



Capital Improvement Program Committee

Meeting Minutes

September 7, 2021

Lincoln Town Conference Room

148 Main Street

Committee Members Present:

1. Paul Beaudin II, Planning Board Representative & Chair
2. Jack Daly, Selectmen's Representative
3. James Spanos, Budget Committee Representative
4. Alfred (Butch) Burbank, Town Manager

Committee Members Excused: None

Staff Present:

1. Carole Bont, Planner

Staff Excused:

1. Johnna Hart, Finance Director

Department Heads or Committee Member Representative(s) Present:

1. Carol Riley, Library Director
2. Gail Trembly, Library Trustee

Audience: None.

A. CALL MEETING TO ORDER.

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

B. MINUTES.

MOTION to approve CIP Committee Meeting Minutes for August 31, 2021 as written.

Motion: Jack Daly.

Second: Butch Burbank.

All in favor.

LIBRARY PRESENTATION

Library Director Carol Riley and Library Trustee Gail Tremblay presented the Library CIP Requests:

**Page 29, X. Library A. 1310-310 Library Technology
Project Number 76 Technology maintenance, upgrades and repairs**

Chair Beaudin, read from the spreadsheet.

- a. The date "completed last" is 2015.

- b. The date in “next” is “ongoing”.
- c. The date in “prompt” is “ongoing”.
- d. The Total Estimated Cost is “ongoing”.
- e. The CRF Balance for 12/30/2021 is 4,200.
- f. The CIPC Recommended for FY 2022 is \$2,000.

Chair Beaudin asked Library Director Riley to talk to the CIP Committee about it.

Library Director Carol Riley said Technology maintenance, upgrades and repairs is an ongoing expense. For example, last year the library replaced three (3) of the five (5) computers available for public access. This year they will be replacing the other two (2) public access computers. The cost is well over \$1,000 per unit to replace the computer, monitors, mouse and all of the relevant parts.

Right now, the library does not have all of the public access computers out and available for public use because of social distancing during the evolving COVID-19 crisis. However, the library put in the fiber optic cable into the building last year and the older computers operate very slowly because they have not been upgraded to be fully compatible with the fiber optic system. The replacement of those computers should help with the current slow operating speed. The computers that have not been replaced yet will continue to operate slowly and will have to be replaced to increase the speed.

Chair Beaudin questioned whether the amount of money currently in the account was needed if the library was only replacing five (5) computers and they had already replaced three (3) and the cost is only \$1,000 each.

Planner Bont and Library Director explained that the Library Technology line is not just for those five (5) public accesses computers. The Library Technology line is for those computers and all of the other technology at the library, including the fax machine, the printers, the copier, the other computers used by library staff, etc.

Town Manager Burbank suggested that the CIP Committee continue to carry out the \$2,000 per year to CIPC Recommended FY 2027. The other members agreed.

Selectmen’s Representative Jack Daly asked Library Director Carol Riley if there was a possibility of getting any grants for these computers. Library Director Riley answered that there would more than likely be some kind of grants for library computers, however she has not pursued any for this purpose recently. She has pursued other grants for the library. They have just received a grant from the State of New Hampshire. The grant was not for computers, but for other stuff. Library Director Riley said that applying for and accounting for grants is very involved.

Next the CIP Committee looked at:

**Page 30, X. Library A. 1310-314 Library Building
Project Number 18 Library Building Infrastructure**

a. Paint Town Library Exterior (Assume a 20-year life expectancy.)

Chair Beaudin read from the spread sheet. He said:

- i. The library was “last” painted in 2019.

- ii. The next time it needs to be painted is in 2039.
- iii. The 6-year prompt is for 2033.
- iv. There is no cost estimate for painting the building.
- v. The CRF Balance as of 12/31/2021 is \$0.
- vi. The CRF for 2022 is \$0.

No changes were made.

b. Maintain/replace Library Wheel Chair Ramp (Assume a 10-year life expectancy.)

Chair Beaudin read from the spread sheet.

- i. The wheel chair ramp was “last” maintained/replaced in 2013.
- ii. The next time it needs to be replaced is in 2023.
- iii. The 6-year prompt is for 2017.
- iv. The total estimated cost for replacing the ramp is \$16,000.
- v. The CRF Balance as of 12/31/2021 is \$7,313.
- vi. The CRF for 2022 is \$0.

No changes were made.

Chair Beaudin asked Library Director Riley if the wheel chair ramp had been completed.

Library Director Riley explained that it turned out that they did not have to replace the entire wheel chair ramp. They just had to re-deck it. When Public Works employee Andy Nicoll pulled up all of the decking boards, he realized that he did not have to replace the foundation of the wheelchair ramp; he just had to replace the deck and the railings. This means that the entire wheel chair ramp does not have to be replaced at this particular time.

Town Manager Burbank said that although the wheel chair ramp is made of pressure treated “TREX”, the rest of the ramp is not and will not last forever. Eventually, the foundation will also need to be replaced. The CIPC could push the project out for a bit as well as putting money into the account, however, the Town should be setting aside money for when the Town does have to replace it.

Note: What is Trex decking made of? Trex decking is made from 95% recycled materials, including reclaimed wood and sawdust as well as recycled plastic from many common household items, such as the plastic overwrap on packaging for paper towels and toilet paper, dry cleaner bags, newspaper bags, grocery and shopping bags.

<https://www.trex.com/why-trex/composite-vs-plastic-decking/>

Selectmen’s Representative Jack Daly suggested using Trex. Library Director Riley said, that is what the material is on the wheelchair ramp currently. The decking was pressure treated wood and it was replaced with Trex. However, the remaining framework is pressure treated wood and will have to be replaced.

c. Paint Town Library Interior/Replace Carpet (Assume a 20-year life expectancy.)

Chair Beaudin read from the spread sheet.

- i. The project was done “last” in 2017.
- ii. The next time it needs to be replaced is in 2037.
- iii. The 6-year prompt is for 2031.
- iv. The total estimated cost for replacing the ramp is \$30,000.
- v. The CRF Balance as of 12/31/2021 is \$284.
- vi. The CRF for 2022 is \$0.

No changes were made.

d. Replace Flooring in Library (Tile) (Assume a 20-year life expectancy.)

Chair Beaudin read from the spread sheet.

- i. The project was done “last” in 2017.
- ii. The next time it needs to be replaced is in 2037.
- iii. The 6-year prompt is for 2031.
- iv. There total estimated cost for replacing the ramp is \$6,000.
- v. The CRF Balance as of 12/31/2021 is \$9,650.
- vi. The CRF for 2022 is \$0.

Chair Paul Beaudin asked if this project had been done recently. Library Director Riley said this project was last done in 2017. She verified that there is \$9,650 left in the account.

Town Manager Burbank said because Finance Director Johnna Hart is not present, on her behalf he suggested taking \$1,414 out of the \$9,650 left in the account and use it to offset the negative balance in **Account 18 Library Building Infrastructure, sub paragraph g. Replace/Maintain HVAC Systems** and zero out that account instead of leaving a negative balance. [That would leave a CRF Balance as of 12/31/2021 of \$8,236.]

Town Manager Burbank also suggested moving additional monies from that balance into Project Line 41 Expansion to Library building. Leave some money in the flooring project in case they need to replace some of it.

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

Library Director Riley said the library roof needs to be replaced. The plan originally was to replace it in 2020. Now the plan is to replace it this fall. The library has signed a contract to have it done this fall.

Paul Beaudin read from the spread sheet.

- i. The project was done “last” in 1996.
- ii. The next time it needs to be replaced is in 2020.

- iii. The 6-year prompt was for 2014.
- iv. The total estimated cost for replacing the roof is \$25,000.
- v. The CRF Balance as of 12/31/2021 is \$25,000.
- vi. The CRF for 2022 is \$0.

Peter DeSalvo Contracting, LLC is doing it. That is the same company that did the roof on the Community Center. James Spanos asked if the contract had come in under budget. Town Manager Burbank said it had come in above \$21,000.

Library Director Riley explained that there is some water damage visible inside the library and that she does not know what the roofers will find when they take off the roof. She suggested the CIPC leave the entire \$25,000 in that account in case there are costs associated with additional repairs.

No changes were made.

f. Replace/Maintain HVAC Systems (Assume a 10-year life expectancy.)

Library Director Riley said that North Country Mechanical replaced the HVAC system last year.

Paul Beaudin read from the spread sheet. He said the project was done “last” in 1996. The next time it needs to be replaced is in 2030. After some discussion the CIP Committee made the following changes:

- i. Change the date of “Last” from “1996” to “2020”.
- ii. Change the date of “Next” from “2020” to “2030”.
- iii. Change the date of “Prompt” from “2014” to “2024”.
- iv. Leave the total estimated cost for replacing the HVAC at \$20,000.
- v. Change the CRF Balance as of 12/31/2021 from -\$1,414 to \$0 taking the \$1,414 from d. Replace Flooring in Library (Tile).
- vi. Leave the CRF for 2022 at \$0.
- vii. Calculations for adjustments in the CRF Balances 12/31/2021:

\$9,650	Money currently in	Replace Flooring in Library
<u>-\$1,000</u>	Money to be left in	Replace Flooring in Library
\$8,650	Money to be moved elsewhere	
<u>-\$1,414</u>	Money to use to \$0	Replace/Maintain HVAC Systems
\$7,236	Money left to put in	Expansion to Library
<u>\$25,000</u>	Money already in	Expansion to Library
\$32,236	Total money in	Expansion to Library CRF Balance 12/31/2021
- viii. **Reduce CIPC Recommendation FY 2022 from \$10,000 to \$5,000.**
- ix. **Put in \$10,000 in CIPC FY 2027.**

**Page 30, X. Library A. 1310-314 Library Building
Project Number 41 Expansion to Library Building**

Chair Beaudin read from the spread sheet.

1. The project was done “last” in 2011.
2. The next time it needs to be replaced is in 2028.
3. The 6-year prompt is for 2022.
4. There total estimated cost for replacing the ramp is \$100,000.
5. The CRF Balance as of 12/31/2021 is \$32,236 (**changed from \$25,000 by adding \$7,236 from 18 Library Building Infrastructure, paragraph d, Replace Flooring in Library (Tile)).**)
6. The CIPC Recommendation for FY 2022 is \$0.

Library Director Carol Riley asked Town Manager Burbank about fixing and updating the alarm system. The library alarm system is antiquated (25 years old) and needs to be fixed. Burbank said the alarm company cannot even get the parts for it anymore. The alarm is both fire alarm and burglar alarm. The estimated cost was about \$11,000+. Burbank suggested that they take some of the money out of the Expansion to Library Building CIP account and take the rest out of Town Buildings Building Maintenance. We have to protect the building.

Chair Beaudin asked Library Director Riley if she had panic alarms over at the library. He was assured that she did. The library has no sprinkler system.

The Library Building Total will be \$7,000 instead of \$12,000.

7. Put \$10,000 in CIPC Recommended for FY 2027.

POLICE DEPARTMENT PRESENTATION

Police Chief Chad Morris did not appear. Planner Bont left the room to try to contact Chief Morris. During the interim, while Planer Bont was out, the following happened:

CEMETERY TRUSTEES PRESENTATION

Chair Beaudin said Cemetery Trustee Billy Conn had contacted him. He said Billy Conn said the Trustees did not want to have any appropriation this year. They are going to try to figure out where they are at so for this year, so they are going to zero out their request.

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XI. 1310-328 Cemetery Maintenance Expendable Trust

Project Number 99 Cemetery Expansion

1. Change CIPC Recommendations for FY 2022 from \$5,000 to \$0.
2. Put \$5,000 in CIPC Recommendations for FY 2027.

POLICE DEPARTMENT PRESENTATION

Planner Bont came back after learning from Dispatcher JJ Bujeaud that Police Chief Chad Morris was not working today and Deputy Chief Jeff Burnham was at a meeting in Campton.

Town Manager Burbank reached out to Police Chief Chad Morris by telephone and learned that he had a medical issue and was on his way to the doctors.

The CIP Committee rescheduled Police Chief Chad Morris to come in on Tuesday, September 28, 2021, at 9:00 AM.

MOTION to adjourn the meeting at 9:40 AM.

Motion: Paul Beaudin.

Second: James Spanos.

All in favor (4-0).

Date: _____

9/21/21

By: _____



Paul Beaudin II, Chair

