

APPROVED



Capital Improvement Program Committee Meeting Minutes

September 22, 2020

Lincoln Town Office, 148 Main Street

Committee Members Present:

1. OJ Robinson, Chair and Select Board's Representative
2. Alfred (Butch) Burbank, Town Manager
3. Mark Ehrman, Planning Board Representative (via teleconference call)

Committee Members Excused:

1. Paul Beaudin II, Budget Committee Representative

Staff Present:

1. Johnna Hart, Finance Director
2. Ron Beard, Fire Chief/Health Officer/Code Enforcement Officer/Zoom Operator
3. Carole Bont, Planner

Staff Excused: None.

Department Heads or Committee Member Representative(s) Present:

1. Nate Hadaway, Director of Public Works (DPW)

Audience: None.

CALL TO ORDER:

The meeting was called to order by Chair OJ Robinson at 9:10 am.

MINUTES:

Minutes from September 15, 2020 were not available for review.

PUBLIC WORKS DEPARTMENT PRESENTATION:

DPW Nate Hadaway presented the outstanding capital projects for the Public Works Department Requests.

After some discussion, the CIP Committee decided to do as follows:

1. **Page 25, VI. Department of Public Works, C. 1310-317 Public Works Equipment:**
 - a. **Project Number 15: "Replace 2009 100 CFS Portable Compressor":**
 - i. *Put \$5,000 in FY 2026.*
 - b. **Project Number 61: "Replace International 7400 Dump Truck":**
 - i. *No change.*
 - c. **Project Number 62: "Replace Chevy 2500":**
 - i. *No change.*

d. Project Number 63: “Replace Sidewalk Plowing/Mowing Tractor”:

- i. Discussion: We over-expended this line by \$9,232. To cover the overage, take \$9,000 from Project Line 64 “Replace 2 Frink Snow Plows” which reduces the overage to \$232. Then take \$232 from the “Subtotal Un-Allocated CRF Balance”. The balance on the Subtotal Un-Allocated CRF Balance is much less than is shown on this spreadsheet so we could not take the whole \$9,232 out of that balance.*

e. Project Number 64: “Replace 2 Frink Snow Plows”:

- i. Discussion: DPW Hadaway said that he expects we can push out the purchase of the snow plows until 2022 because he is expecting to replace his truck next year. Although there is a lot of rust on his truck, he hopes to be able to carry it through the winter with just a need for tires. When DPW Hadaway replaces his truck, he is hoping to get a snowplow as part of the accessories for the truck in which case we would not need the money for two separate snow plows. However, he might not be successful in getting a plow as an accessory so the money should be there just in case he has to buy the snow plow separately. Meanwhile he has no problem with taking the \$9,000 out of the CRF Balance 12/31/2020 snowplow account now to pay for the overage on Project Number 64 “Replace Sidewalk Plowing/Mowing Tractor”.*
- ii. Change CRF Balance 12/31/2020 from \$9,000 to \$0.*
- iii. Put \$9,000 in FY 2022.*

f. Project Number 65: “Replace 2012 FORD 250 Small Pick-Up”:

- i. No change.*

g. Project Number 66: “Replace 2011 FORD 550 Dump Truck w/Accessories”:

- i. In response to questions by Mark Ehrman, DPW Hadaway said that the life expectancy of an oversized dump truck is 10-12 years whereas the life expectancy of the smaller dump truck is greater because it is essentially a winter plow truck and is not used very much for other tasks during other parts of the year.*
- ii. No change.*

h. Project Number 67: “Replace 2017 GMC 4WD”:

- i. Put \$10,000 in FY 2025.*
- ii. Put \$10,000 in FY 2026.*

i. Project Number 68: “Replace Back Hoe”:

- i. Take \$10,000 out of CIPC Recommended FY 2021 and leave at \$0.*
- ii. Put \$10,000 in FY 2026.*

j. Project Number 69: “Replace Front End Loader”:

- i. No change.*

k. Project Number 103: “Loader Snow Blower Attachment”:

- i. DPW Hadaway said he had no difficulty with the idea of pushing out this expenditure for another year because the snow blower attachment will not work on the present loader and we would wait to buy the snow blower attachment until 2022 when we buy the new loader and can put the new snow blower attachment on the new loader.*
- ii. Based on the current growth in town, the snowblower attachment will be critical in removing snow in the more densely populated parts of town. The snowblower will be used to blow the snow out into the street to be put into dump trucks and taken away.*
- iii. Discussion about extending the date for purchasing the loader snow blower attachment out to 2022.*
- iv. Reduce CIPC Recommended FY 2021 amount from \$75,000 to \$40,000 so the full amount to purchase the loader snow blower would be available in 2022.*
- v. Put \$35,000 in FY 2022.*

l. Project Number 106: “Replace 2017 FORD F550 Plow Truck”:

- i. Put \$20,000 in FY 2026.*

m. Project Number 73: “Miscellaneous Maintenance/Repair/Replacement for Public Works Equipment”:

n. Project Number 73a: “Replace/Repair Miscellaneous Equipment”:

- i. Put \$2,000 in FY 2026.*

2. Page 25, VI. Department of Public Works, B. 1310-307 Sewer Rehabilitation:

a. Project Number 8: “Sewer Maintenance Repair/Replacement”:

- i. Put \$5,000 in FY 2026.*

b. Project Number 26: “Sewer Town-Wide Jetting & Camera Inspection”:

- i. Put \$7,000 in FY 2026.*

c. Project Number 27: “Sewage Treatment Aerator Replacement & Upgrade”:

- i. Discussion: Aerators cost \$10,000 each. Robinson asked whether he is just purchasing one per year. DPW Hadaway said he bought two new ones. He had to rebuild four motors last year and two this year. It is hard to predict.*
- ii. Put \$8,000 in FY 2026.*

d. Project Number 44: “Replace Pump Wet Ends Connector Road”:

- i. Discussion: DPW Hadaway said he did not have good luck with the pump ends this year. They “ate” two transducers which were not cheap or easy to fix.*
- ii. Put \$5,000 in FY 2025.*
- iii. Put \$5,000 in FY 2026.*

e. Project Number 53: “Replace Motor Control Center & Variable Frequency Drives”:

- i. *Put \$10,000 in FY 2026.*
- ii. *Put \$10,000 in FY 2026.*

f. Project Number 57: “Town Wide Manhole Inspection/Repair/Engineering”:

- i. *Discussion: DPW Hadaway explained that the Maple Street fix is a “mill and fill” so he will be using ongoing culverts and making drainage repairs.*
- ii. *Put \$5,000 in FY 2022.*
- iii. *Put \$15,000 in FY 2023.*
- iv. *Put \$15,000 in FY 2024.*
- v. *Put \$15,000 in FY 2025.*
- vi. *Put \$15,000 in FY 2026.*

g. Project Number 58: “Replace Sewer Treatment Plant Generator”:

- i. *Discussion: DPW Hadaway said he will address this again next year.*
- ii. *No change.*

h. Project Number 60: “Dredge Sewer Lagoons and Sludge Removal”:

- i. *Discussion: In response to inquiries about the relative costs of the project last time, DPW Hadaway said that he was not working for the Town of Lincoln at the time of the last dredging. He did understand from others who worked for Lincoln at that time was that the dredging of the sewer lagoons and sludge removal was “a nightmare”. The whole process was longer and smellier than anticipated. The sewer lagoons had to be rebuilt after they were emptied because the lagoon structures were destroyed during the dredging. The estimated cost of \$900,000 was based on the cost to the Town the last time the Town dredged the sewer lagoons and removed the sludge back in 2004. He is not certain of exactly services were included in that figure.*
- ii. *DPW Hadaway said the sludge is not going away or going to disappear of its own volition; it is only going to increase over time until it reaches the tipping point. Also, at some point the State will tell the Town that the Town has to construct a new sewer treatment plant and will no longer be allowed to use open sewer lagoons. Whether the Town has to build a new sewer treatment plant or fix the existing lagoon system, the lagoons will have to be dredged and the sludge removed. He would prefer to put off the dredging until the Town is ready to put in a new sewage treatment plant and only have to dredge and remove the sludge once instead of more than once.*
- iii. *Change Total Estimated Cost from \$900,000 to 1,400,000.*
- iv. *Put \$150,000 in FY 2023.*
- v. *Put \$150,000 in FY 2024.*

vi. Put \$150,000 in FY 2025.

i. **Project Number 70: “Design/Construct Upgraded Sewer Treatment Plan - PBP”:**

- i. Discussion about the potential costs of designing an upgraded sewer treatment plant. Town Manager Burbank said the last time he checked a tertiary plant our size was running about \$6-8,000,000. The design costs are about 18% of the project or between \$1,080,000 and \$1,440,000, but that includes oversight of construction.
- ii. Discussion about the efficacy of planning ahead and being proactive. Mark Ehrman spoke about the steep financial costs associated with waiting until later when the Town is forced to replace the sewer treatment plant when the interest rates have increased. “Interest rates will never be lower than they are now.” He also pointed out the benefits of having a design ready to go should the Town be forced to build a new sewer treatment plant because the existing sewer treatment plant failed because it was overloaded. We also do not have a good handle on the potential load of the development projects that are already approved and not yet built. DPW Hadaway spoke about the benefits of having a plan ready to go should grant monies for sewer treatment plan project like this become available. Building a sewer plant would take at least a couple of years.
- iii. Discussion about using the moneys currently in the account for a design for a sewer treatment plant now, starting with an RFQ. They talked about having the Town Engineer Ray Korber of KVPartners, help them prepare an RFQ. DPW Hadaway and Town Manager Burbank explained that an RFQ had to be the starting point if they were ever going to try to apply for any grant monies because if the Town hires an engineer and asks that engineer to do the work, the US Federal Government from where the grants are issued will not accept that work. The Town has to start with the US Government’s accepted practice of requiring RFQs from the outset. Town Manager Burbank explained that that he had to go back and start from scratch in another matter when asking for federal assistance because the RFQ was not part of the Town’s original hiring process.
- iv. Discussion about the newer technology for sewer treatment that would remove the problems associated with long hot days when the odors of the sewer turning over in the lagoons are overwhelming the olfactory senses of people who live and work in the downtown neighborhoods and businesses.
- v. Discussion about the possibility of changing the name of Project Number 70 from “Design/Construct Upgraded Sewer Treatment Plan – PBP” to Design Upgraded Sewer Treatment Plan – PBP” by removing the word “Construct”. The argument in favor of removing the word “construct” was that the amount of money that the Town is setting aside is not enough to pay for both the design and the construction of a sewer treatment plant for a very long time; it was only enough to pay for the design. DPW Hadaway estimated that the Sewer Treatment Plant would have to be replaced within ten (10) years at the

most. The project would have to be bonded and go to Town Meeting for a 2/3rds bond vote. OJ Robinson pointed out that he would prefer to keep the flexibility in this account open in case after paying for the RFQ and design of a possible new sewer treatment plant, there was some money left over that would be rolled over and used as part of the construction of the sewer treatment plant. They agreed not to change the name.

- vi. Discussion about going forward with preparing an RFQ now.*
- vii. Put \$90,000 in FY 2026.*

j. Project Number 84: “Sewer Inflow Study (Commercial Funded)”:

- i. Discussion about how much of the sewer inflow study has been done already by applicants (i.e., “Commerical[ly] Funded”). The conclusion was “not very much”. And how accurate is the information we have received from the engineers hired by those applicants? [Hard to say.] Only the portions of the distribution system that directly impact the applicants have been studied. OJ Robinson said he did not think it fair to require applicants to study more than the portions of the municipal sewer distribution system than directly impact them. OJ Robinson said he felt that the Town needed to know exactly how limited the sewer inflow distribution system was in order to better understand what the tipping point is and when to push for the upgraded system. Part of a new sewer treatment plant would be to upgrade the sewer distribution system as well. Bottlenecks may appear to be in the Town’s older sewer lines in the downtown area.*
- ii. After much discussion, they agreed to continue to fund for this project, but then no changes were made and no sums were added to fund in subsequent years.*

k. Project Number 90: “Laboratory/Office Repairs and Maintenance (Sewer Treatment Plant (STP))”:

- i. Put \$10,000 in FY 2026.*

l. Project Number Misc.: “Miscellaneous Maintenance/Repair/Replacement”:

- i. No change.*

Motion to approve changes: Town Manager Burbank. Second: OJ Robinson. All in favor. (3-0)

Next week DPW Nate Hadaway will present the rest of the Public Works Department’s Budget.

**Motion to Adjourn at 10:24 AM. Town Manager Burbank. Second. OJ Robinson.
All in favor. (3-0).**

Date: 10-5-2020

By: 

OJ Robinson, Chair

