

**TOWN OF MEREDITH, NEW HAMPSHIRE**

**CAPITAL IMPROVEMENTS PROGRAM (CIP)**  
**2016-2025**

**Recommended by:**

The Capital Improvements Program Advisory Committee: September 23<sup>th</sup>, 2015

**Adopted by:**

The Meredith Planning Board: October 27<sup>th</sup>, 2015

**Acknowledgements**

Capital Improvements Program Advisory Committee

Ed Touhey, Chairman, Planning Board Representative  
Mark Billings, Vice Chairman, Inter-Lakes School Board Representative  
Richard Gerken, Planning Board Representative  
Ray Moritz, Board of Selectmen Representative  
Michael Pelczar,, Board of Selectmen Representative (Alternate)  
Dave Thorpe  
Jack Carty  
Jeanie Forrester  
Justin Van Etten

Planning Board

Bill Bayard, Chairman  
Ed Touhey, Vice Chairman  
Richard Gerken, Secretary  
Jonathan James, Ex Officio, Board of Selectmen  
Nathan Torr, Ex Officio, Board of Selectmen (Alternate)  
Roger Sorrell  
Ann Butler  
Peter Brothers  
Tom Hughes, Alternate  
John Kreitler, Alternate  
Robert Flanders, Alternate  
John W. Dever, III, Alternate

# Town of Meredith

## Capital Improvements Program (CIP)

### 2016-2025

## Executive Summary

Annually, the Capital Improvement Program (CIP) Advisory Committee reviews capital needs and recommends a program of capital improvement projects for a period of at least six years. The primary purpose of the CIP is to aid the Board of Selectmen and the School Board in their consideration of their annual budgets (RSA 674:5). As a preface to the specific recommendations that follow, it is important to note:

- The Capital Improvement Program incorporates existing debt service as part of the overall capital program. For 2016, existing debt service payments total \$810,197. This represents 64% of the recommended municipal Capital Improvement Program for program year 2016.
- For program year 2016, the recommended municipal Capital Improvement Program includes additional capital project spending in the amount of \$460,000.
- For 2016, the CIP Advisory Committee recommends a municipal Capital Improvement Program (debt repayment plus capital projects) of \$1,270,197. This represents a decrease of 14% compared to 2015 municipal CIP-related appropriations.
- The municipal debt service schedule indicates that additional debt will be retired in 2016 through 2022. The Committee understands that as debt is retired, program capacity associated with the retired debt will be available to support future capital needs.
- In addition to what has been identified and programmed, there are significant capital projects that are likely to come before the Committee in the future, including:
  - Replacement of the DPW garage and related site improvements
  - Exhaust source Capture Systems for both fire station facilities
  - Decanting Water Filtration System (water treatment plant)
  - Repair or replacement of waterfront infrastructure

The Committee has not programmed these potential projects at this time. It is anticipated however that as these projects become more defined, requests will be submitted for consideration in future CIP amendment cycles.

- Meredith is one of three communities that comprise the Inter-Lakes School District. Meredith taxpayers are responsible for approximately 75% of the district's costs including capital projects. The district has developed a six-year capital improvements program. The District's program includes three capital projects that meet the Meredith CIP threshold of \$90,000. Meredith's pro-rated share is reflected in the Meredith Capital Improvements Program for informational purposes.

# RECOMMENDATIONS OF THE CIP ADVISORY COMMITTEE

## Fire Department

### Fire Department Equipment:

Recommendation: Allocate \$100,000 in 2016 through 2022 to the Fire Department Vehicle Replacement Expendable Trust Fund.

Rationale: The town is in the process of replacing Tanker 5 in 2015. Sources of funding include a FEMA grant (\$380,000), funds pulled from the ETF (\$30,000), funds to be pulled from the ETF (\$125,000), and funds from the Fire Department Reserve (\$90,000). The balance of funding will come from 2015 unexpended appropriations. As all funding for the replacement of Tanker 5 will be covered in 2015 there are no CIP considerations for this piece of apparatus in 2016. The estimated balance of the Fire Equipment Replacement ETF upon completion of this acquisition will be zero. The next piece of apparatus scheduled for replacement is the 1993 Pierce/Dash Engine 3. According to the equipment inventory replacement schedule, the replacement cost would occur in 2021 at a cost of \$550,000. Additional future capital needs may include the replacement of the department's air-pacs and turnout gear.

## Department of Public Works

### DPW Equipment:

Recommendation: Allocate \$60,000 in 2016 through 2019 to the Solid Waste Trailer Expendable Trust Fund.

Rationale: The town owns three box trailers used to transport our solid waste from our transfer station to the disposal site. These are scheduled for replacement in 2017, 2018 and 2019 and cost approximately \$80,000 each. The estimated balance of the Solid Waste Trailer Expendable Trust Fund at 12/31/15 is \$ 50,540.00.

Recommendation: Allocate \$300,000 in 2016 through 2022 to the DPW Equipment Replacement Expendable Trust Fund.

Rationale: According to the Solid Waste and Highway Equipment Inventory Replacement Schedules, there is a significant amount of capital equipment scheduled for replacement in the coming years. In 2016 the 2000 Kenworth dump and sander (\$205,000) and the 1992 Hay buster Tub Grinder (\$250,000) would be replaced. In 2017 the Case backhoe (\$135,000) and the glass crusher (\$100,000) would be replaced. In 2018 the 2003 Kenworth dump and sander would be replaced (\$215,000). In 2019 the Volvo roller (\$110,000), the 2004 Kenworth dump and sander (\$215,000) and the 2006 Ford dump (\$95,000) would be replaced. The estimated balance of the DPW Equipment Replacement Expendable Replacement fund at 12/31/15 is \$ 228.00.

### DPW Facility:

Recommendation: No additional funding is recommended at this time.

Rationale: In 2014 Town Meeting appropriated \$100,000 to conduct a feasibility study for a new DPW facility at the current location on Jenness Hill Road. The DPW Facility Committee worked with HKT Architects, Inc. to examine the feasibility of re-developing the existing site. The DPW Facility Committee has concluded that based on program needs developed by DPW

and the consultant, the existing site on Jenness Hill Road is tight and would require significant site work. With a consensus from the Board of Selectmen, the DPW Advisory Committee has begun to consider other sites. Project updates are anticipated in 2016.

#### Waterfront Infrastructure:

Recommendation: No additional funding is recommended at this time.

Rationale: In regards to future capital needs in this area, Phil Warren, Town Manager recommends that the DPW Facility project be completed before moving forward with waterfront infrastructure. A waterfront infrastructure assessment and the related capital needs would be submitted for future consideration by the Committee. The Waterfront Infrastructure Expendable Trust Fund estimated balance at year end is \$95,156.00.

## **General Government**

#### Debt Service

Recommendation: No change to the existing debt service schedule.

Rationale: Administrative Services Director Brenda Vittner advised that the community is in a strong position regarding existing debt service. All refinancing possibilities have been exhausted and all interest rates are at or below 4%. The last payment on the Police Station occurs in 2016 (\$124,822), the last payment on Page Pond occurs in 2018 (\$30,561), the last payment on the Fire Station occurs in 2019 (\$168,224), the last payment on Plymouth Street/ Route 3 North occurs in 2022 (\$45,783) and the last payment on the Community Center occurs in 2025 (\$182,350).

## **Water and Sewer Department**

#### Water System Improvements:

Recommendation: No additional funding is recommended at this time.

Rationale: The Water Department is nearing completion of an asset management plan for the water infrastructure. It is anticipated that this will be completed in 2016. Needed improvements will be prioritized and brought before the committee for future consideration. The Water system Improvements Expendable Trust Fund estimated balance at 12/31/15 is \$232,887.00. The water utility currently has \$272,262.00 in Water Access Fees Reserve that are available for repairs and major improvements.

#### Groundwater Source Study:

Recommendation: No additional funding is recommended at this time.

Rationale: The town has been working to identify an emergency backup groundwater source supply. This supply would provide a level of supply redundancy in the event water from Lake Waukegan was not available. Well testing has occurred at Prescott Park. Recent sampling results from a test well indicated a low amount of MTBE present. The project is on hold as the town works thru issues with the NH Department of Environmental Services. Anticipated withdrawals in 2015 will deplete the balance of the Groundwater Source Study Expendable Trust Fund.

### Sewer System Improvements:

Recommendation: No funding is recommended at this time.

Rationale: The Sewer Department is pursuing an in-house capital asset study. It is anticipated that this will be completed in 2016. Needed improvements will be prioritized and brought before the committee for future consideration. The sewer utility currently has \$501,278.00 in Sewer Access Fees Reserve that are available for repairs and major improvements.

### **Public Library**

Recommendation: No additional funding is recommended at this time.

Rationale: In 2014 funds were appropriated for purposes of exterior renovations at the library. The Library expects these improvements to be completed in 2015.

Rationale: The Library has identified the need to replace the HVAC system. The preliminary estimate at this early juncture is \$114,000. It is anticipated that this replacement/ upgrade may occur 7-10 years out into the future.

### **Open Space/Conservation**

Recommendation: No additional funding is recommended at this time.

Rationale: Adequate support within the CIP process to fund the Open Space/Conservation Expendable Trust Fund helps assure the Town of Meredith is fiscally prepared to participate in worthwhile open space conservation projects when they are presented. In 2008, the Conservation Commission made a commitment that if the voters supported a \$400,000 bond to acquire the Page Pond and Forest, then the Conservation Commission would forego annual requests to fund the Open Space/Conservation Expendable Trust Fund until that bond was repaid. The Page Pond conservation bond retires in 2018 (\$30,561). The Open Space/Conservation Expendable Trust Fund estimated balance at 12/31/15 is \$39,179.00.

### **Parks and Recreation**

Recommendation: No additional funding is recommended at this time.

Rationale: The Parks and Recreation Department is developing a facilities master plan. A completed plan will be presented to the Board of Selectmen around April 2016 with subsequent updates to the CIP Advisory Committee as applicable.

### **Inter-Lakes School District**

Recommendation: Allocate \$97,125 in 2016, \$228,000 in 2017 and \$56,250 in 2018.

Rationale: In 2015 the District moved forward with a comprehensive, self-funded energy upgrade project often referred to as "Honeywell II". This project features two oil-fired boiler upgrades, two pellet fired systems, window and door replacements, improved ventilation and a photovoltaic

panels. The District continues to make phased roof replacements at the Inter-Lakes Elementary School. The fourth and final phase is scheduled for 2017.

The next capital priority for the District will address the issue of auditorium seating. The focus moving forward will be to replace the existing retractable seating with fixed seating. The District will schedule the project for school year 2016/2017. Note: the CIP worksheet allocates \$90,000 in year CY 2017 which represents 75 % (Meredith's share) of the estimated \$120,000 total project cost.

Note: the CIP worksheet allocates \$56,250 per year to the ILSD Plant Improvements Expendable Trust Fund, 75 % (Meredith's share) of the estimated \$75,000 annual allocation. The School District Facilities Maintenance Expendable Trust Fund estimated balance at year end is \$434,963.00.

## **SUMMARY COMPARISION**

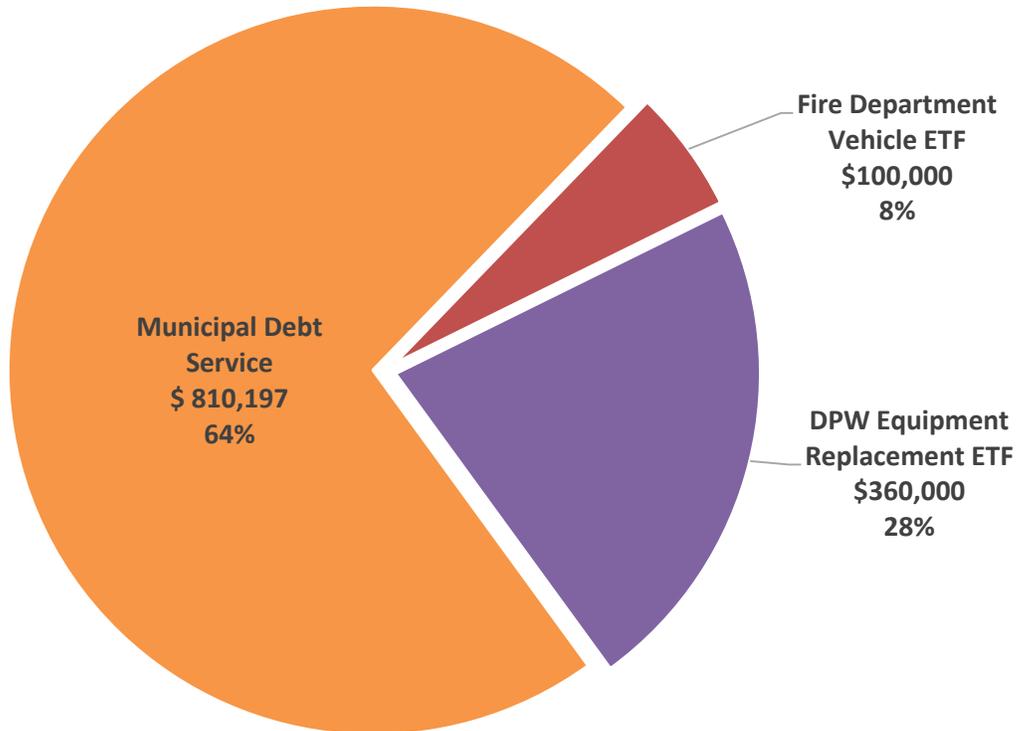
### **2015 MUNICIPAL Capital Appropriations**

\$ 75,000	Fire Department Vehicle Replacement ETF (Article #4)
\$ 400,000	DPW Equipment Replacement ETF (Article #5)
<u>\$ 988,677</u>	Debt Service (Principle & Interest (Included in Article #2)
<u>\$1,463,677</u>	Total Municipal CIP Related Appropriations

### **2016 MUNICIPAL Capital Recommendations**

\$ 100,000	Fire Department Vehicle Replacement ETF
\$ 60,000	Solid Waste Trailer Replacement ETF
\$ 300,000	DPW Equipment Replacement ETF
<u>\$ 810,197</u>	Debt Service (principal & interest, incl. water and sewer)
<u>\$1,270,197</u>	Total Municipal CIP Related Recommendations

## 2016 Municipal Capital Improvements Recommendations



### Attachments:

**Total Requested Projects by Year, by Department.** The attached spreadsheet dated September 23, 2015 identifies projects requested by each department, the estimated cost for each project, the year in which a project has been requested and if applicable, the year in which recommended funding has been programmed by the CIP Advisory Committee. The spreadsheet also includes a schedule of existing debt over the next ten years, and proposed debt, if any.

**Summary of Trust Funds.** The attached spreadsheet updated as of June 30, 2015 identifies all Expendable Trust Funds, the purpose of each trust fund, year established and estimated balances at year end.