not know how much of that roof structure is bad or needs to be replaced, or if there are other areas in the roof that are bad. He thinks he could do the total roof repair easily for \$23,487 without any additional monies.

Member Spanos asked DPW Hadaway if he needed the additional \$10,000 in CIPC Recommended FY 2023 to do the repairs. DPW Hadaway said, no. Chair Beaudin said to remove the \$10,000 from the CIPC Recommended FY 2023.

DPW Hadaway intends to do this project next year in 2023.

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**II. 1310-323 Property and Building Maintenance**

**Project Number 56. Repair/Replace Salt Storage Shed DPW**

1. Date **“Completed Last”** is “On Going” – no change.
2. Date in **“Next”** is “On Going” – no change.
  - a) No life expectancy.
3. Date in **“Prompt”** is “On Going” – no change.
4. **Total Estimated Cost** is On Going” – no change.
5. **CRF Balance 12/31/2022** is “\$38,965 – no change.
6. **CIPC Recommended FY: 2023:** changed from \$10,000 to \$0.
7. **CIPC Recommended FY: 2024:** \$10,000 – no change.
8. **CIPC Recommended FY: 2025:** \$0 – no change.
9. **CIPC Recommended FY: 2026:** \$0 – no change.
10. **CIPC Recommended FY: 2027:** \$0 – no change.
11. **CIPC Recommended FY: 2028:** \$0 – no change.

**Discussion re: Caterpillar Tow Engine**

DPW Hadaway said it took some time and several conversations with Caterpillar. This particular engine is not available to purchase new. The engine is rebuildable, but to buy all of the parts and rebuild it ourselves, would cost more than to purchase a remanufactured already rebuilt long block – “stupid money”. He can purchase a remanufactured Caterpillar Diesel tow engine for the money in this account.

Member Spanos asked if Caterpillar would give the Town any trade in or “core” money for the old engine. DPW Hadaway did not think so. He thought the best plan for the old engine is to hang onto it and use it for spare parts for the new remanufactured one if the new one has a failure that is not catastrophic. The best thing to do is buy a new remanufactured unit and then swap out the parts from the old unit as most of the parts are mounted on the exterior of the engine to put on the long block. Because when you buy a new remanufactured (“remand”) unit,...

Chair Beaudin interrupted DPW Hadaway and asked if Caterpillar gives him a warranty with a remanufactured engine. DPW Hadaway thinks the warranty is just for one (1) year. Member Spanos verified with DPW Hadaway that they are just going to buy the remanufactured engine and the Town crew is going to put it in the Kanc Ski tow.

DPW Hadaway said he was thinking about just buying the long block.

Chair Beaudin said he knows he is conservative, but this engine runs all of the time when the Kanc Ski area is open.

Chair Beaudin said even if DPW Hadaway buys a new engine versus a remanufactured unit he only gets a one (1) year warranty. If the motor at the Kanc craps out on you, then you have spare

parts for the motor. Is this something we should be scrimping on? Maybe DPW should buy a new one instead of a remanufactured one.

DPW Hadaway said he could look into buying a John Deere engine instead. The other option is he would pull the old motor out at the end of the season, and then send it out to be rebuilt over the summer.

DPW Hadaway said he has not priced out a John Deere engine or an Allis Chalmers engine or any other brand of engine. He does know that if he buys a brand-new engine, it will cost much more than the \$14,283, he currently has in the budget. Furthermore, the engine will not just “drop in” but require some retrofitting as well. Chair Beaudin suggested putting in an additional \$10,000 in this line for 2023. DPW Hadaway agreed.

Member Spanos argued that a remanufactured engine is just as good as a new engine; just use the old engine as a spare. Chair Beaudin disagreed. DPW would still have to fix the other spare motor. Chair Beaudin asked DPW Hadaway’s opinion; DPW Hadaway said he thought putting in additional monies and looking at a new motor versus a remanufactured motor was a good idea. Member Daly said they sounded like Marie Antoinette, “Let them eat cake!” “Just let them walk up the hill!” Chair Beaudin said he knew it was rare for the CIPC to hear him advocate for spending more money. Town Manager Carina Park guffawed loudly. Chair Beaudin said “I did not recognize you yet!”

Member Spanos said “Stick with the rebuild!” Member Daly said we have the old engine that we can bastardize to get spare parts to make another engine whole. If something goes on the new remanufactured one, you have the parts to repair it on the old rebuilt one.

Town Manager Park said she does not think it is a bad idea to put money in an account. She understands that we have enough money currently in the account to purchase the remanufactured engine, but in the event the rebuilt engine is not available or takes too long to rebuild, she does not think it is a bad idea to put some money into the account, no matter which option DPW Hadaway chooses.

Member Daly suggested using the money currently in the account to purchase the remanufactured engine, and start putting money in the account (\$10,000 per year) to purchase a new engine down the road. Then if the manufactured engine craps out a year after we have purchased it, then he has learned a lesson from Chair Beaudin by not voting to purchase a new engine now. Chair Beaudin said we should go with the recommendation from the guy who does it – DPW Hadaway. The vote was two (2) in favor of putting in the \$10,000 for 2023 and two (2) in favor of just leaving enough money to buy the remanufactured engine. Chair Beaudin said the vote “failed” and the account was left as is.

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**VII. 1310-321 Kanc Equipment**

**A. Parks**

**B. Ski Slopes:**

**Project Number 79. Repair/Replace Caterpillar Diesel Tow Engine**

1. Date **“Completed Last”** is “2005” – no change.
2. Date in **“Next”** is “2023” – no change.

- b) No life expectancy.
- 3. Date in **"Prompt"** is "2017" – no change.
- 4. **Total Estimated Cost** is \$15,000 – no change.
- 5. **CRF Balance 12/31/2022** is "\$14,283 – no change.
- 6. **CIPC Recommended FY: 2023:** changed from \$10,000 to \$0.
- 7. **CIPC Recommended FY: 2024:** \$0 – no change.
- 8. **CIPC Recommended FY: 2025:** \$0 – no change.
- 9. **CIPC Recommended FY: 2026:** \$0 – no change.
- 10. **CIPC Recommended FY: 2027:** \$0 – no change.
- 11. **CIPC Recommended FY: 2028:** \$0 – no change.

#### **Discussion re: Community Center Building Infrastructure**

In response to earlier inquiries, DPW Hadaway called two (2) concrete contractors, but he has not received any responses so he has no new information at this time. DPW Hadaway spoke with Recreation Director Tara Tower. DPW Hadaway is acting as a liaison between her and the concrete contractors to come up with a price to do the concrete work for the front entryways and who works with concrete forms to work with Blair Weedon (who is Tower's contractor) to work something out to create the concrete walls that are needed.

Chair Beaudin asked, is the project going to happen this year? DPW Hadaway said, no. Chair Beudin asked if the CIPC could remove the \$40,000 from the budget for 2023. Answer: No. It will happen next year (2023). She still needs to move forward with the project. We just need to go forward with the details. The CIPC agreed to leave the \$40,000 in there.

Member Daly asked if DPW Hadaway had spoken to James DeGrace of James DeGrace Contracting, LLC, 30 White Ash Rd, Holderness, NH 03245. [Note: DeGrace provides full service residential concrete and excavation services.]

DPW Hadaway called DeGrace, but he did not receive a call back. Member Daly explained it was because DeGrace is in Switzerland and will be back on Wednesday. DPW Hadaway will try again.

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#### **VIII. IX. 1310-321 Kanc Equipment**

**A. Parks**

**B. Ski Slopes:**

**C. 1310-302 Community Center**

#### **Project Number 39. Community Center Building Infrastructure**

- 1. Date **"Completed Last"** is "On Going" – no change.
- 2. Date in **"Next"** is "On Going" – no change.
- j. No life expectancy.

3. Date in **“Prompt”** is “On Going” – no change.
4. **Total Estimated Cost** is “\$55,000” – no change.
5. **CRF Balance 12/31/2022** is “\$28,805 – no change.
6. **CIPC Recommended FY: 2023:** \$40,000 – no change.
7. **CIPC Recommended FY: 2024:** \$5,000 – no change.
8. **CIPC Recommended FY: 2025:** \$5,000 – no change.
9. **CIPC Recommended FY: 2026:** \$5,000 – no change.
10. **CIPC Recommended FY: 2027:** \$5,000 – no change.
11. **CIPC Recommended FY: 2028:** \$0 – no change.

## **TOWN MANAGER CARINA PARK PRESENTATION RE: EMPLOYEE SEPARATION**

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### **IX. 1310-325 EMPLOYEE SEPARATION**

#### **A. Project Number 92 Employee Separation**

##### **Discussion re: Employee Separation Expendable Trust Fund:**

Town Manager Park said the CIPC has not put any money into the Employee Separation Expendable Trust Fund (ETF) since 2018. The creation of the Employee Separation Expendable Trust Fund (ETF) was a Warrant Article voted on by Town Meeting in 2010.

Chair Beaudin asked Town Manager Park why they couldn’t take this money for Employee Separation out of the “Unexpended Fund Balance” instead of putting any money in the Employee Separation Expendable Trust Fund (ETF) in the CIP. That way this fund would not have any property tax implications. If they dealt with this obligation by taking the money out of the “Unexpended Fund Balance” they would not have raise this money in an appropriation. Every year the Town is “pretty well off” with its “Unappropriated Fund Balance”

Town Manager Park said we don’t know that the Town will have an Unappropriated Fund Balance every year. The Town generally has a decent unexpended fund balance, but she does not know what the amount for last year was off the top of her head. Using the “Unappropriated Fund Balance” is an option, however, adding money to the Employee Separation Expendable Trust Fund (ETF) would have to be a warrant article just like any other appropriation. In prior years the Employee Separation Expendable Trust Fund (ETF) money was voted on as a Capital Reserve Fund as part of the Capital Improvement Plan.

Member Spanos said he does not consider Employee Separation money a Capital Expense. The Town has a Trust Fund for that purpose, but he does not think this particular expendable trust fund (ETF) belongs in the CIP. Member Spanos said the Town has to have funds to pay for employee separations one way or another.

Member Daly said he does not have an opinion on this matter.

From the audience, Selectman Tamra Ham asked if this issue already went to Town Meeting at some time in the past, and the voters voted in a CIP Line Item for this purpose (i.e., Employee

Separation), doesn't this money have to be in the CIP?

Chair Beaudin said we would have to look it up and see if the Board of Selectmen ever were authorized as agents to expend from this account. Chair Beaudin briefly tried to look it up in his Town Report for 2021. He did not find it.

*[Note: See page 171 of 2021 Town Report.]*

Member Spanos said the Employee Separation Fund is an expendable trust fund (ETF), but he does not think it belongs in the CIP.

*[Note: There are at least five (5) Expendable Trust Funds (ETFs) listed in the CIP. There are three "Trust Funds" (TFs) and 13 Capital Reserve Funds (CRFs) listed in the Report of the Trustees of Trust Funds on December 31, 2021. All of these accounts are listed in our CIP. See page 171 of the 2021 Town Report.]*

Chair Beaudin said that setting up this Employee Separation Expendable Trust Fund account was his idea way back in 2010. Now he just wants this money to come out of the unexpended fund balance instead of through taxation. If the Town has a good year, we can fund it a little more. He does not like the idea of money to be used for Employee Separation increasing the budget either by increasing the CIP budget or by increasing the regular operating budget. He cannot remember the last time when Lincoln spent all of its money and we did not have an unexpended fund balance.

From the audience, Tamra Ham reminded everyone that they used the entire unexpended fund balance when the Loon Bridge went out and again when Lincoln built the Town Hall.

Member Daly asked if the Employee Separation Fund was used to pay out employees who die or leave employment and have unused vacation time or sick time. Town Manager Park said the money is used as the source for employee payouts. She would have to review the personnel policies to verify how each type of payout applies. Every scenario is different when it comes to termination.

From the audience, Selectman Tamra Ham googled Article 23 of the Warrant for 2010 and this is how the Employee Separation Expendable Trust Fund (ETF) was described:

**Article 23.** To see if the Town will vote to establish an Expendable Trust Fund pursuant to RSA 31:19-a to be named the Employee Separation Expendable Trust Fund for the purpose of funding any lump sum payments made to employees at the time of separation as allowed by the Town's Personnel Policies; such payments include but are not limited to pay outs for accrued unused vacation time, personal time, sick time, etc. And to raise and appropriate the sum of \$10,000 to be placed in this fund and furthermore, to name the Selectmen as agents to expend from this fund. (Passed by voice vote unanimously.)

Chair Beaudin said he remembered, but he is just trying to find a way to not have monies for this employee separation fund affect the budget.

Town Manager Park said many towns use unexpended fund balance to fund these types of accounts. This way taxpayers are not using the tax rate to raise money for these expenditures, but rather taxpayers are putting it on the front end at Town Meeting. Those towns treat the unexpended fund balance money as a savings account. Chair Beaudin said that is what the SAU/School does.



Town Manager Park said some towns use the Undesignated Fund Balance to fund every single Capital Reserve Fund Account. There is nothing that stops Towns from using undesignated fund balance for buying even a fire truck with this money. Town Manager Park recommended making an effort to think creatively when it comes time for budget season.

Town Manager Park and Finance Director Hart said the Town has a number of retirements on the horizon. The Town has employees who have worked for the Town more than twenty (20) years. The Town has at least two (2) employees who are planning to retire this year prior to December 31<sup>st</sup>, and at least one (1), possibly two (2) employees retiring next year and the following year potentially more if we include the Police Department. Town Manager Park recommended that the CIPC put money in the Employee Separation ETF now as a placeholder until they figure out where they want to carry this fund in the future.

Chair Beaudin said the CIPC does not have to put any money in the Employee Separation ETF now for 2023. He would prefer that the CIPC just put this on the 2023 Town Meeting Warrant as a warrant article to use \$X of money of unexpended fund balance to put in the Employee Separation Expendable Trust Fund.

From the audience, Tamra Ham said the CIPC needs to put money in the Employee Separation Expendable Trust Fund and recommend the expenditure. Chair Beaudin argued that the CIPC does not recommend anything. The Board of Selectmen does. The CIPC can put whatever they want in the CIP, however, that amount can get changed by either the Budget Committee or the Board of Selectmen or the Town Manager whose budget it is. The CIP proposal goes before the Planning Board because that is the way the process was set up. From the Planning Board the CIP goes to the Board of Selectmen or Town Manager and then from the Board of Selectmen or Town Manager CIP to the Budget Committee. The Town Manager can say this is what I want to present to the Budget Committee and it can be different than what the CIPC recommended. Then the Budget Committee can change it from what the Town Manager asked for.

Town Manager Park said that certainly the CIP can change, however, internally, for accounting purposes, this account is easier for the Town to track both expendable trust funds and capital reserve funds in the Capital Improvement Plan (CIP). How the employee separation expendable trust fund is being funded whether it is at Town Meeting being raised and appropriated from unexpended fund balance or as part of the CIP, does not change where we should be tracking it. Along with the other Expendable Trust Funds and Capital Reserve Funds, the Employee Separation Expendable Trust Fund is being tracked by the Trustees of the Trust Funds. It is more efficient and easier for the Town to internally track this account with the other similar accounts. At the very least, the Employee Separation Expendable Trust Fund should be in the CIP as a placeholder, regardless of how the CIPC wants to fund it.

Chair Beaudin said he was the one who wanted to put this fund in the CIP to track. He just does not want to put in any money for 2023. Both Finance Director Hart and Town Manager Park said that for 2023, the CIPC should put in at least \$10,000 and fund it out for at least two (2) years. Finance Director Hart said she cannot project exactly how many people are going to retire in any one year and exactly what their payouts will be.

Member Spanos asked Finance Director Hart if she had an estimate of what the average employee payout is. It depends on how many years the employee has been working for the Town, what their pay is, how much unused time they are eligible for. It also depends on which iteration of the personnel policies they were hired under. Some people retain unlimited unused

sick time because their benefits were grandfathered. A newer regular employee does not. There are so many different scenarios that she cannot make a good guesstimate.

Town Manager Park said depending on their retirement system, some people get retirement out of that, others do not. It all depends on the individual's particular situation.

Chair Beaudin said he still wants to make sure that the money included in this account comes from unexpended fund balance at Town Meeting 2023.

### **1310-325 EMPLOYEE SEPARATION**

**Page 25**

#### **VII. 1310-325 EMPLOYEE SEPARATION**

##### **B. Project Number 92 Employee Separation**

1. Date **"Completed Last"** is "On Going" – newly created this year.
2. Date in **"Next"** is "On Going" – newly created this year.
  - i. No life expectancy.
3. Date in **"Prompt"** is "On Going" – newly created this year.
4. **Total Estimated Cost** is left blank – newly created this year.
5. **CRF Balance 12/31/2022** is "\$38,965 – newly created this year.
6. **CIPC Recommended FY: 2023:** \$10,000 – newly created this year.
7. **CIPC Recommended FY: 2024:** \$10,000 – newly created this year.
8. **CIPC Recommended FY: 2025:** \$0 – newly created this year.
9. **CIPC Recommended FY: 2026:** \$0 – newly created this year.
10. **CIPC Recommended FY: 2027:** \$0 – newly created this year.
11. **CIPC Recommended FY: 2028:** \$0 – newly created this year.

#### **Discussion:**

Planner Bont pointed out that a number of "Miscellaneous" accounts do not have any project numbers assigned to them and asked the CIPC to assign project numbers to them so these funds will be easier to track. For example, the CIPC has Project Number 73 assigned to

**"Miscellaneous Maintenance/ Repair/ Replacement for Public Works Equipment**

**Page 26.**

#### **VI. Department of Public Works**

##### **A. 1310-308 Water Rehabilitation**

##### **B. 1310-307 Sewer Rehabilitation**

##### **C. 1310-317 Public Works Equipment**

#### **Project Number 73. Miscellaneous Maintenance/Repair/Replacement for Public Works Equipment**

##### **a. Replace/Repair Miscellaneous Equipment**

However, the CIPC does not have a project number assigned to other miscellaneous accounts. Chair Beaudin pointed out that there are available project numbers that could be assigned.

**Page 29.**

**IX. 1310-321 Kanc Equipment**

**A. Parks**

**B. Ski Slopes**

**C. 1310-302 Community Center**

**Project Number 82. Open – place holder**

Chair Beaudin said to assign the Employee Separation Expendable Trust Fund (ETF) Project Number 92. [He meant **82**.]

CIPC agreed to reassign Project Number 64 from here:

**Page 26.**

**i. Department of Public Works**

**a. 1310-308 Water Rehabilitation**

**b. 1310-307 Sewer Rehabilitation**

**c. 1310-317 Public Works Equipment**

**Project Number 64 “Open – place holder”**

To here:

**Page 29.**

**X. 1310-321 Kanc Equipment**

**A. Parks**

**B. Ski Slopes**

**Miscellaneous Maintenance/Repair/Replacement**

**A. Snow Making Pump & Motor**

Changed from “A” to Project Number 64:

**Miscellaneous Maintenance/Repair/Replacement**

**Project Number 64. Snow Making Pump & Motor**

## **New Town Services Building**

### **Page 23**

## **II. 1310-323 Property & Building Maintenance**

### **Project Number 23. New Town Services Building**

**Discussion re: Whether to Put the Money on the Warrant as a separate Warrant Article as a Line in the Operating Budget, or as an addition to a Capital Reserve Fund to be Tracked in the CIP?**

Chair Beaudin said he personally thought that any and all moneys requested for Project Number 23 should be a separate Warrant Article to be voted on at the March Annual Town Meeting “like it was last year”. Chair Beaudin said an amount of \$40,000 was appropriated last year at Town Meeting. There was \$40,000 already “in there” [in the New Town Services Building Capital Reserve Fund (CRF)], for a total of \$80,000. Chair Beaudin said that according to Town Manager Carina Park what has been spent so far out of that CRF account has been \$5,500 for survey work and \$3,800 for the RFP services. According to Chair Beaudin, this means that essentially the math should be:

$$\$80,000 - (\$5,500 + \$3,800) = \$70,700 \text{ left in the Capital Reserve Fund (CRF). However, there is only } \$34,844 \text{ in the CRF Balance as of } 12/31/2022.$$

Town Manager Park explained to Chair Beaudin that actually, the status of the money is as follows:

1. \$5,155.75 was expended for “Survey work” performed by Sabourn & Tower Surveying and Septic Design, PLLC which came out of the \$40,000 in the Capital Reserve Fund (CRF); this sum was contracted for and expended prior to the approved \$40,000 appropriation voted on at the March 8, 2022, Town Meeting; and
2. \$3,800 was expended for RFP services which came out of the Operating Budget line of \$40,000 appropriated via a separate Warrant Article at the March 9, 2022, Town meeting.

Chair Beaudin said when he looked at the RFP for Services from LaValley (Renzinger) the total quote amounted to \$72,000, “but there is structural engineering and all of that kind of stuff in it”.

Chair Beaudin said he would like to put any money associated with the “New Town Services Building” in a separate Warrant Article instead of putting any money for the project in the CIP. If the warrant article for additional money passes like it did last year, that will just show community support for the project. “It can go through that way”.

Town Manager Park tried to clarify, does Chair Beaudin want to put the expenditure in a separate Warrant Article as an Operating Capital Expense Line Item or as a separate Warrant Article to put the money in a Capital Reserve Fund (CRF)?

Chair Beaudin said the same as last year. Town Manager Park clarified that last year the \$40,000 expenditure was an Operating Budget Line Item; it was not an appropriation to put money into a Capital Reserve Fund.

Town Manager Park said her problem with the suggestion to put the expenditure in as an Operating Budget Line Item instead of into a Capital Reserve Fund, is that with a Capital

Reserve Fund the Town has greater flexibility and the Capital Reserve Fund is non-lapsing. The Town is moving in the direction of needing a new Safety Services Building. If the money is put in the Operating Budget the only way to hang onto that money into the following year is to order something definitive to encumber the funds. Otherwise, the unexpended portion of the Operating Budget goes right back into the undesignated fund balance.

Town Manager Park said that in her personal opinion, the appropriate spot to put the money for such a purpose is in the Capital Reserve Funds designated for that purpose, which gives those funds that security and that flexibility, year-to-year, because then that money will be used for this project specifically and will not be just absorbed back into the General Operating Budget. The appropriation could still be its own separate Warrant Article, similar to the Employee Separation Capital Reserve Fund.

Chair Beaudin commented that the Town has \$80,000. He said "\$72,000 will be used for structural engineering and all of that other stuff that you are not going to use this year". The Town has enough money in that Capital Reserve Fund to get it through the Conceptual. Why would you want to put \$20,000 more in the Capital Reserve Fund because that money would be going more towards actual construction?

Town Manager Park said that money would be used for final construction design and plans. The \$72,000 is for "Conceptual Plans" only, not for "Construction Plans". The next step is "Construction Plans".

Chair Beaudin said he could not believe that \$72,000 was just for "Conceptual Plans". Town Manager Park said the \$72,000 is only for "Conceptual Plans". They are not creating "Construction Building Plans"; that was not the scope of services.

Chair Beaudin said the RFP quoted \$4,000 for "Structural Engineering". You have "structural engineering" for "Conceptual Plans"? Town Manager Park said yes, they need some consultations with structural engineering to create a Conceptual Plan to get a relatively accurate "soft cost" for the project.

Chair Beaudin said he personally saw no need for the extra \$20,000 to put in the Capital Reserve Fund.

Town Manager Park said she had no problem with making the appropriation of \$20,000 into the Capital Reserve Fund its own separate warrant article. She likes getting the Town's input on going forward with the project. Putting the appropriation as a separate warrant article does not negate the fact that this expenditure into the Capital Reserve Fund (CRF) should be shown and tracked on the CIP.

Chair Beaudin said do you think you are really going to need \$20,000 in FY 2023 to pay for the initial "Scope of Services" for the Conceptual Plans then "that is fine", but if you don't, then it should come out after the project is voted on after that. You are going to put together "Conceptual Plans". Then you are going to have a lot of "outreach" in the community. You may decide not to do the outreach yet. Or you could decide, "it's good" and go forward. Then it is a matter of where is the planning going to come from.

Town Manager Park said the goal is to have something ready to be presented at Town Meeting next year, whether it is fully funded or partially funded. As the ball rolls on and the Town gets better cost estimates then we will have a better idea of how to move forward with what game plan. We are only talking about \$20,000 and that amount of money is not going to get us very

far, but it will give us some money in the bank to get the ball rolling in the RFP process for example the construction or structural designs or whatever might be required.

Chair Beaudin said the Town might be looking at an \$8,000,000 building. Town Manager Park said we are not looking right now on how we are going to fund the building. Chair Beaudin said when he is looking at all of the other requests for CIP monies, including the Police Department, he is looking at the \$20,000 and if the Town is not going to imminently use that money to get the Conceptual Plan done, then there is no need for it. There are other requests that are needed. For example, fire trucks are costing more money. Police Department communications are also costing more money.

From the audience, Selectman Tamra Ham said the goal of the Building Committee is to present the Conceptual Plan to the voters at Town Meeting and either get approval of the voters at Town Meeting for the project or not. At that point the Conceptual Plan will be paid for and done. Selectman Tamra Ham said they will get the opinion of the voters.

From the audience, Selectman Tamra Ham said they will tell the voters, the project will cost \$X, this is how we plan to fund the project. We would have this \$20,000 as a separate Warrant Article on the Warrant in the event the voters vote to move forward with the project. If the voters vote no, then she will personally vote to table the separate Warrant Article for \$20,000 to be put in the Capital Reserve Fund (CRF).

Planner Bont said, if the voters vote not to go forward with the New Safety Services Building, how is the Town going to take care of the problem of crowding and inadequate facilities at the Police Station downstairs. What moneys are you going to use to address that problem? Town Manager Park said if the voters do not vote to go forward with a Safety Services Building, the Town would have to do renovations to Town Hall.

Chair Beaudin suggested using up the entire combined balances of the **II. 1310-323 Property and Building Maintenance** for **Project Numbers 4, 6, 7, 11, 19, 23, 38, 40, 42, 56, 80, 81, 85, 86, 97, 104 and 20** to pay for those renovations.

Town Manager Park pointed out that all of those monies are already allocated for a number of different projects. What the Town really has available for such renovations is \$50,204 in **Project Number 42 Town Building Infrastructure**.

Chair Beaudin said when the Town ran into trouble doing the rebuilding work on West Street, the Town took money from other CIP accounts in **VI. Department of Public Works, D. 1030-306 Roads & Streets** to pay for it and then starting the next year, the CIPC tried to put that money back. The CIPC can just do the same thing for the renovations to Town Hall, put the money back in later for other projects.

Town Manager Park asked Chair Beaudin if he thought \$290,000 was enough to pay to renovate Town Hall. Chair Beaudin said if you just try to fix the problems that the Town has, \$290,000 would pay for it. Town Manager Park pointed out that the money would not pay to create additional space downstairs, by putting on an addition or retrofitting the building structurally somehow. The Town still cannot change the square footage unless we add onto Town Hall that will cost way more than \$290,000. Chair Beaudin said he does not see that being required.

Town Manager Park said if we use all of the money in the **II. 1310-323 Property and Building Maintenance account**, all other projects listed would come to a screeching halt. Is that what he wants? Town Manager Park pointed out that in the past, Chair Beaudin has said "We have to

take care of what we own.”

**After much discussion, the CIPC agreed to put the \$20,000 on the 2023 Warrant in a separate Warrant Article to put the money into the Capital Reserve Fund (Project Number 23 New Town Services Building).**

**Next Meeting:**

1. Town Manager Carina Park asked Police Chief Chad Morris to come back next week on August 23, 2022.
2. Chair Beaudin: We are also waiting for information from Recreation Director Tara Tower about the solar panels and the shade structure. Tower is going on vacation next week. The KOA Campground just purchased a shade structure and she was going to get information about the cost.

**Complaints About the Town of Woodstock:**

Chair Beaudin complained about people from the Town of Woodstock being able to participate in the Kanc Rec Ski Area without contributing to the capital costs associated with the Ski Area. The Town of Woodstock pays for ½ of the operating expenses. The Town of Woodstock does not participate in the capital costs. From the audience, Selectmen Tamra Ham said “nor does Woodstock receive any of the revenues from the Kanc Rec Ski Area. The Town of Lincoln gets all of the revenue.”

Town Manager Park and Finance Director Hart said that discussion should be between the Lincoln Board of Selectmen and the Woodstock Board of Selectmen, not members of the CIPC. Chair Beaudin said he thinks the Town of Woodstock should pay for a share of the capital costs associated with the Ski Area. He also feels Woodstock should pay for a share of the capital costs associated with the Dispatch Services. It is how you should run a business.

Town Manager Park said most communities that share spaces with other communities, there is some kind of cost sharing arrangement based on a breakdown of what kind of operating and capital costs are included. However, you will find that most of those breakdowns are based on population or total assessed value or a combination of both of them. The Town of Lincoln is still going to outweigh the Town of Woodstock on both of those counts.

Chair Beaudin said the Town of Lincoln splits expenses and revenues from the Solid Waste Facility and the Community Building with the Town of Woodstock, 50%-50%, but we do not split other shared services like Safety Services Dispatch and the Kanc Rec Ski Area with the Town of Woodstock 50%-50%.

*Note: Lincoln has 30% more residents than Woodstock.*

*Last Population Census 2019: Woodstock 1,364 residents*

*Last Population Census 2019: Lincoln 1,760 residents*

Town Manager Park said in the Town of Woodstock’s defense, the Town of Lincoln has much more infrastructure than Woodstock does and the Town of Lincoln’s demand for services at the Lincoln-Woodstock Transfer Station is much greater than the Town of Woodstock’s.

From the audience, Selectman Tamra Ham said the Town of Lincoln would also have to consider sharing ownership with the Town of Woodstock, just like it does for (1) the Transfer Station and

(2) the Community Center. In the intergovernmental agreements between the two (2) towns, there is a 50% ownership interest held in the buildings and equipment by the Town of Woodstock for (1) the Transfer Station and (2) the Community Center. That is not true for the property that the buildings sit on. In the Community Center Agreement there is a buyout provision. The Town of Woodstock helped to buy it, they helped pay for it. If both parties agree that the Town of Woodstock leaves the agreement, then the Town of Lincoln needs to buy the Town of Woodstock out. Chair Beaudin expressed doubt, and said he wanted to look into that.

Member Daly asked about the Lincoln-Woodstock Solid Waste Facility (i.e., Transfer Station). Last year the Town of Woodstock paid a portion of the cost to pave the roadway into the Transfer Station so that means they pay a portion of the capital costs. What about the ongoing expenses for personnel? Finance Director Hart said every month she bills the Town of Woodstock for Woodstock's share of the cost of maintaining the Lincoln Woodstock Solid Waste Facility, Recreation, and the Community Center which is ½. She directed the CIPC to look at the revenue reports.

**Next Meeting:**

1. Town Manager Carina Park asked Police Chief Chad Morris to come back next week on August 23, 2022.
2. Chair Beaudin: Waiting for information from Recreation Director Tara Tower about the solar panels and the shade structure. Tower is on vacation next week. The KOA Campground just purchased a shade structure and Tower is going to get information about the cost.
3. Will be the last meeting. They will go through the whole CIP budget to make sure everyone is happy. Get the spreadsheets before the meeting.

**XI. ADJOURNMENT:**

**MOTION to adjourn the meeting at 11:05 AM.**

**Motion: James Spanos**

**Second: Jack Daly.**

**All in favor (3-0).**

Date: July 18, 2023

By: Paul Beaudin II  
Paul Beaudin II, Chair