



Capital Improvement Program Committee Meeting Minutes

August 13, 2019

Lincoln Town Library, 22 Church Street

Committee Members Present:

1. OJ Robinson, Selectmen's Representative
2. Paul Beaudin II, Budget Committee Representative
3. Mark Ehrman, Planning Board Representative

Committee Members Excused:

1. Alfred (Butch) Burbank, Town Manager

Staff Present:

1. Johnna Hart, Finance Director

Staff Excused:

1. Carole Bont, Planner

Department Heads:

1. Carol Riley, Library Director
2. Gail Trembly, Library Trustee
3. Ivan Strickon, Library Trustee
4. Nate Hadaway, Public Works Director

Audience: None.

The meeting was called to order by Chair OJ Robinson at 9:05 am.

Chair Robinson started the meeting by saying that prior to the meeting new Budget Committee Representative Paul Beaudin II pointed out that according to the By-Laws of the Capital Improvement Program Committee of the Lincoln Planning Board (CIPC) last revised on November 26, 2013 as follows:

BY-LAWS OF THE CAPITAL IMPROVEMENT PROGRAM COMMITTEE OF THE LINCOLN PLANNING BOARD

ARTICLE IV. ORGANIZATION

- A. The Chairman of the committee will be the Representative of the Planning Board.

Last week the CIPC voted OJ Robinson in as its chair, however, that is contrary to the CIPC Bylaws. Mark Ehrman is the Planning Board's Representative. Mark Ehrman did not want to act as the Chair of the CIP Committee. Mark Ehrman appointed Selectmen's Representative OJ Robinson to act in his stead for the current meeting of August 13, 2019 and then members of the CIP Committee will address their issue with that section of the by-laws later.

CIP COMMITTEE MINUTES

1. August 6, 2019 – voting members present: OJ Robinson, Mark Ehrman, Butch Burbank. Robinson suggested the minutes be put on hold until later.

LIBRARY PRESENTATION

Library Director Carol Riley and Library Trustees Gail Tremblay and Ivan Strickon presented the Library CIP Requests:

Page 28, X. Library A. 1310-310 Library Technology Project Number 76 Technology maintenance, upgrades and repairs

Library Director Carol Riley said right now the library's current technology is working well. Their computer service provider is Certified Computer Solutions (aka "Certified Computers"), 272 Tilton Road Unit 5, Northfield, NH 03276 for any upgrades or repairs. The next stage for the technology array is to replace some computers. The public computers are three (3) years old right now. The computers will need to be replaced within the next year or so as part of the ongoing maintenance schedule. The Library has money in that trust account right now so they are looking to continue to put in \$2,000 per year for maintenance and upgrades to the computers.

Acting Chair and Selectmen's Representative Robinson suggested adding \$2,000 for FY2025.

Planning Board Representative Ehrman asked if the computers were independent work stations or whether they were terminals networked into one server. Director Riley said the computers are individual computers but the system is networked. The Library has five (5) PCs and one (1) Mac that are all networked together off from one (1) server. The five (5) PCs are three (3) years old, the Apple (Mac) was donated by Friends of the Library and is approximately four (4) years old. Compared to the PCs, the Apple (Mac) does not get a lot of use. The PCs with the Windows Operating Systems get the most use. Most people are afraid to use the Apple (Mac). The Library has a total of six (6) computers available to the public.

Planning Board Representative Ehrman said most computers do not get old because they get used, they get old because they are old. The technology for Apple (MAC) does not change as often as the PCs and lasts longer. The cost to replace a PC last time was about \$600 per unit. The \$600 cost was just to replace a tower; that did not include the cost of replacing a monitor or any other components of the computer system. The library has not had to replace the monitors. They did have to replace the towers. The computers in the library get a fair amount of use. The library has a security system on their computer system. At the end of the evening it wipes the computers clean – wiping off anything that anyone who has been using the PC has downloaded or created or saved on the PC so the computer starts clean every morning. With websites requiring ever increasing bandwidth, etc., eventually the computers start slowing down.

Planning Board Representative Ehrman asked if the Library Director if the Library shuts their computer system down at night or whether the Library leaves it on. Library Director Riley explained that at night the Librarian does not shut the computers off, but the computers go into "sleep mode". The Library has a security system on their system so that hackers from the Ukraine cannot come into the Library's computer system and use it while everyone is asleep.

Budget Committee Member Beaudin II said the Library has six computers and it only costs \$600 per tower to replace them. That is only \$3,600. You already have \$12,000 in there right now. It is scheduled for \$15,000. What other technology is in there?

Library Director Riley said the Library will probably have to replace the network printer. The printer/copier could cost about \$2,000 to replace it. She likes to keep it light. The cost of the color cartridges and the toners and all of that stuff that is part of the printing process is really expensive. Right now, the cost of the toner cartridges for the printer that the Library has now is \$180 per cartridge. The cartridge only lasts four to five months. The printer and copier get a lot of use from the public. She does not know if there are any other copiers in Town that are available to the public.

Selectmen's Representative Robinson said there are also computers for the staff. Library Director Riley said there is one (1) computer for the circulation desk and one (1) for the Library Director. Those computers will have to be replaced as well. The circulation desk computer is only a couple of years old; it was replaced a couple of years ago. The Library Director's computer was just purchased last year. The Friends of the Library donated the Library Director's computer to the Library. The Library Director's computer is an Apple Mac. The Library Director's particular computer is not part of the maintenance schedule at all. The Circulation Desk computer was about \$1,200 because the computer has a different configuration than the other public PC computers.

Budget Committee Representative Beaudin II said he added up all of the expenses the Library Director spoke about and the Library already has enough money in the account to buy brand new computers and the printers right now. Why do you need any more money?

Library Trustee Ivan Strickon said that they may also have to upgrade or replace various other components of the computer systems, including hardware components like monitors, and keyboards and software updates, etc.

Budget Committee Representative Beaudin II said he understood that and he was not trying to cut the library down. He just wants to know where all of the money is going. He sees:

6 computers @ \$600 =	\$3,600.
<u>1 printer @ \$2,000 =</u>	<u>\$2,000.</u>
Total	\$5,600.

Budget Committee Representative Beaudin II said the Library already has \$8,000 in the account. If the Library could already pay to replace everything the Library is saving for in that account maybe the Town should put the \$2,000 somewhere else. With all of the things in Town that need replacing it seems like the Town should put this money elsewhere. If the Library needs extra money, he is all ears to hear what the Library needs that money for.

Planning Board Representative Ehrman said there are certainly additional expenses associated with keeping the technology in the Library current that the Library Director has not outlined here that are included in this Capital Reserve Fund. For example, they have the security service for the computers that prevents the hackers from the Ukraine from using the Library computers at night. There is software that is associated with the various computers that has to be purchased. There are a lot of various and sundry expenses associated with computers that everyone who runs a business that operates with the help of computers knows. Every time you change out a computer you have to buy some software to operate it. Cutting this account too close to the bone is a false economy.

Budget Committee Representative Beaudin II said there is no reason to put an additional \$2,000 in that account.

Library Trustee Ivan Strickon (who is a computer expert and President of IPS Technology, LLC) said, there is a little bit of “fat” in the budget for unexpected expenditures associated with the Library’s technology. For example, the cost to replace the bulb alone in that projector is probably between six and seven hundred dollars (\$600 - \$700).

Budget Committee Representative Beaudin II said the Library already appears to have enough “fat” in the capital reserve account for their technology needs. “I am not here to argue. I am just looking at the cost.” Budget Committee Representative Beaudin II said there are a lot of other places in Town that need the money for capital improvements. He goes to the Board of Selectmen’s meetings and hears all about the Town’s need to improve infrastructure (like water and sewer). If the Library already has the money it needs to replace those computers than the amount of money that is currently in that account should be sufficient. If the Library needs more money for items other than what the Library Director has already listed, the Library Director has to tell him exactly what the Library needs the money for.

Library Director Riley said there are various expenses associated with the computers that cannot all be anticipated. For example, when the Library had to update the Circulation Desk Computer and change its program for checking books in and out, the “receipt printer” suddenly no longer worked with the Library’s updated computer program. The Library had to pay \$500 to replace its “receipt printer” so a printer would work with the updated software program. That new receipt printer was an unanticipated cost.

Planning Board Representative Ehrman said these types of anticipated expenditures happen now with all of what is referred to as “peripherals” to the computers and on all of the various platforms. For example, when the Mac was changing from 32 bits to 64 bits, many of the legacy programs for all kinds of things were simply not being updated or changed to cloud-based programs. Ehrman said, “Paul, we have heard your perspective and we have heard Carol Riley and Ivan Strickon’s perspective and it is time for us to vote on it.”

Motion to approve putting the extra \$2,000 in FY2015 for

Page 28, X. Library A. 1310-310 Library Technology

Project Number 76 Technology maintenance, upgrades and repairs. Ehrman.

Planning Board Representative Ehrman said next year we can re-evaluate and see where we went with it, rather than handicap the Library and make them put in a bind scrambling to get additional moneys to pay for something they need or working with crippled old software.

Planning Board Representative Ehrman also recommended that if the Library has other computers that the Library is using that are not accessible to the general public or are serving Lincoln NH residents that the Library shut the computers completely down at night. Do not rely on their security system; hackers can definitely operate bots and all kinds of good stuff remotely at night while you are not looking. Even if the library has a security system, he doubts that the Library’s security system can impede hackers from elsewhere. Does the Library have a computer that serves Lincoln townspeople at night? If so, the Library should limit that access to only one computer that operates at night. He does not know how much night traffic the library gets. Put that computer on a separate subnet.

Selectmen's Representative Robinson said asked Ehrman, when you said "at night" do you mean "remotely"? Ehrman: Yes.

Library Director Riley said the Library has Wi-Fi; that is the only thing that the Library has that people can access at night. People cannot access the Library computers remotely at night, but they can access the Library's Wi-Fi at night. The Library's card catalog is in "The Cloud" so people can access the card catalog remotely at night. Planning Board Representative Ehrman said, "It only takes five minutes in the morning to turn the computers all on. Tell your computer guy to run a scan on each device every time they start up. That will keep your computers a little cleaner."

Planning Board Representative Ehrman asked for a vote on his motion to approve the additional \$2,000 for FY2025.

Budget Committee Representative Beaudin II said Ehrman could not ask for a vote because he did not have second for his motion. He then asked acting Chair and Selectmen's Representative Robinson if the CIP Committee followed Roberts Rules of Order.

Selectmen's Representative Robinson said the CIP Committee did not strictly follow Roberts Rules of Order. Rather after discussing each item, the members of the CIP Committee generally came to a consensus and did not take a formal vote on each matter to either leave it in, make a change or remove it because at the end of this process, the CIP Committee goes back through and looks at the overall totals and determines, for example, after going through the whole spreadsheet we decide that we need more in the Fire Department we go back and take a little out of here and a little out of there and postpone this another year or so. This means no first vote is a solid vote until we get to the final end of the entire CIP budget. Then we go back through and do a final review and decide this is what the CIP Committee plans to submit to the Planning Board for recommendation.

Planning Board Representative Ehrman there is an admixture of capital matters and operating matters in this particular account and Paul Beaudin is correct about that. He thinks there has been enough discussion on the subject. Selectmen's Representative Robinson agreed with Ehrman. He wants to add in \$2,000 per year for FY2025 and move on. At the end we will go back and look at everything again.

Budget Committee Representative Beaudin II said he was not okay with the \$2,000 for FY2025. Beaudin said he wanted to know from whomever the person is charge is, what is the process here!? He was unaware that the CIP Committee members look through them all and then go back and look through them again. And then they say okay.

Discussion ensued about the process. Budget Committee Representative Beaudin II said he wanted to make sure that in the end the CIP Committee should go back and re-evaluate this \$2,000 item Library account. Selectmen's Representative Robinson said in past years they have gone back and looked at everything and made changes at the end. For example, with West Street. We knocked out project after project and zeroed them out or pushed them out to further years to accumulate a big chunk of money for West Street so we could finish that project without having to bond it. However, we did that at the end of the process.

Planning Board Representative Ehrman said what the CIP Committee is doing is what is called a "Modified Delphi Technique". The name comes from the Oracle at Delphi which operates by people muttering meaningless sentences and then others try to interpret it. (Laughter.)

Robinson: Am I supposed to be the Oracle at Delphi?!

Planning Board Representative Ehrman said the “Modified Delphi Technique” is actually a term of art in management that is actually a very effective management tool for managing a large amorphous organization.

The Delphi Technique: Making Sense of Consensus

Chia-Chien Hsu, The Ohio State University & Brian A. Sandford, Oklahoma State University

The Delphi technique is a widely used and accepted method for gathering data from respondents within their domain of expertise. The technique is designed as a group communication process which aims to achieve a convergence of opinion on a specific real-world issue. The Delphi process has been used in various fields of study such as program planning, needs assessment, policy determination, and resource utilization to develop a full range of alternatives, explore or expose underlying assumptions, as well as correlate judgments on a topic spanning a wide range of disciplines. The Delphi technique is well suited as a method for consensus-building by using a series of questionnaires delivered using multiple iterations to collect data from a panel of selected subjects. Subject selection, time frames for conducting and completing a study, the possibility of low response rates, and unintentionally guiding feedback from the respondent group are areas which should be considered when designing and implementing a Delphi study.

Representative Ehrman said the CIP Committee is a small amorphous organization; we are just trying to get the job done.

Budget Committee Representative Beaudin II reiterated his objection to the \$2,000 for the Library’s technology.

Next the CIP Committee looked at:

**Page 29, X. Library A. 1310-314 Library Building
Project Number 18 Library Building Infrastructure**

a. Paint Town Library Exterior

Library Director Riley said this year (2019) the Library was painted. When the paint contractor who was painting the library went to paint the front of the building, he realized there was some rot on the front of the building. He told Library Director Riley about the rot who consulted with Town Manager Burbank. Town Manager Burbank told Riley to have the painting contractor fix the rotted area as best he could, but not to go crazy because the Town anticipated having to replace the roof as well next year. The paint contractor said he could not see a lot of rot, but he did see some rot at the bow in the front of the library where two pieces meet and ice builds up.

e. Reroof Town Library

Library Director Riley said right now, the project for next spring (2020) is replacing the roof. Look under paragraph e. The Library has not received a bid yet. The paint contractor was going to give us a bid. He also does small roofing jobs.

Finance Director Johnna Hart asked the CIP Committee to give her dates to put in as prompts for the following items:

a. Paint Town Library Exterior

- **Completed last:** was 2009, now 2019. (Assume 20-year life expectancy.)

- **Next:** Paint exterior again in 2039.
- **Prompt (When it should show up again on the CIP):** 2033

b. Maintain/Replace Library Wheel Chair Ramp

- **Completed last: 2013 – Railings only*** (Public Works Department already did part of the project; they replaced the railings on top and the side railings in 2017. *Now the deck needs to be replaced. Because the railings were splintering the Library Trustees decided to put the TREX up top and the railings along the side in 2013. Right now, they have \$10,000 saved to do the decking. Replacement of the decking should be moved ahead to this year (2019). Public Works Director Nate Hadaway said the plan is to replace the decking this fall.
- **Next: Redo Ramp in 2023** (Leave date as is until the entire decking project gets done. If it happens prior to finishing the CIP process this fall we will change it. If not, we will change the date next year.)
 - Ivan Strickon suggested to Public Works Director Nate Hadaway look carefully at the substructure for the handicapped accessibility ramp. Hadaway said he would when they take apart the ramp structure.
- **Prompt (When it should show up again on the CIP): 2017.** We have \$10,000 put away for a \$16,000 project, but no funding set aside for the next 6 years.)

c. Paint Town Library Interior/Replace Carpet.

- **Completed last: 2017**
- **Next: 2037**
- **Prompt: 2031**

d. Replace Flooring in Library (Tile).

- **Completed last: 2017**
- **Next: 2037**
- **Prompt: 2031**

e. Reroof Town Library. (Assume a 30-year life expectancy.)

- **Completed last: 1996**
- **Next: 2020**
 - DPW Hadaway said the roof is not a simple straightforward roof. The structure is complicated. There are a lot of hills and valleys to take into consideration. He would like to get at least three (3) quotes.
 - Budget Committee Representative Beaudin II suggested letting the contractors measure the roof. DPW Hadaway said he likes to measure the roof that he is going to have worked on to double check the

contractor's figures and to keep the contractors honest. He does not take the contractors' word for the number of square feet involved.

- Budget Committee Representative Beaudin II asked DPW Hadaway who the roofing contractors were that he used to solicit bids from. Hadaway said the last time he solicited roofing bids was for the Community Center. They received 3-4 bids. It was a big company with a lot of employees. They did the job quickly.
- Selectmen's Representative Robinson said if we put in \$5,000 this year that puts the total up to our estimate of \$25,000. Is \$25,000 going to be enough? The Library Director said the Trustees and she does not know because they do not know what they will find underneath the roof tiles or the roof. The community center roofing project last year was \$50,000.
- DPW Hadaway said the library roof is not as large, but there are some hills and valleys whereas the community center was larger, but was more straightforward.
- Planning Board Representative Ehrman suggested they get a quote so they will be working with a firmer figure. DPW Hadaway said the number for the same job next year will change. Ehrman still thought it advisable for the DPW to get a quote.
- Budget Committee Representative Beaudin II advised that whomever does the roofing should also address the rot and flashing at the same time. That number will also go up depending on how much rot they find. DPW Hadaway: "Of course."
- DPW Hadaway said whoever did the roof last time did not do a good job with the drip edge. That is the reason there is so much rotting around the curved area. Instead of overlapping, the drip edge meets so the water is going up. It just was not a good job.
- Selectmen's Representative Robinson suggested leaving the \$5,000 in there and if we need more to pay for a better job with the drip edge or whatever we can add in more later from the other monies in that capital reserve fund. For example, if you do not use all of the money budgeted for the wheelchair ramp, we can use that leftover money to pay for the additional costs associated with the roofing.

- **Prompt: 2014**

f. Replace/Maintain HVAC Systems.

- **Completed last: 1996**
- **Next: 2020**

- Selectmen's Representative Robinson saw that the HVAC System would now be fully funded and asked the Library Director if the HVAC system in the Library needed to be replaced. Library Director

said, Yes. The people who maintain the Library's HVAC System had to come in to replace a compressor this year. It cost \$1,500 for the compressor. All of the parts of the HVAC system are about 23 years old. They were installed when the building was built/renovated in 1996 – 23 years ago. So according to the vendor, everything in the building is 23 years old and it is all starting to go.

- Leave the \$5,000 in there and if we need more to pay for a better job with the drip edge or whatever we can add in more later from the other monies in that capital reserve fund. For example, if you do not use all of the money budgeted for the wheelchair ramp, we can use that leftover money to pay for the additional costs associated with the roofing.
- Planning Board Representative Ehrman chuckled and referred the parties to a poem by Oliver Wendall Holmes called "The Deacon's Masterpiece" for a full appreciation of the logic of life expectancies and how depreciation does or does not work.

The **one-horse shay** is a light, covered, two-wheeled [carriage](#) for two persons, drawn by a single horse. The body is chairlike in shape and has one seat for passengers positioned above the axle which is hung by leather braces from wooden springs connected to the shafts.

The one-horse shay is an American adaptation,^[1] originating in [Union, Maine](#), of the French [chaise](#). The one-horse shay is colloquially known in the US as a 'one-hoss shay'.

A smaller and more lightly constructed version of the one-horse shay is called a chair or 'whiskey' because it can "whisk" around other carriages and pass them quickly.^[2] Another version of the 'whiskey', known as a 'whisky', is constructed exceptionally light in weight for the purpose of allowing it to be drawn by small ponies or light horses.^[3]

American writer [Oliver Wendell Holmes Sr.](#) memorialized the shay in his satirical poem ^{[4][5]} "[The Deacon's Masterpiece or The Wonderful One-Hoss Shay](#)". In the poem, a fictional deacon crafts the titular wonderful one-hoss shay in such a logical way that it could not break down. The shay is constructed from the very best of materials so that each part is as strong as every other part. In Holmes' humorous, yet "logical", twist, the shay endures for a hundred years (amazingly to the precise moment of the 100th anniversary of the [Lisbon earthquake](#) shock) then it "went to pieces all at once, and nothing first, — just as bubbles do when they burst". It was built in such a "logical way" that it ran for exactly one hundred years to the day.

In economics, the term "one-hoss shay" is used, following the scenario in Holmes' poem, to describe a model of [depreciation](#), in which a durable product delivers the same services throughout its lifetime before failing with zero [scrap value](#). A [chair](#) is a common example of such a product.^[6]

https://en.wikipedia.org/wiki/One-horse_shay

- Library Director Riley and DPW Hadaway said that North Country Mechanical, Inc., 115 Wallace Hill Road, Franconia, NH 03580, is

the current contractor the Town uses for its HVAC Systems.

- **Prompt: 2014**

Next the CIP Committee looked at:

**Page 29, X. Library A. 1310-314 Library Building
Project Number 41 Expansion to Library Building**

Library Director Carol Riley said the Library Trustees have talked about expanding the Library Building for many years as the library is a heavily utilized facility. The meeting room at the Library gets used a lot. The foot traffic in the library has increased a lot because more second homeowners are actually living here and using the library. The Library also has a lot more out-of-town visitors that come into the library. They would like to have more room for people to use their electronic devices to access the internet. In the future they need to expand the size of the library.

Budget Committee Representative Beaudin II asked Library Director Riley what the current capacity of the library was. How many users do you get? Library Director Riley said it depends on the weather and the day. The Library keeps statistical information. More people come into use the Wi-Fi who are not necessarily residents of the Town; they are just passing through. Library Director Riley estimates that between 75 and 100 people walk through the door on a daily basis. Robinson said, “Really! WOW! I would not have guessed that!” Library Trustee Gail Trembly reminded the CIP Committee that the Library holds ongoing presentations of authors and artists. They hold a number of series of public events. If they had more space or more venues more of these presentations could go on at the same time. They could seriously use more space.

**Page 29, X. Library A. 1310-314 Library Building
Potential Revenue for Use of Library Services (Not part of CIP)**

Budget Committee Representative Beaudin II asked if the Library still charged users for the use of computers. Library Director Riley said that years ago the Library did charge for computer time, but the consensus was that it was better not to charge and have the “good public view” rather than have the money. Planning Board Representative Ehrman agreed that the library should serve all of the residents of the Town, but said having a nice library was also “promotional” for the Town. Budget Committee Representative Beaudin II said he just wanted to know.

Library Trustee Strickon said the Wi-Fi also doesn’t cost the Town anything. The Library has to have the internet service. That fact that the Library provides the Wi-Fi does not cost the Town any more than if we did not have Wi-Fi and just had the internet service.

Budget Committee Representative Beaudin II asked if there used to be a charge to use the internet or Wi-Fi Services. Library Director Riley said the Library charged a long time ago. The Library did not have Wi-Fi then. The Library charged \$2 for ½ hour to use the internet. The Town did not generate a lot of money because most people when they found out the cost would be would say, “No. That’s okay.” Ehrman commented: “It is a picayune way of niggling money out of people a little at a time.” Library Director Riley said the Library does not charge for overdue books; however, a lot of people give the Library more than they have to pay in late fines in their “conscience jar”. The Library has a conscience jar that says “If you feel guilty, put some

money in.” Most people put more money in the conscience jar than we probably would have charged them in overdue fees. We do charge \$1/day for overdue movies though. The charge gets people to bring the movies back in. The Library has a nice collection of movies; however, it does not have a huge collection. Movies get used a lot. A lot of people take out movies from the Library instead of paying a fee to rent movies from Red Box.

Page 29, X. Library A. 1310-314 Library Building
Project Number 18 Library Building Infrastructure

e. Reroof Town Library

Earlier, Budget Committee Representative Beaudin II suggested looking into putting on a standing seam metal roof instead of a more traditional shingled roof. Ehrman suggested that DPW Hadaway and the Library get “quotes in both directions”. A properly installed standing seamed roof lasts longer than a regularly shingled roof. According to Ehrman, the trick is to find someone who can properly install the metal standing seam roof. Beaudin thinks he had Iron Horse Standing Seam Roofing Co., Inc., out of Vermont do his standing seam roof. Ehrman has property with a standing seam roof that is over 40 years old in tougher climates than Lincoln, NH, and the roof is not detectably different than the day it was installed. A number of local hotels have metal roofs that were not properly installed and that is why they are leaking after only a few years. Library Director Riley asked about whether a metal roof would work with the curve. Both Beaudin and Ehrman felt a metal roof would work better for the curved roof. Everyone agreed that you should not use screws – it has to be standing seam.

DPW Hadaway said the cost of standing seam metal roof is about double what the cost of a regular shingle roof is. Planning Board Representative Ehrman said the increased cost is worth it. Beaudin agreed.

Iron Horse Standing Seam Roofing Co., Inc.

Phone

(802) 685-3494

(888) 233-3432 (*toll free in Vermont*)

Hours of Operation

Monday - Friday, 7:00 a.m. - 5:00 p.m.

Service Area

Serving the Greater Burlington, VT, Area Including Chittenden, Addison, Lamoille, Franklin, & Grand Isle Counties (No address given on website.)

Budget Committee Representative Beaudin II said the only problem with metal roofing is you have to watch out for is where the roof sheds. If the roof sheds out all of the snow onto your handicapped access ramp you are in trouble. There will be no snow on the roof. It will all be on the ground. Someone from the Town Public Works Department would have to shovel it up. Library Director Riley said they had that problem with snow that came off the Fire Station’s metal roof. The snow shot off the Fire Station Roof towards the Library and shot out the Library window this past winter.

Planning Board Representative Ehrman said he would like DPW Hadaway to get a good quote from both Iron Horse Standing Seam Co., Inc., for standing seam metal roof and one from a

competent contractor who can also give us an estimate of the cost to repair any damage to the area around the roof. The members agreed that bids should go out for the entire job to include those repairs. DPW Hadaway said the request for bids would end up being a “bid with options”. We have \$78,000 in the fund so there may be some things that cannot be done right now. Budget Committee Representative Beaudin II if the bid comes in higher than the amount of money the Town has saved the Town can put in a little bit more next year.

Planning Board Representative Ehrman said if we install a metal standing seam roof, we could amortize the roof differently too. The contractor will not you that a metal roof will last more than thirty (30) years, but it will. Thirty years is an underestimate of life expectancy for a good standing seam roof. Thirty (30) years is a “fingers crossed” life expectancy for an asphalt tile or shingle roof.

Robinson asked how much the paint job was to paint the exterior of the Library.

Library B. 1310-314 Library Building

a. Paint Town Library Exterior.

Selectmen’s Representative Robinson asked how much it cost to paint the exterior of the Library. The account for painting the building had \$10,000 in it. Finance Director Hart clarified that the figure includes the money going into the account in 2019. The bill of \$14,350 to pay for painting the exterior is coming out of this account, but that expenditure is not reflected on the spreadsheet yet. There is no money left in the **18.a. Paint Town Library Exterior** account; it was overspent. Discussion about whether to put the extra \$2,000 “dangling” or unattributed in the spreadsheet on line 18 towards painting the exterior of the library building or somewhere else.

Selectmen’s Representative Robinson explained that at Town Meeting in 2019 the voters voted for \$2,000 more than the CIP called for or than the CIP Committee meant for them to vote for. Consequently, that money was not attributed to any particular account.

Page 29, X. Library A. 1310-314 Library Building Project Number 18 Library Building Infrastructure

e. Reroof Town Library

Budget Committee Representative Beaudin II asked DPW Hadaway how long it would take for him and the Finance Director Riley to get a proposal to replace the roof. Hadaway said he could start the process now and did not think it would take long. Beaudin asked if the CIP Committee would have enough time to adjust their figures before finalizing the CIP. DPW Hadaway said if he can get an estimate within the next month or so that should be done in plenty of time. The CIP process usually lasts until at least September. Robinson agreed that we need not a bid, but solid quotes for (1) asphalt shingles; (2) standing seam metal roof; and (3) fixing the rot while putting on the roof so the roof is all done at once.

Page 22, II. 1310-323 Property & Building Maintenance Project Number 4 Municipal Building Roof Replacement

PUBLIC WORKS DIRECTOR

A. PRESENTATION RE: PROPERTY & BUILDING MAINTENANCE

Director of Public Works (DPW) Nate Hadaway and the CIP Committee members discussed and agreed to make changes to the following:

1. Page 22, II. Department of Public Works. 1310-305 Property & Building Maintenance
 - a. **Project Number 4 “Municipal Building Roof Replacement”:** Okay.
 - b. **Project Number 6 “Replace Exterior Siding on Water Treatment Plant”:** Okay.
 - c. **Project Number 7 “Replace Roof of Recycle Building”:** In response to questions, DPW Hadaway said the cost of the roof on the Recycle Building was \$27,000. The cost was split in half with the Town of Woodstock. We had \$19,000 in the account. Lincoln’s share of the project was \$13,500. The Town did not have the whole roof completed. If you are staring at the front door, a little bit on the other side of the peak because they took out all of that vent and the skylights. They had to come over to the other side a little way to the second set of purlins*, from there all of the way over to the incinerator part of the building is all new. They removed the stack from the old waste oil furnace that was leaking. We don’t use it anymore. We have not used it since Budget Committee Representative Paul Beaudin II used to work there. We used to use it for repairs. It was so damned cold down there we would turn that on to keep warm. DPW Hadaway said it was leaking so we had him fix it. We can always put a new stack up there if we need to use it, but anyways the leaking areas are fixed, including where the roof was leaking over the old incinerator stack. The job is all done. The Town is not going to redo the front roof.

**pur·lin (/ˈpərˌlən/) noun. A horizontal beam along the length of a roof, resting on a main rafter and supporting the common rafters or boards.*

Budget Committee Representative Beaudin II, asked about “the one problem that does still exist over there and that is that ice and snow falls off the front.” Can they do anything to address that problem with the remainder of the money? Can they put snow or ice retainers up there? DPW Hadaway said he could look into it. That has been a problem down there forever. When chunks of ice fall down there the chunks are large. You don’t want the large ice chunks to fall down on people. (Snow guards for metal roofing or roof materials.) There are snow guards that clip onto the standing seam. That is what Beaudin has on his roof.

Do I Need Snow Guards for My Standing Seam Metal Roof?

During winter, there are ticking time bombs that accumulate on our roofs in form of heaps of snow. Not only does it strain the roof causing snow dams when it compacts to form ice, it can cause damage and harm to property and

people alike. If this happens on your roof during winter, yes you do need to get some snow defenders.

A snow guard is a barrier installed on roofs to hold snow. These safety barriers prevent ice and snow from sliding and falling off the roof, which might cause damage to property and cause injury to people. They release the snow in small amounts or as melted water to minimize harm on your property and people.

We would need metal roof snow guards. Metal roof snow guards prevent the snow from sliding off the roof. However, snow guards should not be used on shingled low pitch asphalt roofs. If used on them, they can cause snow dams.



Change “Last Completed” to 2019.

Change “Next” to what? Only ½ of the roof has been changed to a metal roof. The fire compromised the building and the skylights needed to go. On the other side of the roof is still in very good shape. You could put the “next” to 2049. Prompting would be 6 years prior to that or 2043. It cost \$27,000 to do ½ of the roof. The Town of Lincoln splits the bill for the roof on the recycling center with the Town of Woodstock because it is a joint venture. So, for the Town of Lincoln \$14,000 was spent (rounding off) so there is still \$5,000 left in the account. \$5,000 should be enough to pay to put on snow and ice guards on the standing seams.

d. Project Number 11 “Highway Garage Infrastructure”:

Robinson: What is the next step for that? Budget Committee Representative Beaudin asked what is included in “**Highway Garage Infrastructure**”?

Furnaces:

The Town replaced the two furnaces in 2015– the furnaces were installed right before DPW Hadaway started working for the Town. That is the last improvement that was completed over at the Highway Garage.

Floor Drains:

Budget Committee Representative Beaudin asked DPW Hadaway if the Town Garage had floor drains in that building and whether the drainage system included an oil

separator/interceptor system. DPW Hadaway said it did.

*INTERNATIONAL PLUMBING CODE
SECTION 1003
INTERCEPTORS AND SEPARATORS*

1003.1 Where required. Interceptors and separators shall be provided to prevent the discharge of oil, grease, sand and other substances harmful or hazardous to the building drainage system, the public sewer, or sewage treatment plant or processes.

1003.2 Approval. The size, type and location of each interceptor and of each separator shall be designed and installed in accordance with the manufacturer's instructions and the requirements of this section based on the anticipated conditions of use. Wastes that do not require treatment or separation shall not be discharged into any interceptor or separator.

Ventilation System:

Budget Committee Representative Beaudin II asked DPW Hadaway if the Town Garage had ventilation systems for the stacks. DPW Hadaway said he did not have a ventilation system. Budget Committee Representative Beaudin said the Town should have a ventilation system because that is an OSHA requirement. Beaudin said when he was working at Loon, Loon had to install a ventilation system.

Planning Board Representative Ehrman asked if the Town Highway Garage is near where Loon keeps the busses on the west side of US Route 3. Robinson explained to Ehrman that the Town Highway Garage is near the Riverside Cemetery on Cemetery Road. Robinson suggested that Ehrman check it out.

Budget Committee Representative Beaudin II said he knows that ventilation systems are a pain to install. DPW Hadaway said what he did do out of his operating budget (it cost money, but the Town Staff did all of the work) he vented the pressure washer. The pressure washer was never vented before. When they washed vehicles in the winter time the diesel exhaust was not vented outside. He does not know what the thinking was when the prior group did not vent the power washer. Consequently, the Town Garage ceilings were all black because the pressure washer burns diesel fuel. To ventilate the power washer, they had an old fan that they removed, replumbed it and made their own piping. The exhaust system they created "works awesome!" They did find this past winter that they will need to cap the ventilation pipe when it is really cold outside because it has a downdraft and the cold air actually froze the coil in the pressure washer. The cold air broke the coil so they had to replace the coil. Now they just have a cap that they put on the pipe.

Budget Committee Representative Beaudin II suggested DPW Hadaway look at the OSHA requirements. When Beaudin worked at Loon he had to put in an elaborate exhaust system because employees were in the garage when they were running trucks or running the pressure washer. The system turned on when

needed. It was based on a carbon “displacement system”. The purpose of the exhaust system is to exhaust carbon monoxide out of the building. A hose hangs down from the ceiling. When it is cold outside and you start the vehicles up, you hook the hose up to the exhaust pipe and the ventilation system sucks the exhaust right out of the building to it. You can run the vehicle or work on the vehicle inside all you want.

Lighting:

DPW Hadaway said they also did the LED lights in the garage also so that project is complete. He cannot think of any more upgrades that need to be done to the Highway Garage any time soon.

Show Me the Money:

Budget Committee Representative Beaudin II said there is \$10,000 in the account right now. He asked DPW Hadaway if he wanted to keep the \$10,000 in that account or if he wanted to use the \$10,000 somewhere else. DPW Hadaway said he wanted to use the money somewhere else.

Selectmen’s Representative Robinson asked DPW Hadaway if he could do the ventilation system for \$10,000. DPW Hadaway said “Possibly.”

Budget Committee Representative Beaudin II said DPW Hadaway is pretty handy; maybe Hadaway does not want the venting. DPW Hadaway said he would look into it.

DPW Hadaway said the Town does not need to fund that another year; just zero that line out for FY2020. Leave the money currently listed in FY2021 there. There is \$10,000 in there right now. Selectmen’s Representative Robinson said if you put \$0 in there for FY 2020 and you have to spend some for venting, then you will be down to low numbers – maybe too low. Leave \$10,000 in for the next year FY 2021.

e. Project Number 19 “Garage/Maintenance Shed at Kanc Rec Area”:

f. Project Number 23 “New Town Services Building/Location Feasibility Project”:

Selectmen’s Presentative Robinson said, the current account has \$25,000 in it. The current thinking is that the Police Department is out of space beyond what they really need to function properly. The Fire Department has an aging building with problems. Not that they could not fix some of the problems and still survive in there, but coming down the road the Police will require a replacement building. And the thinking was, do we build a new police station alone? Do you build a new Police and Fire Station? Or do we build a new Police, Fire, Town office building?

Planning Board Representative Ehrman asked how much of the current building are we occupying? Can you divide it by each of those three functions? Do you have a chart or table? Budget Committee Chair Beaudin said the Fire Department takes the entire downstairs of the building. The Town Offices take up the entire upstairs.

Planning Board Representative Ehrman said the Town has a number of square feet that each

function currently uses and then needs. We need to know what those figures are in order to make a reasonable allocation. Then, what is your optimal square footage needed for Police, Fire and Town Administration. Once you have those three (3) numbers it is easier to figure out what the options really are rather than doing handwaving without numbers and never really knowing whether “it” works or not.

Budget Committee Representative Beaudin II said he would think you would look at it like any other department. Look at the Police Department and the Fire Department. Those are the two (2) department “needs” right off. Ask them. What are you missing? How much space do you need for what you are missing? How much space do you need? Talk to an architect. Say, based on this, what is the square foot building price?

Planning Board Representative Ehrman said you can’t look to your architect to do your budgeting! Then you are going to go where our whole country is going to go next year, which is...can you hear that big flushing sound?! And then you talk to the Fire Department and the Police Department and ask them how much they want and you will then ask an architect whose whole job is not to know anything about how much anything costs ever – no matter how many times they get it wrong! With due deference, yes, use an architect for planning of things. However, an architect has to be led on a leash and kept out of the flowers (just like an engineer) and somebody has to drive the car – to be in charge – and that is NOT the Police Department and NOT the Fire Department and NOT the architect or engineer.

Budget Committee Representative Beaudin II said he was on a committee of people – none of whom had ever built anything in this Town before – tasked to build the new Town Offices and the Fire Station. They fired the architect for the Town. They fired the architect for the Fire Department. The only architect they ever kept was the architect for the Library. The architects for the Library were Samyn-D’Elia Architects, P.A. 20 Main St, Ashland, NH 03217 (603) 968-7133. The architects came up and actually helped them with the Fire Department building. They actually did the Town Offices in house. Planning Board Representative Ehrman said there are some architects who can actually count money.

Selectmen’s Presentative Robinson asked if members of the CIP Committee wanted to do any funding for this year or did they want to do something else. There is \$5,000 in the fund right now. We are adding \$20,000 this year for a total of \$25,000 this year. Where did we get the number of \$25,000? It was in there last year; it was enough money to start on just the feasibility study stage.

Planning Board Representative Ehrman said if you allocate the money it will probably get spent. He did not want to spend any money unless they figured out who is going to drive this process and how they are going to drive this process. He asked if the driver was the CIP Committee. His weakest point is not knowing who is going to be making the decisions or how that process is going to work. Budget Committee Representative Beaudin II said the Board of Selectmen are the decision makers.

Planning Board Representative Ehrman said if they are going to allocate money, they still ought to be assembling the facts that somebody is going to need in order to make decisions.

Budget Committee Representative Beaudin II said after we put together a wish list of the Police Department and the Fire Department, \$5,000 will at least pay for the Town to sit down with an architect.

Planning Board Representative Ehrman said you do not need an architect to sit down with you to start. You can do this yourself. You don't need to know where the rooms are going to go to start. You just need to know and do this:

- Ask yourselves, is it valuable to have the Police Department somewhere in the center of Town accessible by foot, by car and quite visible? In my opinion, the answer is "yes". It is very valuable.
- Is it valuable to have the Fire Department in the center of Town, accessible by foot, by and car and quite visible to the public? Not as much.
- Add to that, the Fire Department equipment is much bigger, more encumbering and less needed to be right in the center of Town all of the time. It has to be able to get there. Mostly it just needs access to get from there to all of the different places in town.
- As NH Route 112 congests because of the Town's previous bad decisions as to what we allow to be done along Main Street/NH Route 112 and in the rest of the Town and because we do not make decisions in terms of changing the width or the capacity of that road, it will be more important maybe for the Fire Department to be somewhere else.
- He is in favor of revamping the Town Offices and making the whole building available to the Police Department. There is vital connection between the police being visible, present and available (even the fact that the Police come and go in that building which is right off Main Street) that has value for him. He thinks high police visibility on Main Street has value for the whole Town. We have a lot of transients in Town.

Cost Per Square Foot:

Budget Committee Representative Beaudin II agreed a little bit with Ehrman. However, he felt that they would be duplicating some efforts of building. You are going to change the Fire Department building to something else. You are going to convert the Town Offices and make them bigger. Say, for example, the Police Department stayed there and occupied both floors because the building is right on Main Street. Then you would have to take the Town Hall and move it. Planning Board Representative Ehrman said he did not say to move the Town Hall.

Budget Committee Representative Beaudin II said if they put the Town Hall in the Fire Station, they would have to renovate that building for the Town Hall. Then they would have to renovate the Town Hall for the Police Department. Then they would have to build a whole new fire department building.

Planning Board Representative Ehrman said what is the square foot cost to build a new commercial building now? Robinson: Anywhere from \$150 to \$300 per square foot depending.

Planning Board Representative Ehrman asked what the cost of renovating that space to suit the new purpose would be. Budget Committee Representative Beaudin II said "About the same."

Planning Board Representative Ehrman said to Paul Beaudin: "You just proved that you are wrong on everything!" The cost of building new versus renovating is not any different.

Budget Committee Representative Beaudin II took it back; he just said that. In reality, he thought that the cost to renovate should be less than building because they would not have to recreate the exterior walls. Renovation is cheaper.

Who's on First?

Selectmen's Representative Robinson said he was confused about what the other members just said. First, they said the Police Department should stay on Main Street because of the whole visibility thing and take over the whole building. Then they said keep the Town Administrative Offices in the same building.

Planning Board Representative Ehrman said he did not say the Police Department should be taking over the whole building.

It appears that Ehrman thought there were three functions in the building versus two (the actual number of uses in the building). Finance Director Hart said Ehrman was thinking that the Fire Department was at the Town Hall too; the Fire Department is in its own building.

Public Hearings:

Budget Committee Representative Beaudin II suggested having a full public hearing.

Planning Board Representative Ehrman said that is a great way to do something – by holding public hearings. Then nothing will ever get done because no one will agree on anything and then it won't cost anything.

Budget Committee Representative Beaudin II said if you don't hold public hearings and you go to Town Meeting with your own ideas about what should be done it will get voted down because you didn't consult with everyone and it will never happen. That is what happened with the Town Hall building twice, the Fire Department once. These projects got voted down. We had to go back and change stuff because we did not involve the public enough throughout the entire process. Planning Board Representative Ehrman said he agrees with that.

Selectmen's Representative Robinson suggested they should do more in house planning before they spend money on engineers and architects.

The Money:

Budget Committee Representative Beaudin II said then the \$25,000 does not need to be in there.

Selectmen's Representative Robinson said there is \$5,000 in the account now. He asked the other members whether they should reduce it from \$25,000 to \$5,000.

Planning Board Representative Ehrman said NEVER, ever throw the keys at the architect until you know what you want.

- g. Project Number 38 "Replace or Repair Four Garage Doors at DPW":**
Fine.
- h. Project Number 40 "Ski Slope Top Shed":** Fine.
- i. Project Number 42 "Town Building Infrastructure":**

Selectmen's Representative Robinson said the Town has been setting aside money for all kinds of Town Building infrastructure issues.

DPW Nate Hadaway said the biggest issue right now are the air conditioner units. The air conditioner units were put in there when the building was renovated in 1998. (They are 21 years old.) North Country Mechanicals is suggesting the Town replace air conditioner units with new ones.

Planning Board Representative Ehrman said don't just buy new condensers. You have to change the refrigerant and all of the lines. In that building it might not be a big deal to do it, but if it is an older building it might be more difficult.

Budget Committee Representative Beaudin asked DPW Nate Hadaway if he had checked with American Air Systems, Inc., 181 Hobbs St, Conway, NH 03818 (603) 447-2136. Beaudin suggested that he check with them for pricing. DPW Hadaway said the Town has a contract with North Country Mechanical, 115 Wallace Hill Road, Franconia, NH 03580 (603)823-7400.

Selectmen's Representative Robinson said there is \$19,000 projected to be in that account in FY2019. Is anything scheduled to come out of there this year? DPW Hadaway said he did not know if North Country Mechanical had given Town Manager Burbank a price on the air conditioning units yet. He suggested leaving \$12,000 in there for the next four (4) years. DPW Hadaway said he would keep funding that account. The money is not just for the Town Hall building. It is for any Town building where there is an unanticipated expense.

Budget Committee Representative Beaudin II asked how many Town buildings are included in that particular CIP fund.

1. Town Hall Building;
2. Portions of the Kanc Recreation Buildings are also included in this line;
3. Fire Station;
4. Water Treatment Plant Building;
 - a. For example, if the heating system up at the Water Treatment Plant died the money to fix it would come out of this account.
 - b. DPW Hadaway said that up at the Water Treatment Plant he has to have substantial repairs made to the heating system annually because the heating system is the original system from 1991 or 1992. It is a propane-fired Reznor Heating System which is good quality heating system equipment, but it is getting old.

It does not include:

1. Solid Waste facility because it has its own CIP for the facility;
2. Library has its own CIP for the facility;
3. Portions of the Kanc Recreation area has its own CIP for the facility.

DPW Hadaway said they do their best to extend the life of their equipment. They cover the air-conditioning units during the winter.

Budget Committee Representative Beaudin II said he noticed that the coolant lines going into the building are supposed to be insulated with the black insulating tape. Because of the dripping they probably should be changed out on a more regular basis because of the coating on the coolant lines. The refrigerant does not cool off enough because it is getting off to the atmosphere so they work harder. Those coolant lines should be covered with some kind of protector.

Planning Board Representative Ehrman suggested that when they change out the air conditioning units that they will change out the lines because the newer versions have higher pressure lines with much thicker and much less flexible coolant lines. Budget Committee Representative

Beaudin II said you might have to change the coils and the air handlers too. The air conditioning matter might be State or EPA regulated.

Selectmen's Representative Robinson suggested they leave it at \$4,000 in FY2024 and FY2025 for now. They will look at it again later. If DPW Hadaway is spending money on the heating system at the Water Distribution Plant and air conditioners at the Town Hall they will look at what funding will be needed.

j. Project Number 56 "Repair/Replace Town Owned Salt Shed"

Selectmen's Representative Robinson said there is \$23,000 in the fund now. The salt shed is located at the Town highway garage.

Roof Repairs:

DPW Hadaway said the volume of the salt shed is a little over 100 Tons of salt and about the same equivalent of sand and salt mixture in the two (2) bays which is not too bad. That is three (3) trailer dumps. A trailer dump is 30 Tons apiece. He needs a new roof on the salt shed because it leaks. The Public Works employees could put that on, but the money here he would use to buy just the materials and they would do the work themselves. The \$23,000 should cover the materials to do the roof. No metal single seam roof. He also needs to put new wood purlins across the top as the shed was not built as ruggedly as it should have been. He does not know who built the shed. There is a lot of weight on the roof because the roof is kind of flat. The guys shoveling off the roof have hurt the roof. It is almost easier and better to leave the snow there. Walking around on the roof popped the screws so now there are leaks along all of the seams. When he fixes the roof, he is going to beef it up with more purlins.

Spray on Roofing Materials:

Budget Committee Representative asked about the spray on roof material that they were looking at to put on the Solid Waste Facility. They used the same kind of materials that you spray into truck liners on the steps at Loon Mountain to protect them from ski boots and the material held up.

DPW Hadaway said the sales pitch for the spray-on roof material was kind of like the pitch of a snake oil salesman to him. If he did not have to beef up the roof and put new purlins up there, he might have been willing to try it. The spray on material is like silicon or Rhino bedliner for a truck, but smooth – like a plastic. A consideration would be with new sheet metal the snow and ice would slide off. With the spray on stuff the snow won't slide off. You would have to get up and shovel it off.

What is not fun is shoveling off the Water Treatment Plant roof. The roof over the lavatory and over the chemical room is flat. So, whoever designed that building did not do a good job. You have a peaked roof that meets a flat roof. So, all of the snow on the peaked roof lands on the flat roof. It has a gutter on one side and very little pitch. It is rubber roof with gravel on top of it. We had to shovel it off this past winter and it took his entire crew all day to shovel it off. We started at 8:00 AM and did not finish until 2:00 PM. The snow was very high and packed solidly. To change the pitch or fix it is going to involve big money. There are all the stacks, vents and everything else going up through the roof. According to Water Plan Operator David Beaudin, the roof at the Water Treatment Plan has been redone since 1992.

No changes.

k. Project Number 80 “Vinyl Siding on Fire Station”:

Selectmen’s Representative Robinson said the vinyl siding on the fire station was up on in 1987. DPW Hadaway said Fire Chief Ron Beard may have purchased some vinyl siding to repair what has come off the siding. The reason why it has come off whoever put the siding on the building did not hit a single stud. All of the nails that hold the vinyl up are in the sheathing. You can just blow on it and the siding will come off. Going to just keep patching it for now. We think the person who did the job has passed away.

Consensus: Put in \$5,000 per year FY2021, not \$15,000. Keep it going knowing. There is nothing in there now. Don’t replace all of that siding now. We are either going to renovate that building and use it or build a new building and either sell it or find some other use for it. Next year FY2020 that \$15,000 will go to \$5,000. These figures can be readjusted next year.

l. Project Number 81 “Kanc Rec Infrastructure (Dug Outs, etc.)”:

We generally put in \$1,000 per year to fix fences, dugouts, basketball courts, etc. There \$2,400 in there now. We have used some of that for the ball field too. That is enough money for now.

m. Project Number 85 “Fire Department Building Infrastructure”:

Selectmen’s Representative Robinson said the money has been used for the building, but not the vinyl siding. We used it for the bathrooms, fixing the heating system, floors, roof. Wait to talk to Fire Chief Ron Beard about this next week.

n. Project Number 86 “Pave Fire Department Parking Lot”:

Selectmen’s Representative Robinson said we will speak to the Fire Chief about paving the Fire Department parking lot. Selectmen’s Representative Robinson said the target date for doing this is not until 2033. Leave it as it is.

o. Project Number 97 “Kanc Rec Area Parking Lot Reclamation/Expansion”:

Selectmen’s Representative Robinson said this is to reclaim the Kanc Rec Area parking lot and to take care of the drainage, possibly expanding it. Beaudin (as an abutter) expressed his doubts about the need for expanding it. The target is \$40. There is \$20,000 in there. The goal is to put in \$10,000 in FY2020 and FY2021 to fully fund it for next year.

p. Project Number 104 “Kanc Rec Area Multi-Use Covered Structure”:

Selectmen’s Representative Robinson said this Kanc Rec Area Multi-Use Covered Structure was proposed two years ago and funded for the first-time last year. It is a pavilion type structure – pole barn-ish like structure – poles on the outside with just a roof structure to be used primarily for the summer camp. They need a place that is out of the sun and the rain, but not necessarily inside the building. How big? It will be located in the area between the basketball court and the ball field. She wants it up permanently summer and winter. It is funded out to 2023. We will talk to Recreation Director Tara Tower about this structure when she comes in on September 10th.

q. Project Number 20 “Misc. Maintenance/Repair/Replacement Property & Building Maintenance”:

i. a. Exterior Concrete & Brickwork on Town Hall”:

Selectmen's Representative Robinson said \$5,000 per year we have \$15,000 in there right now. DPW Hadaway said we are waiting until we have enough money to repoint and do everything. The whole thing should be redone. It was scheduled for 2019. They did it when they renovated the building in 1998. Is it 2027? Depends on what we do with the buildings.

Budget Committee Representative Beaudin II suggested getting it resealed at the same time.

Planning Board Representative Ehrman asked if Selectmen's Representative Robinson was looking to put the Fire Station and Police Station on the warrant for consideration at the March 2020 Town Meeting as that might affect the CIP Committee's decision whether or not to allocate monies for this project. Robinson said he was not sure at this time. He would like to put the money for pointing the brick in the budget and then if between 2020 and 2024 when the target date was set they decided to go forward with a new facility we will not point the brick on the exterior of the building and then abandon it, but by that time the Town will have \$20,000 that can go towards a new building. Budget Committee Representative Beaudin II asked whether Town Meeting would have to redirect these monies to go towards a new building. Robinson said no as this building was for the Maintenance/Repair or Replacement of Property and Building Maintenance. We can move monies between these categories but we cannot move them to another building's CIP. DPW Hadaway suggested unless you established a New Town Building subcategory under this category.

Planning Board Representative Ehrman suggested creating a new Capital Reserve Fund for "New Buildings" and put underneath it three (3) categories:

- (a) Fire Department;
- (b) Police Department; and
- (c) Town Hall.

The CIP Committee members agreed to change the title of Project 23 from "New Town Services Building/Location & Feasibility Project" to the more generic "New Town Services Building". They also changed the date from FY2020 to FY2024. The prompt is six (6) years before or 2018. They changed the schedule for the Department heads.

- Next week August 20, 2019 we will have the Cemetery Trustees and Public Works Director Nate Hadaway. DPW Hadaway can do Roads and Streets.
- August 27, 2019: Town Clerk Lisa Philbrick, Planner Carole Bont & Finance Director Johnna Hart followed by Police Chief Chad Morris and Fire Chief/Health Officer/Code Enforcement Officer Ron Beard.
- Try to cancel and reschedule September 3rd and move it to September 24th. Finance Director Johnna Hart will check with the Town of Woodstock. Problem with attending for Robinson and Ehrman.

Town Manager Butch Burbank is still figuring out whether Ehrman can call into meetings held at the library.

APPROVAL OF MINUTES: AUGUST 6, 2019

Motion to approve Minutes for August 6, 2019 with the following corrections:

1. Correct name spelling of Ehrman. Page 2.

2. Planner Bont asked Selectmen's Representative Robinson if he had a comprehensive list compiled over the course of last year to address in the CIP meetings.
3. Planner Bont also asked Finance Director Johnna Hart to inform the CIP Committee that Michelle Morin-Grey is the person at North Country Council, Inc. (NCC) that Town Manager Burbank was referring to, however, she does not have any staff at NCC that offers financial planning services.
4. Correction #7 number 6A on the bonds. Should be 90-01 and 90-03. (No second at this time.)

Discussion About Water and Sewer Deals:

Budget Committee Representative Beaudin II asked Selectmen's Representative Robinson if the developers were going to try to assist the Town to meet the outstanding Water and Sewer needs and if so, he would like to know what kind of deals have been struck in advance so that he can take that information into account when addressing capital improvement discussions.

Selectmen's Representative Robinson said the Board of Selectmen have made no backroom deals. They have been only talking about the South Peak Tank which is part of their planning approval and the pump station at South Peak converting or changing out the pump so that there is possibly more room or usable space in the Forest Ridge Resort water tank. All of these discussions have taken place in the open Board of Selectmen's meetings.

Budget Committee Representative Beaudin II said at the Board of Selectmen's meeting last night the Town got that \$500,000 grant for the Indian Head Tank, but if the developers are willing to help up there to pay for some of the infrastructure improvements that that might free up money. Selectmen's Representative Robinson said that money is for water usage for downtown. Budget Committee Representative Beaudin II said the money could be used to support infrastructure and could free up money to support other departments in the CIP process.

Selectmen's Representative Robinson said his philosophy is that these events are sudden and unplanned. He assumes that there is no help coming. If some unexpected help or money does come in, then we will relook at the CIP plan and reallocate. There is no shortage of projects and needs. So, if a developer comes in and is going to contribute \$100,000 for a tank, we will take that \$100,000 capacity and shift the funds.

Budget Committee Representative Beaudin II said Town Manager Burbank said that the guy who did the hotel down here said, just tell me how much you need.

Selectmen's Representative Robinson said in the past when developers did that, those projects preceded the adoption of the formal structure for levying water tap fees, sewer tap fees and bedroom impact fees that we have now. Now we have a formal structure. Not that we cannot negotiate, but it certainly diminishes our negotiating stance. That would be double dipping. People in the 1980s paid nothing for that. We could say, we want you to help build the Forest Ridge tank. They would say, okay. Now they are already paying \$250,000 for tap fees and now we are asking them for more infrastructure fees beyond that.

Budget Committee Representative Beaudin II argued that in the 1980s the developers did contribute money in the form of water and sewer tap fees that were paid in advance and allowed these projects to get done. The developers were like bonding companies. The developers were allowed to do their projects and they gave the Town the money up front in a timely manner. They gave the Town money and said all we want are 500 water tap fee credits. It worked pretty well.

APPROVAL OF MINUTES: AUGUST 6, 2019

Ehrman made a motion to approve the August 6, 2019 CIP Committee minutes with noted changes. Robinson seconded.

All in favor. (2-0 with 1 abstention – Beaudin was not present at the meeting).

Budget Committee Representative Beaudin II asked Selectmen's Representative Robinson to make sure that the By-Laws were changed by the Planning Board tomorrow night to allow the Board of Selectmen's Representative to act as Chair of the Capital Improvement Plan Committee.

If we have to create a new Police and Fire Station in 3-5 years Budget Committee Representative Beaudin II told that CIP Committee that there were physical limitations with Town Hall. They wanted to retain the historical portion of the original garage that was converted into Town offices.

Motion to adjourn the meeting at 10:49 AM by Robinson. Seconded by Ehrman. All in favor.

Date: 8-20-19

By: 
J. Robinson, Chair

