

CIP Committee  
Minutes  
Wed., July 17, 2013  
6:30 pm

Meeting commenced at 6:30 pm in the cool Fire Station Conference Room

Present: Anne Abear, Steve Felton, Susan MacLeod, Jeanette Stewart, Mark Scarano  
Also Present: Normand DeWolfe, Paul Branscombe, Tony Randall, Jim Gleich, Tim Paquette

**1. Review of Town Office projects:** Paul Branscombe presented projects. 1. Window replacement: Estimate of \$32,785 from Ashland Lumber is for materials only, no labor. Price is high for matching required historical windows. Difficult to get labor estimates; Anne suggested Ogden Construction. Jeanette stated replacements were mandated by the Labor Board and need to be done, so 2013-14 on timeline. Paul was asked to provide energy audit projected savings over 7 years for this. 2. Replacing AC unit: Estimate of \$7,889 from Century Mechanical for whole building (includes PD). Current unit is about 15 years old, has no temperature control, and shuts off intermittently. Year 2014. Energy Audit did not address the heating/cooling system; main focus was on windows and lighting for town offices, and Booster Club weatherization. Discussion on heating and cooling: Heat is propane and AC could be serviced by same company (Eastern Propane). 3. Boiler replacement: Actual age of current one unknown, but at least 25 years old. No estimate on cost of installing new one. Bill Gammons does maintenance as needed, no contract involved. Question whether it would be cost effective for all 7 town buildings to be in package deal for servicing contract. Booster Club and Fire Dept. are also oil-fueled and go in with the school for fuel purchasing. Year 2016. 4. Carpet: Now 10 years old in reasonably good condition. Estimate of \$7,000 from phone call. Year 2016. 5. Lights: BOS had voted to replace all based on the energy audit. Worksheet requests 2 replacements and maintenance of the balance. T-12 lights are being phased out and they would have to be replaced with the T-8 fixtures. 2010 estimate for energy audit measures was \$40,000, with grant money a possibility. Brief discussion on the audit by McCormack and if other nearby towns have completed these recommended upgrades. Current estimate for light replacements is \$7,800 for year 2014. 6. GIS mapping: Estimate from Tim Fountain of Cartographics Associates was \$60,000, or \$75,000 over 3 years for complete re-mapping and putting online. Year 2015. Towns of Holderness and Moultonborough have this in place to check out. Barry Gaw has contact who [allegedly] offered the software for free [cost of installation and training?]. **Paul will follow up on this. Paul's other homework: Contact James Ogden for window labor estimate; provide copies of energy audit to CIP.**

**2. Review of Police Department projects:** 7:05 pm. Chief Tony Randall presented projects for rotation of vehicle purchases. Costs based on recent purchase of fully equipped vehicle for \$40,500, with projected lifespan of 4-5 years for cars, and 6 years for SUV's. Will need to adjust price in future on 10-year spreadsheet. Project 1: 2011 Crown Victoria replacement in 2015 for \$40,500, with trade-in value and highway safety grant considered. Grants, not guaranteed, cover radios (10-year lifespan) and radar detectors. Most equipment from Crown Vic will not fit into new vehicle (Interceptor). Replacement again in 2020. Project 2: 2011 Ford Expedition replacement in 2017 (and 2023) for \$37,500. Total replacement of equipment not necessary, may last longer for not being a frontline vehicle, possible higher trade-in value. Project 3: Replacement of 2014 Taurus Utility AWD in 2019 (and 2024) at \$33,500. If vehicle style remains the same, equipment can be swapped out, and radios/radar still good. Thank you Chief Randall.

**3. Review with DPW:** 7:25 pm, Tim Paquette discussed switching format from worksheets for each road to using a spreadsheet. An analysis of roads' condition determines work plan which helps set annual capital reserves amount; a list without costs not helpful. CIP ten-year projection will take bonds,

reserves and grants into the mix, and it will also become obvious that Water and Sewer Department projects will have to be coordinated with DPW. Sidewalks also are to be included. Thompson Street is prime example of needing W&S (lines and paving) and DPW (culverts and drainage) to work simultaneously so paving isn't done twice. [Latest W&S project list includes Thompson St. within 3 years]. Discussion on distinction between the two sources of funds -- reserves for road reconstruction and budget line for maintenance. Part of the \$125,000 reserves has been used for work on West Street (repaving, \$98,000) and Hicks Hill Road overlay work was out of operating budget. Tim will continue to work on road plan and get cost estimates from Mike Latulippe. Thank you, Tim.

**4. Review with Park & Recreation Department:** 7:53 pm Jim Gleich presented Project 1, repaving: Estimate from GMI of \$22,000 to skim coat parking lot, repave walkway with "Cape Cod" berm, and skim coat tennis and basketball courts. The courts would need to be prepped with fiberwave over cracks, estimate to come from maintenance company. This, with regular maintenance, should last for 10-15 years. **Jim will also get quote to include berm for erosion control at the campground.** It was mentioned to try to coordinate all paving projects in town with one contractor for better price. Discussion of other projects: 1. Refinish floor in the Booster Club in 2014-15. **Jim to get estimates.** 2. Dredge and Fill: within next 10 years will need to be done. Permit alone is \$1,000 and must also figure for engineering fees. Jim had given a contact name to Paul. In addition, **Jim will talk with Barry Gaw and Squam Docks for names of dredge contractors and Stacy Luke of the Conservation Commission for DES contacts. Jim will email worksheets and estimates to Steve.**

Future CIP Projects: Jim proposed shade structures, one for the ballfield/playground area, and a smaller one for the beach. There have been requests for another swing set. Acoustical ceiling tiles for the Booster Club to dampen the sound. Expansion of the Booster Club to be more of a community center. Current assembly capacity is 75, and 36 children for child care (after school and camp programs). Jim will explore option of remodeling basement and expanding it out.

8:30 pm thank you to Jim.

**5. Minutes of June 17, 2013:** Anne motioned to accept as written; Jeanette seconded; all in favor.

**6. Other:** Mark brought up the Old School building and whether there were any options town had to use it. On market for \$900,000(!) and its use is restricted to nonprofit endeavors and has historic designation restrictions as well. Could Tri-Cap sell at lower price and then lease space there? Worth exploring its tax situation and feasibility of use.

**7. Next Meetings:** July 30 and August 14, 6:30 pm at Fire Station to work on spreadsheet. Budget Committee meeting on Aug. 8 will review CIP spreadsheet. August 27 at 7:00 pm in school cafeteria to present spreadsheet to BOS and all dept. heads. **Anne will draft letter to boards and dept. heads.** September 18 at 7:00 pm in school cafeteria to present to public at Budget Committee forum.

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

Notes by Susan MacLeod