

**APPROVED**



## **Capital Improvement Program Committee**

### **Meeting Minutes**

**September 24, 2019**

**Lincoln Town Conference Room**

**148 Main Street**

#### **Committee Members Present:**

1. OJ Robinson, Selectmen's Representative
2. Paul Beaudin II, Budget Committee Representative
3. Alfred (Butch) Burbank, Town Manager (arrived at 9:20 am)
4. Mark Ehrman, Planning Board Representative (arrived at 9:05 am)

**Committee Members Excused:** None

#### **Staff Present:**

1. Johnna Hart, Finance Director
2. Carole Bont, Planner

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

1. Nate Hadaway, Public Works Director
2. Cemetery Trustee: William (Bill) Conn

**Audience:** None.

#### **CALL MEETING TO ORDER.**

Chair Robinson called the meeting to order at 9:04 AM.

He asked to delay review and approval of the minutes until later in the meeting.

#### **CEMETERY TRUSTEES**

#### **PRESENTATION RE: CEMETERY MAINTENANCE EXPENDABLE TRUST**

Cemetery Trustee William (Bill) Conn and the CIP Committee members discussed and agreed to make changes to the following:

- A. Page 29, XI. Cemetery Maintenance Expendable Trust 1310-328

#### **Discussion:**

#### **Cemetery Expansion:**

Cemetery Expansion includes both the building currently under construction and the expansion of the cemetery space itself.

#### **Existing Cemetery Space Left:**

At this time, the Cemetery Trustees have the following spaces left in Riverside Cemetery:

- A. 2 singles;
- B. 88 doubles; and

C. 36 “fours”.

**Work Left on Cemetery Expansion:**

For the expansion of the cemetery itself, they need to “do” about \$150,000 worth of development work. They have the right-hand side of the land towards the town shed all designed. They have “the bottom” all surveyed. They will probably “do” both of those areas at the same time. If the Town has the money and they complete development of those two areas, that will pretty much end the necessary projects on the CIP for cemetery expansion.

**Work Left on Building:**

The building is supposed to be a small building at the fork in the road at the entrance to the cemetery. It will serve as an office for the cemetery in the front and a shed for the groundskeeper in the back. The building is all framed, partially sided with the doors in. The main door up back is ordered. They are waiting for the plumbing, the electricity, sheetrock, interior stuff and the front porch.

**Money Spent So Far Out of Cemetery Expansion Capital Reserve Fund:**

Finance Director Hart said the Cemetery Trustees have spent about \$10,000 out of \$117,164 so far that is not reflected in the CRF Balance as of 12/31/2019. Conn said they also have purchased about \$1,700 of insulation. He does not expect to spend more than \$25,000 more before the end of the year. That would leave approximately \$80,000 in the fund. They are thinking about doing another \$150,000 project in 2024. After they get the “shed/office” done they will look hard at what they need to get the rest of the cemetery completed.

**Can We Change Doubles or Fours to Singles?**

The lots for doubles or “fours” cannot really be changed to singles. They do not have the room. The way the cemetery is designed, doubles are hard to split up. The cemetery is made up of walkways. They could take a couple of lots out of the middle of some “fours” to make single lots; however, they almost never sell singles. In the past people generally bought fours and eights, assuming that all of the members of their family intend to be buried with them, however, that almost never happens. With a cremation, you can put three cremations in a single lot.

**Potential Additional CIP Matters:**

**Installation of Precast Headstone Foundations:**

Cemetery Trustee Conn said they need to get precast headstone foundations under some of the headstones in the existing cemetery. The old section of the cemetery really needs to be looked at because they would like to pick up collapsed spots so the area would be easier to mow.

DPW Hadaway and the Public Works Department has been helping them out a lot with putting foundations under some of the sunken lots. They are thinking about hiring a boom truck to pick the stones and foundations up. For that operation they will be taking money out of their operating budget.

Conn does not know if subcontracting a boom truck for this operation would be appropriate for the CIP. If the task is contracted out it would cost more. Conn does not know what the dollar amount would be.

When he has time, DPW Hadaway and Public Works comes over and helps reset the precast foundations for headstones. Public Works did a lot this past summer, however, they still have a large number of foundations left to install. The Trustees buy the precast headstone foundations at the end of every year. They still have a number of foundations left. DPW Hadaway said he can

get some more done this fall.

If DPW Hadaway could set aside three days or a week to help them, they could hire Top Notch Tree Experts (Floyd Wilkie & Dick Johnson, Old Depot Road, Campton, NH 03223) with a boom truck to come in to move, lift and set both the precast headstone foundation blocks and headstones for Public Works. Conn said they need a boom truck with some power because “with that little 305, you are standing on your nose when you are setting one of them blocks”. The boom truck could pick up and move the headstone. Public Works could dig the trench. The boom truck could pick up the precast headstone foundation block and set it in and then lift the headstone back into position. Then Public Works would set the headstone and then move on to the next plot. What takes the most time is moving the stones. Now everything is done by hand. They could get a lot more done in the same amount of time.

### **Projections:**

The Cemetery Trustees do not have any projections for the number of future burials. It is hard to estimate. DPW Hadaway said most of the people they have buried in the past few years already owned a cemetery plot. The annual number of burials per year usually runs around 17. However, this year the number of burials they did is well past that number already whereas last year they hardly did any burials. They have done a lot of cremations too. The cost of a single cemetery plot if you are a resident is \$400. The cost of a single for a non-resident is higher, but still not high compared to the cost of cemetery plots in other places.

### **Proposed Use of Other Land:**

They have been going back and forth about the use of the bottom piece of land. Maybe they will just allow flat headstones in there. Maybe they will set aside a certain section for cremations with a bunch of single lots because people can put three cremations into a single lot.

#### **A. Page 29, XI. Cemetery Maintenance Expendable Trust 1310-328**

1. **Changes:** Beaudin: The CIP Committee has been moving around a lot of money this year because Kanc Rec Ski Area needs lighting. Would Conn object to moving this project out another year and taking no money this year? Conn: No. CIP recommends the following changes:
  - i. Change CIPC Recommendation FY 2020 from \$10,000 to \$0;
  - ii. Change CIPC Recommendation FY 2021 from \$5,000 to \$15,000;
  - iii. Change CIPC Recommendation FY 2022 from \$5,000 to \$15,000;
  - iv. Change CIPC Recommendation FY 2023 from \$5,000 to \$10,000;
  - v. Change CIPC Recommendation FY 2024 from \$6,000 to \$10,000; and
  - vi. Put in CIPC Recommendation FY 2025 \$10,000.

### **Discussion re: durability of venturi snow guns and nucleation.**

ven·tu·ri, /ven'toorē *noun*. a short piece of narrow tube between wider sections for measuring flow rate or exerting suction. The Venturi effect is the reduction in fluid pressure that results when a fluid flows through a constricted section of a pipe. The Venturi effect is named after Giovanni Battista Venturi, an Italian physicist.

**Motion to accept the September 17, 2019 CIP minutes as amended.**

**Motion: Burbank. Second: Beaudin. All in favor. (3-0). Ehrman abstained. He was not at the last meeting.**

**Discussion:**

**Error Correction:**

Chair Robinson: At the last meeting on page 9 of the minutes we made a motion, seconded the motion and then voted as follows:

**Motion to Present at Town Meeting a Warrant Article to:**

- **Take \$15,000 out of the existing Community Center Expendable Trust Fund and use it for the purchase of Kanc Recreation Ski Area Lighting. (Move it to Number 81?) Town Manager Burbank and/or Finance Director Johnna Hart to check with Department of Revenue Administration about how to do this properly.**

**Motion: Robinson. Second: Beaudin.**

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

Chair Robinson told the CIP Committee that they need to relook at this motion, because what they were proposing was not legal. In order to do what was proposed, the expendable trust fund would have to be cancelled at Town Meeting. Then Town Meeting would have to re-appropriate that money. The Town cannot use the money in one expendable trust for other expenses not listed as a purpose of the trust. The trust fund is purpose-specific; it can be used for the Community Center building, but the proposed expenditure is not for a Community Center building. The proposed expenditure is lighting associated with the Kanc Recreation Ski Area. They cannot do that. They do not want to delete the Project Number for the Community Center either.

Over the last couple of years, the Town put everything that is maintenance-related for the Kanc Recreation Ski Area in its operating budget and then split those bills with the Town of Woodstock. However, there may come a time when the Town of Lincoln wants to do project, but the Town of Woodstock does not. Or the Town of Lincoln may have a project in mind and want to build up its payments up over time whereas the Town of Woodstock wants to fund all of their portion all in one year.

We looked at whether the Town could take \$15,000 out of the existing Community Center Expendable Trust Fund and use towards the purchase of Kanc Recreation Ski Area Lighting. It is not legal to do without getting rid of the Community Center Expendable Trust Fund. In order to move the money in that Fund to a different account, the Town would need to eliminate the existing expendable trust fund and we do not want to do that. It is no longer our intent to take \$15,000 out of the existing Community Center Expendable Trust Fund to use for the Kanc Rec Ski Area lighting.

***Burbank: Do we need to revisit the Kanc Rec Ski Area lighting? Chair Robinson: Let us go through the water and sewer and see where we are. We have to do planning, police and fire next week.***

## **PUBLIC WORKS DIRECTOR**

### **A. PRESENTATION RE: SOLID WASTE**

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

1. Page 27, VIII. Department of Public Works, 1310-316 Solid Waste

#### **a. Project Number 29 “Solid Waste – Existing Equipment Replacement Fund”**

##### **Discussion:**

##### **How Much Do We Have Left?**

Beaudin wanted to know how much money was left in the balance and if the sum listed was correct? Finance Director Hart explained that the number was not correct. The Town spent money that is supposed to be reimbursed out of that Capital Reserve Fund account but the Town has not been reimbursed yet. Finance Director Hart: Moneys for the scale at the transfer station and the roof need to come out of that fund. The money will come out in the beginning of October.

##### **Cost Sharing:**

Discussion re: how much the Town of Woodstock had in a Capital Reserve Fund for their share of Solid Waste – we don’t know. Discussion re: whether Woodstock’s contribution was dollar for dollar - 50%-50%. Chair Robinson: Participation in any capital expenditure is 50%-50%. However, Woodstock’s Capital Reserve Funds are not up to the level of Lincoln’s.

##### **Efforts Were Made to Explain the Numbers on the Spreadsheet:**

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

The Subtotal Estimated **01/01/20** CRF Balance is \$126,005. (This sum includes both the **allocated** and the **unallocated** balance.)

The **un-allocated** CRF Balance is \$1,989.

##### **Project Number #29 Solid Waste**

The sum **allocated** for “Solid Waste – Existing Equipment Replacement Fund” is \$79,016.

##### **Project Number #30 Solid Waste**

The sum **allocated** for “Repave Recycle Center Roadway” is \$45,000.

The total sum **allocated** for Project Number #29 and #30 is (\$79,016+\$45,000) is \$124,016).

The difference between:

- Subtotal Estimated **01/01/20** CRF Balance (\$126,005); and
- The total sum **allocated** (\$124,016);

is the **un-allocated** CRF Balance (\$1,989).



**How much is left in the Solid Waste Capital Reserve Fund?** DPW Hadaway and Finance Director Hart were not certain of the exact number. They explained that the roof is finished. They are not finished with the scale yet. The moneys for the roof have come out of the General Fund, but will not be reimbursed by the Capital Reserve Fund until the first of week of October. So far, the Town is under budget for the scale project; the project is still ongoing. Public Works is doing a bit of the project at a time.

**Cost Sharing:**

Beaudin reminded everyone that the amount of money available for Solid Waste is the Town of Lincoln's money plus the Town of Woodstock's money, minus a roof and a scale. The \$126,005 is the Town of Lincoln's share. For every bill Lincoln receives for these capital projects, our share of the bill is  $\frac{1}{2}$ . Chair Robinson countered that that is a way to look at the total of moneys available, globally, however, it does not matter whether Woodstock has moneys saved away in a Capital Reserve Fund for this purpose or not, the capital expenses for the building and equipment are split with Woodstock 50%=50%.

Discussion re: Woodstock should also be sharing costs for  $\frac{1}{2}$  of the labor that Public Works is doing to install the scale. TM Burbank said the Town should probably get the Town of Woodstock to pay for  $\frac{1}{2}$ , but we have not. In the past the Towns traded responsibilities. For example, the Town of Woodstock plows the Solid Waste facility all year round. We do not know what previous arrangements were made, but the Town of Woodstock has always plowed the transfer station. DPW Hadaway: Plowing is the only help that he gets from the Town of Woodstock at the Solid Waste facility.

Finance Director Hart was sending Woodstock copies of the big bills so Woodstock could pay half. She has just been paying the smaller bills and has been accumulating the smaller bills so she can put them together and then bill the Town of Woodstock (Judy Welsh) for  $\frac{1}{2}$  of the total of the miscellaneous other bills that are part of that project.

Discussion re: how much the cost of the scale project will be. DPW Hadaway said he does not have an absolute estimate yet. He is still working on the project. He has to buy a new window for the building, and purchase some more asphalt; he came up short. He needs to get some concrete blocks for the side. So far, the bill he received for the scale itself was \$34,000. The Town's share of that was \$17,000. The total estimate for the scale was \$74,000. We are under. Chair Robinson guessed we would come in at around \$70,000. If accurate, our share of that would be \$35,000. The roof so far was \$28,000. Our share of the roof will be \$14,000. Add those together for a total of  $\$14,000 + \$35,000 = \$49,000$  is Lincoln's share.

**b. Project Number 30 "Repave Recycle Center Roadway":**

**Discussion:** DPW Hadaway: Paving is scheduled to be done in 2020. If we follow the schedule, the Town will have enough money to pave.

**Cost Sharing:**

Beaudin asked if the cost of paving was shared with the Town of Woodstock 50%-50%? DPW Hadaway said his understanding was that the paving was not 50%-50%. The Town of Woodstock argued that since the Town of Lincoln owns the roadway, paving the roadway and all expenses related to the roadway belongs to the Town of Lincoln. Beaudin said that all that Woodstock is responsible for is 50% of the cost of the equipment and 50% of the building costs. Woodstock also pays 50% of the operational costs. The road is all Lincoln's responsibility. The

parking area is all Lincoln's responsibility. TM Burbank questioned whether that whole area needed to be paved up to the building.

**Note: 9-4-2018 CIP Meeting Minutes for last year:**

**Questions about what expenses are shared by the Town of Woodstock. Answer: The Town of Lincoln is responsible for the Recycle Road to the second gate – once you are in the second gate down at the facility entrance the Town of Lincoln shares expenses for the Solid Waste Facility with the Town of Woodstock.**

**c. Project Number 29 "Solid Waste – Existing Equipment Replacement Fund"**

**Discussion:**

**Equipment Status Review:**

DPW Hadaway reviewed the status of equipment. The Town equipment is in good shape so the Town could push that out another year. Repairs of equipment he can handle out of his operating budget.

- (1) Skid steer is new.
- (2) Backhoe is in decent shape.
- (3) Town has a broom.
- (4) Balers are fine.
- (5) He rebuilt the front bucket on the backhoe.
- (6) The compactors are "mint".

**Upcoming Expenditures:**

- (1) **Interior Lighting.** DPW Hadaway might need money for interior lighting. He is still waiting for an estimate from busy Electrician Michael Harrington. All local electricians are slammed. Retrofitting lights is not an emergency. Will ask Harrington again. If he cannot do it or does not want to do it, we can try to get someone else.
- (2) **Door Repairs:** DPW Hadaway: He is planning to do is make repairs to the doors, but he can do that out of the operating budget.

**d. Project Number 59 "Install Truck Scale":**

**Discussion:**

**Move Money to Reflect Expenditures:**

Finance Director Hart: We need to move money down to **Project Number 59 "Install Truck Scale"** because we are short. We need money in there to reimburse the Town for paying to install the truck scale at the Solid Waste Facility. Chair Robinson: The money should come out of **Project Number 29 "Solid Waste – Existing Equipment Replacement Fund"**; move out whatever is needed. It is still all one Capital Reserve Fund so you can switch the money from one project number to another within that fund.

The following changes were made:

- i. Move \$50,000 out of Project Number 29 and put it into Project Number 59. (We will move the excess back to Project Number 29 after the bills related to the scale are paid.)
- ii. Change CIPC Recommendation FY 2020 from \$10,000 to \$0;
- iii. Put \$10,000 in CIPC Recommendation FY 2025.

e. **Project Number 30 “Repave Recycle Center Roadway”:**

- i. Leave as is.

**Discussion:**

**Annual Maintenance Fees:**

DPW Hadaway said the annual expected maintenance cost for the scale is already in what we have paid Fairbanks [Scales in St. Johnsbury, VT]. We have a maintenance contract possibly for ten (10) years but he has to double check. He will take it out of the annual operating budget. He believes there is an annual recalibration, but the cost is minimal.

**Will the Scale be Used for All Dumping?**

DPW Hadaway said the scale will not be used for all dumping; it is only used for Construction & Demolition debris (C&D). The scale measures in 20-pound increments. The Town will bill per pound. The Town will weigh the truck in and out and fees will be charged accordingly.

Construction and Demolition debris (**C&D**) is defined as all non-hazardous solid waste resulting from construction and demolition activities.

**Charge for Use of the Scale?**

Ehrman asked whether the Town will charge for the use of the scale, even just as an allocation. DPW Hadaway said they talked about that at the Board of Selectmen’s meeting last night for someone who wanted to use the scale for another purpose. Ehrman asked how many times the Town uses the scale on an average day and how many times they use it in a year? DPW Hadaway: The scale is brand new and is not in operation yet so this is a first for us. Ehrman is concerned about capitalization and amortization due to deterioration. Robinson said the Boards of Selectmen have not calculated amortization in. On average Solid Waste writes out 25 slips per day. About ½ of the slips are for C&D including appliances like dishwashers.

Ehrman estimated that there are roughly 300 days a year when the transfer station is open – roughly X 60 is 18,000 uses. It sounds like the Town’s amortization is going to be around 25% of the cost of the item based on just round numbers. So, that is going to around a buck a circuit (\$.50 to get weighed coming in, and \$.50 to get weighed going out); the Town should do that kind of a calculation. The Town does not have to charge that way, but the Town has to acknowledge the cost and then compare that cost with what the Town is actually getting out of that scale. Because when the Town sets its fees there is a tendency to think that fees of gross revenues for that unit – for that production element – as net revenues, but they are not net revenues. There are other expenses associated with operating besides the scale itself; roughly, a buck a pop. You might want to consider allocating that or charging for it directly.

Chair Robinson: The Boards of Selectmen for both towns (Woodstock and Lincoln) met last night to work out a fee structure. The Boards did not include a discussion about any amortization or a fee for usage of the scale. The purpose of the scale is really meant to ensure that the revenue that the transfer station brings in is equal to the expense of disposing of the same material going out because at this time “we were way lopsided”. We understand that your thought is to include payment for use of the scale.

Beaudin said we don’t do that for anything else in the Town that we charge for. We don’t do it for Recreation.

Ehrman said the Recreation Department is not a parallel entity to the transfer station. It is a “pro



*bono publica*”. Weighing C&D on scales is done for a business operation or many business operations and business operations, at least in the days when there used to be a Republican Party in the United States, used to be in favor of everybody paying their own way.

#### **Minimum Fees:**

DPW Hadaway said the two Town Boards voted last night to adopt a ten dollar (\$10) minimum fee. To use this scale there is a ten dollar (\$10) minimum fee. The reason for the minimum fee is to discourages lots of small trips. If someone who comes in with any amount of C&D under 100 pounds it costs \$10 for 100 pounds @ \$.05 per pound. All of those people who are coming in with four or five 2x4s are going to pay \$10.

Discussion about why the Town does not just weigh those lighter materials separately because the Town wants to encourage people to be more efficient and consolidate their C&D and put as much as they can all in one load if they can. Chair Robinson said it is also practical because the scale only measures in 20-pound increments. Beaudin said, but the other scale that transfer station uses to measures TVs measures increments below that weight. So, if you are truly charging by the pound then you will know what your cost is per pound. DPW Hadaway: This will encourage people to think about how often they come to the transfer station with C&D. There will be people who make sure that they bring a full load when they come.

DPW Hadaway: Next is water. Robinson: I cannot remember, did we finish with sewer? I thought we didn’t finish with sewer because I didn’t cross it off.



Ehrman: Sewer has a way of staying with you.

### **PUBLIC WORKS DIRECTOR PRESENTATION RE: WATER**

The CIP Committee members discussed and agreed to make the following changes:

1. Page 24, VI. Department of Public Works, A. 1310-308 Water Rehabilitation
  - a. **Project Number 3 “Pumps, Controls, Valves, Monitors”:**

**Discussion:** DPW Hadaway hits Project Number 3 pretty hard every year; the account needs more money. He just purchased another peristaltic polymer pump. In addition, he has four (4) peristaltic pumps that have been aged out since 2013 and they need to be replaced. Each pump costs about \$4,000, just for the equipment, not including installation and computer programming. With all components, installation and programming, each pump will cost about \$6,000.

What is a peristaltic pump used for?

A **peristaltic pump** is a type of positive displacement **pump used for pumping** a variety of fluids, they are also commonly known as roller **pumps**. The fluid is contained within a flexible tube fitted inside a circular **pump** casing (though linear **peristaltic pumps** have been made).

- i. Change CIPC Recommendation FY 2020 from \$7,000 to \$15,000;
- ii. Change CIPC Recommendation FY 2021 from \$7,000 to \$15,000;
- iii. Put \$7,000 in CIPC Recommendation FY 2025.

**b. Project Number 12 “Replace the Intake Gallery”:**

Discussion: We just recently did that.

- i. No change.

**c. Project Number 14 “Communications Upgrade to Water System” (radios):**

Discussion: DPW Hadaway has not done anything yet this year because \$94,070 is not going to get the job done. Ehrman: What are all of the elements in that rubric? It is telemetry for our SKADA system. And more...

Bont accidentally **DELETED THE TAPE!**

- i. Change CIPC Recommendation FY 2022 from \$5,000 to \$10,000;
- ii. Change CIPC Recommendation FY 2023 from \$5,000 to \$10,000;
- iii. Change CIPC Recommendation FY 2024 from \$5,000 to \$10,000; and
- iv. Put \$10,000 in CIPC Recommendation FY 2025.

**d. Project Number 16 “WTP Disinfection System”:**

- i. Put \$20,000 in CIPC Recommendation FY 2020;
- ii. Put \$5,000 in CIPC Recommendation FY 2021;
- iii. Put \$5,000 in CIPC Recommendation FY 2022;
- iv. Put \$5,000 in CIPC Recommendation FY 2023;
- v. Put \$5,000 in CIPC Recommendation FY 2024; and
- vi. Put \$5,000 in CIPC Recommendation FY 2025.

**e. Project Number 22 “Proposal to Replace Loon Pond Dam”:**

- i. Change CIPC Recommendation FY 2020 from \$15,000 to \$0; and
- ii. Change CIPC Recommendation FY 2021 from \$15,000 to \$0.

**f. Project Number 32 “Water Meter Recalibration – Replacement Project”:**

- i. Put the word “Bond” on the title line at the end.

**g. Project Number 33 “Water Treatment Plant Media Change”:**

- i. Put \$15,000 in CIPC Recommendation FY 2025.

**h. Project Number 35 “WTP Additional Unit #4”:**

- i. Change CIPC Recommendation FY 2023 from \$100,000 to \$0; and
- ii. Change CIPC Recommendation FY 2024 from \$100,000 to \$0.

**i. Project Number 43 “Water Treatment Plant Building Upgrades and Maintenance”:**

- i. Put \$15,000 in CIPC Recommendation FY 2025.

**j. Project Number 48 “Replace River Intake Pumps Reserve”:**

- i. Change “Next” from 2021 to 2025.
  - ii. Change “Prompt” from 2015 to 2019.
  - iii. Put \$10,000 in CIPC Recommendation FY 2025.
- k. **Project Number 49 “Rebuilt/Replace Dumpster Vertical Pumps”:**
  - i. No change.
- l. **Project Number 50 “Replace/Rebuild Backwash Pumps/Motors”:**
  - i. No change.
- m. **Project Number 51 “Rebuild Water Treatment Plant Caterpillar Generators (2)”:**
  - i. Put \$20,000 in CIPC Recommendation FY 2024; and
  - ii. Put \$20,000 in CIPC Recommendation FY 2025.
- n. **Project Number 52 “Replace Finish Water Pumps & 6 VFD’s”:**
  - i. Put \$5,000 in CIPC Recommendation FY 2025.
- o. **Project Number 54 “Cleaning Cold Spring Well”:**
  - i. Put \$5,000 in CIPC Recommendation FY 2021;
  - ii. Put \$5,000 in CIPC Recommendation FY 2022;
  - iii. Put \$5,000 in CIPC Recommendation FY 2023;
  - iv. Put \$5,000 in CIPC Recommendation FY 2024; and
  - v. Put \$5,000 in CIPC Recommendation FY 2025.
- p. **Project Number 77 “Four (4) River Crossings”:**
  - i. Put \$25,000 in CIPC Recommendation FY 2025.
- q. **Project Number 83 “Replace 10 Torque Valves”:**
  - i. Put \$10,000 in CIPC Recommendation FY 2025.
- r. **Project Number 91 “Replace PLC”:**

Discussion: DPW Hadaway will research the cost of the PLC and the year the PLC was last purchased.

- i. Change the “Completed Last” date from 2020 to the date DPW Hadaway finds after his research.
  - ii. Change Total Estimated Cost from \$100,000 to \$150,000.
  - iii. Change CIPC Recommendation FY 2020 from \$20,000 to \$25,000;
  - iv. Change CIPC Recommendation FY 2023 from \$20,000 to \$25,000;
  - v. Put \$25,000 in CIPC Recommendation FY 2024; and
  - vi. Put \$25,000 in CIPC Recommendation FY 2025.

- s. **Project Number 92 “Upgrade Water Treatment Plant Reservoir & Culvert”:**
  - i. Remove the negative from the CRF Balance 12/31/2019 (-\$3,750) and change it to \$0. It came from the Subtotal Un-Allocated CRF Balance.
  - ii. Put \$25,000 in CIPC Recommendation FY 2020;
  - iii. Put \$25,000 in CIPC Recommendation FY 2021;
- t. **Project Number 98 “Rebuild Boise Brook Pumps (2)”:**
  - i. Put \$4,000 in CIPC Recommendation FY 2022; and
  - ii. Put \$4,000 in CIPC Recommendation FY 2025.
- u. **Project Number 100 “Route 3 Water Treatment Plant/Tanks”:**
  - i. Change CIPC Recommendation FY 2020 from \$50,000 to \$25,000; and
  - ii. Put \$50,000 in CIPC Recommendation FY 2025.
- v. **Project Number 101 “Upgrade Cold Spring Well Facility”:**
  - i. No changes.
- w. **“Misc. Maintenance/Repair/Replacement”:**
  - i. No changes.
- x. **Water System Rehabilitation Total:**
  - i. Change CIPC Recommended FY 2020 from \$177,000 to \$170,000.
  - ii. Change CIPC Recommended FY 2021 from \$192,000 to \$200,000.
  - iii. Change CIPC Recommended FY 2022 from \$197,000 to \$216,000.
  - iv. Change CIPC Recommended FY 2023 from \$301,000 to \$216,000.
  - v. Change CIPC Recommended FY 2024 from \$252,000 to \$212,000.
  - vi. Change CIPC Recommended FY 2025 from \$0 to \$206,000.

**NEXT WEEK**

**Fire Chief Ron Beard with Fire Department Budget, Police Chief Chad Morris with Police Department Budget and Planner Carole Bont with CIP requests.**

**Motion to adjourn the meeting at 11:15 AM by Town Manager Butch Burbank. Seconded by Beaudin. All in favor. (3-0).**

Date: 8-18-2020

By: \_\_\_\_\_

  
OJ Robinson, Chair