

APPROVED



Capital Improvement Program Committee Meeting Minutes

September 11, 2018

Lincoln Town Library, 22 Church Street

TOWN HALL, TOWN MANAGER'S OFFICE, 148 MAIN STREET
(CHANGE IN LOCATION DUE TO PRIMARY VOTING AT TOWN HALL)

Committee Members Present:

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

Committee Members Excused:

1. Cindy Lloyd, Budget Committee Representative

Staff Present:

1. Carole Bont, Planner

Staff Excused:

1. Johnna Hart, Finance Director (State Primary – she is a Ballot Clerk who must be present at polls)

Trustees & Department Heads Present:

1. Nathan (Nate) Hadaway, Public Works Director
2. Tara Tower, Recreation Director

Audience: None.

Chair Robinson called the meeting to order at 9:07 AM.

Review of Minutes for September 4, 2018.

Motion to approve minutes for September 4, 2018, as written.

Motion: Butch Burbank. Second: OJ Robinson.

Motion carries. (3-0).

RECREATION DIRECTOR TARA TOWER AND DIRECTOR OF PUBLIC WORKS NATE HADAWAY JOINT PRESENTATION RE: RECREATION

Brief Discussion between the CIP Committee members and DPW Hadaway and Recreation Director Tower about the potential for an expansion of the parking area at the Ladies Bathtub Swimming Hole (Map 122, Lot 005) surrounded by property owned by Riverfront Condominiums (Map 122, Lots 004 and 006).

PUBLIC WORKS DIRECTOR

A. CONTINUED PRESENTATION RE: WATER

Director of Public Works (DPW) Nate Hadaway and the CIP Committee members discussed and agreed to make changes to the following:

i. **Project Number 92 “Upgrade Water Treatment Plant Reservoir & Culvert” *Need Cost from Nate Hadaway**

(A) Under CRF balance 1/1/2019 remove the balance of **(-\$2,125)** so the balance is \$0 and we are not carrying a negative balance. Then adjust the Subtotal Estimated Un-Allocated CRF Balance to reflect this change by subtracting the \$2,125 from \$28,216 to make \$26,091.

ii. **Project Number 54 “Cleaning Cold Spring Well”:**

(A) Discussion: DPW Hadaway said he still has no quote yet.

**RECREATION DIRECTOR TARA TOWER AND DIRECTOR OF PUBLIC WORKS
NATE HADAWAY JOINT PRESENTATION RE: RECREATION**

**B. JOINT PRESENTATION RE: RECREATION PROPERTY & BUILDING
MAINTENANCE:**

Director of Public Works (DPW) Nate Hadaway and the CIP Committee members discussed and agreed to make changes to the following:

1. Page 22, II. 1310-323 Property & Building Maintenance

a. **Subtotal Un-Allocated CRF Balance:** Currently shown as \$1,293

i. Change the **Subtotal Un-Allocated CRF Balance** from \$1,293 to \$0

ii. How? Take this money of \$1,293 and apply it to Project Number 19 “Garage/Maintenance Shed at Kanc Recreation Area”, changing the total from CRF Balance 01/01/2019 from \$1,293 to \$0.

b. **Project Number 19 “Garage/Maintenance Shed at Kanc Recreation Area”:**

i. First, add Subtotal Un-Allocated CRF Balance of \$1,293 to Project Number 19 “Garage/Maintenance Shed at Kanc Recreation Area”, changing the amount in the CRF Balance 1/1/2019 column from **(-\$7,806)** to **(-\$6,513)**.

ii. Then, subtract \$6,513 from Project No. 56 “Repair/Replace Town Owned Salt Shed” CRF Balance 1/1/2019 and add that same amount (\$6,513) to Project No. 19, changing the sum in the CRF Balance 1/1/2019 for Project 19 from **(-\$6,513)** to \$0.

b. **Project Number 56 “Repair/Replace Town Owned Salt Shed”:**

i. See above. Take \$6,513 from Project No. 56 “Repair/Replace Town Owned Salt Shed” CRF Balance 1/1/2019 and change CRF Balance 1/1/2019 for Project 56 from \$30,000 to \$23,487.

c. **Project Number 40 “Ski Slope Top Shed”:**

i. Discussion: DPW Hadaway said that prior DPW Bill Willey told him that the cost of replacing the rope tow shed at the top of the Kanc Recreation Ski Slope in 2009 was \$40,000.

ii. Change Total Estimated Cost from “Needs Estimate” to \$40,000.

d. Project Number 97 “Kanc Recreation Area Parking Lot Reclamation/Expansion”:

- i. Discussion re: whether to do the Kanc Ski area side first in 2019 and the rest in 2020 or vice versa. The portion of the Town lot across the road from the ski area (Map 116, Lot 043) will need to have trees removed and will need some fill. At the time we determined the first estimate the Town had some fill stockpiled. The fill the Town initially was expecting to use here (and avoid having to buy more fill) has now been used for another project so now they will have to buy fill.
- ii. If they expand the parking in the Kanc Ski Area lot itself they would have to remove the trees that at this time serve as a buffer as well as a sponge for soaking up stormwater runoff from the ski slope there. These benefits will be gone if the Town removes all of the trees at the edge of the current parking lot. Furthermore, if the Town removes the trees in the existing parking lot, at best they will increase the number of parked vehicles by about 10 cars. Whereas if they clear and prepare the lot across the street it would enable them to add approximately 40 cars.
- iii. Further discussion about the times per week that the parking lot is short of space and the types of events that precipitate parking issues. Examples of the types of events that jam up the parking are field trip pickups in summer, ski race days on Wednesdays and Saturdays in the winter. The Jack-O-Lantern race sponsored by the Mountain Club. Ski weekends.
- iv. Discussion about assurances Town Manager Burbank received from David Larsen of the Master Association for the Forest Ridge property owners’ associations’ lack of concern about the current parking along Forest Ridge Drive.
- v. Discussion re: Mark Ehrman’s recommendation that the Town reach out to the Forest Ridge Resort Master Homeowners Association now to formalize the currently informal Kanc Recreation Area parking arrangement for parallel parking along the length of the private drive known as Forest Ridge Drive at the bottom of the ski hill.
- vi. The Column under “Next” is left as 2019.
- vii. The Total Estimated Cost was changed from \$30,000 to \$40,000. Leave as is.
- viii. Put in CIPC Recommendation FY 2021 \$10,000.

B. JOINT PRESENTATION RE: RECREATION PROPERTY & BUILDING MAINTENANCE:

Director of Public Works (DPW) Nate Hadaway, Recreation Director Tara Tower and the CIP Committee members discussed and agreed to make changes to the following:

1. Page 23, III. 1310-318 **Planning & Engineering.**

a. Project Number 31 “1310-324 Village Center & River Front Park”

- i. When the components of the Village Center & Riverfront Park are built, the

operational expenses will be turned over to the Recreation Department. Until that happens Project Number 31 will stay under Planning & Engineering.

- ii. Discussion: At the 2018 Town Meeting, **Article 09: Riverfront Park**, the Town voted to raise and appropriate \$400,000 with \$200,000 to be raised from a grant and the balance of \$200,000 to come from taxation.

- iii. Meanwhile, leave as is.

2. Page 27, IX. 1310-321 **Kanc[amagus Recreation Area] Equipment**

a. **A. Parks**

i. **Project Number 5 “Van Replacement 2008”**

- 1. The Town owns three (3) vans: 2005, 2008 and 2017. Discussion re: how well the 2005 van runs versus the 2008 van. The 2005 is being used for shuttling cargo versus people. The 2005 vehicle is a no-frills model whereas the 2008 model has more bells & whistles but feels flimsier. Discussion about whether or not to fix the older vehicles in the interim and whether to rotate the cargo van using oldest van for cargo.
- 2. Change Total Estimated Cost from \$30,000 to \$32,000;
- 3. Change CIPC Recommendation FY 2019 from \$10,000 to \$19,000; and
- 4. Change CIPC Recommendation FY 2020 from \$15,000 to \$0.

ii. **Project Number 75 “Replace Playground Equipment”**

- 1. Discussion: Leave as is.

iii. **Project Number 87 “Replace 2017 Ford Transit”**

- 1. Put in CIPC Recommendation FY 2020 \$6,000; and
- 2. Put in CIPC Recommendation FY 2024 \$6,000.

b. **B. Ski Slope**

i. **Project Number 13 “Replace Snowguns”**

- 1. **a. 2015 Snow Gun:** leave as is.
- 2. **b. 2009 Ereco, Jr., Snow Gun:** leave as is.
 - (A). Put in CIPC Recommendation FY 2024 \$5,000.
- 3. **c. WV [Waterville Valley] Gun:** Leave as is.
- 4. Discussion: DPW Hadaway said that right now he only has two “good” snow guns.” The 2009 and the 2015 guns are “good” and those are the two guns we use the most. The Waterville Valley gun requires too much babysitting; however, it does make good snow. The crew uses the WV gun to make snow on the bottom of the slope where his crew can have ready access for the babysitting required. The blue gun is “bad” and we do not use it. We have been advised to keep the black Boyne System guns. He got some helpful input from Mr. Kenneth Mack who works for Loon.

5. Leave as is.

ii. Project Number 78 “Repair/Replace Bombardier Groomer”

1. Discussion: We have a 1997 BR 350 groomer made by Prinoth that we bought second hand in 2002. They need about \$30,000 for track work and the groomer also needs a motor job. DPW Hadaway hopes he might be able to find a second-hand groomer that has been used out west in Colorado or someplace where the snow is lighter, less dense, and where the groomer has been used more like an actual groomer and less like a cement bulldozer. All of the groomers out east have been used like a bulldozer because of the type of snow we have here in the east.
2. Leave as is. DPW Hadaway hopes to be able to find a groomer and a snow gun replacement for the money that is in the account now.

iii. Project Number 79 “Replace/Repair Caterpillar Diesel Tow Engine”

1. Replace “Next” 2017 with 2019.
2. Replace “Prompt” for 2011 with 2013.
3. Leave as is.

3. Page 28, IX. 1310-321 **Kanc[amagus Recreation Area] Equipment**

a. C. Community Center 1310-302 Community Center

i. Project Number 39 “Community Center Building Infrastructure”

1. Discussion re: The community center building needs three projects done: (1) roofing – done; (2) flooring to be done in 2019; and (3) insulation to be done in 2020.
2. Discussion re: improvements to the Community Building Parking Lot: Town needs to remove the utility poles in the parking lot and bury conduit, making the parking lot safer. DPW Hadaway said there are four types of expenses involved:
 - a. Conduit;
 - b. Electrician;
 - c. NH Electric Cooperative for transfer; and
 - d. Switching motor for oven hood fan from three phase to one phase power. (Hood for oven is only device in building that uses 3-phase power. Town is trying to see if they can move away from 3-phase power to save money on this project.)

This project will be done out of the operating budget.

3. Discussion re: The Community Center has 3 boilers. It is currently running 2. Most of the time only one boiler is running. One of the boilers is going away. They are going to use the operating budget for expenses related to that work.

4. Discussion re: Energy Audit done by James (Jamie) Myers, President of Spray Foam Insulation & J. Myers Builders, Inc.), indicated where the areas of high rate of heat loss are. Town Manager Burbank is looking into an audit for the Town Hall.
5. Discussion re: They are meeting on September 30, 2018. The Community Center is doing one project per year. Originally, they thought the floor tile was asbestos tile, but it turns out after analysis, that the tile is not asbestos. The glue that holds the tiles to the floor is made with asbestos. Instead of just paving over the asbestos they decided they wanted an estimate about the cost to remove the asbestos instead of pushing off the removal to the next generation.
6. They agreed to make the following changes:
 - a. Change CIPC Recommends FY 2019 from \$4,000 to \$0;
 - b. Change CIPC Recommends FY 2020 from \$4,000 to \$0;
 - c. Change CIPC Recommends FY 2021 from \$4,000 to \$0;
 - d. Change CIPC Recommends FY 2022 from \$4,000 to \$0; and
 - e. Change CIPC Recommends FY 2023 from \$4,000 to \$0.

iii. Project Number 82 "Community Center Future Expansion/Garage"

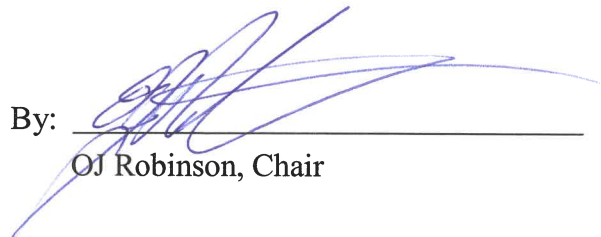
1. Leave as is.

NEXT WEEK

Next week the CIP will review all of the proposed changes. DPW Nate Hadaway will bring in some numbers for cleaning the Cold Spring Wells.

Motion to adjourn the meeting at 10:29 AM by Town Manager Butch Burbank. Seconded by OJ Robinson. All in favor. (3-0).

Date: Sept. 18, 2018

By: 
OJ Robinson, Chair