



Capital Improvement Program Committee

Meeting Minutes

August 2, 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

Committee Members Excused:

4. Carina Park, Town Manager

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

Staff Excused: *None*

Department Heads or Committee Member Representative(s) Present:

1. Deputy Police Chief Jeffrey (Jeff) Burnham
2. Town Clerk Kristyn Daigle-Brophy
3. Library Director Carol Riley
4. Library Trustee Nancy Sweeney
5. Library Trustee Rosaline ("Roz") Lowen

Staff Excused: Police Chief Chad Morris

Audience: Selectman Tamra Ham

I. CALL MEETING TO ORDER.

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

II. MINUTES.

A. July 27, 2022 – not done yet.

Motion to pass over until complete by Jack Daly.

Second by James Spanos.

All in favor.

1. **Fixes to the Spreadsheet – Page 24, Project Number 31 1310-324 Village Center Trails & River Front Park – Put in \$10,000 in the CIPC Recommended for FY 2028.**

III. AGENDA FOR TUESDAY AUGUST 2, 2022, 9:00 AM

- A. **POLICE DEPARTMENT & EMERGENCY MANAGEMENT DIRECTOR – POLICE CHIEF CHAD MORRIS**

B. TOWN CLERK – KRISTYN DAIGLE-BROPHY

C. LIBRARY – LIBRARY DIRECTOR CAROL RILEY & LIBRARY TRUSTEES

**IV. POLICE DEPARTMENT & EMERGENCY MANAGEMENT DEPUTY
DIRECTOR PRESENTATION RE: POLICE DEPARTMENT**

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IV. 1310-309 POLICE DEPARTMENT

Project Number 10 Open Place Holder – nothing to discuss

Project Number 21 Town Wide Dispatch Communications Improvements

Discussion re: Project Number 21 Town Wide Dispatch Communications Improvements:

Presentation to be made by Deputy Police Chief Jeffrey Burnham as Police Chief Chad Morris is on vacation. This was Project Number 21 for the 2022 CIP:

1. **“Comp’d Last”**: Under the column “Comp’d Last” means “completed last”. No Town Wide Dispatch Communications Improvements project has been undertaken yet. For this reason, the cell here is left blank.
2. **“Next”**: Usually the number in this cell reflects the life expectancy of the particular item. Currently there is 2023 in that cell which is the year the Police Department originally anticipated doing the last phase of the Town Wide Dispatch Communications Improvements Project.
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. The CIP Committee had nothing in this cell (should have been 2017), 6 years prior to the anticipated expenditure.
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 “\$350,000” in the Total Estimated Cost cell.
5. **“CRF Balance 12/31/2022”**: \$117,022
6. **CIPC Recommended FY: 2023**: \$75,000
7. **CIPC Recommended FY: 2024**: \$75,000
8. **CIPC Recommended FY: 2025**: \$75,000
9. **CIPC Recommended FY: 2026**: \$75,000
10. **CIPC Recommended FY: 2027**: \$75,000
11. **CIPC Recommended FY: 2028**: \$0

Deputy Police Chief Burnham said the Police Department is in the process of upgrading their Police Records Management and Computer Aided Dispatch System. The upgrade is going to start at the end of this year (2022) and they hope to finalize it at the beginning of next year. This project alone is going to take all of this year’s money and a chunk of next year’s money for a total of \$178,000. That portion of the Communications upgrade will exhaust the Police

Department's CIP funds.

Note: Until 2021, there are two components to the Town Wide Dispatch Communications Improvements Upgrade. In 2021, at the suggestion of the CIPC Chair Beaudin, the two projects were combined:

(1) Prior Project Number 10: Upgrade Police Department Computer Aided Dispatch System and Records Management System; and

(2) Prior Project Number 21: Town Wide Dispatch Communications Improvements to include SimulCast Antennae System.

Significant Increase in Price of Phase II Proposed:

Deputy Police Chief Burnham asked the CIPC to increase the amount for each succeeding years by \$100,000 for a total of \$175,000 per year as follows:

1. **CIPC Recommended FY: 2023:** \$175,000
2. **CIPC Recommended FY: 2024:** \$175,000
3. **CIPC Recommended FY: 2025:** \$175,000
4. **CIPC Recommended FY: 2026:** \$175,000
5. **CIPC Recommended FY: 2027:** \$175,000
6. **CIPC Recommended FY: 2028:** \$175,000

CIPC Chair Beaudin said last year the Police Department only asked for \$75,000 per year for a total of \$350,000 for both the Police Records Management and Computer Aided Dispatch System and the SimulCast System. Last year the CIPC combined the two (2) projects for a total of \$350,000 for combined projects. What will the total estimated cost of the combined two (2) projects will be?

Deputy Police Chief Burnham said the numbers that the CIPC had last year was primarily for Phase I or the first project (formerly Project Number 10). However, the total increased cost for Phase II or the second (2nd) project (Project Number 21) drives up the combined cost significantly which is why he is asking the CIPC to increase the amount to be put in the fund each year. The total estimated cost of the second SimulCast Project alone is \$869,540.

Brief History.

On Chief Morris' first day of work, he came to the CIPC meeting and explained that the Town of Lincoln had a significant deficit in the range of the dispatch/safety communications. He still has the email from Ossipee Mountain Electronics (OME) about the Police Department's "Needs Assessment" and the "Priority of Needs". The final priority of that need is the SimulCast Communication System. "SimulCast" is about having multiple transmission antennas because the Town of Lincoln is located in a mountainous region and one (1) antenna on Loon Mountain is insufficient to provide communication coverage to address the safety needs of the Town. The police, fire and safety services do not have radio coverage in any extremity of the Town (north, south or west). OME's recommendation for the "Needs Assessment" was to develop a repeater system that would allow safety service providers to communicate with each other in the mountainous terrain. OME's initial cost estimate for the repeater system was in the range of \$200,000.

Increased Cost of SimulCast Repeater Communication System:

CIPC Chair Beaudin said last year the cost of the repeater system or SimulCast was supposed to be done for \$350,000. By 2024 they will have accumulated \$348,322 in the CIP fund, just \$2,000 shy of the total needed for the project. The total of \$350,000 was supposed to be fully collected as of 2027. The project would not need to be completed until 2027. That is why the money was spread out in that way. \$350,000 was the sum total amount needed in that last year, 2027.

Deputy Police Chief Burnham agreed that was the original plan. They upgraded everything in the Police Department, including the antenna system attached to the Town Hall building. However, the SimulCast repeaters is the last phase of the upgrade (i.e., transmission outside of the building). All of the money used to this point has been for upgrading purposes, however, this last chunk of money is for the last phase.

When Deputy Police Chief Burnham asked OME for a specific quote for the last phase, he was told the cost of everything had skyrocketed to ridiculous levels since COVID. He asked OME for a specific number to share with the Budget Committee and the CIPC today. The most recent specific number he was given was \$869,540.

When Deputy Police Chief Burnham asked OME why is the number so different from the original quote, the answer was outrageous inflation caused by the increased cost of supplies and the unavailability of raw materials.

Going From a Hardwire System to a Wireless System:

Deputy Police Chief Burnham said there is a change in the specifications for the SimulCast System that also increased the overall cost. OME's previous quote involved cell lines wired from the tower to the Town Hall building. Now they are looking to use a microwave system.

With a communications service (whether it is two-way or Verizon or whatever company the Town uses) the Town will have to pay a monthly service charge in perpetuity. Those monthly service fees were not part of the original quote. When Deputy Police Chief Burnham looked into the service fees, he learned that cost of monthly service fees was very large. He did not want the Town to pay that much money (and more) forever.

Deputy Police Chief Burnham said the substitute process is the microwave process. Those things that look like Hersey Kisses hanging from a tower? Those are microwaves. If we purchase microwave systems, the Town would not have to pay FOREVER the connection fees from the Tower to Town Hall. Member Spanos confirmed that they changed the communications system from a hardwire system to a wireless system.

Note: <https://www.cablefree.net/wirelesstechnology/microwave/>

Introduction to Microwave



Example of a Cable Free Microwave Link Installation

Microwave is a line-of-sight wireless communication technology that uses high frequency beams of radio waves to provide high speed wireless connections that can send and receive voice, video, and data information.

Microwave links are widely used for point-to-point communications because their small wavelength allows conveniently-sized antennas to direct them in narrow beams, which can be pointed directly at the receiving antenna. This allows nearby microwave equipment to use the same frequencies without interfering with each other, as lower frequency radio waves do. Another advantage is that the high frequency of microwaves gives the microwave band a very large information-carrying capacity; the microwave band has a bandwidth 30 times that of all the rest of the radio spectrum below it.

Microwave radio transmission is commonly used in point-to-point communication systems on the surface of the Earth, in satellite communications, and in deep space radio communications. Other parts of the microwave radio band are used for radars, radio navigation systems, sensor systems, and radio astronomy.

The higher part of the radio electromagnetic spectrum with frequencies are above 30 GHz and below 100 GHz, are called "millimeter waves" because their wavelengths are conveniently measured in millimeters, and their wavelengths range from 10 mm down to 3.0 mm. Radio waves in this band are usually strongly attenuated by the Earthly atmosphere and particles contained in it, especially during wet weather. Also, in wide band of frequencies around 60 GHz, the radio waves are strongly attenuated by molecular oxygen in the atmosphere. The electronic technologies needed in the millimeter wave band are also much more complex and harder to manufacture than those of the microwave band, hence cost of Millimeter Wave Radios are generally higher.

Why Does the Town Need a SimulCast Repeater Communication System?

Chair Beaudin said the new quote is almost double what the Police Department asked for originally. What is the importance of it? How urgent is this? We had spread this expenditure out from 2023 to 2027. Does this need to be done sooner than 2027? Deputy Police Chief Burnham said that installation prior to 2027 would be ideal, however, they understand the magnitude of the expenditure in 2027. This is such a large undertaking that if they started in two (2) years they would not finish the project sooner than two (2) years beyond that so we are looking at four (4) years (2027).

Chair Beaudin asked, if we do not build this communication system, what are the downsides of that decision. Deputy Police Chief Burnham said public services will continue to have radio coverage issues. They have those issues for every emergency service here (i.e., the fire, police, ambulance) and because the Town dispatches to all of these emergency services, it is an ongoing problem. Sometimes they can substitute their radios with cell phones but in an emergency situation cell phones are not prudent.

Should They Put Request on Warrant Article for Town Meeting?

Chair Beaudin said he is not impressed that the cost has gone up that high. He is aware of inflation but inflation is not greater than 100%. A lot of different departments are going to need

funds for this year. An increase of this magnitude is not really for the CIP. He recommends that this expenditure go before the March Town Meeting voters as a warrant article. The Police Department request is going to add a lot to the CIP bottom line.

Tree Blocking Signal:

Member Spanos said that last year the Police Department said there was just one antenna giving them problems and that was because a tree was blocking the antenna. Is that still the case?

Deputy Police Chief Burnham said that they actually had the tree taken down. Fortunately, he stumbled into the correct person to get it done. The signals are more consistent. He does not think they are fixed. Their biggest problems arise when they are using portable radios. The police mobile radios are quite stout from the police cars. The police car radios are 100 watts. The portable radios are only 20 watts, so the portable radios are just not strong enough. If they go anywhere outside of the immediate range of either Main Street or US Route 3, they do not have portable radio coverage. Policemen have to run back to their cars to communicate which poses a problem. Usually, the cars are okay for most of the time. That is not part of the SimulCast system.

Two Communication Systems Cost Breakdown:

There are two (2) communication systems. We have the CSI System which is the Computer Square Inc.

Computer Square Inc.

Computer Square, Inc., is doing business as CSI Technology Group, and provides web-based case management software solutions for public safety, judiciary, and regulatory agencies. The Company offers case management, document management, and records management integrated systems. CSI Technology Group serves customers in the State of New Jersey.

<https://www.bloomberg.com/profile/company/0669142D:US>

Last year, Deputy Chief Burnham said the initial purchase price of the CSI System would be \$152,250. That price was good for another year because CSI Technology Group was phasing in Grafton County and the Town of Hanover. CSI Technology Group was actually installing software in those places. Lincoln had \$70,000 in the fund last year towards this purchase.

Chair Beaudin asked if the \$869,540 was supposed to pay for both:

- (1) CSI (Computer Square Inc.) Prior Project Number 10: Upgrade Police Department Computer Aided Dispatch System and Records Management System; and
- (2) SimulCast (Communications Based) Prior Project Number 21: Town Wide Dispatch Communications Improvements to include SimulCast Antennae System.

Or, was that amount supposed to pay for just the SimulCast Communications phase of the upgrade?

Deputy Chief Burnham said that sum of \$869,540 only pays for the SimulCast Communications phase. The CSI Upgrade Police Department Computer Aided Dispatch System and Records Management System should be completed by January of 2023. CSI is presently working with the Lincoln Police Department right now to make the transition, convert the data, and train employees. The \$117,022 is in the CRF Balance as of 12/31/2022 has not been spent yet,

however, that money has been earmarked for the CSI project.

From the audience, Selectman Tamra Ham said the total cost of the CSI Records Management project is \$178,000. So, they still need \$60,978 for the CSI project [$\$178,000 - \$117,022 = \$60,978$].

Chair Beaudin asked what the total cost of both systems was. Last year we put in \$75,000 per year pushed out to FY 2027 with a goal of saving a total of \$350,000. Last year (reading from the minutes) the SimulCast was no longer imminent because all of the communications problems had been addressed. The repeater at the Town Offices was delaminating. That problem had been addressed. You said we could push SimulCast down the road in the CIP. What happened?

Deputy Police Chief Burnham said only the cost has changed. Pushing the SimulCast out to 2027 is still okay, but the cost has increased so much that we will have to add another \$100,000 per year to the current \$75,000 per year already budgeted for.

Planner Bont said the Total Estimated Cost for the two (2) systems would be as follows:

CSI Records Management:	$\$178,000 - \$117,022 = \$60,978$
SimulCast Communications:	<u>\$869,540</u>
	$\$1,047,540/5 \text{ additional years} = \$209,508/\text{year}$

Deputy Police Chief Burnham said that \$75,000 shown in the column for FY 2023 is really to pay for the rest of the CSI system. The CIP spreadsheet is confusing because these two project numbers were merged instead of being tracked separately. It may be beneficial to unmerge them. Planner Bont agreed.

Chair Beaudin said it does not matter that the two (2) projects are merged because the money is all under the Police Department and the Police Department can move the money out of one category into another. Planner Bont said it would be easier to conceptualize and to track savings and expenditures based on total estimated cost and life expectancy if the lines for the different systems were separate.

Member Daly said if we allocate \$75,000 for the CSI Records Management System for FY 2023 then we are just out the money for the SimulCast Communications System of \$869,540.

Deputy Police Chief Burnham said the hiccup is that they scheduled this CSI Records Management System to phase in as of January 2023, anticipating the \$75,000 for FY 2023 to finish paying for it.

Deputy Police Chief Burnham said they need \$178,000 and they only have \$117,022 so they are \$60,978 short. They will need the \$75,000 for FY 2023 to pay the bill. When that is done, they will just have to deal with the SimulCast Communications Phase for a total sum of \$869,540.

Member Daly said the CIPC can either put in money every year of \$175,000 per year through FY 2028 or they can go to Town Meeting with a Warrant Article for the 2023 Town Meeting.

Deputy Police Chief Burnham said if it were urgent, a Warrant Article for March 2023 Town Meeting would be the way to go, however, they believe in saving up for it over time.

How Soon Will SimulCast Become Obsolete?

Member Daly asked if Deputy Police Chief Burnham knew of any new technology on the horizon that might make the SimulCast Communications System obsolete in the near future. He

does not.

Other Vendors?

Member Daly asked Deputy Police Chief Burnham if he had checked with other vendors for better pricing.

Possible Cost Sharing:

Deputy Police Chief Burnham talked about other strategies (i.e., sharing towers with other communities). The cost of construction, the site, and the work on the infrastructure just for the tower is a huge number. He looked into the possibility of sharing a tower.

When they first started looking into improving communication the Police Department hired a OME to do a “Needs Assessment Study”. Part of this process included a “Feasibility Study”. The company used Lincoln’s police radios on a tower that they thought that the Lincoln Police could get sharing privileges on for nothing. However, the Lincoln police radios could not reach the tower signal so any tower sharing options did not work. The company also tested access to nearby towers for the Town. That did not work either.

Member Daly asked Deputy Police Chief Burnham what other communities he had spoken with about sharing a communal tower in the area.

Deputy Police Chief Burnham said he talked to:

- Linwood Ambulance is having similar problems and Linwood Ambulance has money set aside for this purpose.
- Town of Campton, because one of Lincoln’s biggest challenges is the “technology shadow” south of Loon Mountain; the shadow is caused by the Town’s repeater being located on the north side of Loon Mountain. Going north communication is okay, but going south just a little bit the Police cannot hear anything on their radios.
- The Police Department thinks if they have a tower in the neighborhood of I-93 that will drastically improve their communication capabilities. Their goal is to put one tower west and one tower north; that should drastically improve the Police Department’s communication capabilities. That is an overall guestimate but without the actual studies from OME he cannot speak to the accuracy of that statement.

Possible Contribution by the State of NH’s State Police?

Member Daly asked Deputy Police Chief Burnham if he had talked to the State; did he know anything about State Roads that are policed by the State Police. Is the State interested in participating to contribute any money towards the cost of the project for the benefit of the State Police?

Deputy Police Chief Burnham spoke to the State Police when he started this project. The State of NH (State Police) share towers all over the county. Their towers are shared with other jurisdictions, however, those towers are not close enough to us to be helpful to us or to them, when working in Lincoln. The State Police have repeater systems on Mount Washington, Grafton, and Tenney Mountain. Those towers will not help Lincoln much. That is what the State Police use.

Member Spanos asked Deputy Police Chief Burnham if the State Police have coverage in areas

where the Town of Lincoln does not. Yes, but for areas outside of Lincoln. The State Police have the same communication limitation issues in Lincoln that the Lincoln Police Department does.

Can We Collocate on Cell Towers Currently in Lincoln or Being Built in Lincoln?

Chair Beaudin asked if any of the cell towers currently in Lincoln or being built in Lincoln could be used by the municipality emergency services like the police?

Deputy Police Chief Burnham said he suspects yes, but he “was not even allowed to know what the tower was because “it was an AT&T thing and some sort of government hush-hush something”. However, now that the AT&T tower has been erected, he can reach out to the owners and ask about it.

Chair Beaudin said, “part of their [AT&T’s] agreement was that the owners of the tower had to allow collocation”. He is sure that somehow emergency services communications must come into effect to defray some of the cost of this project. They need to set aside \$186,000 per year to come up with the \$1,047,000 that is needed at today’s rates. By the time we get out to 2027, the cost will probably increase again.

Deputy Police Chief Burnham said his concern with adding onto someone else’s tower is that we have kicked the can down the road again in that although we may not have to pay large upfront costs, we will have to pay significantly higher user fees and costs forever, far in excess of what the initial capital costs would be. He is trying to avoid sticking the Town taxpayers with high perpetual user fees.

Chair Beaudin said it depends on what those fees are. There is a limit on what fees tower owners can charge their users. He is certain that the fees a tower owner is permitted to charge for an emergency services nonprofit-based company are lower than the fees a tower owner is permitted to charge a profit-based company.

Chair Beaudin asked if the Town of Lincoln charges for collocation on the tower repeater attached to Town Hall?

Planner Bont said she was not aware of any collocation on the tower attached to Town Hall. Deputy Police Chief Burnham clarified and said the Lincoln Town Emergency Services collocate on the Tower up on Loon Mountain. They hang their repeater on the Loon Mountain Tower. The Tower attached to Town Hall does not include a repeater.

Chair Beaudin said the Tower by Town Hall has a lot of antennas on it and the Town is not charging any of the other agencies to put those antennas on it. Chair Beaudin said to find out what antennas are on our tower and what we charge them, if anything.

Chair Beaudin said the proposal would cause a huge increase to the CIP bottom line.

Collocation in General:

Member Spanos asked Deputy Police Chief Burnham if he knows how much it costs to collocate on someone else’s tower. Deputy Police Chief Burnham said no, because the towers he was interested in for collocation are in private hands and he could not get a return phone call from them to even discuss the matter.

Deputy Police Chief Burnham said collocation was his initial plan. He looked at the existing towers along I-93 and said he would like to hang his antenna on the North Woodstock cell tower.

There is a cell tower in one in the corner of North Woodstock and I-93. The tower is kind of full right now, but he still wanted to know, however, he thinks "VSA" is the name of the company. The same company owns a bunch of cell towers up and down I-93, but he cannot get a return phone call from them. He cannot find the correct person to contact. This is what he was told to do within the parameters he was given.

Note: Research of the property records for the Town of Woodstock, Map 114, Lot 002 indicate the cell tower in Woodstock is owned by:

*NH #1 Rural Cellular, Inc.
c/o Duff & Phelps, LLC
PO Box 2629
Addison, TX 75001*

Duff & Phelps, LLC appears to be an enormous investment company that owns all types of assets including a subset of cell towers and utilities all over the USA and internationally. A brief review of a handful of links with this particular PO Box in Addison, Texas, shows that each of the towers is in a different ownership name and then c/o Duff & Phelps, LLC with this PO Box 2629. Actually, there are a few other PO boxes associated with these types of utilities as well. One main office appears to be in New York City, NY, whereas another main office is in Chicago, IL. On the home page it says: "Kroll, LLC, formerly Duff & Phelps LLC, is an American multinational financial consultancy firm based in New York City. It was founded as Duff & Phelps in 1932 by William Duff and George Phelps." I did not find a central listing of addresses.

Member Daly said he supports \$75,000 for FY 2023, but he would like Deputy Police Chief Burnham to come back later in the schedule with answers to the additional questions that they have. Then they will discuss it with the other stakeholders and see if it is feasible to put it as a Warrant Article on the Warrant for Town Meeting in 2023.

Chair Beaudin said he was concerned about the cost of \$1,047,000 this year, next year it could be \$1,500,000. Member Spanos said he needs more information before they can make a decision.

Member Spanos said if they found someone who would allow the Town to collocate and where the fees were \$50,000 over 20 years then that would be the \$1,000,000. At the end of 20 years maybe there would be better technology and the cost would be less money.

Member Daly moved to put \$75,000 in CIPC Recommendation FY 2023 and leave Project Number 10 open to come back and possibly put in some additional money based on what the deputy finds out.

Chair Beaudin said, how does Woodstock do it? Deputy Police Chief Burnham said they don't. They are using the county repeater for the southern part of Woodstock. They are using Tenney Mountain, State and county resources and he thinks they are using a tower in Haverhill too. Woodstock used to use Grafton County dispatch services. Now they are using Lincoln's dispatch services.

Chair Beaudin wants to make sure that Woodstock bears their fair share of the cost if the Town has to incur expenses for the upgrade to put up towers. Deputy Police Chief Burnham said they already did; it has nothing to do with the CIP. Finance Director Johnna Hart asked when. Deputy Police Chief Burnham said as of January 1, 2023 a rate increase is scheduled in

Woodstock's contract; Woodstock's rates are going up because the Town of Lincoln absorbed the cost of the CSI Record Management upgrade and the Town of Lincoln needs to offset some of those costs.

Chair Beaudin said he will flag this one and call them back in if they need to when Police Chief is available. He told Deputy Police Chief Burnham to wait until the Police Chief is available and reach out to Planner Bont to set up a follow up meeting. Meanwhile they will leave as is and make adjustments after receiving additional information.

Chair Beaudin said to make sure the Police Department is including their capital costs as well as their operating costs when figuring out how much to charge other entities using their dispatch services. Deputy Police Chief Burnham said: We heard you. We did that. We passed on a portion of the costs to Linwood Ambulance and the Town of Woodstock.

Member Spanos asked what is the life expectancy of the SimulCast system. Deputy Police Chief Burnham does not know, but he will get the answer.

From the audience, Selectman Tamra Ham commented on raising the fees for Woodstock and Linwood Ambulance and anyone else who wants to join the dispatch center, with or without them the Town of Lincoln has these costs. We have to do the upgrades and install repeater antennas for our own safety services even if Woodstock was not there. In her opinion, having Woodstock and Linwood Ambulance as members of our dispatch is a bonus. There is revenue coming in on something that the Town would have to pay anyway without their revenue. We have to dispatch our own police and fire with or without the ambulance and with or without Woodstock. We cannot expect them to fully pay for upgrades that we would have to do anyway.

Follow Up:

Planner Bont asked what specifically does the CIPC want to know from the Police Chief and his deputy.

- "Part of their [AT&T's] agreement was that the owners of the tower had to allow collocation". Was that in the NH Supreme Court order?
- What antennas are on the Town Hall tower?
- Does the Town receive payment for allowing them to collocate?
- Member Daly wanted to know about the possibility of collocating on another tower and the cost of associating with other towns or the State of NH (i.e., a communal type effort). If we cannot have service in Lincoln, the State cannot have service in Lincoln.
- Deputy Police Chief Burnham to wait until the Police Chief is available and reach out to Planner Bont to set up a follow up another meeting with further information
- What is the life expectancy of the SimulCast system?

Chair Beaudin said to leave everything as is and set up a meeting with Police Chief Chad Morris to give them more information. Meanwhile no changes, but then they changed everything except for FY 2023:

1. **CIPC Recommended FY: 2023:** \$75,000
2. **CIPC Recommended FY: 2024:** \$0

3. **CIPC Recommended FY: 2025:** \$0

4. **CIPC Recommended FY: 2026:** \$0

5. **CIPC Recommended FY: 2027:** \$0

6. **CIPC Recommended FY: 2028:** \$0

V. **POLICE DEPARTMENT & EMERGENCY MANAGEMENT DEPUTY
DIRECTOR PRESENTATION RE: EMERGENCY MANAGEMENT**

No monies needed for CIP at this time.

Deputy Police Chief Jeffrey Burnham left the meeting.

VI. **TOWN CLERK PRESENTATION**

A. **RE: CEMETERY SOFTWARE**

Presentation by Town Clerk Kristyn Daigle-Brophy.

Proposed Software for Cemeteries:

Town Clerk Daigle-Brophy has been speaking to a company CemSites [Cloud Software for Cemeteries] (see packet) that would put all of the cemetery records on a cloud-based record management system. With the CemSites software, the Town Clerk can track how many sites have been purchased, how many people are interred in plots that have been purchased, how many plots have been purchased that has no one yet interred in yet, or how many vacant lots are available for purchase.

Current Record Management System is Manual:

Town Clerk Daigle-Brophy said right now, Lincoln's cemetery record keeping system is archaic: she has to search through a number of different notebooks, different spreadsheets and physical maps here in the Town vault, on the wall in the Town Clerk's Office, and a second set of physical maps down at the cemetery. "The record keeping is all over the place." For example, an 8-person plot may be labeled across the first row, from left to right: A, B, C, D and then from left to right on the second row: E, F, G, H. Another 8-person plot may be labeled across the first row, from left to right: A, B, C, D and then, reversing course from right to left: E, F, G, H. This causes problems when they go to inter someone as there might be someone already interred in that spot. That has not happened under her watch.

Current Record Management System Has a High Risk of Loss:

Town Clerk Daigle-Brophy is particularly concerned about what happened in Jefferson a few years ago. The Jefferson Town Hall burned down and they lost everything, all of their records, including cemetery records. Lincoln Town Hall does not have many fire proof cabinets in the Town Offices.

Cloud Based Record System Could Improve Communications

Town Clerk Daigle-Brophy said the new cloud-based record keeping system would greatly benefit her as record-keeper, but it would also help to bring about clearer communications between her, the Cemetery Trustees and people who work in the cemetery. They would all be able to look at the same set of cloud-based records.

For example, Cemetery Trustee Billy Conn came in last week and said Lincoln only has 2-3

burials per year. On the last page of the packet, there is a spreadsheet with a run-down of the number of sales and internments from 2017 to the present. So far this year, in 2022, Lincoln has performed 10 burials and 3 sales of cemetery lots. She currently has at least 3 more burials scheduled and a couple of more burials should pop up before the end of the year. Definitely more than 2-3 burials per year.

Town Clerk Daigle-Brophy said the software will link all of the data about the cemetery together:

- All of the payments
- Family members of the lot owners
- Show who is buried where
- Show who paid for the lot
- Link an obituary
- Link a photograph of the deceased
- Link a photograph of the headstone
- Link a physical map showing where someone's loved one is buried.

If someone is looking to purchase a cemetery lot, they would not have to come to Town Hall to see the map and then go down to the cemetery to see where the lot they want to purchase is located. They could look at a map of the cemetery on line.

The map in the Town Hall has been updated, but the map down in the cemetery shed has not been updated for at least three (3) years. The Cemetery Trustees say they update the cemetery map at the cemetery every November, but the cemetery map at the cemetery has not been updated to the November prior to her starting work here or the year before that.

Town Clerk Daigle-Brophy said the cemetery record keeping is not where it should be. All of the cemetery information should be kept in a fire proof safe or filing cabinet in a single location without having to refer to multiple spreadsheets, multiple books and multiple copies of the maps, in the vault, on the wall and in the cemetery. The Town needs an organized record keeping system. It is really important that all of the cemetery information be accurate, readily available and preserved should anything happen to Town Hall.

Town Clerk Daigle-Brophy said this cloud-based software is a one-time cost of around \$10,000. The Town can buy portions of the program and add to the program ala carte over time instead of purchasing the whole package all at once. With the cloud-based software program she still will have to enter all of the information by hand.

Cemetery Trustees' Response to Digitized Record Keeping:

Town Clerk Daigle-Brophy said she knows the Cemetery Trustees do not want to do any digitized record keeping system.

Chair Beaudin said the Cemetery Trustees have enough funds to buy the software program, but they are in control of their CIP funds, not the CIPC. He does not think the CIPC should get in between the Cemetery Trustees' pledge not to fund the software and the Town Clerk's request to fund the software. Although her request has merit, she should try to work it out with the Cemetery Trustees. The current Cemetery Trustees are more than happy with the manual

maintenance of unsecured cemetery records.

Town Clerk Daigle-Brophy said as Town Clerk she has no legal responsibility to maintain cemetery records. It is a task the Town Clerk in Lincoln traditionally has always handled. She has no problem doing it. She does not want to give the task back to them. She just wants a better records management system.

Communication Difficulties with Cemetery Trustees:

Town Clerk Daigle-Brophy said when she emails the Cemetery Trustees, they are not good at responding. For example, a person from Phaneuf (Funeral Homes & Crematorium) called on behalf of the family of a veteran about coordinating a veteran marker ceremony without an interment. They called to ask if it was possible to have a veteran's marker ceremony in the Riverside Cemetery without an actual interment.

Town Clerk Daigle-Brophy said she sent the trustees an email on Monday. She finally got an email back on Friday, saying "absolutely not!" She responded right away, asking if the answer was no, even if it is a veteran VA marker was from the Marine Corps Base Quantico in Quantico, Virginia. She called the woman at Phaneuf crematorium and said she does not think the trustees were understanding what she was saying, she will reach out to the cemetery trustees again.

Town Clerk Daigle-Brophy said at this point she was getting flak from the family because initially she had said they could have a veteran's ceremony with a VA marker without an interment because that has always been the case in the past. Now the Cemetery Trustees were saying, no.

Town Clerk Daigle-Brophy said she heard back from the woman from Phaneuf crematorium yesterday who said the customer was really upset about the Cemetery Trustees' negative decision and getting two different stories. Town Clerk Daigle-Brophy finally got Cemetery Trustee Mike Conn on the phone who said, "Oh yeah, I was going to meet with the [American] Legion Thursday."

As the person in the middle, Town Clerk Daigle-Brophy needs to make sure that everything about the burials and the cemetery are communicated clearly. Cemetery Trustee Bill Conn came in to the CIP Meeting last week and said there were only 2-3 burials per year and that is clearly not the case. She does not think the Cemetery Trustees understand or appreciate what paperwork has to be done to maintain the cemetery records properly and what the many issues are that arise regularly. If they did understand those matters, she thinks they would more clearly understand the need for a consolidated recordkeeping system.

Cemetery Trustees Trying to Avoid Spending Money:

Chair Beaudin said that at the last CIP Meeting, Cemetery Trustee Bill Conn asked Town Manager (TM) Park if they could digitize the cemetery records and TM Park said she would look into it. Maybe the Cemetery Trustees are going to do a cost comparison.

Town Clerk Daigle-Brophy said that she already looked into hiring a company to digitize the records and it was more expensive than purchasing a cloud-based cemetery records management software program. That option was \$15,000. She talked to a couple of different companies and this company was the best out of all of them. She just does not think that the Cemetery Trustees can grasp that. Digitizing the cemetery data needs to be done. No training for this program is needed because the program is completely user-friendly program. The salesman already walked

her through the entire program. The training would be to train someone else to put information into the system. She would be doing all of the input into the program. The other possible option would be to hire a student or an intern from Plymouth State University (PSU) to put the data into the program at no cost to us.

Chair Beaudin verified that the position of Town Clerk was an elected position. He asked member Daly what he thought.

Member Daly said digitizing cemetery records was the wave of the future instead of maintaining cemetery records manually, the old-fashioned way. Sometimes the old-fashioned way is the best way. By the same token, if something should happen (i.e., a fire destroys the records) and if digitizing the information makes the information more readily available than having to dig through files so when you use a computer and with the click you can pull the information right up in front of you, that is a benefit.

Communication Difficulties with Cemetery Trustees:

Member Daly said if there are Cemetery Policies and Procedures that address situations like the Town Clerk just mentioned (i.e., veteran's marker ceremony without internment), it is important that the Town Clerk have the policy available so she can give anyone a copy of the policy and they can take the policy and read it. Tell them if they have any questions to come back and see the Town Clerk. Again, the *elected* Town Clerk is dealing with *elected* Cemetery Trustees, and the Cemetery Trustees are the body that controls the Cemeteries and matters related to the cemeteries. He understands that the Town Clerk is the Cemetery Record Keeper and "there is a mix here."

Member Daly asked if the Town Clerk had had a sit-down conversation with the Cemetery Trustees and discussed these matters.

Town Clerk Daigle-Brophy said "no" as she had a difficult time even getting ahold of them. It takes about a week for any of them to respond to an email or a telephone message. Sometimes she has to contact them by email a couple of times before they will respond at all. Even when people come in who want to speak with the Cemetery Trustees and they fill out the cemetery form and she sends the form to the Trustees, usually she has to constantly follow-up to get any kind of response. Legally, the maintenance of cemetery records is not the Town Clerk's responsibility.

Benefits of the Cemetery Software:

Town Clerk Daigle-Brophy said she enjoys looking through old records. One of the cool aspects of the Town Clerk's job is that she gets to look through old books. However, she is the record keeper for the cemetery and the extraordinary amount of time it takes to search through records to find any information like where someone is buried, is not reasonable. All of the cemetery information should be in one location. With the CemSites cloud-based software program anyone can look at the cemetery records on line. Families can click on a plot, look up a name and get directions to the cemetery plot so they can visit with their loved ones without involving the Town Clerk or Cemetery Trustees.

Put the Cemetery Software in the Town Clerk's Operating Budget:

Member Spanos suggested the Town Clerk put the CemSites cloud-based software program in her Town Clerk's operating budget this year.

Put the Data Input Required for Software in the Town Clerk's Operating Budget:

Town Clerk Daigle-Brophy said it will take a lot of time for her to put the information in the CemSites software program; she estimates that it will take between \$3,000 and \$4,000 worth of hours to input the data in addition to the cost of the software alone.

Potential Impact on Town Clerk Hours:

Finance Director Johnna Hart asked if Town Clerk Daigle-Brophy was going to be adding to her hours or if she was going to try to put the information in the program during the twenty (20) hours per week she is currently working as Town Clerk. She said she would be working on the project slowly, but during her twenty (20) hours per week. She does not want to take time out and go above and beyond her twenty (20) hours per week. Member Spanos verified that it will be the Town Clerk's responsibility to enter all of the data into the platform.

Logistics of Converting to Digital Record Keeping:

Finance Director Johnna Hart (former Town Clerk/Tax Collector) said if the data is not entered correctly into the platform, it will not be correct in the maps. That is a problem that we have now. The problem was that the Cemetery Trustees had someone that was working at the Cemetery that thought the numbering of the cemetery lots went from left to right "A, B, C, D" and then for the second row down, "E, F, G, H" instead of going from left to right, instead went backwards from right to left on the second row, "H, G, F, E". If you don't go down to the cemetery you will not know how it really is in the cemetery. Highway Worker (who digs the graves) Andy Nicoll does not find "stuff" out until he goes to do a new interment. Your records in the computer are not going to be correct unless you go down to the cemetery to verify on the ground which way each lot order was interpreted.

Finance Director Hart said to Town Clerk Daigle-Brophy that she cannot just go and look at the cemetery and determine what happened. She would have to put something into the ground to see if someone has been buried there.

Town Clerk Daigle-Brophy said she can look and see if someone has a foot marker. You cannot have a foot marker on a lot until someone is interred.

What Is a [Foot Marker or] Footstone? <https://legacyheadstones.com/blog/What-Is-a-Footstone>

A headstone is a grave marker that is placed at the head of a grave. It is traditionally made from granite or bronze and inscribed with the name, date of birth, and date of death of the person in the grave that it marks. It may be embellished with carving, photographs, epitaphs, or engraved verses. Headstones may be simple, installed lying flat and flush with the surrounding grass, or large, upright, and visually striking.

A **footstone** is a grave marker or monument that lies at the foot of a burial grave. Footstones are always placed at the headstone's opposite end of the grave. These stones are used to mark the foot of a grave, serving as a boundary line for the burial plot. Like headstones, footstone grave markers may be flush with the grass or upright and engraved with text or images. When used with a headstone, the footstone is traditionally smaller and less ornate than the headstone, so they can often resemble a bedframe's headboard and footboard. Footstones for graves come in many colors, designs, shapes, and sizes and are

chosen to coordinate with the headstone. Most footstones are made of granite because it is exceptionally durable and resistant to weathering.

A standard flat footstone size is approximately two feet wide, which can accommodate about 80 characters of text engraved on the stone. Most people engrave just initials or small inscriptions on footstones that are paired with headstones so as not to distract from the headstone. This grave marker is placed on the footing or a concrete slab that is horizontal and flush with the surface of the ground.

Potential Impact on Town Clerk's Hours of Employment:

Finance Director Hart asked Town Clerk Daigle-Brophy if she was going to take time out of her Town Clerk job of twenty (20) hours per week to go down to the cemetery to check for foot markers.

Town Clerk Daigle-Brophy said it was just a matter of going down to the cemetery and snapping a photo that gets automatically uploaded to the I-files. She estimates that it would only take about three (3) hours of her time to snap photos of the entire cemetery. There is also a cemetery employee over there; she has talked to Andy Nicoll about this project already.

Get an Intern to Do the Work for Nothing:

They discussed getting an intern to do the work for nothing. Member Daly suggested that the Town find other tasks like taking inventories to have the interns assist with in Town Hall as needed as they will not want to come all of the way over here from PSU for a couple of hours per week. The Town Clerk could give directions re: what is needed to put the information into a data base and they could do it for free.

Does the Town Manager Control All of the Finances, Including Cemetery and Library?

Chair Beaudin said now that we have a Town Manager form of government, he not sure that the CIPC even the cemetery CIPC or the library CIPC even though they have boards of trustees, he thinks their finances are controlled by the Town Manager.

Planner Bont said she understood from working both here and for over 25 years in the Town of Lyme that the Library with its Library Trustees is its own kingdom. The Trustees of both the Cemetery and Library have their own statutes and rules and regulations that they follow; they are in charge of their employees, their assets and their expenditures.

Chair Beaudin said now that Lincoln has a Town Manager form of government, he is not sure that the Cemetery Trustees and the Library Trustees have any control over their own Library and Cemetery monies. He thinks those entities' finances are controlled by the Town Manager. He wants someone to ask the legal counsel at the NHMA the question, "who controls the money" associated with the cemetery and the library.

Planner Bont said she understood that both the Cemetery Trustees and the Library Trustees Had a fair amount of autonomy over their revenues, expenditures and other financial-related matters. The Chair of the CIPC, however, thinks that the Town Manager has control over all finances. He wants to know, if Lincoln has a Town Manager form of government, does that mean that the Town Manager now has control over those cemetery and library monies too?

Chair Beaudin said if you look at the RSA 37:1-17 [Title III Towns, Cities, Village Districts, and Unincorporated Places, Chapter 37 Town or Village District Managers] it says the Town

manager is responsible for finances even to include things like the Planning Board. If you do not have a Town Manager, then the Cemetery Trustees and the Library Trustees have control of the Cemetery and Library funds. He is not sure how that works but he believes that in a Town Manager form of government the Town Manager has the responsibility for and controls all of the funds, including the funds of the Cemetery and the Library.

Finance Director Hart said she did not think so.

From the audience, Selectman Ham said to Chair Beaudin, "Any member of a Town Board has the right and ability to email NHMA on your own, at any time."

Chair Beaudin said the Board of Selectmen told the various Town Boards that no member of a board may seek legal advice without the Board of Selectmen's approval and notification.

From the audience, Selectman Ham said to Chair Beaudin the BOS said "no PAID legal advice" from Town Counsel. You as a Board member can email the NHMA any time to get free legal advice. Selectman Representative CIPC Member Daly said, "You as a citizen cannot get any type of legal advice."

Chair Beaudin said he sees the conflict as being between where is the CIPC going to put the Cemetery Software in the CIP and is it the CIPC's responsibility just to add a whole new Project Number for the Town Clerk. Does the CIPC have to add a whole other category for Town Clerk? The Cemetery Trustees have already come in and said they do not want it. If the Cemetery Trustees have control over the money, then the expenditure for the cemetery software cannot come out the Cemetery Trustees' money. However, if the Town Manager has control of all the finances and therefore is in charge of the Cemetery Trustees' money, then the Town Manager can say to the Cemetery Trustees, she needs this software program because it is going to reduce her hours and for all of the reasons they just said, they can do that.

Finance Director Hart said back during the height of COVID-19, when people got sent home, the Library Trustees still wanted to pay their library employees. Town Manager Burbank looked into the issue and learned that the Town Manager could not do anything about cemetery employees and the library employees got paid because the Library Trustees managed their own employees and funds. Other people who worked for the Town were sent home and did not get paid.

Chair Beaudin said he had a letter from prior Town Manager Butch Burbank that Burbank received from the Town Attorney that said the same thing about the Planning Board. The Planning Board had a right to expend its own finances because the Planning Board can supposedly do that. The Town Attorney sent the email advice to Town Manager Butch Burbank to send to Chair Beaudin that when you have a Town Manager form of government, the Town Manager is responsible and the Town Manager's Budget is the Budget that goes to the Town Meeting for review and approval, including the CIP. The CIPC should be not getting in the middle of dispute about whose responsibility it is to maintain the cemetery records and is the CIPC supporting the Town Clerk or the Cemetery Trustees in this dispute. We need clarification.

From the audience, Selectman Tamra Ham said "Reach out!" Go on line. Google "NHMA". They have a link for their legal advice. Chair Beaudin has to be an elected official to get advice and he is.

Planner Bont said in her previous job she learned that the expenditures of both Library Trustees and Cemetery Trustees had a high degree of independence from the executive branch of

municipal government. Chair Beaudin said he would double check with NHMA.

Put the Request in the Town Clerk's Operating Budget:

From the audience, Selectman Tamra Ham said she thinks the Board of Selectmen should put the \$10,000 in the Town Clerk's Operating Budget Request.

Chair Beaudin said the Cemetery Trustees are not part of the process of establishing the Town Clerk's operating budget so they should be able to do that. The Town Clerk and the BOS would explain the one-time appropriation to the Budget Committee so it would not need recurring Capital Improvement Funds.

Chair Beaudin, Member Spanos and Member Daly thought putting the expenditure in the Town Clerk's Operating Budget as a one-time expenditure, with ongoing annual maintenance fees was the way to go. He advised Town Clerk Daigle-Brophy to put it in her budget and present it to the Budget Committee, the Town Manager and the Board of Selectmen. Try to improve your communication with the Cemetery Trustees as you move forward.

Chair Beaudin said he would not call the NHMA for advice on this matter.

Motor Vehicle Software:

Town Clerk Daigle-Brophy said she had something else she wanted to add to the Budget Request,

LIBRARY PRESENTATION

Library Director Carol Riley accompanied by Library Trustees Library Trustees Nancy Sweeney, and Rosaline ("Roz") Lowen presented the Library CIP Requests:

**Page 29, X. Library A. 1310-310 Library Technology
Project Number 76 Technology maintenance, upgrades and repairs**

Chair Beaudin, read from the spreadsheet.

- a. The date "completed last" is 2015.
- b. The date in "next" is "ongoing".
- c. The date in "prompt" is "ongoing".
- d. The Total Estimated Cost is "ongoing".
- e. The CRF Balance for 12/30/2021 is 4,806.
- f. The CIPC Recommended for FY 2022 is \$2,000.
- g. The CIPC Recommended for FY 2023 is \$2,000.
- h. The CIPC Recommended for FY 2024 is \$2,000.
- i. The CIPC Recommended for FY 2025 is \$2,000.
- j. The CIPC Recommended for FY 2026 is \$2,000.
- k. The CIPC Recommended for FY 2027 is \$2,000.
- l. The CIPC Recommended for FY 2028 is \$0.

Chair Beaudin asked Library Director Riley to talk to the CIP Committee whether she wanted \$2,000 in FY 2028 as well. She did.

Changes made:

- a. The date “completed last” is changed from 2015 to 2020 (date of last upgrade).
- b. The CIPC Recommended for FY 2028 changed from \$0 to \$2,000.

Next the CIP Committee looked at:

**Page 30, X. Library A. 1310-314 Library Building
Project Number 18 Library Building Infrastructure**

a. Paint Town Library Exterior (Assume a 20-year life expectancy.)

Chair Beaudin read from the spread sheet. He said:

- i. The library was “last” painted in 2019.
- ii. The next time it needs to be painted is in 2039.
- iii. The 6-year prompt is for 2033.
- iv. There is no cost estimate for painting the building.
- v. The CRF Balance as of 12/31/2021 is \$0.
- vi. The CRF for 2022 is \$0.

No changes were made.

b. Maintain/replace Library Wheel Chair Ramp (Assume a 10-year life expectancy.)

Chair Beaudin read from the spread sheet.

- i. The wheel chair ramp was “last” maintained/replaced in 2013.
- ii. The next time it needs to be replaced is in 2023.
- iii. The 6-year prompt is for 2017.
- iv. The total estimated cost for replacing the ramp is \$16,000.
- v. The CRF Balance as of 12/31/2021 is \$3,685.
- vi. The CIPC Recommended for FY 2022 is \$0.
- vii. The CIPC Recommended for FY 2023 is \$0.
- viii. The CIPC Recommended for FY 2024 is \$0.
- ix. The CIPC Recommended for FY 2025 is \$0.
- x. The CIPC Recommended for FY 2026 is \$0.
- xi. The CIPC Recommended for FY 2027 is \$0.
- xii. The CIPC Recommended for FY 2028 is \$0.

Chair Beaudin asked Library Director Riley if the wheel chair ramp had been completed.

Library Director Riley explained that she did not recall the exact date the Andy Nicoll from the Public Works Department came and redid the wheel chair ramp surface. It was not 2013, it was much further out. He redid the railings first, and then covered the deck surface with the TREX later.

Chair Beaudin asked Planner Bont to find out exactly when the decking on the wheel chair ramp was replaced from Andy Nicoll.

Answer: DPW Nate Hadaway estimated it was in fall of 2019. See Notes from 2019 and 2021 below:

CIPC Minutes from 09/07/2021. Maintain/Replace Library Wheel Chair Ramp:

Public Works Department did not have to replace the entire wheel chair ramp. They just re-decked it. When Public Works employee Andy Nicoll pulled up all of the decking boards, he realized that he did not have to replace the foundation of the wheelchair ramp; he just had to replace the deck and the railings. This means that the entire wheel chair ramp did not have to be replaced at this particular time.

Town Manager Burbank said that although the wheel chair ramp is made of pressure treated "TREX", the rest of the ramp is not and will not last forever. Eventually, the foundation will also need to be replaced. The CIPC could push the project out for a bit as well as putting money into the account, however, the Town should be setting aside money for when the Town does have to replace it. The decking was pressure treated wood and it was replaced with TREX. However, the remaining framework is pressure treated wood and will have to be replaced.

CIPC Minutes for 08/13/2019: Maintain/Replace Library Wheel Chair Ramp:

Completed last: 2013 – Railings only* (Public Works Department already did part of the project; they ***replaced the railings on top and the side railings in 2017.*** ****Now (2019) the deck needs to be replaced.*** Because the railings were splintering the Library Trustees decided to put the TREX up top and the railings along the side in 2013. Right now, they have \$10,000 saved to do the decking. Replacement of the decking should be moved ahead to this year (2019). Public Works Director Nate Hadaway said the plan is to replace the decking this fall.

Next: Redo Ramp in 2023 (Leave date as is until the entire decking project gets done. If it happens prior to finishing the CIP process this fall we will change it. If not, we will change the date next year.)

Ivan Strickon suggested to Public Works Director Nate Hadaway look carefully at the substructure for the handicapped accessibility ramp. Hadaway said he would when they take apart the ramp structure.

Prompt (When it should show up again on the CIP): 2017. We have \$10,000 put away for a \$16,000 project, but no funding set aside for the next 6 years.)

Librarian Riley was not aware of any repairs to the wheelchair ramp scheduled for 2023. Chair Beaudin suggested she put in the CRF Balance as of 12/31/2021 of \$3,685 into another category.

Planner Bont said that according to the CIP, the Wheelchair Ramp repairs/replacements were scheduled for 2023 in the CIP. (Comment was ignored.)

Changes:

At Chair Beaudin's urging, Librarian Riley said she would like to move that CRF Balance as of 12/31/2021 of \$3,685 out of Project Number 18 into Project Number 41, making the following changes:

- i. **Project Number 18 Library Infrastructure, b. Maintain/Replace Library Wheel Chair Ramp.** The CRF Balance as of 12/31/2021 was decreased from \$3,685 to \$0.
- ii. **Project Number 41 Expansion to Library Building.** The CRF Balance as of 12/31/2021 was increased from \$32,236 to \$35,921.

Member Daly asked if they could remove the library ramp from the CIP altogether because TREX is considered a "life time material".

Planner Bont said the library will still have to maintain and replace the other components of the wheelchair ramp that are not made of TREX, like the railings, substructure and the foundation.

Chair Beaudin said to just leave this project number as is, and put \$0 in the line for 2023 and beyond.

Planner Bont recommended changing the "next" and the "prompt" to reflect this revised thinking. (Should also check with DPW Hadaway.)

Changes:

- i. Change "next" time it needs to be replaced to 2033.
- ii. Change 6-year "prompt" to 2027.

Chair Beaudin asked, and Librarian Riley confirmed, that when Public Works Department employee Andy Nicoll did the work on the ramp, the money came out of the CIP.

c. Paint Town Library Interior/Replace Carpet (Assume a 20-year life expectancy.)

Chair Beaudin read from the spread sheet.

- i. The project was done "last" in 2017.
- ii. The next time it needs to be replaced is in 2037.
- iii. The 6-year prompt is for 2031.
- iv. The total estimated cost for replacing the ramp is \$30,000.
- v. The CRF Balance as of 12/31/2021 is \$284.
- vi. The CIPC Recommended for FY 2022 was \$0.

vii. The CIPC Recommended for FY 2023 is \$0.

No changes were made.

d. Replace Flooring in Library (Tile) (Assume a 20-year life expectancy.)

Chair Beaudin read from the spread sheet.

- i. The project was done “last” in 2017.
- ii. The next time it needs to be replaced is in 2037.
- iii. The 6-year prompt is for 2031.
- iv. The total estimated cost for replacing the flooring is \$6,000.
- v. The CRF Balance as of 12/31/2021 is \$1,000.
- vi. The CIPC Recommended for FY 2023 is \$0.

No changes were made.

e. Reroof Town Library (Assume a 20-year life expectancy ~~instead of a 30-life expectancy as recommended by DPW Hadaway in 2021.~~)

Library Director Riley said the library roof was replaced in 2020 (actually it was the fall of 2021).

Paul Beaudin read from the spread sheet and the following changes were made.

- i. The project was done “last” in 1996 – to be changed to 2020 (actually the roof was replaced in the fall of 2021).
- ii. The next time it needs to be replaced is in 2040 based on a 20-year life expectancy (versus 30-year life expectancy estimated in 2021) (should be in 2041).
- iii. The 6-year prompt was for 2014 changed to 2034 (should be 2035).
- iv. The total estimated cost for replacing the roof is \$25,000.
- v. The CRF Balance as of 12/31/2021 is \$2,780.
- vi. The CIPC Recommended for FY 2023 is \$0.

f. Replace/Maintain HVAC Systems (Assume a 20 Year life expectancy instead of a ~~10-year life expectancy as recommended by the DPW Hadaway in 2021.~~)

Chair Beaudin read from the spread sheet.

- i. North Country Mechanical replaced the HVAC system (that runs the heating, cooling and climate control for the library building) in 2020 so the project was done “last” in 2020.
 - a. Chair Beaudin said he was sure that an HVAC System should last 20 years and not 10 years as DPW Nate Hadaway recommended last year. He said he thought they should change the “next” from 2030 to 2040 and change the prompt date accordingly.
- vii. The next time it needs to be replaced was changed from 2030 to 2040.

- viii. The 6-year prompt was changed from 2024 to 2034.
- ix. The total estimated cost for replacing the HVAC is \$20,000.
- x. The CRF Balance as of 12/31/2021 is \$0.
- xi. The CIPC Recommended for FY 2023 is \$0.

**Page 30, X. Library A. 1310-314 Library Building
Project Number 41 Expansion to Library Building**

Chair Beaudin read from the spread sheet and the CIPC made the following changes:

1. The project was done “last” in 2011.
2. The next time it needs to be replaced is in 2028.
3. The 6-year prompt is for 2022.
4. There total estimated cost for the addition to the library was increased from \$100,000 to \$200,000.
5. The CRF Balance as of 12/31/2021 was increased from \$32,236 to by adding \$3,685 from CRF Balance as of 12/31/2021 in 18 Library Building Infrastructure, paragraph b, Maintain/Replace Library Wheel Chair Ramp for a total of \$35,921.
6. The CIPC Recommendation for FY 2023 is \$20,000.

Library Director Carol Riley submitted a change in the cost of the expansion to the library from \$100,000 to \$200,000. This means the amount of money to be put in annually would have to more than double from \$10,000 per year to \$28,000 per year.

Library Director Carol Riley said they had to use some of the money to pay to update the antiquated alarm system that was not working last year.

Her quote may not be high enough as there are material shortages and supply chain difficulties that will affect the price. She also does not know where she is going to build the addition. They are hoping that the Town approves a Safety Services building and the library can build out towards the current fire station.

Member Daly said he is hoping they can sell the Fire Station and use that money to apply for grants.

Selectman Ham said her hope was that they would use the Fire Station land for the expansion of the library.

7. The CIPC Recommended for FY 2023 was increased from \$10,000 to \$20,000.
8. The CIPC Recommended for FY 2024 was increased from \$10,000 to \$28,000.
9. The CIPC Recommended for FY 2025 was increased from \$10,000 to \$28,000.
10. The CIPC Recommended for FY 2026 was increased from \$10,000 to \$28,000.
11. The CIPC Recommended for FY 2027 was increased from \$10,000 to \$28,000.
12. The CIPC Recommended for FY 2028 was increased from \$0 to \$28,000.

Chair Beaudin listed questions he has for DPW Hadaway next week.

1. Project Number 56: Repair/Replace Salt Storage Shed at DPW. Needs better estimate.
2. Project Number 69: How many hours does the loader have on it?
3. Project Number 80: Why is the "Old Hole Public Cost" on going? DPW Hadaway is going to bring in a better total estimated cost.

If we do the CIPC meeting on September 6th, (September 5th is Labor Day) Finance Director Johnna Hart will not be able to participate as she will be doing Payroll and Accounts Payable that day.

4. Project Number 102: FD Command Vehicle (2020): Leave it because you do not know what the actual cost is at the end.
5. Project Number 59: Miscellaneous: Repair/Replacement 59. Solar Panels – needs a better estimate.
6. Project Number 64: Miscellaneous: Repair/Replacement A. Snow making Pump and Motor – needs a better estimate.

Member Daly (talking softly) said he talked to Ken Mack about the potential for HKD to make a donation of used snow making guns and Mack told him that the amount of voltage that is needed for the HKD snow guns is either 30 or 60 volts and what the Town has up at the Kanc Rec Ski Area is only 20 Volts. He said he told Mack to talk to Ryan to see if we could get something to work up there.

Make sure police department comes in with a date.

B. ADJOURNMENT:

MOTION to adjourn the meeting at 11:05 AM.

Motion: James Spanos

Second: Jack Daly.

All in favor (3-0).

Approval Date: August 16, 2022

By: 
Paul Beaudin II, Chair

