



## Capital Improvement Program Committee

### Meeting Minutes

Tuesday, August 9, 2022

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. Carina Park, Town Manager

#### Committee Members Excused: *None*

**Staff Present:** Planner Carole Bont, Finance Director Johnna Hart

**Staff Excused:** *None*

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

1. DPW Nate Hadaway

**Audience:** Selectman Tamra Ham

#### I. CALL MEETING TO ORDER.

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

#### II. MINUTES.

A. August 2, 2022 minutes are not complete yet.

#### III. AGENDA FOR TUESDAY AUGUST 9, 2022, 9:00 AM

- A. PUBLIC WORKS DEPARTMENT – PUBLIC WORKS DIRECTOR NATE HADAWAY
- B. EXECUTIVE – TOWN MANAGER CARINA PARK

Tape used for minutes was inadvertently deleted. These minutes only contain changes to the spreadsheet and minimal discussion as remembered.

#### IV. TOWN MANAGER CARINA PARK

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#### I. 1310-305 REVALUATION

##### Project Number 24 Revaluation/Statistical Update/Utilities

1. **"Comp'd Last":** Under the column "Comp'd Last" means "completed last". The last revaluation was completed, but the next revaluation starts as the last one is completed. Each revaluation is a five (5) year process. The total revaluation was completed for 2021. The next one is scheduled for 2026, but it takes five years of work to get a total

revaluation completed.

- a. **Discussion:** Work on the revaluation happens every year. This line in the past was left blank.

- i. **Changed this field from a blank to “on-going”.**

- 2. **“Next”:** Usually the number in this cell reflects the life expectancy of the particular item.

- a. **Discussion:** Because a revaluation is a five (5) year process and assessors work on the revaluation every year, originally the date in this field was the date originally anticipated doing the last phase of the Town Wide Revaluation Project.

- i. **Changed this field from a blank to “on-going”.**

- 3. **“Prompt”:** The CIP Committee puts a prompt 6 years prior to the purchase so it can get firmer and more accurate estimate of the cost of replacement and to make sure the Town is on track to save enough money for the purchase.

- a. **Discussion:** The year of the revaluation is 2021. The next revaluation will be 2026.

- i. **Changed this field from a blank to “on going”.**

- 4. **“Total Est’d Cost”:** The total estimated cost of the project of cemetery expansion is just a rough estimate until closer in time to the expected purchase. Then a firmer and more accurate estimate of the cost of replacement is obtained. Currently there is “\$100,000” in the Total Estimated Cost cell.

- 5. **“CRF Balance 12/31/2022”:** \$55,979 – no change.

- 6. **CIPC Recommended FY: 2023:** \$25,000 – no change.

- 7. **CIPC Recommended FY: 2024:** \$25,000 – no change.

- 8. **CIPC Recommended FY: 2025:** \$25,000 – no change.

- 9. **CIPC Recommended FY: 2026:** \$25,000 – no change.

- 10. **CIPC Recommended FY: 2027:** \$0 – no change.

- 11. **CIPC Recommended FY: 2028:** \$0 – no change.

## V. **DIRECTOR OF PUBLIC WORKS NATE HADAWAY - WATER**

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### I. 1310-308 WATER REHABILITATION

#### **Changes:**

#### **1. Project Number 3 Pumps, Controls, Valves, Monitors.**

- a. **Total Estimated Cost:** DPW Hadaway will get an updated quote to verify cost.
- b. **“CRF Balance 12/31/2022”:** CIPC took \$1,120 out of Project Number 22 Proposal to Replace Loon Pond Dam and put this sum into CRF

Balance 12/31/2022 for Project Number 3 Pumps, Controls, Valves, Monitors leaving this field with a total of \$80,899.

c. **CIPC Recommendation FY 2028:** Field was blank.

1. **Change:** Add in \$7,000.

2. **Project Number 12 To Replace River Intake Gallery (Bond ends 2019).**

a. **CIPC Recommendation FY 2028:**

1. **Discussion:** Should put some money in as the 6-year prompt is 2028 as cost is \$1,000,000.

2. **CIPC Decision:** No change. Left CIPC recommendation FY 2028 blank.

3. **Project Number 14 Communications Upgrade to Water System**

a. **“CRF Balance 12/31/2022”:** \$124,070. No change.

b. **CIPC Recommendation FY 2023:** Reduced the \$10,000 to \$0.

c. **CIPC Recommendation FY 2024:** Took the \$10,000 the CIPC took out of FY 2023 and added it to FY 2024, with an overall goal of reducing the CIP Total for 2023.

d. **CIPC Recommendation FY 2028:** Added \$10,000.

4. **Project Number 16 DTP Disinfection System**

a. **CIPC Recommendation FY 2028:** Added \$5,000.

5. **Project Number 22 Proposal to Replace Loon Pond Dam**

a. **“CRF Balance 12/31/2022”:** Took the \$1,120 out and put this sum in **Project Number 3 Pumps, Controls, Valves, Monitors** leaving this field with a total of \$0.

b. **“Remaining After 2028”:** Changed from -\$1,120 to \$0.

6. **Project Number 32 Water Meter Recalibration – Replacement Project**

a. Total Estimated Cost of \$500,000 - Just a place holder with– no changes.

7. **Project Number 33 Water Treatment Plan Media Change Replacement**

a. **CIPC Recommendation FY 2028:** Put in \$15,00.

8. **Project Number 35 Town Wide Water Distribution/Sewer Collection Upgrade**

a. **Changed Name of Project Number 35:** from “Town Wide Water Distribution/Sewer Collection Upgrade” to “**ENGINEER** Town Wide Water Distribution/Sewer Collection Upgrade”.

b. **CIPC Recommendation FY 2028:** Put in \$10,000.

**9. Project Number 43 Water Treatment Plant Building Upgrades & Maintenance**

- a. **“Next”**: Usually the number in this cell reflects the life expectancy of the particular item.

1. **“Next” changed from 2009 to 2023.**

- b. **“Prompt”**: The CIP Committee puts a prompt 6 years prior to the purchase so it can get firmer and more accurate estimate of the cost of replacement and to make sure the Town is on track to save enough money for the purchase.

1. **“Prompt” changed from 2012 to 2017.**

- c. **CIPC Recommendation FY 2028**: Put in \$15,000.

**10. Project Number 48 Replace River Intake Pumps Reserve**

- a. **CIPC Recommendation FY 2028**: Put in \$10,000.

**11. Project Number 49 Rebuild/Replace Vertical Pumps – Finish Water**

- a. **“Next”**: Usually the number in this cell reflects the life expectancy of the particular item.

1. **“Next” changed from 2025 to 2024.**

- b. **“Prompt”**: The CIP Committee puts a prompt 6 years prior to the purchase so it can get firmer and more accurate estimate of the cost of replacement and to make sure the Town is on track to save enough money for the purchase.

1. **“Prompt” changed from 2019 to 2018.**

- c. **“Total Est’d Cost”**: Increased from \$30,000 to \$40,000.

- d. **CIPC Recommendation FY 2025**: Put in \$10,000.

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

- a. **CIPC Recommendation FY 2028**: Put in \$5,000.

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

- a. **“Next”**: Usually the number in this cell reflects the life expectancy of the particular item.

1. **“Next” changed from 2019 to 2025.**

- b. **“Prompt”**: The CIP Committee puts a prompt 6 years prior to the purchase so it can get firmer and more accurate estimate of the cost of replacement and to make sure the Town is on track to save enough money for the purchase.

1. **“Prompt” changed from 2017 to 2019.**

- c. **CIPC Recommendation FY 2028**: Put in \$20,000.

**14. Project Number 52 Replace Finish Water Pumps & VFDs (2)**

- a. **“Next”**: Usually the number in this cell reflects the life expectancy of the particular item.

1. **“Next” changed from 2019 to 2024.**

- b. **“Prompt”**: The CIP Committee puts a prompt 6 years prior to the purchase so it can get firmer and more accurate estimate of the cost of replacement and to make sure the Town is on track to save enough money for the purchase.

1. **“Prompt” changed from 2013 to 2018.**

- c. **CIPC Recommendation FY 2028**: Put in \$5,000.

**15. Project Number 54 Cleaning Cold Spring Well**

- a. **“Next”**: Usually the number in this cell reflects the life expectancy of the particular item.

1. **“Next” changed from 2019 to 2024.**

- b. **“Prompt”**: The CIP Committee puts a prompt 6 years prior to the purchase so it can get firmer and more accurate estimate of the cost of replacement and to make sure the Town is on track to save enough money for the purchase.

1. **“Prompt” changed from 2013 to 2018.**

- c. **CIPC Recommendation FY 2028**: Put in \$5,000.

**16. Project Number 77 Four (4) River Crossings**

- a. **CIPC Recommendation FY 2028**: Put in \$25,000.

**17. Project Number 83 Replace Torque Valves (15)**

- a. **CIPC Recommendation FY 2028**: Put in \$10,000.

**18. Project Number 91 Replace PLC**

- a. No changes.

**19. Project Number 92 “Available”. This project number is “Available” to be reassigned to a new project.**

- a. No changes.

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

- a. No changes.

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

- a. **CIPC Recommended FY: 2023**: Reduced from \$50,000 to \$10,000 – with goal being to reduce the CIP Budget Bottom Line.

- b. **CIPC Recommended FY: 2024**: \$50,000 – no change.

- c. **CIPC Recommended FY: 2025**: \$50,000 – no change.

- d. CIPC Recommended FY: 2026: Put in \$50,000.
- e. CIPC Recommended FY: 2027: Put in \$50,000.
- f. CIPC Recommended FY: 2028: Put in \$50,000.

**22. Project Number 101 Upgrade Cold Springs Well Facility**

- a. No change.

**VI. DIRECTOR OF PUBLIC WORKS NATE HADAWAY - SEWER**

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**B. 1310-307 SEWER REHABILITATION**

**a. Project Number 8: "Sewer Maintenance Repair/Replacement"**

- i. CIPC Recommended for FY 2028: Put in \$5,000.

**b. Project Number 26: "Sewer Town-Wide Jetting & Camera Inspection":**

- i. CIPC Recommended for FY 2028: Put in \$7,000.

**c. Project Number 27: "Sewage Treatment Aerator Replacement & Upgrade":**

- i. CIPC Recommended for FY 2028: Put in \$8,000.

**d. Project Number 44: "Replace Pump Wet Ends Connector Road":**

- i. CIPC Recommended for FY 2028: No change, leave blank.

**e. Project Number 53: "Replace Motor Control Center & Variable Frequency Drives":**

- i. CIPC Recommended for FY 2028: Put in \$10,000.

**f. Project Number 57: "Town Wide Manhole Inspection/Repair/Engineering":**

- i. CIPC Recommended for FY 2028: Put in \$15,000.

**g. Project Number 58: "Replace Sewer Treatment Plant Generator":**

- i. CIPC Recommended for FY 2028: Put in \$5,000 because the "prompt" date is 2028.

**h. Project Number 60: "Dredge Sewer Lagoons and Sludge Removal":**

- i. CIPC Recommended for FY 2027: Put in \$150,000.
- ii. CIPC Recommended for FY 2028: Put in \$150,000.

**i. Project Number 70: "Design/Construct Upgraded Sewer Treatment Plant - PBP":**

- i. "Next": Usually the number in this cell reflects the life expectancy of the particular item.

1. "Next" changed from 2022 to 2024.

- ii. "Prompt": The CIP Committee puts a prompt 6 years prior to the

purchase so it can get firmer and more accurate estimate of the cost of replacement and to make sure the Town is on track to save enough money for the purchase.

1. **“Prompt” changed from 2026 to 2018.**

iii. **CIPC Recommendation FY 2028:** Put in \$90,000.

j. **Project Number 84: “Sewer Inflow Study (Commercial Funded)”:**

i. **“Next”:** Usually the number in this cell reflects the life expectancy of the particular item.

1. **“Next” changed from 2018 to “On Going”.**

ii. **“Prompt”:** The CIP Committee puts a prompt 6 years prior to the purchase so it can get firmer and more accurate estimate of the cost of replacement and to make sure the Town is on track to save enough money for the purchase.

1. **“Prompt” changed from 2012 to “On Going”.**

iii. **CIPC Recommendation FY 2028:** Put in \$90,000.

k. **Project Number 90: “Laboratory/Office Repairs and Maintenance – Sewer Treatment Plant (STP)”:**

i. **CIPC Recommendation FY 2027:** Put in \$10,000.

ii. **CIPC Recommendation FY 2028:** Put in \$10,000.

**VII. DIRECTOR OF PUBLIC WORKS NATE HADAWAY & TOWN MANAGER CARINA PARK:**

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**II. 1310-323 Property & Building Maintenance**

a. **Project #4 Municipal Building Roof Replacement**

i. *Addressed earlier. Not addressed again.*

b. **Project #6 Replace Exterior Siding on Water Treatment Plant**

i. *Not addressed.*

c. **Project #7 Replace Roof of Recycle Center Building**

i. *Not addressed.*

d. **Project #11 Highway Garage Infrastructure**

i. *Addressed earlier. Not addressed again.*

e. **Project #19 Garage/Maintenance Shed at Kanc Recreation Area**

i. *Addressed earlier. Not addressed again.*

f. **Project #23 New Town Services Building Location Feasibility Project**

- i. *Not addressed.*
- g. **Project #38 Replace or Repair Four Garage Doors at DPW**
  - i. *Not addressed.*
- h. **Project #40 Ski Slope Tope Shed**
  - i. *Addressed earlier. Not addressed again.*
- i. **Project #42 Town Building Infrastructure**
  - i. *Addressed earlier. Not addressed again.*
- j. **Project #56 Repair/Replace Salt Storage Shed DPW**
  - i. *DPW Nate Hadaway needs to get a new quote for Total Estimated Cost.*
- k. **Project #80 “Old Hole” Public Access**
  - i. *DPW Hadaway said the Total Estimated Cost depends on what kind of improvements the Town is looking for. Just to clear brush and to rough out a pathway to the river would be approximately \$5,000. They can do the improvements in stages.*
- l. **Project #81 Kanc Rec Infrastructure (Dug Outs, Lighting, Etc.)**
  - i. *Not addressed.*
- m. **Project #85 Fire Department Building and Infrastructure**
  - i. *Addressed earlier. Not addressed again.*
- n. **Project #86 Pave Fire Department Parking Lot**
  - i. *Addressed earlier. Not addressed again.*
- o. **Project #97 Kanc Recreation Area Parking Lot Reclamation/Expansion**
  - i. *DPW Nate Hadaway needs to get a new quote for Total Estimated Cost.*
- p. **Project #104 Recreation Multi-Use Covered Structure**
  - i. *DPW Nate Hadaway working with Recreation Director Tara Tower needs to get a new quote for Total Estimated Cost.*
- q. **Project #20 Miscellaneous Maintenance/Repair/Replacement Property & Building Maintenance**
  - i. **a. Exterior Concrete & Brick Work on Town Hall**
    - 1. *Not addressed.*

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## II. 1310-302 Community Center Building Infrastructure

### a. Project #39 Municipal Building Roof Replacement

- i. *DPW Nate Hadaway working with Recreation Director Tara Tower to get an updated quote for Total Estimated Cost.*



**VIII. ADJOURNMENT:**

**MOTION to adjourn the meeting at 11:05 AM.**

**Motion: James Spanos**

**Second: Jack Daly.**

**All in favor (3-0).**

Approval Date: August 23, 2022

By: 

Paul Beaudin II, Chair

