

**APPROVED**



## **Capital Improvement Program Committee**

### **Meeting Minutes**

**August 27, 2019**

**Lincoln Town Conference Room**

**148 Main Street**

#### **Committee Members Present:**

1. OJ Robinson, Selectmen's Representative
2. Mark Ehrman, Planning Board Representative
3. Paul Beaudin II, Budget Committee Representative
4. Alfred (Butch) Burbank, Town Manager

#### **Committee Members Excused:**

#### **Staff Present:**

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

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

1. Tara Tower, Recreation Director
2. Charyl Reardon Woodstock Budget Committee Member & President of Friends of Recreation

**Audience:** None.

#### **CALL MEETING TO ORDER.**

Chair Robinson called the meeting to order at 10:00 AM.

He asked to delay review and approval of the minutes until later in the meeting.

#### **A. RECREATION DIRECTOR TARA TOWER'S PRESENTATION:**

##### **1. Page 22. II. 1310-323 Property and Building Maintenance**

##### **a. Project 97 Kanc Rec Area Parking Lot Reclamation/Expansion:**

- i. Discussion: **Change the "Next" from 2019 to 2021.**

##### **b. Project 104 Kanc Rec Area Multi-Use Covered Structure:**

- i. Discussion: Tower said she intended to build a shaded structure to use for shade and for an ice-skating rink. They did not want to flood the resurfaced basketball courts to use as an ice-skating rink in the winter anymore. RiverWalk Resort has opened its skating rink and it costs \$5 for locals to use the RiverWalk skating rink.

For the Recreation Department it is no longer cost effective to build and maintain an ice-skating rink if the locals can use the RiverWalk Resort skating rink for a very reasonable cost. The Recreation Department does not want to compete with a local business to provide a service that is already being provided at a very reasonable cost.

- ii. Although the Recreation Department may look at constructing a smaller shade structure for their summer camp program, they do not have a need for an ice rink because the area they would need to create an ice-skating rink would compete with their base for the ski area as well. The ice-skating rink would also be located in the same place where their makeshift soccer field is located right now and there are a couple of other competing uses for that property as well.
- iii. Paul Beaudin: So, you don't need the \$9,000? Tower: I am saying we have a counter proposal for redirecting that money to some other more pressing recreational purpose.
- iv. Chair Robinson: The primary purpose of the shade structure was. to keep the rain or sun off the employees and campers for the summer camp. Tower: We have rescheduled activities so that we can do some of those activities inside the building with the Kanc Camp. Staff and attendees of the Adventure Camp congregate at the ballfield and are out and about every day.
- v. Tower: The immediate need that became apparent last winter was the lighting on the slope itself at the Kanc Ski Area. The lighting is just piecemealed together. Beaudin: I thought we already did that! Tower: We had Electrician Michael Harrington come and replace the bulbs on the day of the kids' ski race. She got Harrington and Tommy Sabourn to work together to fix the lights. The Kanc Ski Area did not have one week where they did not have at least one light out on the slope throughout the entire season. Multiple times a light was out on the tow line. Ski patrol would tell her that they were unable to see the kids going up the tow line. They closed some nights because they could not safely operate the ski area.
- vi. Tower: She contacted four (4) companies that do outdoor sports lighting. Only one of those companies sent a representative to look at the slope. Either way it would be LED lighting. Electrician Michael Harrington did the electrical analysis for LED lighting. The NH Electric Cooperative (NH Coop) has funding available for making things more electrically efficient. Unfortunately, Harrington is still working on that proposal with the NH Electric Cooperative. The question is, does the Town operate the Kanc Rec

Ski Area for enough hours to make the change to the lighting system eligible for incentive funds?

- vii. Tower: The inadequate lighting poses a legal liability issue. There are three different types of light bulbs up there. As lights have gone out in the past the bulbs have been replaced by whatever they could get to replace it.
- viii. Beaudin: What is the cost? Tower: One of the companies who responded to her request for a bid sent her a figure for what it would cost just to ship her bulbs. The Town would put the bulbs up themselves and pay a different cost to have someone put the bulbs up. The cost of just the bulbs shipped would be \$36,000.
- ix. Tower: If you bought LED bulbs you would have to replace the bulbs for something like fifty (50) years. Both responses include warranties for the parts.
- x. Tower: The other option would involve the nuts and bolts of replacing the poles, lights and wiring and contracting with a contractor to do the work. The contractor will be up to look at the Kanc Rec Area Ski slope and give the Town a firmer estimate. The contractor was saying it would run around \$110,000. That cost would include new poles and the lighting would be properly set up along the tow line, not just the slope.
- xi. Burbank: Although he does not go to the Kanc Rec Ski Area a lot, when he did go there, he did not think the lights were on. When he asked, Tower assured Burbank that the lights were all on. Proper and adequate lighting is a safety issue.
- xii. Discussion: Beaudin: put the expenditure under “Next” out to 2024. How many lights are out? Can this be a phased approach?
- xiii. Ehrman: Wait until figures come in about the cost. It is a current safety issue that cannot wait until 2024 to be addressed.
- xiv. Tower: Here is the irony. She found in her paperwork files the lighting plan for the ski area. The company that sent the representative out to look at the slope and meet with Public Works Director Nate Hadaway, and the ski area operator and her actually created a lighting layout design for the Town of Lincoln just for the tow line back in 1986 that the Town then elected not to use. The representative came out and said “This is what the Town has right now – 9 existing poles and 1 pole in the woods [for a total of 10 poles]. This is what the Town should need to have to be safe.” The new form of lighting is so much more efficient than the older form and add to that the glare off the snow that illuminates the area

more than it would for example, a soccer game, they said the Town could eliminate one pole and would need only a total of 9 poles.

- xv. Burbank: What about the slope? He is just as concerned about the lighting for the slope as the tow. Tower: There are four poles with lights on the slopes now. There would be better angling of the lighting onto the slope. They would be putting two lights on each pole.
- xvi. Burbank: We have a ski season coming up before the next Town meeting. Is this a CIP discussion or should we be bringing this matter to Town Meeting as a budget line item instead?
- xvii. Beaudin: Does the Town have to change to LED lighting now? How many bulbs are out? If there are only four bulbs that are out and we can replace them in kind and it is only going to cost \$10,000 to replace them, have Electrician Michael Harrington come out and put them up as opposed to hiring someone and paying them \$110,000 to put up a whole new lighting system.
- xviii. Planning Board Representative Ehrman: Who is the chair of this meeting? He asked to be recognized to speak as he was interrupted. We cannot make an educated decision without definite numbers. Not fixing the lighting is a legal liability issue. It does not make sense to close the slopes, and make uninformed adjustments to the number to make our own internal bean counter happy. Wait for the information and then expedite the decision.

**Motion to terminate the discussion and urge Recreation Director Tara Tower to bring as much information as she can get to them within a minimum delay (1-2 weeks) so the Town can get “the thing” built or fixed before the season starts.**

**Planning Board Representative Ehrman: Second: Town Manager Butch Burbank.**

- xix. Further Discussion:

Beaudin: I want to make sure that Tara Tower is clear about what information the CIP Committee members need.

Burbank suggested that Tower press the NH Coop. The NH Electric Coop program is awesome. They based it on electric billings. But the NH Coop has a lot on their plate.

Ehrman: It makes no sense in this day and age to use anything other than LED lights. (Others except for Beaudin expressed their agreement.)

Ehrman suggested Tower make a list of the questions she intends to

ask. She could email the list to the other members of the CIP committee to see if they wanted the answers to any other questions. They could answer promptly. If she is just short one small piece of information do not put off the meeting. If you can at least get a ballpark figure then we can look to where we could try to find the money.

Chair Robinson: The lighting for the Kanc Rec Ski Area seems to be a much higher priority project than some of the other items on the list. Maybe we could reorder the priorities and push some of the other projects out in time. That is the job of this committee.

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

**xx. Leave funding as is for now until we receive further information.**

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

i. Is not scheduled to start contributions until 2051.

**b. Project Number 81 “Kanc Rec Infrastructure (Dug outs, *Lighting*, etc.)”**

ii. Tower: Main concern is that the dug outs will not last because they are made out of wood. If they can do adequate maintenance on the dug outs they will last longer and we pay for that maintenance through the regular budget. The CIP money is used if they have to actually replace the structure as opposed to replacing a board here and there. **Move “Next” out to 2025.**

iii. Add the word “lighting” to the list enumerated.

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

**a. A. Parks**

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

1. Tower: We replaced the 2008 Van with a 2018 van. We got \$4,000 on the trade-in on the 2008. We paid \$25,500.
2. Changes: (1) Completed last: 2019. (2) Next: 2027. (8-year life expectancy). (3) Prompt: 2022. (4) Total Estimated Cost = \$30,000. Change the estimated budget to raise \$30,000 over five years. (5) Put in \$6,000 per year from 2022 to 2026.

**ii. Project Number 87 “Replace ~~2017~~ 2016 Ford Transit”**

1. Tower: Says vehicle is a 2017, however, is actually a 2016 vehicle. We replaced the vehicle in 2017 with a 2016 vehicle. Make this “Replace 2016 Ford Transit”.



2. Beaudin: How much did it cost? Tower: We budgeted \$30,000 and we went over by \$5,000. It cost \$35,000.
3. Leave total estimated cost at \$30,000 due to trade in.
4. Hart: Suggested adjusting the figure to get rid of the negative balance of \$5,294.
5. Robinson: By the end of the year in Project Line 5, there will be a positive balance because we paid less than anticipated for the 2018 van. Hart: we will have a balance of \$6,500. Robinson: Take \$6,500 and wash out the \$5,294 below. Take \$6,000 out of Project Line 5 and put it in Project Line 87.
6. Put in CIPC Recommendation FY 2020 \$6,000;
7. Put in CIPC Recommendation FY 2021 \$6,000;
8. Put in CIPC Recommendation FY 2022 \$6,000;
9. Put in CIPC Recommendation FY 2023 \$6,000; and
10. Put in CIPC Recommendation FY 2024 \$6,000.

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

1. Discussion: Leave as is.

**b. B. Ski Slope**

Discussion:

Tower: This is where we would want to discuss slope side lighting. Wait until you get lighting quote. We have a quote for \$36,000 for lightbulbs only. We need a quote from the NH Coop to do the entire project with adjustments.

Burbank: The savings through the NH Coop is substantial – about 40% in our other projects. The adjustments go through our billing. We do not see the savings spelled out. They take the money back through billing and savings in lighting and the grants, etc.

Ehrman: How many local kids do we get on our slopes? Tower: We do not break it down by age. We have people all ages that come use it. We also rent the area to the Plymouth Ski Team and the Loon Mountain Ski Team. They want to know visits per town (Woodstock vs. Lincoln). We have between 5,500 and 6,000 user visits per season.

Ehrman: What is our global budget including capital costs and operating budget per season? Looked into negotiating with Loon or Cannon for people to use at discounted rates for people of need. Could it be more efficient? PR benefits for the Loon Mountain. He would do a cost analysis of the overall structure and that would lead him in a direction. Some global deal for Town residents. There are not a lot of people who live in Town. There are a lot of people who get freebies, like seniors.

Beaudin: Currently “Friends of Rec” do subsidies for disadvantaged children who cannot afford skiing. This has been looked at exhaustively on many occasions. Heartfelt sacred cows to keep the Kanc Rec Ski Area open for locals of both Lincoln

and Woodstock no matter what the cost.

Parents drop their kids off and trust to leave their children alone there and do not feel safe about dropping the kids off at Loon or Cannon and leaving them there. The staff tracks the kids. Community is very protective of kids there. The kids of a lot of second home owners also consider this a value they get for their tax dollars when they do not use the schools. On Loon Mountain and Cannon Mountain no one is keeping an eye on your kids like at the Kanc Rec Ski Area. We will lose our small town feeling if we lose the ski area.

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

1. **a. 2015 Snow Gun:** leave as is. (2011 Areco purchased in 2015)
2. **b. 2009 Areco, Jr., Snow Gun:** leave as is. (1994 Highlander Snow Gun that we replaced with a 2009 Areco, Jr. that we purchased in 2011.)
  - (A). Put in CIPC Recommendation FY 2020 \$0.
  - (B). Put in CIPC Recommendation FY 2021 \$5,000.
  - (C). Put in CIPC Recommendation FY 2022 \$5,000.
  - (D). Put in CIPC Recommendation FY 2023 \$5,000.
3. **c. WV [Waterville Valley] Gun:** replace with the new “remanufactured” snow gun we just bought in 2018. Remanufactured snow guns have new rings and some new parts. The Polecat is made by Boeing. Changes: (1) Change the name to “Pole Cat” [Polecat Carriage SMI]. (2) Last Completed in 2018. (3) “Next” is 2025. (4) Prompt would be 2019.

It was a used snow gun. We are not sure how old it is. We think the other years for the snow guns of 2015 and 2009 are the years we bought them. How long will the Pole Cat last? Ryan is really impressed with the Pole Cat because there is less “to go” on it. We can adjust as time passes. We paid \$17,000 plus shipping of \$1,400 for a total of \$18,400.

Where did we take the money out of? The leftover money from the groomer? Hart will check this.

- (A). Put in CIPC Recommendation FY 2020 \$0.
- (B). Put in CIPC Recommendation FY 2021 \$0.
- (C). Put in CIPC Recommendation FY 2022 \$0.
- (D). Put in CIPC Recommendation FY 2023 \$5,000.
- (E). Put in CIPC Recommendation FY 2024 \$5,000.
- (F). Put in CIPC Recommendation FY 2025 \$5,000.

**b. P. 22. Project Number 81 “Kanc Rec Infrastructure (Dug outs, Lighting, etc.)”**

Put “(Dug outs, Lighting, etc.)”.

Tara Tower will return next week with numbers for the lighting, hopefully. Musco

Lighting will send their contractor. Have to plant poles. Mike Harrington said the Town needs to get a contractor to set poles. That is outside the scope of what he can do. Should Town employees set the poles? Beaudin: Can you get Loon Mountain to kick in. Loon Mountain uses the Kanc Rec Ski Area. Can they lend us their electricians? Just ask. Loon Mountain Recreation Corporation has committed to \$10,000 for the Skateboard Park.

Discussion: We have a map of LouAnn Lane so you can see where the Town Road LouAnn Lane goes during the discussion of repaving and sewer grinder pump station. Between Thomas Tremblay's house and Lot 004 and Lot 017 it grinds and pumps the sewerage out to Pollard Road. Beaudin: Wants to see where the agreement for the municipality to maintain the sewer on LouAnn Lane. Robinson: It is a pumphouse to serve all of the houses expected to be built along LouAnn Lane. The teacher Rutherford owned Lot 004, Lot 014, Lot 015, Lot 016 and Lot 017 when he subdivided his land. Kim Rutherford used to live on Lot 014. Beaudin: I think there is a sewer ejector down by David Rodgers store too.

**C. C. Community Center 1310-302 Community Center**

**a. Project Number 39 "Community Center Building Infrastructure"**

**b. Project Number 82 "Community Center Future Expansion/Garage"**

**Motion (on page 28) to eliminate the whole Community Center off the CIP.**

**Chair Robinson. Town Manager Burbank second.**

**Discussion:** The Community Center has been put into the regular operating budget and split 50% - 50% with the Town of Woodstock. Hart: What do you want to do with the money in that account of \$20, 805? Robinson: It depends on which fund the money is in whether you can move it around. Hart: The money is in the Community Center Expendable Trust Fund. It can only be used for the community building. Beaudin: You can move it at March Town meeting if the Town Meeting agrees.

**Robinson withdrew his motion.**

**Review of Minutes for September 10, 2019.**

**Motion to approve minutes.**

**Beaudin. Burbank second. Motion carries. (4-0).**

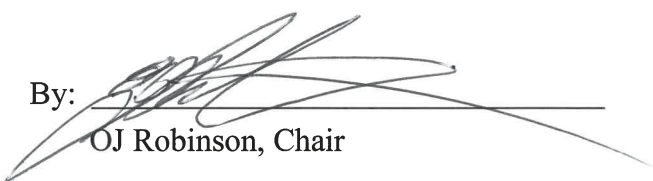
**NEXT WEEK**

Next week DPW Nate Hadaway, Recreation Director Tara Tower and possibly the Cemetery Trustees will come in.

**Motion to adjourn the meeting at 11:14 AM by Town Manager Butch**

**Burbank. Seconded by OJ Robinson. All in favor. (3-0).**

Date: 9-24-19

By:   
OJ Robinson, Chair