



Capital Improvement Program Committee Meeting Minutes

September 18, 2018

Lincoln Town Library, 22 Church Street

Committee Members Present:

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

Committee Members Excused: None.

Staff Present:

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

Trustees & Department Heads Present: None.

Audience: None.

Chair Robinson called the meeting to order at 9:08 AM.

Review of Minutes for September 11, 2018.

Two changes were proposed:

1. Page 3, bottom, subparagraph (i): When the components of the Village Center & Riverfront Park are built, ~~they~~ the operational expenses will be turned over to the Recreational Department.
2. Page 4, top, subparagraph (ii): end the paragraph with the sentence ending "to come from taxation."

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

Motion: Butch Burbank. **Second:** Cindy Lloyd.

Motion carries. (4-0).

GENERAL DISCUSSION:

Finance Director Johnna Hart and Planner Carole Bont asked Chair Robinson about whether or not all of the bonded matters should be reflected on the last page of the spreadsheet. Only the more recent bonds appear to be on the spreadsheet.

Chair Robinson said that the title should say: "Bond Projects after 2012" or "2013" or "2014", instead of "Bond Projects after 2018". He said he will check to see when the CIP Committee started including bond information on the CIP. Chair Robinson explained that only the bond projects initiated after either 2012, 2013 or 2014 were included on the spreadsheet because the CIP Committee members decided they wanted a way to keep track of the impact of turning projects that started out as CIP savings into bonded projects. The CIP Committee wanted to know what the impact that change would have on the total expenditures in an effort to align savings for projects that later became bonded projects with the CIP Committee's set expenditure

target of an annual increase of 3% per year. Just because the project was turned from a CIP account into a bonded account did not mean the CIP Committee wanted to increase the amount of money in the CIP funds to make up the difference. They wanted to understand and look at the CIP expenditures as part of the overall picture of expenditures.

Chair Robinson also explained the next steps in the CIP process. The next step after the CIP Committee votes to recommend the Capital Improvement Plan (CIP) to the Planning Board is the CIP Committee presents the CIP to the Planning Board. Then the Planning Board sets a public hearing date for the public to give input on the Capital Improvement Plan (CIP). The Planning Board holds a public hearing and can make changes to the CIP based on public input. Then the Planning Board votes to approve the CIP with modifications, if any. The CIP then goes to the Budget Committee and the Board of Selectmen where the CIP becomes a part of the overall budgeting process for 2019.

RECREATION:

Discussion between the CIP Committee members 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). Should this be a part of the CIP process or should it come out of the regular Public Works Department operating budget? Initially, they decided it should be part of the operating budget.

Town Manager Burbank will ask DPW Nate Hadaway to get an estimated cost for the parking lot expansion. Town Manager Burbank thought there might be enough land to add space for between fifteen (15) and twenty (20) additional cars. The Town should not pave the lot due to its close proximity to the East Branch Pemigewasset River, in order to minimize erosion and to keep stormwater on the lot. Furthermore, they will need to design the expansion in such a way so as to keep fire lanes open.

Discussion about how all lands within two hundred fifty feet (250') of surface waters are protected under the Comprehensive Shoreland Protection Act that has been approved by NH Department of Environmental Services (NH DES). Although the Town's lot (Map 122, Lot 005) is located within two hundred fifty feet (250') of surface waters, it is exempt because it is located within the Lincoln Shoreland Protection Urban Exempt Area under RSA 483-B:12.

The CIP Committee discussed whether to put money for a parking lot expansion in the CIP or in a separate Warrant Article or in the regular operating budget for either Recreation or Public Works. If they put the money in a warrant article to be voted on at Town Meeting that would allow the Town to encumber funds until the following year in the event the Town was not able to finish the project by the end of the year or deplete the funds within the year the money was appropriated.

REVIEW SPREADSHEET:

The CIP Committee went through the entire spreadsheet and made the following changes:

A. Page 22, I. 1310-305 Revaluation

1. Project Number 24 "Revaluation/Statistical Update/Utilities":

- a. Put in CIPC Recommendation FY 2023 \$25,000; and
- b. Put in CIPC Recommendation FY 2024 \$25,000.

- c. Discussion re: law suit by municipalities against FairPoint. NH Electric Cooperative Inc. settled. The municipalities lost the suit with FairPoint. The municipalities are appealing. Town Manager Burbank spoke with the Town's utility appraiser George E. Sansoucy, PE. If there is to be any refund of property taxes that will happen through the "overlay" which will be part of the tax rate setting exercise between the Board of Selectmen and the Department of Revenue Administration later in the fall when the tax rates are determined.

B. Page 22, **II. 1310-323 Property & Building Maintenance:**

1. **Project Number 20 "Property & Building Maintenance Misc. Maintenance/Repair/Replacement":**

- a. Give the project called "Misc. Maintenance/Repair/Replacement" a project number – Project Number 20. The reason for giving this project a number and renaming it is so that we can keep track of the money for this category "Misc. Maintenance/Repair/Replacement" under "Property and Building Maintenance" separate from the same category "Misc. Maintenance/Repair/Replacement" under "Fire Department" and under "Water Rehabilitation" and a number of other accounts.

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

1. **Project Number 2 "Engineering":**

- a. Discussion re: increasing need to consult with engineers that is not necessary part of an applicant's project. For example, just recently we have needed to consult engineers re: water capacity, sewer flow, fire flow analysis.
- b. Change CIPC Recommendation FY 2019 from \$10,000 to \$30,000;
- c. Change CIPC Recommendation FY 2020 from \$10,000 to \$30,000;
- d. Change CIPC Recommendation FY 2021 from \$10,000 to \$30,000;
- e. Change CIPC Recommendation FY 2022 from \$10,000 to \$30,000;
- f. Change CIPC Recommendation FY 2023 from \$10,000 to \$30,000; and
- g. Change CIPC Recommendation FY 2024 from \$10,000 to \$30,000.

D. Page 24, **IV. Department of Public Works, 1310-308 Water Rehabilitation:**

1. **Project Number 54 "Cleaning Cold Spring Well":**

- a. Discussion: Town Manager Butch Burbank called DPW Nate Hadaway on the phone to see if Hadaway had received an estimate yet. DPW Hadaway said he had not, but that he thought that \$50,000 was adequate.
- b. Finance Director Johnna Hart will remove the yellow highlighting on the spreadsheet.

E. Page 26, **IV. Department of Public Works, 1310-306 Roads & Streets:**

1. **Project Number 107 “Levee Maintenance”:**

- a. Change “Total Estimated Cost” from leaving it blank to “On Going”.

2. **Project Number 34 “Miscellaneous Maintenance/Repair/Replacement for Roads & Streets”:**

- a. Change title of “**“Miscellaneous Maintenance/Repair/Replacement”** to **“Miscellaneous Maintenance/Repair/Replacement for Roads & Streets”** so we can distinguish it from other “Miscellaneous Maintenance/ Repair/ Replacement” accounts.

F. Page 30, **“BOND PROJECTS After 2016”:**

1. Change the title from “BOND PROJECTS After 2016” to “BOND PROJECTS After 2014” (or whatever the correct date is that Chair Robinson can find in his files).

DISCUSSION RE: CIP IN GENERAL

The CIP Committee members discussed the difference between the “TOTALS Including BOND SERVICE” for FY 2018 as shown on last year’s Final Approved Capital Improvement Plan (CIP) and this year’s spreadsheet.

- A. The total on last year’s Final Approved Capital Improvement Plan (CIP) was \$1,425,697.
- B. The total on this year’s spreadsheet for FY 2018 was \$1,298,697.
- C. The difference is \$127,000.
- D. The differences are due to the following changes made during the budgeting process after the Capital Improvement Plan (CIP) had been approved by the Planning Board in November of 2017:
 - 1. P. 30, under “BOND PROJECTS After 2017” [1310-321 Kancamagus Equipment, C. 1310-302 Community Center], **Project Number 105 Community Building Repairs** changed from \$12,000 to \$0.
 - 2. P. 23, under V. 1310-304 Fire Department, **Project Number 46 E2 International 4900 Pumper (G02874)** changed from \$40,000 to \$0;
 - 3. P. 23, under V. 1310-304 Fire Department, **Project Number 47 R4 Rescue Vehicle (G)** changed from \$60,000 to \$10,000; and
 - 4. P. 25, under VI. Department of Public Works, C. 1310-317 Public Works Equipment, **Project Number 69 Replace Front End Loader** changed from \$25,000 to \$0.

Planner Bont was asked to forward the cover letter from former CIP Committee Chair John Hettinger to the Planning Board with a summary of the CIP 2018 presented to the Planning Board last year to Chair Robinson and Mark Ehrman to use as a guide for this year’s presentation.

Chair Robinson asked Planner Bont to schedule the CIP presentation for the next Planning Board meeting with the Public Hearing to be scheduled for the following Planning Board meeting after the Planning Board members have had an opportunity to read and review the CIP prior to the public hearing. He thought the scheduling for the CIP presentation and public hearing worked well last year.

Motion to Approve the Capital Improvement Plan for 2019 with the changes as discussed in the course of this meeting.

Motion: Town Manager Butch Burbank. Second: Mark Ehrman. All in favor. (4-0).

NEXT WEEK

The CIP Committee will not meet next week as the committee has completed the revision of the CIP for 2019.

Motion to adjourn the meeting at 10:29 AM by Mark Ehrman. Seconded by Town Manager Butch Burbank. All in favor. (4-0).

Date: 10-11-18

By: 

OJ Robinson, Chair