



Capital Improvement Program Committee

Meeting Minutes

October 8, 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

Committee Members Excused: Mark Ehrman, Planning Board Representative

Staff Present:

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

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

Audience: None.

CALL MEETING TO ORDER.

Chair Robinson called the meeting to order at 9:02 AM.

MINUTES:

Motion to approve September 27, 2019 CIP Committee minutes as written.

Motion: Robinson. **Second:** Beaudin

Motion carries. (2-0), Burbank abstained.

REVIEW:

The CIP Committee reviewed and made the following changes in the CIPC 2020 Consolidated Spreadsheet:

1. **Page 22, II. 1310-323 Property and Building Maintenance:**
 - a. **Project Number 19: "Garage Maintenance Shed at Kanc Rec Ski Area":**
 - a. **Project Number 23: "New Town Services Building":**
 - i. Change title from "New Town Services Building" to "New Town Services Building Location and Feasibility Project".
 - b. **Project Number 42: "Town Building Infrastructure":**
 - c. **Project Number 56: "Repair/Replace Town Owned Salt Shed":**
 - i. Change the title in the line from "Repair/Replace Town Owned Salt Shed" to

“Repair/Replace Salt Storage Shed at DPW”.

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

- i. Change title from “Vinyl Siding on Fire Station” to “Repair/Replace Vinyl Siding on Fire Station”.

e. Project Number 81: “Kanc Rec Infrastructure (Dug-outs, lighting, etc.)”:

- i. Change Subtotal Un-Allocated CRF Balance from “95,000” to “Ongoing”.

2. Page 23 III. 1310-318 Planning & Engineering

a. Project Number 31: “1310-324 Village Center & River Front Park”:

- i. Change title from “1310-324 Village Center & River Front Park” to “1310-324 Village Center Trails & River Front Park”.

3. Page 23 V. 1310-304 Fire Department

a. Project Number 102: “Command Vehicle”:

- i. Change title from “Command Vehicle” to “Fire Department Command Vehicle”.

4. Page 24 VI. 1310-308 Public Works A. 1310-308 Water Rehabilitation

a. Project Number 51: “Replace Water Treatment Plant Caterpillar Generators”:

- i. Change spelling of the word “Caterpillar” to “Caterpillar”.
- ii. Change the wording in the two footnotes ** and *** from “Bedroom Tax” to “Bedroom Impact Fees”.

5. Page 25 VI. 1310-308 Public Works B. 1310-307 Sewer Rehabilitation

a. Subtotal Un-Allocated CRF Balance: \$35,335.

- i. Where does the money come from? The \$35,335 comes from about \$29,000 interest and \$6,000 principal.

b. Project Number 70: “Design/Construct Upgraded Sewer Treatment Plant - PBP”:

- i. Change the amount of Total Estimated Cost from \$85,000 to \$850,000.

c. Project Number 90: “Laboratory/Office Repairs and Maintenance”:

- i. Change title from “Laboratory/Office Repairs and Maintenance” to “Laboratory/Office Repairs and Maintenance Sewer Treatment Plant”.

6. Page 26 VI. 1310-308 Public Works D. 1310-306 Roads & Streets

a. Subtotal Un-Allocated CRF Balance: “\$31,850”:

- i. Move “\$31,850” in interest to Project Line Number 71 “*Reclaim & Pave West Street and Engineering”.

b. Project Number 37: “*Hanson Farm Road Reconstruction (See Note)”:

- i. Move \$47,543 in the “*Hanson Farm Road Reconstruction (See Note)” to Project Line Number 71 “*Reclaim & Pave West Street and Engineering”.
 - ii. Change title from “Reclaim Edgewood & Coolidge Roads” to “Reclaim Edgewood & Coolidge Streets”.
- c. Project Number 71: “*Reclaim & Pave West Street and Engineering”:**
- i. Move “\$31,850” in interest to Project Line Number 71 “*Reclaim & Pave West Street and Engineering”.
 - ii. Move \$47,543 in the “*Hanson Farm Road Reconstruction (See Note)” into Project Line Number 71 “*Reclaim & Pave West Street and Engineering” in to the CRF Balance 12/31/2019 column, adding to \$708,877.
 - iii. Change “Completed Last” from “?” to “2020”.
 - iv. Change “Next” from “2048” to “2040”.
- d. Project Number 93: “Reclaim Edgewood & Coolidge Roads”:**
- i. Change title from “Reclaim Edgewood & Coolidge Roads” to “Reclaim Edgewood & Coolidge Streets”.
- e. Project Number 94: “Reclaim Liberty/Eagle Cliff Road”:**
- i. Change title from “Reclaim Liberty/Eagle Cliff Road” to “Reclaim Liberty & Eagle Cliff Roads”.
- f. Delete: “Note on Hanson Farm Road: To be funded from non-CRF sources.”:**

7. Page 27, VIII. 1310-316 Solid Waste:

a. Subtotal Un-Allocated CRF Balance of \$2,189

Finance Director Johnna Hart suggested moving moneys from the Un-Allocated CRF Balance to one of the line items or project numbers that needs additional moneys. Discussion regarding moving moneys internally to cover the cost of purchasing the truck scale under Project Number 59 and Replacing the Roof under Project Number 88 as neither of those accounts had enough money in them to pay for the needed expenses.

b. Project Number 30: “Repave Recycle Center Roadway”:

- i. Change CRF balance 12/31/2019 from \$45,000 to \$30,000.
- ii. Add \$15,000 to FY 2021.

c. Project Number 88: “Facility & Land Improvements & Replacements”:

- i. Change CRF balance 12/31/2019 from \$14,815 to \$0.

d. After discussion, they decided to propose as follows:

Motion to approve the following:

- i. **Take \$2,000 out of the \$3,002 of Un-Allocated CRF Balance to help pay for project at the Kanc Ski Slope, leaving a remainder of \$1,002 in**

the Un-Allocated CRF Balance;

- ii. Move \$15,000 from Project Number 30 “Repave Recycle Center Roadway” to Project Number 88 “Facility & Land Improvements and Replacements” for roof repairs.
- iii. Move \$50,000 from Project Number 29 “Solid Waste – Existing Equipment Replacement Fund” to Project Number 59 “Install Truck Scale at Solid Waste Facility” to pay for purchasing the Solid Waste Truck Scale.

Motion: Budget Committee Member Paul Beaudin. Second: Town Manager Burbank. All in favor.

8. Page 27, IX. 1310-321 Kanc Equipment. B. Ski Slope:

Discussion about how the cost of the Ski Slope Infrastructure is \$26,000 PLUS \$16,000 for a total of \$42,000. The CIP Committee members suggested replacing the line that reads: “Misc. Maintenance/Repair/Replacement” at the end of the B. Ski Slope list with Project Number 108.

- a. **Project Number 78: “Repair/Replace Bombardier Groomer 2005”:**
 - i. Take \$26,000 out of the CRF Balance 12/31/2019.
- b. **Project Number 79: “Repair/Replace Caterpillar Diesel Tow Engine Groomer”:**
 - i. Take \$14,000 out of the CRF Balance 12/31/2019.

**Motion to approve these changes as shown on the new October 8, 2019 spreadsheet:
Motion: OJ Robinson. Second: Town Manager Burbank. All in favor. (3-0).**

9. Page 29, X. B. 1310-310 Library Building:

- a. **Project Number 18: “Library Building Infrastructure”:**
 - i. **Line a. Paint Town Library Exterior:** Take -\$2,350 out of the CRF Balance 12/31/2019.
 - ii. **Line d. Replace Flooring in Library:** Subtract \$2,350 from \$12,000.

POLICE DEPARTMENT

The CIP Committee agreed to make no more changes:

1. Page 23, IV. 1310-309 Police Department

- a. **Project Number 10 “Upgrade Police Department Computer System”**
- b. **Project Number 21 “Town Wide Dispatch Communications Improvements”:**
 - i. **Phase 1:** New antennas.
 - ii. **Phase 2:** New radios. [Phase 1 and 2 cost was \$97,000 from Ossipee Mountain Electronics.]
 - iii. **Phase 3:** Upgrade radio system to Simulcast system (primarily software) to improve overall communications coverage, minimizing dead spots. It

will improve coverage of portable radios and improve coverage inside buildings. Originally budgeted for \$178,000, however, the cost is now up to \$200,000 due to cost increases for hardware.

- iv. **Phase 4:** Replace console (hardware). Budget \$100,000

Discussion re: Handout for Police Dispatch Center Upgrade.

Town Manager Burbank explained that upgrade projects scheduled for 2016, 2017 and 2018 were never done. It will cost \$400,000 to do a total upgrade in order to continue to maintain our own Dispatch Center. Now we have two police dispatch clients: Campton and Woodstock. We can handle the two (2) additional towns police dispatching with our current full and part time staff. We have minimum staff requirement for 24/7 coverage of six (6) full time people. Currently they all receive overtime pay.

Paul Beaudin asked if the Town could look into qualifying for grant monies from the US Forest Service or Homeland Security. Burbank explained that the Town applied for grants in the sum of \$300,000. If the town's dispatch center is "regional" versus servicing only one municipality there is a better chance of qualifying for a grant.

Town Manager Burbank explained that in order to upgrade the Town will have to replace 20-year-old equipment. In addition, there will be annual \$4,800 maintenance costs. At this time the two towns' fire dispatch is staying with the Grafton County Dispatch System due to the mutual aid commitments. At this time the savings to the two towns of joining Lincoln is substantial: \$30,000 per year versus \$65,000 and \$68,000 per year at the Grafton County Dispatch Center.

Motion to go with the changes to the Dispatch CIP Budget as shown on the October 8, 2019 spreadsheet. Motion: Burbank. Second: Robinson. All in favor. (3-0).

FIRE DEPARTMENT:

1. Page 23, V. 1310-304 Fire Department

After discussion the no changes were made:

- a. **Project Number 9 E1 International Pumper.**
- b. **Project Number 45 Tower Truck (PB).**
- c. **Project Number 46 E2 International 4900 Pumper**
- d. **Project Number 47 R4 Rescue Vehicle.**
- e. **Project Number 102 Command Vehicle (A 2008 vehicle purchased in 2016).**

Motion to go with the changes to the Fire Department CIP Budget as shown on the October 8, 2019 spreadsheet. Motion: Burbank. Second: Beaudin. All in favor. (3-0).

FIRE AND POLICE SERVICES BUILDING:

Town Manager Burbank said he had asked the two chiefs to look out 25 years (not 3) and estimate their department needs. The Police Department has outgrown the space downstairs. The Fire Department is close. What he is seeing politically with the neighboring towns Burbank said he thinks Lincoln will have to go it alone as far as safety services. "We are currently experiencing a volunteer crisis." We are going to have to move to full time paid employees for both fire and emergency services. The Town of Lincoln is getting more than 3,300 calls per year. We need to ask for a "Needs Assessment". Do we need to look for and to cultivate community support? Should the Town Offices be included in the public safety services building?

Town Manager Burbank went over the history of the Town Offices building from its inception as a garage for the Paper Mill to its most recent renovation back in the 1990's. At this time the Town needs \$57,000 just to fix the air conditioner system and to upgrade all the air conditioning units in the building on Main Street. He talked about the consequences of not attending to maintenance items in a timely way for all of the municipal buildings. He talked about the increasing amounts of DPW time that has to be dedicated to building maintenance due to our history of long-deferred maintenance. In the near future the Town will need a Director of Buildings and Grounds.

Motion to adjourn the meeting at 11:22 AM by OJ Robinson. Seconded by Beaudin. All in favor. (3-0).

Date: 8-18-2020

By: 

OJ Robinson, Chair