



Capital Improvement Program Committee Meeting Minutes

August 14, 2018

Lincoln Town Library, 22 Church Street

Committee Members Present:

1. OJ Robinson, Selectmen's Representative
2. Cindy Lloyd, Budget Committee Representative
3. Alfred (Butch) Burbank, Town Manager

Committee Members Excused:

1. Mark Ehrman, Planning Board Representative

Staff Present:

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

Department Heads:

1. Fire Chief/Health Officer Ron Beard
2. Library Director Carol Riley
3. Library Trustee Nancy R. Sweeney

Audience: None.

The meeting was called to order by mutual consent at 9:05 am.

Motion to nominate OJ Robinson as Chair of the CIP Committee.

Motion: Butch Burbank. Second: Cindy Lloyd.

Motion carries. (3-0).

Motion to approve October 10, 2017 CIP Committee minutes as written.

Motion: Butch Burbank. Second: Cindy Lloyd.

Motion carries. (3-0).

Motion to approve August 7, 2018 CIP Committee minutes as written.

Motion: Butch Burbank. Second: Cindy Lloyd.

Motion carries. (3-0).

HEALTH OFFICER PRESENTATION

Health Officer Ron Beard does not have anything he wants to add to the CIP program at this time. Much of the money associated with required testing comes from the State. He does not see that changing at this time.

FIRE CHIEF PRESENTATION

Fire Chief Ron Beard said he does not have anything new to add to the CIP for the Fire Department at this time. He discussed the Fire Department Vehicles on the CIP schedule as follows:

Department at this time. He discussed the Fire Department Vehicles on the CIP schedule as follows:

V. 1310-304 Fire Department

Project Number 47 R4 Rescue Vehicle.

Burbank and Robinson discussed with Chief Beard about the possibility of purchasing a secondhand Rescue Vehicle for less than \$200,000. They agreed to put the “Total Estimated Cost” at \$140,000 instead of \$200,000. Meanwhile Chief Beard will do some research to verify that he can buy what the Town needs for a Rescue Vehicle for this price. The estimated date of purchase will be 2020.

Project Number 46 E2 International 4900 Pumper

Burbank and Robinson discussed with Chief Beard how last year the CIP Committee pushed off adding \$30,000 to the account in 2018 until FY 2023. Put \$30,000 in FY 2023.

Fire Chief Beard explained that the front-line pumper needs to be new. The front-line pumper cannot be greater than twelve (12) years old. The E-2 4900 Pumper hauls people. The E1 International Pumper hauls water and people. A replacement E1 International Pumper will probably cost about four hundred thousand dollars (\$400,000). The Town spent three hundred sixty-five thousand dollars (\$365,000) for the current E1 International Pumper new. If the Town expects to purchase a new E1 International Pumper three (3) years from now the Town will be thirty thousand dollars (\$30,000) short.

The CIP Committee agreed to put an additional thirty thousand dollars (\$30,000) in FY 2023. If the E1 International Pumper needs to be replaced sooner, the Town may consider borrowing the additional thirty thousand dollars (\$30,000) that year. Chief Beard expressed his intention to shop carefully for the E1 International Pumper. He would like to save thirty thousand dollars (\$30,000) off the estimated price and perhaps use the balance to purchase the R4 Rescue Vehicle.

Fire Chief Beard recently saw a few Rescue Vehicles advertised for about one hundred thousand dollars (\$100,000). Fire Chief Beard will do some research and get back to the CIP Committee with a better estimate for the cost of a Rescue Vehicle. Meanwhile, the CIP Committee will leave the R4 Rescue Vehicle as funded (\$140,000) unless Fire Chief Beard comes back with a higher number. Fire Chief Beard also expressed concern about the impact that the steel tariffs might have on the cost of Fire Vehicles. He will be monitoring the cost of vehicles as the US steel and aluminum tariff war plays out.

Fire Flow Water Study

Fire Chief Beard brought up the issue of the ongoing Fire Flow Water Study. The first draft of the Fire Flow Water Study Report will be ready at the end of August. Burbank and Robinson thought that the Fire Flow Water issue was more appropriate for the Public Works Director to address in his CIP budget as it concerned “Water”.

Fire Chief Beard and the CIP Committee members discussed possible water source alternatives.

The CIP Committee and Fire Chief Beard discussed the possibility of establishing a number of dry hydrants for water storage throughout Town for fire suppression purposes. Fire Chief Beard explained the logistical challenges associated with using dry wells like the one near the Beacon

Resort on US Route 3. The purpose of the dry well by the Beacon Resort on 557 US Route 3 is to fill tankers or put out hoses. The problem for the Fire Department with dry wells is getting the water to the fire scene. Upon inquiry, Fire Chief Beard said the water at the Beacon Resort could be used to put out a fire on Hanson Farm Road, however, that would tie up all the fire apparatus as the water would have to be relayed by a series of fire trucks hooked up to one another by attached hoses with the water being pushed by the engines in the trucks. They discussed using the water in Govoni's pond on US Route 3 that is used by Loon Mountain Recreation Corporation for snowmaking. According to Fire Chief Beard, the problem is they can only draw 844 gallons/minute maximum from there because there is only twenty-two feet (22') of elevation. There are four (4) hydrants from that pond. The Fire Department could eventually fill the tankers, but not quickly enough for fire suppression purposes. They need a source that can supply 3,500 gallons/minute. The CIP Committee members wondered if constructing a one hundred thousand (100,000) gallon tank would be cheaper than installing a whole new system.

Water Supply Source Study: "When it rains, it pours." Or [When It Rains It Pours Which Exacerbates Turbidity]

The CIP Committee and Fire Chief Beard also discussed the fact that in addition to a Fire Flow Study the Town also needs a Water Supply Source Study for domestic potable water. In addition to having no water for fire protection the Town is having domestic potable water supply problems also.

The CIP Committee and Fire Chief Beard discussed the potential impact of adding possibly three (3) hotels with approximately eighty (80) rooms per hotel to the current water system.

- (1) Addition to RiverWalk;
- (2) Hampton Inn on Main Street;
- (3) New hotel near Forest Ridge entry and Common Man Restaurant.

They agreed that they need to know what the sources of potable water are, the treatability of the water, whether the water needs pre-treatment, what the maximum capacity of the current water system is and what the maximum water storage capacity is.

At this time the Town is "making" and its customers are using over one million (1,000,000) gallons of water per day. Currently, the Town is not making enough water to provide fire protection as well. Up until now the Town has relied on the water supply in the East Branch Pemigewasset River, but the river has become a variable source; it is no longer a stable source of potable water. Prior to 2012, the water from the river could be purified using the Town's current water treatment plant. If the river had too much turbidity to treat for use as potable water then the Town relied on the Loon Pond dam water as a backup water source. However, since the Hurricane/Tropical Storm Sandy hit in 2012 and due to global warming, the rain storms that have been hitting Lincoln in the past few years have been comprised of torrential downpours which results in great turbidity in the river, meaning the Town has to try to make potable water out of mud. When the Town goes to use water from its backup source – the Loon Pond Dam – that water is also 'contaminated' or filled with mud. The current water treatment plant is not designed to make potable water out of mud.

The CIP Committee members also had further discussion about whether it makes to require new projects to include underground tanks of water for fire suppression.

Robinson asked about the abandoned wells at Forest Ridge. Various people said they thought the reason the wells at Forest Ridge were abandoned was because the wells were contaminated with naturally occurring arsenic.

The CIP Committee members agreed to create a line for Study of Alternative Water Sources. The study should be all inclusive. The study should look at both potable sources and non-potable sources. The study would differentiate between the allowable uses for potable and non-potable water.

Finance Director Johnna Hart agreed to send Fire Chief Beard updated CIP spreadsheets.

ERROR CORRECTION

Page 30, BOND PROJECTS after 2018:

Project Number 36 Beechwood 1 Paving & Drainage Repairs – Change dates as follows:

1. Completed Last: 2016
2. Next: 2036
3. Prompt: 2030

LIBRARY PRESENTATION

Library Director Carol Riley and Library Trustee Nancy R. Sweeney 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 the Library wants to continue to put in \$2,000 per year for maintenance and upgrades to the computers. The computers were upgraded within the last three (3) years. The Library's current problem is that the broadband is not strong enough for the number of patrons they currently serve. Currently, the library gets "free" internet access from Verizon. When patrons complain about the internet access, she responds, "This is as fast as 'free' gets." She is looking into what the cost of increasing the broadband would be. If the Library paid for broadband to speed up internet service then the monthly cost would be a regular budget item. The CIP Committee added the usual two thousand dollars (\$2,000) to FY2024.

Library Director Carol Riley said the Library is also looking into replacing their copier. They own, they do not lease their copier. The library only charges \$.10 per page for black/white copies. (The Town Offices charge \$.50 per page for black/white copies.) Consequently, the library's copier gets an enormous amount of use. The toner costs \$168 per cartridge. She thinks they will need a new copier soon (not color). The CIP Committee looked at the Unallocated Capital Reserve Fund Balance of \$16,776 in the Library's "Project Number 76 Technology Maintenance, Upgrades and Repairs" and because the Library does not need new computers this year that Library Director Riley might consider purchasing the new copier out of those funds.

Next the CIP Committee looked at:

Page 29, X. Library A. 1310-314 Library Building

Project Number 18 Library Building Infrastructure

ERROR CORRECTION

The following errors were corrected on page 29 of the spreadsheet:

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

1. **Under the column “CRF Balance” where it says “Library Building Total:** Changed from \$40,873 to \$45,873;
2. **Un-Allocated CRF Balance:** changed from \$21,776 to \$16,776;
3. **a. Paint Town Library Exterior – CRF Balance:** changed from \$5,000 to \$10,000; and changed FY 2020 from \$5,000 to \$0;
4. **b. Maintain/Replace Library Wheel Chair Ramp:** add \$6,000 to the CRF Balance for a total of \$11,589;
5. **c. Paint Town Library Interior/Replace Carpet:** There should be nothing left in this account. The flooring and carpet combined was \$15,000 + \$17,000 for the painting. These projects are complete (with \$284 remaining).
6. **d. Replace Flooring in Library (Tile):** In CRF Balance changed from \$12,000 to \$6,000;
7. **e. Reroof Town Library:** The CIP Committee asked if the date of 2020 was still reasonable for reroofing the library. Library Director agreed as they do not have a problem with the roof at this time.
8. **f. Replace/Maintain HVAC Systems:** The CIP Committee asked if the date of 2020 was still reasonable for upgrading the HVAC system. Library Director agreed as they do not have a problem with the HVAC at this time. “Not until we expand the library!”

Discussion:

1. **a. Paint Town Library Exterior – CRF Balance:** changed from \$5,000 to \$10,000; the “Next” date was changed from 2020 to 2019.

Library Director Carol Riley said that the exterior of the library needs to be painted before 2020. The year for painting the exterior was changed from 2020 to 2019. She does not have a figure for the cost of the painting; they estimated about \$15,000. She got an estimate from Beck and Call before for \$13,000. The CIPC Committee agreed to remove \$5,000 from FY 2020.

2. **b. Maintain/Replace Library Wheel Chair Ramp:** add \$6,000 to CRF Balance for a total of \$11,589; under the Total Estimated Cost the amount was changed from \$10,000 to \$16,000.

Library Director Carol Riley said that the wheelchair ramp is 22 years old (1996). The decking boards keep getting loose and are rotting. Part of the problem is due to the vegetation that is close to the ramp so the moisture stays too close to the ramp, rotting out the wood. In 2013 the Public Works Department only replaced the top and side railings. The decking has never been replaced. The ramp is used by everyone who parks behind the library (regardless of whether they need a ramp for access or not) as that this is the only means of ingress for the library from the back parking lot. The CIP Committee asked Library Director Carol Riley to get a quote for replacing the wood wheelchair ramp with a longer lasting Trex wheelchair ramp and get back to them. They increased the Total Estimated Cost for the ramp from \$10,000 to \$16,000.

3. **d. Replace Flooring in Library (Tile):** In CRF Balance changed from \$12,000 to

\$6,000;

Next the CIP Committee looked at:

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

ERROR CORRECTION

The following errors were corrected on page 29 of the spreadsheet:

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

1. Completed Last: Changed to 2011;
2. Next: Changed to 2028;
3. FY 2024: Added \$10,000.

Library Director Carol Riley said they would love to expand the Library Building as the library is a heavily utilized facility. They would like to have more room for people to use their electronic devices to access the internet. The CIP Committee added \$10,000 to FY 2024.

ENGINEERING

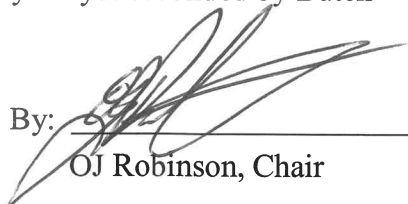
The CIP Committee discussed the increasing demand for engineering advice in both the Planning Department and the Public Works Department. In the Planning Department some of the engineering expenses are charged to the applicant, however, not all can be. They talked about the type of long -range projects that require engineering and that should go into the CIP. They talked about the types of ongoing engineering expenses that should go into the regular budget. They asked Planner Bont to speak with Planning Board Chair Jim Spanos about including a line in the Planning Department Budget for engineering instead of the Town's using the line in the Planning and Zoning Department's CIP for advice.

NEXT WEEK

Next week the Public Works (except for Solid Waste) and Cemetery Trustees.

Motion to adjourn the meeting at 10:50 AM by Cindy Lloyd: seconded by Butch Burbank. All in favor. (3-0).

Date: 8-28-18

By: 
OJ Robinson, Chair