

CIP Committee  
**AMENDED** Minutes  
Wed., May 29, 2013  
6:30 pm

Meeting commenced at 6:35 pm at the Fire Station Conference Room

Present: Anne Abear, Susan MacLeod, Mark Scarano and Jeanette Stewart  
Absent with notice: Steve Felton

Also Present: Normand Dewolfe, Patsy Tucker; Library Trustees Lynn Davis, David Ruell, Alice Staples, and Library Director Sara Weinberg; DPW Director Tim Paquette

**1. Minutes of May 15, 2013:** One correction noted: change spelling of name, "Circle" to "Sircle". Anne motioned to accept as amended; Jeanette seconded; all in favor.

**2. Committee discussion on scheduled departments' projects:** Library: It was decided at the May 15<sup>th</sup> meeting to invite the Scribner Trustees to participate this evening. Because the situation is complicated with Library Trustees as governing body, Town as property owner, and Scribner Trust as will-based landlord, all need to be involved in the dialogue regarding the library's future needs. A letter had not been sent, but Anne did contact Tom Peters who said the Trustees were interested in coming. **Action: Anne will invite them to the June 19<sup>th</sup> meeting.**  
Park and Recreation: No projects were submitted. Question was asked whether larger projects that may be done by Ashland Area Recreation Association (AARA) should be mentioned. A project such as bathrooms and concession stand would be on Town property and would go through BOS and Site Plan process, and future maintenance issue would need to be addressed at that time.

**3. Library:** At 6:50 pm discussion with the Library Trustees began with Mark outlining the CIP process. It was expressed that the public is not being served with the current facility not longer being adequate. The central location is a benefit to the Town, and to explore options, the Trustees consulted with architect Tom Samyn. Having looked at other properties, the recommendation was to expand. A Feasibility Design should be done as a first step, not to exceed \$10,000 in cost. The issue with this option is the Scribner will. The Scribner Trustees had not been included in the consultation process, and it was the consensus of the Library Trustees that the Scribner Trustees' interpretation of the will does not allow an expansion. CIP committee members reiterated the position that Scribner Trustees need to be involved, and not spoken for in absentia. As a tenant in the building, the library cannot proceed to build. The history was touched on: will bequeathed the building to the Town and requested it be trustee run, and a 1937 Town Warrant article established the elected Scribner Trustees; the use of the building as specified in the will was expanded by court decision to allow the library in 1938. There has been a long-standing conflict between the two trustee boards, primarily based on interpretation of the will. David Ruell has consulted with the Town attorney, to which Jeanette expressed he hadn't informed the BOS of incurring this expense. To come to some resolution, it may well have to be decided in court.

Questions: As a project submitted to the CIP, does money get put into the budgeting process? Is there a "Plan B" for the library to relocate which would definitely be a capital expenditure? The trustees felt it would if they get to the point of needing to raise funds. Certainly it would not be in 2014, but somewhere in the next ten years whatever option is followed, funds will be needed. Any other projects? None at this time.

**Lynn Davis offered to send copy of will to committee, and to pull together a packet of documents of decisions in the past.** 7: 20 pm, all were thanked for their time, and they left.

**4. Review of Town Dept worksheets:** Last year the worksheet had the window replacement and lighting together with a \$40,000 estimate from McCormack Facilities Management. With the projects separated, there will need to be updated estimates for each project. Pat Crowell has been working on getting estimates from Ashland Lumber for the windows. For the lighting, it was specified only two replacements and other to be maintained. Needs a documented estimates submitted, which Paul should have. Jeanette will follow up to get documents. Patsy asked about the GIS mapping (\$60,000), a project submitted last year, but not this time. Anne asked about Town used UNH's Project T-Square. Patsy said it wasn't useful, and did not offer the capacity for mapping GIS would. Currently, the tax maps are still done by hand. She will contact Cartographics for an updated quote, and resubmit worksheet.

**5. Update on School Worksheets:** Trish has not yet submitted information. Anne asked whether there was any Homeland Security funding to cover the first safety project of reception area reconfiguration, new cameras, and staff. It was expressed Trish will find any funding available. No update on gym roof or decision on the building's future.

**6. Review of Electric:** Focused on the replacement of analog radios with narrowband digital ones. Was submitted as 2012-2013 project, and grant has been received, so Electric Department is proceeding with purchase. Anne was concerned that DPW did not request same radios. There is a fine of \$10,000/transmission for not using narrowband. Some discussion on process by Electric Dept. and BOS for grant. Also question about repeater on Hicks Hill.

**7. Review of DPW worksheets:** 7:49 pm Tim Paquette arrived. He answered questions regarding radios and repeater: All radios, one base and 9 mobiles are analog but have been narrowbanded since before Jan. 1. Two radios are from the Fire Dept. and others were updated by Ossipee Mt. (versus \$3,000/unit new digital). Electric Department is updating the Town-licensed repeater on Hicks Hill; the current one is too old to be reprogrammed for narrowband digital. DPW should still be able to use it.

Project 1, Replace loader and purchase plow and wing, \$200,000: Explained it is difficult to get cost quotes from salesmen especially this time of year, so ballpark figure from phone conversations. He will follow up on all estimates to get in writing. The trade-in on old loader should be included (~10% or \$20,000) and Tim is considering options instead of new loader, to get a one-ton that plows and a backhoe for the same price. That could offer flexibility for plowing and sanding. Project 2, Backhoe: purchased from W&S; Project 3, Trucks: cost includes hydraulics, one to replace in 2015, one in 2019. Project 4 Replace 2011 one-ton in 2019.

Project 5, Skidsteer: Priority for replacement, with some grant money available through NH the Beautiful. Project 6, Baler: 2014-15 as it will not pass inspection; again some grant money possible. Project 7, Forklift: in constant use and getting to point it is \$5-6,000 to fix. Project 8, Chevy pick-up replacements: Electric Department giving 2003 GMC pick-up with plow to DPW to replace army truck and there is another Chevy for parts. Mechanic deemed it is adequate for their use. This transfer is not official yet. Newer trucks can be deferred to 2016 and 2018.

Project 9, Chipper replacement: Current one 29 years old; Electric Dept. has one, and should look for options of sharing with another town. **CIP Committees from neighboring towns should try to network and begin exploring regional sharing.**

With all vehicles, estimates were on new without negotiated municipal discounts, and Tim felt most all the larger ones could possibly be found as demos and used. And, with vehicles, the lease/purchase option is better.

Personnel: With expanded workload as DPW, may need to add hours/personnel in the next ten years.

Roadwork: Due to the extensive work needed on Thompson St., Tim felt the best approach is by bonding it. It would have to be engineered, and coordination with Water & Sewer is essential to

do it properly. Mark pointed out necessity of balancing the do now, pay later approach with reserves for future work. Question of what is the \$250,000 currently in reserve will be used for. There is a list of roads needing attention now so as not to deteriorate to more extensive, expensive work, but currently there is no comprehensive plan. [See also Master Plan, *Chapter 2, Transportation*] Tim was encouraged to work out a plan of action based on the condition of each road. As a model, the process used by NHDOT is information based, and eliminates "politics" in decision-making.

**8. Next Meeting:** June 12, 2013. Start spreadsheet set-up. All meetings will start at 6:30 pm.  
Actions: Send reminders about appointment times for Police, Fire and Utilities personnel for next meeting.  
BOS and CIP Committee to follow up with all departments still needing to submit documentation and encourage them to prioritize their projects.  
Check with Alan Cilley on meeting with Dave Sircle (June 12?).

8:53 pm: Motion to adjourn by Mark; seconded by Anne; all in favor.

Notes by Susan MacLeod