



**Capital Improvement Program Committee**

**Meeting Minutes**

**September 21, 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
2. Johnna Hart, Finance Director

**Staff Excused:** None

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

1. Police Chief Chad Morris
2. Deputy Police Chief Jeffrey Burnham
3. Public Works Director Nate Hadaway
4. Bill Conn, Cemetery Trustee

**Audience:** None.

**A. CALL MEETING TO ORDER.**

Chair Beaudin called the meeting to order at 9:05 AM.

**B. MINUTES.**

**September 14, 2021 CIP Committee Meeting Minutes are not complete. MOTION to wait until next week to approve the September 14, 2021 CIP Committee Meeting Minutes.**

**Motion: Jack Daly. Second: James Spanos.**  
**All in favor.**

**POLICE CHIEF CHAD MORRIS PRESENTATION**

Police Chief Chad Morris and Deputy Police Chief Jeffrey Burnham presented the Police Department CIP budget requests:

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

**Discussion:**

**(Note: Text descriptions here come from the text portion of the 2021 CIP):**

**#10 Upgrade Police Department Computer System & Records Management System**  
Submitted By: Police Department \$70,000

Replace and/or upgrade the existing hardware and software in the Police Department Computer System in the station, operations officers and in the patrol cars (does not include radios).

**#21 Town Wide Dispatch Communications Improvements**  
Submitted By: Emergency Management \$325,000

Improve and/or replace existing Dispatch Communications equipment including base radios, repeaters, car radios, and portable radios. This system provides for emergency and radio communications for Lincoln Dispatch, Police, Fire, Public Works and Town Administration. It also provides radio communications with other Police and Fire Departments through Mutual Aid.

**a. Project Number #10 Upgrade Police Department Computer System:**

**Discussion:**

Chair Beaudin read the entries in each cell for Project 10. The CRF balance of 12/31/2021 was \$10,000. Chair Beaudin asked Chief Morris why the CIP committee went from putting the sum of \$5,000 per year to putting in \$50,000 per year in Project #10.

Chief Morris said initially they put \$5,000 in last year, but then the CIPC and Chief Morris had a lengthy discussion about what the actual cost looked like and the CIPC agreed to put the greater sum for subsequent years.

Chair Beaudin asked Chief Morris for an update and “what went wrong.” Chief Morris said the Lincoln Police Department is a member of the North Country Consortium (“Consortium”). The Police Department is trying to increase its buying power by combining with other dispatch centers throughout a larger group of police departments including most of the police departments throughout Grafton County. The Consortium includes Police Departments from the Town of Hanover, Grafton County, Town of Lincoln, City of Berlin and City of Lebanon. The Consortium is researching what record managements systems are out there.

The Town of Lincoln Police Department has been with “our friends” the current records management system for twenty-four (24) years now. “It is a dying program.” [The current records management system is owned by IMC and was bought out by Computer Square, Inc. IMC’s next generation software is called “Central Square”.] The other Police Departments are all making the change. The NH State Police just went with the CSI program [i.e., Computer Square Inc, d/b/a Technology Group of 330 Mac Lane, Keasbey, NJ 08832].

**Computer Square Inc.**

Computer Square, Inc., is doing business as CSI Technology Group, and provides web-based case management software solutions for public safety, judiciary, and regulatory agencies. The Company offers case management, document management, and records management integrated systems. CSI Technology Group serves customers in the State of New Jersey.

<https://www.bloomberg.com/profile/company/0669142D:US>

Police Chief Morris said North Country Consortium researched ten (10) different vendors and narrowed it down to the CSI Technology Group (CSI). Now the rubber has hit the road – what is the price? What is the Town’s buying power [through the Consortium]? What kind of a deal can the Town get? Police Chief Morris said he would let Deputy Police Chief Jeff Burnham tell the CIPC about the program because Deputy Police Chief Burnham actually went and toured the facility and saw what was actually working, speaking to actual users and not just the salesmen.

Deputy Chief Burnham said North Country Consortium has been doing research to find a better records management system for a couple of years now. In narrowing the field of potential records management providers down to a smaller number of vendors, Lincoln Police Department wanted to see how the CSI program would benefit the Town in the long term. Their goal is to have this new records management system for another twenty-five (25) years. The expandability and components of this particular system are modularized so they can add more components to the records management system as the need arises. He is not sure how interested the CIPC is in the details of this program. He could go into great detail if they wanted, however, they may be only interested in the overall view of the system for financial purposes.

Deputy Chief Burnham said CSI Technology Group came to perform an audit here in Lincoln. CSI Technology Group wanted to know how many users they had. How many boxes did they have? What components did they have here that they will need licenses for?

Deputy Chief Burnham said the initial purchase price of the CSI System would be \$152,250. That price is good for another year because CIS Technology Group is currently phasing in Grafton County and the Town of Hanover. CIS Technology Group is actually installing software in those places.

Chair Beaudin asked Deputy Police Chief Burnham if he was asking that the number in the column titled “Total Estimated Cost” where it says \$70,000 should be changed to put in \$250,000?

Chair Beaudin said, we have two categories:

<b>#10 Upgrade Police Department Computer System &amp; Records Management System</b>	
Submitted By: Police Department	<u>\$70,000</u>
<b>#21 Town Wide Dispatch Communications Improvements</b>	
Submitted By: Emergency Management	<u>\$325,000</u>

Chair Beaudin asked Police Chief Morris if he thought these two categories or Project #s should be all lumped into one category or Project # now? Or should these expenditures be separated into two separate project numbers?

Chief Morris guessed they should be one category. Chief Morris said that if you have a dispatch

center without this computer and records management system you do not have anything. This records management system is part of the dispatch system. It is part of everything they do – the Fire, the Police, the EMS, it is part of cruisers being dispatched, it is also part of SimulCast (a combination of software and hardware – the next generation of software and hardware to support radio communications).

Town Manager Burbank asked permission to interject. A few years ago, the Town had to update the whole entire dispatch center including the towers. At that time, he advised the CIPC to keep these two (2) projects categories separate. The \$325,000 estimated for Project #21 was to further the upgrading of equipment. It was for infrastructure. It was not for computer programs or software. Project #10 was for software.

Member Spanos said that another way to look at the two categories is that one line is for software, the other line is for hardware. Town Manager Burbank agreed.

Chair Beaudin asked what the sum of \$252, 250 represents. Is that just for software?

Town Manager Burbank said we are carrying a Total Estimated Cost amount of \$70,000 for Project #10, however, what is the actual number for that now? Is the Total Estimated Cost really \$252,250 or are there any other anticipated capital expenditures for software that need to be included in this Project #?

Town Manager Burbank said if part of the upgrading of the software program in the Police Department is for records and is just software and computer related then it would stay in. However, do you also have hardware issues? Do you need any hardware or any upgraded computers? If yes, then that money would come out of Project #21 because it is physical equipment.

Deputy Police Chief Burnham responded that the answer is “Yes”. While this was being discussed he asked Police Chief Morris whether he should bring up the Simulcast.

Deputy Police Chief Burnham said that on Police Chief Chad Morris’ first day of employment, we said “Everything has to be updated because any transmission could be our last.” The Police Department had to come upstairs [to the Town Manager’s Office] and ask for \$250,000, spread out over a number of years. That was an estimate based on Ossipee Mountain Electronics (OME) assessment of the Police Department’s hardware, not their software.

Deputy Police Chief Burnham said that OME broke the proposal for upgrades down into four (4) phases. They have completed three (3) phases. The last phase is called “SimulCast” which is an additional repeater tower. They have one repeater tower at the top of Loon Mountain that is now behind a tree. “That is not even a joke.” The repeater is located fully behind a tree and they cannot cut the tree down because the offending tree is in the White Mountain National Forest. “It defies logic.” To cut the tree down requires a number of studies including a ten (10) year study that involves the study of the impact on wildlife (like beetles), etc. It requires an assessment of the impact of cutting the tree down. “It is unbelievable.” The Police Department has phone calls into the White Mountain National Forest to discuss the matter further. Deputy Police Chief Burnham said he might have an angle at trying to get the offending tree addressed. However, even if the tree is knocked down, Lincoln has mountains all over the place interfering with their communication signals which have a limited range.

Deputy Police Chief Burnham said the final phase is called SimulCast. SimulCast is a dual repeater system. He is working on a site project right now with the National Forest Service to try

to get onto a tower to transmit in two (2) spots so they can actually enhance the quality and range of their signal.

Police Chief Morris said for example, if the police department gets a call from near Parker's Motel [750 US Route 3 (Map 102, Lot 007)] and they "key the mike". The signal is going to hit one of the towers and there is a chance that the signal is going to get back to dispatch. It may; it may not. Deputy Police Chief Burnham said, "Right now, it is a coin flip". And if not, hopefully the cell phone will work when the radio does not. The problem is serious enough that they agreed they have to do this [last phase or SimulCast]. Ossipee Mountain Electronics (OME) said, "Yes, you need to do this."

Member Daly asked "How much is that?" Deputy Police Chief Burnham said they quoted \$200,000.

Town Manager Burbank said that in his opinion such an expenditure would be in Project #21. The SimulCast includes an additional repeater tower and associated hardware.

Town Manager Burbank said the next important question is how immediate is the need for SimulCast. If you anticipate the expenditure sometime in the future then you take that cost and divide the cost into a number of years before you have to make the expenditure and say put in \$50,000 for four years going back from the year you anticipate making the expenditure. If the need for SimulCast is immediate, then you are looking at putting the request in a warrant article to be voted on at Town Meeting. If the need is imminent then the CIP is not the place to put that expenditure.

Deputy Police Chief Burnham said getting SimulCast is no longer imminent. All of the dangerous stuff that we thought would happen that we thought we were going to lose our communication capabilities have been addressed. Our repeater tower here at the Town Offices was delaminating; it was literally falling apart. That problem has been addressed. Our consultant, OME said, that was our primary problem. The "rest of the stuff" that needs to be done is to make what you have already, better. The problem with limited radio range due to mountains has been a problem here as long as he has been a cop. It will never be perfect. We just need to make it better. Correcting that problem is not imminent. We can push addressing that problem back down the road with a CIP.

Chair Beaudin asked Deputy Police Chief Burnham what is the "imminent" part of the capital program that you have to do.

Police Chief Morris said he would not say records management is "imminent", but it is approaching the point of not being workable. Again, the Police Department has had the same system for twenty-four (24) years. The company that created and sold the Town the records management system is no longer supporting that system.

Town Manager Burbank asked, how many more years the Police Department can manage with the current records management system? Four (4) or five (5) years? Deputy Police Chief Burnham responded, "Two (2) or three (3) years. That is for software."

Member Daly said, the Police Department needs \$152,250 in 2-3 years. It has \$10,000 in the account now.

Police Chief Morris said the phasing required for installing the SimulCast project "is not like if you handed me the money today, I could pull the switch." The SimulCast project will be phased

in over a period of time. We were looking down the road and projecting the ideal start date to be the first of a year so they are hoping that the start of 2023 will be their best-case scenario to switch over to the new system, but it depends on the funding. If they do not have the money, they will just have to kick the can down the road.

Member Spanos asked if there were any satellite-based record management systems in lieu of building towers, inhibited by mountains? Police Chief Morris said the new SimulCast records management system is essentially a “cloud-based system”.

Deputy Police Chief Burnham said he could check with their IT providers – Ossipee Mountain Electronics (OME). He thinks there might be other satellite options, but it might be those options are extraordinarily expensive.

Town Manager Burbank said that back when the Town had to replace all of the Police Department’s communication systems, he talked to Ossipee Mountain Electronics (OME) and at that time OME was looking at satellite systems. At that time, the frequencies available on satellites were for satellites that did not fly over us. The technology was not there yet to reach our geographic area.

Member Daly said that they were all familiar with the fast-changing aspects of technology. For example, the cellphones they have now are on version 13. Technology becomes obsolete so fast. Whatever system the Town puts the money into, the Police Department should be able to live with that system for X number of years in order to get the taxpayers’ money’s worth.

Deputy Police Chief Burnham said that is the anticipated design of our IT providers – Ossipee Mountain Electronics (OME). Make it better so we can live with it for a number of years.

People talking over each other. Indecipherable.

Chair Beaudin provided his summary of the discussion: After looking at both projects and listening to what both the Police Chief and Deputy Police Chief said, the Police Department needs “this stuff”. The project needs to be phased in. We are not quite sure what technology changes will happen between now and the time the Police Department needs “this stuff”. They need software which is one part; they need hard equipment which is another part. Both of these parts do not need to be replaced “imminently”.

Chair Beaudin said in his opinion, the CIPC should combine the two (2) project numbers (**Project #10** and **Project #21**). The Police Department has identified a need at a total cost of \$350,000. The Police Department currently has about \$98,322 between the two (2) projects in the two CRF Balances 12/31/2021. By combining the two (2) projects that would allow the Police Department to use more money than is in one project# if the need is more imminent in one project line than the other.

Member Daly and Town Manager Burbank agreed.

Chair Beaudin said the Police Department could spread out the deposits into the Capital Reserve Funds over a couple more years. That would give the Police Department the ability to buy the technology they need when they need it, instead of trying to guess today what, when and where the Police Department will need the money. The Chiefs agreed.

Chair Beaudin said so far, the Police Department has identified needs for \$200,000+\$153,000 for a total of \$353,000.



Town Manager Burbank suggested they combine the two accounts into one as “Project #21”.

Finance Director Johnna Hart asked whether separating the two accounts was necessary because the Police Department can already use the money from both accounts for anything in those two project descriptions without making any changes.

Chair Beaudin said to leave the Project Line #10 open and move the monies in Project Line #10 all down into Project #21 so that way the Police Department has the ability to use those monies.

After discussion, the CIPC made the following changes to **Project #10**:

- a. *The Total Estimated Cost was from \$70,000 to \$0.*
- b. *Reduce the CRF Balance for 12/30/2021 from \$10,000 to \$0.*
  - a. *Move the \$10,000 into the Project #21 CRF Balance for 12/30/2021.*
- c. *Reduce the CIPC Recommended for FY 2022 from \$5,000 to \$0.*
- d. *Reduce the CIPC Recommended for FY 2023 from \$50,000 to \$0.*
- e. *Reduce the CIPC Recommended for FY 2024 from \$50,000 to \$0.*
- f. *Reduce the CIPC Recommended for FY 2025 from \$50,000 to \$0.*
- g. *Reduce the CIPC Recommended for FY 2026 from \$50,000 to \$0.*
- h. *Leave the CIPC Recommended for FY 2027 at \$0.*

After discussion, the CIPC made the following changes to **Project #21**:

- a. *The date “Completed Last” was left blank.*
- b. *The date in “Next” was left at “2023”.*
- c. *The date in “Prompt” was left blank.*
- d. *The Total Estimated Cost was increased from \$325,000 to \$350,000.*
- e. *The CRF Balance for 12/30/2021 was increased from \$88,322 to \$98,322.*
  - a. *Move the \$10,000 from the Project #10 CRF Balance for 12/30/2021 and put that \$10,000 in the Project #21 CRF Balance for 12/30/2021.*
- f. *Increase the CIPC Recommended for FY 2021 from \$50,000 to \$55,000*
  - a. *Move the \$5,000 from the Project #10 FY 2021 and put that \$5,000 in the Project #21 CRF Balance for 12/30/2021 for a total of \$55,000.*
  - b. **Error Correction**: *Chair Beaudin said to zero it out, but the \$5,000 in project #10 needs to go down into Project #21, it does not disappear. This money was already included in the totals for CRF Balance 12/31/2021.*
- g. *Increase the CIPC Recommended for FY 2022 from \$75,000 to \$100,000.*
- h. *Leave the CIPC Recommended for FY 2023 at \$75,000.*
- i. *Leave the CIPC Recommended for FY 2024 at \$75,000.*
- j. *Put into the CIPC Recommended for FY 2025 the sum of \$75,000.*
- k. *Put into the CIPC Recommended for FY 2026 the sum of \$75,000.*

*1. Put into the CIPC Recommended for FY 2027 the sum of \$75,000.*

Town Manager Burbank recommended carrying out the \$75,000 per year all of the way to FY 2027, because the CIPC will be revisiting this line every year as part of the CIPC process. By 2024 they will have accumulated \$348,322 which is close to the \$350,000 the Police Department will need for the SimulCast Records Management System.

*A significant number of motorcycles went by our open windows for an extended period while people were talking and the talk was unintelligible.*



Chair Beaudin asked the Police Chief Morris if there was anything else.

**New Proposed CIP Item for Police Department – Body Cameras.**

Police Chief Morris said he had submitted a Project Request Proposal for \$20,200 for Body Worn Camera Replacement Plan (5 years).

Project Request Proposal for \$20,200 for Body Worn Camera Replacement Plan (5 years) Total cost is \$40,400(?). He has applied for a grant through the BJA/OJP/DOJ Small Rural Tribal BWC program. The \$20,200 would be Town's share of the match. "If the grant is approved, the annual cost for the Town over 5 years would be roughly \$4,000 per camera. The Current cost for warranty on our old cameras is \$6,500. He thinks this is a fiscally responsible program.

*People were talking over each other with significant traffic noises coming in through the open windows. Unintelligible.*





Police Chief Morris said the total cost is over \$40,000. He has a grant approved right now.

Town Manager Burbank suggested that Chief Morris just put body cameras in his regular operating budget. Body cameras for police officers are going to be an ongoing annual expense for all police departments going forward. Even though this expenditure meets the threshold of being over \$15,000 initially to be on the CIP, these body cameras are constantly being damaged and need to be replaced or upgraded.

Police Chief Morris said he was not sure whether to put this expenditure on the CIP because the initial projected cost was so high.

Town Manager Burbank suggested that Chief Morris deal with this cost with the Board of Selectmen in his annual operating budget. A lot of the expenses associated with body cameras is contracted services and it is an expense that will play out every year. You can no longer do police work without body cameras. Burbank said to work with the new Town Manager and the Board of Selectmen.

Police Chief Morris said hopefully, the State of New Hampshire is putting money aside for grants for this cost of body cameras as well, however, we will see.

#### **New Proposed CIP Item for Police Department – Mobile Data Terminals (MDT)s**

Police Chief Morris said he also wondered whether another Police Department expenditure should be included in the CIP: Mobile Data Terminals (MDT)s. MDTs go hand in hand with the records management system. These two elements are all one now.

A **mobile data terminal (MDT)** or **mobile digital computer (MDC)** is a computerized device used in public transit vehicles, taxicabs, courier vehicles, service trucks, commercial trucking fleets, military logistics, fishing fleets, warehouse inventory control, and emergency vehicles, such as police cars, to communicate with a central dispatch office. They are also used to display mapping and information relevant to the tasks and actions performed by the vehicle such as CAD drawings, diagrams & safety information.

Mobile data terminals feature a screen on which to view information and a keyboard or keypad for entering information, and may be connected to various peripheral devices. Standard peripherals include two-way radios and taximeters, both of which predate computer assisted dispatching. MDTs may be simple display and keypad units, intended to be connected to a separate black-box or AVL (see below) computer. While MDTs were originally dumb terminals most have been replaced with fully functional PC hardware, known as MDCs (Mobile Digital Computers). While the MDC term is more correct, MDT is still widely used. Other common terms include MVC (Motor Vehicle Computer) and names of manufacturers such as iMobile or KDT.

[https://en.wikipedia.org/wiki/Mobile\\_data\\_terminal](https://en.wikipedia.org/wiki/Mobile_data_terminal)

Town Manager Burbank recommended treating MDTs the same way as they are going to treat the body cameras. H recommended that Chief Morris talk to the new Town Manager and the Board of Selectmen and put those expenses in the regular Operating Budget for the Police Department.

*Police Chief Morris and Deputy Police Chief Burnham left.*

## **SOLAR PANELS FOR RECREATION DEPARTMENT**

Planner Bont reminded the CIPC that sometime today they are going to address the Recreation Departments' request for Solar Panels on the Kanc Recreation Area roof. She did not know if DPW Hadaway was involved.

Everyone has the handout from Recreation Director Tara Tower on the proposed solar project. Tara Tower is currently at her National Recreation and Park Association (NRPA) Annual Conference in Nashville, Tennessee, but Town Manager Burbank is prepped to present this matter to the CIPC.

## **PUBLIC WORKS DIRECTOR PRESENTATION RE: ROADS & STREETS**

### **Discussion:**

Chair Beaudin asked DPW Hadaway about any changes. Changes were as follows:

1. Page 27, VI. Department of Public Works, D. 1310-306 Roads and Streets
  - a. **Project Number 17 "Lower Black Mountain Road"**
    - i. *The date "completed last" was changed from nothing to "2021".*
    - ii. *The date in "next" was changed from "2021" to "2031".*
      - a) *10-year life expectancy*
    - iii. *The date in "prompt" was changed from nothing to "2025".*
    - iv. *The Total Estimated Cost was changed from "TBD" to "\$50,000".*
      - a) *It will probably just be a shim and overlay.*
    - v. *The CRF Balance for 12/30/2021 was left at \$50,000.*

### **Discussion re: Notice for Road Closings:**

Member Daly said he lived on Black Mountain Road and received the notice of work being done on lower Black Mountain Road. When were the notices given out? He had one of his neighbors calling him and said he had some furniture coming today. DPW Hadaway said the drivers can go up and around. Daly said he knew that; however, can the Town give out notice with at least seventy-two (72) hours advance notice so the taxpayers can plan ahead for something like that.

DPW Hadaway said he could do that. Today and tomorrow are the only days he intends to close Black Mountain Road for work. Even with any other road construction, the road will not be closed. The road will be back and travelable by the weekend.

Member Daly said he ran into Mike Donahue who was delivering wood last night and Daly told Mike Donahue that he could not deliver wood down there tomorrow because the road was going to be closed. Donahue said okay. You can go down the other way.

### **b. Project Number 28: "Loon Mountain Road Reconstruction (Octagon Lodge to Boyle Brook"):**

- i. *Change CRF Balance 12/31/2021 from \$5,477 to \$0.*
- ii. **Discussion:** DPW Hadaway said **Project #28** was completed. That line

was overspent. There was a negative balance in the account for **Project #28**. So, last year (2020) the CIPC put \$51,000 in the account to cover any overage. There is currently \$5,477 left in that account.

Meanwhile, we have a negative balance in **Project #34 b. Maple Street Overlay** of -\$5,029.

- iii. The CIPC decided to move the entire balance of \$5,477 from **Project #28** to **Project #34 b. Maple Street Overlay** to zero out **Project #28**. That leaves \$448 in **Project #34 b. Maple Street Overlay**.

**c. Project Number 36: “Beechwood I Paving & Drainage Repairs”**

- i. *No changes.*

**d. Project Number 37: “Hanson Farm Road Reconstruction”**

- i. *No changes.*

**e. Project Number 55: “Rue Gionet Box Out and Drainage”**

- i. *The date “completed last” was changed from “?” to “2020”.*
- ii. *The date in “next” was changed from “2021” to “2030”.*
  - a) *10-year life expectancy*
- iii. *The date in “prompt” was changed from “2015” to “2024”.*
- iv. *The Total Estimated Cost was left at “\$120,000”.*
- v. *The CRF Balance for 12/30/2021 was changed from \$41,838 to \$0.*
  - a) **Discussion: Move \$41,838 from Project #55: “Rue Gionet Box Out and Drainage” to Project #71 Reclaim & Pave West Street and Engineering.**

**Discussion**

Member Spanos asked DPW Hadaway what “box out” means. DPW Hadaway explained that when you “box out” a road, you take two feet of unsuitable material from below the pavement surface and replace it with suitable select material that meets “spec” or finished design levels per requirements in the contract for the project. If there was unsuitable material used to build the base of the road you can replace it with suitable material. The base of many of our Town roads was made with coal cinders from the old Paper Mill. In order to remove coal cinders and get down to a decent type of material and replace it with select material. Chair Beaudin interjected: There are a lot of rocks that push up through the pavement, including stumps.

Chair Beaudin asked DPW Hadaway if he really needed all of that money for West Street. DPW Hadaway said he did. Town Manager Burbank said they were hoping to recover some of the money in the lawsuit, however, that is a big “if”. Chair Beaudin asked if the Town recovers money from a lawsuit, then how does that affect the CIP? Does that money then reimburse the CIP?

Town Manager Burbank said, the money awarded in a lawsuit does not go to reimburse the CIP. It goes into the general fund.

Chair Beaudin said, then do we want to raise this amount in the CIP? If we raise this amount then you can over expend a pavement item and take it out of [the general fund?]. The increased offset that you get from the lawsuit versus taking it out of here and taking it out of another project.

Planner Bont said that they were making a pretty big assumption to assume that the Town would be successful in a lawsuit and, if successful, would the amount the Town recovers in a lawsuit be enough to cover the cost of the project on West Street? Then there are potential appeals, etc. DPW Hadaway said he believes the initial trial court date is at least two years out.

Town Manager Burbank recommended leaving Project #71 as is. Member Spanos and Member Daly agreed.

**a. Project Number 71: “Reclaim & Pave West Street and Engineering”**

- i. The date “completed last” was changed from “2020” to “2021”.*
- ii. The date in “next” was left at “2040”.*
  - a) 10-year life expectancy*
- iii. The date in “prompt” was left at “2034”.*
- iv. The Total Estimated Cost was left at “\$750,000”.*
- v. The CRF Balance for 12/30/2021 was changed from \$738,313 to \$780,151.*
  - a) **Discussion:** Moved \$41,838 from Project #55 “Rue Gionet Box Out and Drainage” to Project #71 Reclaim & Pave West Street and Engineering.*

*Loud truck noises going by open window. Unintelligible.*



**b. Project Number 72: “Burndy/Old Airport Road/Conant”:**

- i. No changes.*

**c. Project Number 89: “Riverside Cemetery Road Reconstruction”:**

- i. No changes.*

- ii. *Discussion: Chair Beaudin said the road going into the Cemetery has not been done for a long time. When are you going to do that? DPW Hadaway said to ask the Cemetery Trustees. Chair Beaudin asked DPW Hadaway whether it was the responsibility of the Cemetery Trustees or the Town to pave the road into the Cemetery. DPW Hadaway said it is the Trustees' responsibility, however, ultimately it is the Town's. The Cemetery Trustees should be putting money aside if they want the road into Riverside Cemetery to be paved. DPW Hadaway said he does not believe that the Cemetery Trustees want the road into the Cemetery to be straightened out because the rough road keeps people driving slowly. Furthermore, the road is not maintained in the wintertime.*

*DPW Hadaway said he could talk to Cemetery Trustee Billy Conn about it. Town Manager Burbank said when he spoke to Billy Conn about the road about five (5) years ago, Billy Conn was adamant about not repairing that road. Chair Beaudin said that Billy Conn is not one of the old people that go to the Cemetery and bounce around. DPW Hadaway said this project item does not include the road into the Cemetery.*

**d. Project Number 93: "Reclaim Edgewood & Coolidge Streets":**

- i. *No changes.*

**e. Project Number 94: "Reclaim Liberty Road/Eagle Cliff Road":**

- i. *No changes.*

**f. Project Number 95: "Ongoing Culverts and Drainage Repairs":**

- i. *Put in CIPC Recommended FY 2027 the sum of \$10,000.*

**g. Project Number 96: "Sidewalk Maintenance":**

- i. *The date "completed last" was changed from nothing to "Ongoing".*
- ii. *The date in "next" was changed from nothing to "Ongoing".*
- iii. *The date in "prompt" was changed from nothing to "Ongoing".*
- iv. *Put in CIPC Recommended FY 2027 the sum of \$12,000.*

**Discussion:**

Chair Beaudin asked DPW Hadaway if he was actually spending this sidewalk maintenance money.

DPW Hadaway said he spent a lot of this money last year, rebuilding all of the sidewalks on Maple Street. The year before that he spent a bunch of money (over \$60,000) on the sidewalk rebuild up on Loon Mountain. Now he can go back and continue what he did on Maple Street and pick another section of sidewalk and rebuild it. Rebuilding sidewalks always includes resetting the curb. Resetting the curb is the most expensive part of rebuilding the sidewalks. And the ramps are also expensive. As he goes, he will pick a portion of the concrete sidewalks. He would like to go back to the granite curb and asphalt. The maintenance is a lot less. The sidewalks seem to last a lot longer. Furthermore, right now, it is difficult hard to get his hands on linseed oil so he has to go with PennSeal which is double the cost of linseed oil. So right now, he



is only sealing 50% of the side of the concrete each year to save money.

Chair Beaudin said can't you get boiled linseed oil? You can, but I do not know where. The distributors that he deals with only sell PennSeal which is supposed to be oil-based. It is supposed to be better so he is getting an extra year out the sealer.

Member Daly asked, if you run into some kind of emergency, are you authorized to take money out of this account if you need it? DPW Hadaway said no, but the Town Manager is. Town Manager Burbank said that during his watch as Town Manager he asks if it is a true emergency. If it is a true emergency then I may look to see what monies are in the CIP. However, he likes to only use the CIP money for the annual planned project that the Town is saving the money for. They have had to dip into the CIP funds occasionally for a true emergency.

DPW Hadaway said for small repairs he tries to do those out of his regular budget. Two (2) years ago, he was able to do an emergency repair in front of the library out of his operating budget.

Member Daly asked, where DPW Hadaway was getting the biggest complaints from now about sidewalk maintenance. DPW Hadaway said Main Street down towards the Mobile Gas Station area. It is getting a little rough down in that area. Main Street is difficult because the Town does not own or maintain Main Street. In order to fix the sidewalks properly you have to reset the curb. The State has just finished repaving Main Street so it would be like pulling teeth to get authorization from the State to let the Town do a curb cut to reset the curb.

#### **h. Project Number 107: "Levee Maintenance":**

##### **Discussion:**

Chair Beaudin confirmed with DPW Hadaway that he is trying to build that fund up in advance to plan for heavy expenditures when the Town has to start doing the regular maintenance along the levee. The CIPC made the following changes:

- i. Put in CIPC Recommended FY 2027 the sum of \$20,000.*

#### **i. Project Number 34: "Misc. Maintenance/Repair/Replacement for Roads and Streets":**

##### **Discussion**

Chair Beaudin asked DPW Hadaway if he used the money for General Crack Sealing every year. He said he did not use the money *every* year, however, he does want to use the money this coming year. He would like to do crack sealing up at Beechwood and start with the newer roads. He does not want to do crack sealing on roads that he is intends to do a shim and overlay on the next year because that would waste the crack sealing.

The CIPC made the following changes:

##### **i. a. General Crack Sealing**

- 1. The date "completed last" was changed from nothing to "Ongoing".*
- 2. The date in "next" was changed from nothing to "Ongoing".*

3. *The date in “prompt” was changed from nothing to “Ongoing”.*
4. *Leave Total Estimated Cost as “Ongoing”.*
5. *Put in CIPC Recommended FY 2026 the sum of \$5,000.*
6. *Put in CIPC Recommended FY 2027 the sum of \$5,000.*

The CIPC made the following changes:

**ii. b. Maple Street Overlay**

1. *The date “completed last” was changed from “2009” to “2020”.*
2. *The date in “next” was changed from “2020” to “2030”.*
3. *The date in “prompt” was changed from “2014” to “2024”.*
4. *Total Estimated Cost was left at “\$18,000”.*
5. *Change CRF Balance of -\$5,029 to “\$448”, by moving funds as follows:*

***Earlier Discussion:** DPW Hadaway said Project #28 was completed; that line was overspent. There was a negative balance in the account for Project #28. So, last year (2020) the CIPC put \$51,000 in the account to cover any overage. There is currently \$5,477 left in that account.*

*Meanwhile, we have a negative balance in Project #34 b. Maple Street Overlay of -\$5,029.*

*The CIPC decided to move the entire balance of \$5,477 from Project #28 to Project #34 b. Maple Street Overlay to zero out Project #28. That leaves \$448 in Project #34 b. Maple Street Overlay.*

**CEMETERY TRUSTEE PRESENTATION RE: CEMETERY**

Cemetery Trustee Billy Conn arrived.

**Discussion re: Cemetery**

Chair Beaudin said Cemetery Trustee Billy Conn was here. Cemetery Trustee Conn said he thought he was supposed to be at the CIPC meeting today.

Chair Beaudin verified with Billy Conn that the Cemetery Trustees did not want any monies added to their Capital Reserve Fund this year. Cemetery Trustee Conn said, “No I didn’t [want any money], but since you guys wanted to ask, I want \$100,000 or something!” (Laughter.)

Member Jack Daly asked Cemetery Trustee Conn about paving the entrance to the cemetery from Cemetery Road. “Somebody said you don’t want it? You do want it? Or are you up in the air about it?” “Are you going to do paving [up by the gate room]?”

Cemetery Trustee Billy Conn said the Cemetery Trustees want to pave the roadway, but they have to cut a bunch of trees and take the tree roots out of the roadway first, but they are not going to do that now. They might do that some of that using money from the regular budget.

Chair Beaudin asked how much will doing that cost. Cemetery Trustee Conn said he did not know yet.

Chair Beaudin said if he wanted, he could let the CIPC put \$5,000 in that line. Cemetery Trustee Conn said that is what the CIPC said last year. Last year the Trustees said they did not need any money, but the CIPC put in \$5,000 anyway. Cemetery Trustee Conn said the CIPC can do that again this year. That is why he did not come in. The Cemetery Trustees were not looking for anything last year either, however, last year CIP Chair Robinson recommended that the Cemetery Trustees continue to set money aside to so they could address the issue when it arises.

Finance Director Johnna Hart said that in the absence of input from the Cemetery Trustees, the CIPC zeroed out CIPC Recommended FY 2022 and added \$5,000 in FY 2027. There is \$5,000 going in each year from FY 2023 to FY 2027.

Cemetery Trustee Conn said that next year the Cemetery Trustees will figure out where they are headed. Right now, they are up in the air. They are looking at one of those stand-up crypts. They may go that route for cremations if they can. They are playing around with that idea and if they do create a “stand-up crypt” they will not need as large an expansion as they originally contemplated. That is when they will deal with the roads. After they decide whether to go with the standup crypt, they are going to go down through the sections of roadway and see where they have to cut trees because the roots of the trees have got to come out. We cannot just repave the roadway. Right now, the roadway is just all natural speed bumps.

*Cemetery Trustee Billy Conn left the meeting.*

### **RETURN TO DISCUSSION RE: ROADS AND STREETS.**

DPW Nate Hadaway said he just wanted to keep the amount of money in the CIP for Church Street, School Street and East Spur Road the way they are. He does not intend to touch those CIP accounts this year.

DPW Nate Hadaway said that Church Street needs a sewer repair that is going to be paid for by the developer of the hotel up here. DPW Hadaway said that repair needs to be accomplished before he touches Church Street.

DPW Nate Hadaway said on School Street there are a couple of drainage structures that need to be totally rebuilt. That work and some other work needs to be done first before a shim and overlay can be done. He does not want to just go and do a shim and overlay and then have to go back the next year and dig it all up to do the fix. These three (3) streets are not in that bad of a shape this year. He will do them in 2022.

#### **iii. c. Church Street Overlay**

- 1. The date “completed last” was left at “2009”.*
- 2. The date in “next” was changed from “2020” to “2022”.*
- 3. The date in “prompt” was changed from 2014 to “2016”.*
- 4. Total Estimated Cost was left at “\$30,000”.*

#### **iv. d. School Street Overlay**

- 1. The date “completed last” was left at “2010”.*
- 2. The date in “next” was changed from “2020” to “2022”.*

3. The date in "prompt" was changed from "2014" to "2016".
4. Total Estimated Cost was left at "\$25,000".
5. No appropriation for 2022.

**v. e. East Spur Road Overlay**

1. The date "completed last" was changed from "2010" to "2020".
2. The date in "next" was changed from "2020" to "2022".
3. The date in "prompt" was changed from "2014" to "2016".
4. Total Estimated Cost was left at "\$24,000".

*[The tape player died. Hereafter, I have just documented the changes made to the spreadsheet.]*

The CIPC made the following changes to the spreadsheet.

**j. f. Franklin Street Overlay**

1. No change.

**k. g. LaBrecque Street Overlay**

1. No change.

**l. h. Back Alleys Overlay**

1. The date "completed last" remained at "2012".
2. The date in "next" was changed from "2020" to "2023".
3. The date in "prompt" was changed from "2014" to "2017".

**m. i. LouAnn Lane Overlay**

1. The date "completed last" remained at "?".
2. The date in "next" was changed from "2019" to "2022".
3. The date in "prompt" was changed from "2013" to "2016".

**n. j. Boyle Street & Bourassa Road Overlay**

1. No change.

**o. k. Railings/Paving Bike Path Along Route 112**

1. The date "completed last" changed from nothing to "Ongoing".
2. The date in "next" was changed from nothing to "Ongoing".
3. The date in "prompt" was changed from nothing to "Ongoing".
4. Put in CIPC Recommended FY 2026 the sum of \$5,000.
5. Put in CIPC Recommended FY 2027 the sum of \$5,000.

**p. l. Dodge Place Overlay**

1. No change.

**q. m. Pollard Road Overlay**

- 1. Change the CIPC Recommended FY 2022 from 20,000 to \$10,000.*
- 2. Put in CIPC Recommended FY 2027 the sum of \$20,000.*

**MOTION to adjourn the meeting at 9:45 AM.**

**Motion: James Spanos.**

**Second: Jack Daly.**

**All in favor (4-0).**

Date: October 5, 2021

By:   
Paul Beaudin II, Chair



\*Note: In 2018 in the CIP Committee meeting of September 4, 2018, the CIPC had a discussion about what portion of Recycle Road the Town of Woodstock is partially responsible for – i.e., for 50% of the expenditures.

CIPC Minutes dated September 4, 2018, page 3:

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

**Discussion:**

DPW Hadaway said the shim and overlay for the Recycle Roadway will be fully funded by 2020. 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.

