

TOWN OF MEREDITH, NEW HAMPSHIRE

**CAPITAL IMPROVEMENTS PROGRAM (CIP)
2010-2019**

Recommended by:

The Capital Improvements Program Advisory Committee: September 30, 2009

Adopted by:

The Meredith Planning Board: October 27, 2009

Acknowledgements

Capital Improvements Program Advisory Committee

Bill Bayard, Chairman, Planning Board Representative
Lou Kahn, Vice Chairman, Planning Board Representative
Miller Lovett, Board of Selectmen Representative
Peter Brothers, Board of Selectmen Representative (Alternate)
Lisa Merrill, Inter-Lakes School Board Representative
Jeanie Forrester
Jack McEwan
Justin Van Etten

Planning Board

Herb Vadney, Chairman
Roger Sorell, Vice Chairman
Bill Bayard, Secretary
Robert Flanders, Board of Selectmen Representative
Lou Kahn
Ed Touhey
John Dever
Liz Lapham, Alternate

Town of Meredith Capital Improvements Program (CIP) 2010-2019

SUMMARY

Annually the Capital Improvement Program (CIP) Advisory Committee reviews capital needs and recommends a program of capital improvement projects over a ten year period. The primary purpose of the CIP is aid the Board of Selectmen and the School Board in their consideration of the annual budget. As a preface to the following recommendations, it is important to note:

1. Capital Improvements totaling \$12,865,609 have been identified by the various town departments and the school district.
2. The total recommended CIP costs for 2010 is \$1,574,745. Existing debt service totals \$1,324,745 or 84% of the total CIP recommended costs for that program year.
3. In 2010, recommendations for municipal capital improvements supported by the General Fund, exclusive of debt service, total \$250,000.
4. The Capital Improvements Program Advisory Committee anticipates the 2010 budget will be a status quo year with no new programs, personnel or equipment. In order to meet the goals of the Board of Selectmen the Committee's 2010 recommendations are less than the Committee's 2009 recommendation.

The CIP Committee continues to balance recommended capital improvements with the fiscal impact on taxpayers. Despite the public support for capital improvements in past years, the unmet needs of our community are significant as indicated above.

Last year, the committee acknowledged that many capital improvements identified by various municipal departments required additional information in order to (A) further define project scope, (B) provide project context in relation to other departmental needs, and (C) develop cost estimates that the Committee can rely upon for programming purposes.

Significant progress has been made toward the development of management tools.

Road Surface Management System (RSMS) - the Department of Public Works is developing an inventory, assessment and prioritization tool known as RSMS. RSMS is a comprehensive management system tool developed by the University of NH Technology Transfer Center to coordinate roadway improvements and maintain quality road systems through efficient use of labor, material and budget. RSMA will ultimately be integrated with our Geographical Information System (GIS).

Capital Equipment/Replacement Schedules - the Department of Public Works has developed a comprehensive equipment inventory including all capital equipment. A 10 year replacement schedule has been submitted to the CIP Advisory Committee.

Municipal Water System - The Water Department in conjunction with the Community Development Department has completed a draft water service area map that includes the location of the distribution system by pipe size including the locations of 133 Town owned hydrants. This inventory information will form the basis of an MS ACCESS-based, GIS capable asset management program in the future. The Department will also be working to update a hydraulic model that will project impacts to the water works from either proposed development or municipal capital improvements.

Municipal Sewer System - The Sewer Department in conjunction with the Community Development Department has completed a schematic map depicting an inventory of 567 man holes and approximately 22 miles of sewer mains. This inventory information will form the basis of an MS ACCESS-based, GIS capable asset management program known as TEAMS (Total electronic Asset Management System).

RECOMMENDATIONS OF THE COMMITTEE

Fire Department

Fire Equipment Replacement Expendable Trust Fund:

Recommendation: \$75,000 per year for years 2011 thru 2013

Rationale: The Fire Department has identified three major pieces of equipment for replacement over the next ten years. The ETF balance as of 9/30/09 is \$47,316. The Committee believes that it is important to re-establish annual set-aside funding for the replacement of major apparatus. Phil Warren, Town Manager advised the Committee that he will be working with Ken Jones Fire Chief in anticipation of the 2010 CIP update/amendment cycle.

Department of Public Works

Capital Equipment:

Recommendation: No funds are requested for 2010 by the Department of Public Works. No funds are recommended for 2010.

Rationale: To meet anticipated budget constraints, the Department of Public Works has not requested any major equipment replacements in 2010. The replacement schedule resumes in years 2011 thru 2017.

Roads:

Recommendation: No funds (other than what would typically be included in the DPW operating budget) are requested for 2010 by the Department of Public Works. No funds are recommended for 2010.

Rationale: Several roads identified by DPW are joint projects with the Water and Sewer Department and are therefore dependant on the completion of the on-going assessment and prioritization efforts.

Recommendation: \$35,000 towards the Main Street Rehabilitation Expendable Trust Fund established in 2008.

Rationale: This fund was created in 2008 and has a balance of \$25,000. The 2010 payment to the fund would be sufficient to proceed with survey and begin the design process.

Highway Garage Replacement:

Recommendation: Recommend establishing a new Expendable Trust Fund to be known as the Highway Garage Replacement Fund and allocate \$50,000 in 2010.

Rationale: The replacement of the highway garage was identified as a needed capital improvement by the Space Needs Committee in 2004. Establishment of the ETF will support efforts to further define needs, examine alternatives and begin to address future soft costs such as surveying, mapping, etc

General Government.

Waterfront Infrastructure:

Recommendation: Continue to fund the Waterfront Infrastructure Expendable Trust Fund at \$35,000 per year for 2010-2012 as previously scheduled.

Rationale: The priority identified for this ETF is the repair/replacement of the docks at Cattle Landing. Estimated cost is \$135,000. The 2010 payment should be sufficient for DPW to bid this project in 2010. Phil Warren has indicated to the Committee the inventory of all waterfront infrastructures will be completed in 2010 in anticipation of the 2010 amendment/update cycle.

Wicwas Dam:

Recommendation: No additional funds are recommended.

Rationale: This is a joint project with NHDOT and stems from concerns raised by the NHDES Dam Safety Bureau due to potential road flooding. The CIP Advisory Committee was previously advised that NHDOT had not yet confirmed their financial participation. The project is on hold pending further dialogue with NHDOT and NHDES.

Conservation.

Open Space/Conservation:

Recommendation: No additional funds are requested or recommended for the Open Space Expendable Trust Fund at this time.

Rationale: The Page Pond property was acquired in 2009. The Conservation Commission agreed to forego any requests for payments to the Open Space ETF during the life of the loan.

Parks and Recreation Department.

Recreation Facilities:

Recommendation: In 2009 Town Meeting established a Recreation Facilities Improvements Expendable Trust Fund and approved an appropriation to the fund in the amount of \$25,000. The Committee recommends allocating \$60,000 in 2010 for the purpose of making improvements to Childs Park located in Meredith Center.

Rationale: Childs Park is an important neighborhood park in Meredith Center. The committee feels that the timing of the project should be accelerated if possible recognizing there is community support for the project and that there will be a significant private fundraising component to lessen the amount of the project funded thru tax dollars.

Water Department

The CIP Advisory Committee was updated on the substantial progress made by the Water Department and the Water System Advisory Committee in bringing the treatment plant to full operational capacity. Although definitive improvement priorities and future plans are yet to be completed, the Committee continues to support the work being accomplished by the Department and the Water System Committee.

Water System Improvements:

Recommendation: Allocate \$100,000 in 2010 towards the Water System Improvements Expendable Trust.

Rationale: The reserves of the utility need to be replenished in order to be able to respond to unforeseen situations that may develop in the future and to address priorities that are presented during the 2010 budget process.

Sewer Department.

Sewer System Improvements:

Recommendation: Recommend establishing a new Expendable Trust Fund to be known as the Sewer System Improvements Fund and allocate \$75,000 in 2010.

Rationale: Two studies have been completed (Infiltration and Inflow Analysis, KVP, 2007 and Sewer System Evaluation Survey Phase 1, KVP, 2008) have confirmed excessive infiltration and problematic inflows within the collection system. It was recommended that 3900 feet of sewer be re-lined. The Department has also identified the need for an evaluation of the Route 3 pumping station. This initial deposit will enable the Department to begin to address these concerns.

Inter-Lakes School District.

Facilities Expendable Trust:

Recommendation: Allocate \$37,312 for payment to the Facilities Expendable Trust Fund. This represents Meredith's share of a \$50,000 total ETF payment.

Rationale: The District utilizes funds when needed to make repairs to existing facilities.

Total Requested Projects by Year by Department - Spreadsheet Format.

The attached spreadsheet identifies projects requested by each department, the estimated net cost for each project, the year in which a project has been requested and if applicable, the year in which the project has been scheduled by the CIP Advisory Committee. The spreadsheet also includes summaries of existing and proposed debt.

ATTACHMENTS

1. Total Requested Projects by Year By Department-09/30/09
2. Summary of Expendable Trust Fund Balances-09/30/09