



Capital Improvement Program Committee

Meeting Minutes

August 31, 2021

Lincoln Town Conference Room

148 Main Street

Committee Members Present:

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

Committee Members Excused: None

Staff Present:

1. Johnna Hart, Finance Director

Staff Excused:

1. Carole Bont, Planner

Department Heads or Committee Member Representative(s) Present:

1. Public Works Department – Public Works Director Nate Hadaway
2. Cemetery Trustees – No show.
3. Recreation Department – Recreation Director Tara Tower (representing both Towns of Woodstock & Lincoln Boards of Selectmen)

Audience: None.

A. CALL MEETING TO ORDER.

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

B. APPOINTMENT OF CHAIR:

After reading the updated by-laws for the CIP Committee revised on October 9, 2019, sent to the CIP Committee by Planner Bont via email, which read as follows:

ARTICLE IV ORGANIZATION

- A. The Chairman of the committee will be the Board of Selectmen's Designated Representative.**

Board of Selectmen's Designated Representative Jack Daly made the following motion:

MOTION: Nominate Paul Beaudin II [Planning Board Representative] as Chair.

Motion: Jack Daly.

Second: Town Manager Butch Burbank.

All in favor.

DIRECTOR OF PUBLIC WORKS NATE HADAWAY PRESENTATION

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VI. Department of Public Works

A. 1310-308 Water Rehabilitation

Changes:

1. **Project Number 3 Pumps, Controls, Valves, Monitors.**
 - a. Put \$7,000 in CIPC Recommendation FY 2027.
2. **Project Number 12 To Replace River Intake Gallery (Bond ends 2019).**
 - a. Add "Complete Date" of 2014.
3. **Project Number 14 Communications Upgrade to Water System**
 - a. Change "Total Estimated Cost" to "ongoing".
 - b. Put \$10,000 in CIPC Recommendation FY 2026.
 - c. Put \$10,000 in CIPC Recommendation FY 2027.
 - d. Delete two dates: "2017" for "Next" and 2011 for "Prompt".
4. **Project Number 16 DTP Disinfection System**
 - a. Put \$5,000 in CIPC Recommendation FY 2026.
 - b. Put \$5,000 in CIPC Recommendation FY 2027.
5. **Project Number 22 Proposal to Replace Loon Pond Dam**
 - a. Just a place holder
 - b. Delete two dates: "2116" for "Next" and "2010" for "Prompt".
 - c. Delete \$425,000 for "Total Estimated Cost" and leave blank.
6. **Project Number 32 Water Meter Recalibration – Replacement Project**
 - a. Just a place holder
7. **Project Number 33 Water Treatment Plan Media Change Replacement**
 - a. Put \$15,000 in CIPC Recommendation FY 2027.
8. **Project Number 35 Town Wide Water Distribution/Sewer Collection Upgrade**
 - a. Put \$10,000 in CIPC Recommendation FY 2027.
9. **Project Number 43 Water Treatment Plant Building Upgrades & Maintenance**
 - a. Adjust CRF Balance 12/31/2021 – move \$1,120 from Line 22 [Proposal to Replace Loon Pond Dam] to Line 43 [Water Treatment Plant Building Upgrades & Maintenance].
 - b. Put \$15,000 in CIPC Recommendation FY 2026.

- c. Put \$15,000 in CIPC Recommendation FY 2027.

10. Project Number 48 Replace River Intake Pumps Reserve

- a. Adjust CRF Balance 12/31/2021 – move \$1,120 from Line 22 [Proposal to Replace Loon Pond Dam] to Line 43 [Water Treatment Plant Building Upgrades & Maintenance].
- b. Put \$10,000 in CIPC Recommendation FY 2027.

11. Project Number 49 Rebuild/Replace Dumpster Vertical Pumps

- a. Change the name of the Project Number 49 from “Rebuild/Replace Dumpster Vertical Pumps” to “Rebuild/Replace Vertical Pumps Finish Water”.
- b. Put \$10,000 in CIPC Recommendation FY 2024.

12. Project Number 50 Rebuild/Replace Backwash Pumps/Motors

- a. Put \$5,000 in CIPC Recommendation FY 2023.
- b. Put \$5,000 in CIPC Recommendation FY 2024.

13. Project Number 51 Replace Water Treatment Plant Caterpillar Generators (2)

- a. DPW Hadaway needs to get an updated estimate.
- b. Put \$20,000 in CIPC Recommendation FY 2027.

14. Project Number 52 Replace Finish Water Pumps & 6 VFDs

- a. Change the title from “Replace Finish Water Pumps & 6 VFDs” to “Replace Finish Water Pumps & VFDs (2)”.

15. Project Number 54 Cleaning Cold Spring Well

- a. Put \$5,000 in CIPC Recommendation FY 2027.

16. Project Number 77 Four (4) River Crossings

- a. DPW Hadaway explained to Jack Daly where the river crossings are because Jack Daly is new.
- b. Put \$25,000 in CIPC Recommendation FY 2027.

17. Project Number 83 Replace Ten (10) Torque Valves

- a. There are fifteen (15) Torque Valves, not ten (10) Torque Valves.
- b. Remove \$10,000 in CIPC Recommendation FY 2022.
- c. Put \$10,000 in CIPC Recommendation FY 2027.
- d. Change the title from “Replace Fifteen (15) Torque Valves” to “Replace Torque Valves and Actuators”.

18. Project Number 91 Replace PLC

- a. DPW Hadaway needs to get a better estimate and the CIP Committee will revisit this with Hadaway later.

19. Project Number 91 “Available”. This project number is “Available” to be reassigned to a new project.

20. Project Number 98 Rebuild Boise Brook Pumps (2)

- a. Put \$4,000 in CIPC Recommendation FY 2026.

21. Project Number 100 Route 3 Water Treatment Plant/Tanks

- a. Leave as is.

22. Project Number 101 Upgrade Cold Springs Well Facility

- a. Leave as is.

RECREATION DIRECTOR TARA TOWER PRESENTATION

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II. 1310-323. Property & Building Maintenance

Changes:

1. Project Number 40 Ski Slope Top Shed

- a. Place holder.
- b. Leave as is.

2. Project Number 81 Kanc Rec Infrastructure (Dug Outs, Lighting, Etc.)

- a. Put \$1,000 in CIPC Recommendation FY 2027.

3. Project Number 97 Kanc Rec Area Parking Lot Reclamation/Expansion

- a. Change the amount put in for CIPC Recommendation FY 2022 from \$10,000 to \$15,000.

4. Project Number 104 Rec Multi-Use Covered Structure

- a. Change Total Estimated Cost to \$120,000, not \$45,000.
- b. Put \$10,000 in CIPC Recommendation FY 2025.
- c. Put \$10,000 in CIPC Recommendation FY 2026.
- d. Put \$10,000 in CIPC Recommendation FY 2027.

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IX. 1310-321. Kanc Equipment

A. Parks

Changes:

1. Project Number 5 Van Replacement 2018 Ford Transit

- a. Change Total Estimated Cost to \$35,000, from \$30,000.

- b. Increase to \$10,000 (from \$6,000) in CIPC Recommendation FY 2023.
 - c. Increase to \$10,000 (from \$6,000) in CIPC Recommendation FY 2024.
 - d. Increase to \$10,000 (from \$6,000) in CIPC Recommendation FY 2025.
- 2. **Project Number 75 Replace Playground Equipment at Kanc Rec**
 - a. Decrease from \$8,000 to \$0 in CIPC Recommendation FY 2022.
 - b. Increase to \$10,000 (from \$9,000) in CIPC Recommendation FY 2023.
 - c. Put \$10,000 in CIPC Recommendation FY 2024.
- 3. **Project Number 87 Replace 2016 Ford Transit**
 - a. Change “Next” to 2023.
 - b. Change “Total Estimated Cost” to \$35,000.
 - c. Increase to \$15,000 (from \$6,000) in CIPC Recommendation FY 2022.
 - d. Increase to \$8,000 (from \$6,000) in CIPC Recommendation FY 2023.
 - e. Leave at \$0 in CIPC Recommendation FY 2024.

B. Parks

Changes:

- 1. **Project Number 13 Replace Snowguns**
 - a. **Areco 2011**
 - i. Leave as is.
 - b. **Areco, Jr. 2009**
 - i. Put \$5,000 in CIPC Recommendation FY 2024.
 - c. **Pole Cat-SMI 2014**
 - i. Leave as is.
- 2. **Project Number 78 Repair/Replace Bombardier Groomer 2005**
 - a. Leave as is.
- 3. **Project Number 79 Repair/Replace Caterpillar Diesel Tow Engine**
 - a. Leave as is.
- 4. **Project Number 108 Ski Slope Infrastructure**
- 5. **Add Project Number 108A Ski Making Pump and Motor**
 - a. Total Estimated Cost is \$18,000.
 - b. Put \$5,000 in CIPC Recommendation FY 2023.
 - c. Put \$5,000 in CIPC Recommendation FY 2024.
 - d. Put \$5,000 in CIPC Recommendation FY 2025.
 - e. Put \$5,000 in CIPC Recommendation FY 2026.
 - f. Put \$5,000 in CIPC Recommendation FY 2027.

- g. Put date of 1993 in column for "Completed Last".
- h. Put date of 2026 in column for "Next".
- i. Put date of 2020 in column for "Prompt".

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C. 1310-302. Community Center

Changes:

1. Project Number 39 Community Center Building Infrastructure

- a. Put \$5,000 in CIPC Recommendation FY 2023.
- b. Put \$5,000 in CIPC Recommendation FY 2024.
- c. Put \$5,000 in CIPC Recommendation FY 2025.
- d. Put \$5,000 in CIPC Recommendation FY 2026.
- e. Put \$5,000 in CIPC Recommendation FY 2027.
- f. Woodstock started a CIP for the Community Building at Town Meeting last year.

2. Project Number 82 Community Center Future Expansion/Garage

- a. Leave as is.

MOTION to approve CIP Committee Meeting Minutes for August 24, 2021 as written.

Motion: Jack Daly. Second: James Spanos.

All in favor.

MOTION to adjourn the meeting at 11:07 AM.

Motion: Paul Beaudin. Second: James Spanos.

All in favor (4-0).

Date: 9/14/21

By: Paul Beaudin
Paul Beaudin II, Chair