

Meredith Capital Improvements Program (CIP) Advisory Committee

Meeting Minutes
June 18, 2008

Members Present: Bill Bayard, Chairman, Planning Board Rep.
Mark Flanders, Vice Chairman
Lou Kahn, Planning Board Rep.
Jack Carty, Inter-lakes School Board Rep.
Miller Lovett, Board of Selectmen Rep.
Jeanie Forrester
Jack McEwan
Justin Van Etten

Staff Present: Carol Granfield, Town Manager
John Edgar, Community Development Director
Mike Faller, Public Works Director
Bob Hill, Water and Sewer Operations Manager

Others Present: David Thorpe, Chairman, Water System Committee

Chairman Bayard called the meeting to order at 7:00 PM. Introductions were made.

The minutes of June 11, 2008 were reviewed. The Chair called for any comments or corrections. Hearing none, Chairman Bayard declared the minutes of 6/11/08 accepted as presented.

Department of Public Works. Mike Faller, Public Works Director met with the Committee to review equipment and highway needs. The Committee reviewed a summary memo from Mike Faller dated 6/13/08 regarding Public Works 2009 CIP/ Major Equipment Replacements. Mike reviewed major equipment replacements as indicated in his detailed schedule revised to 6/11/08. Mike pointed out the tub grinder replacement cost (\$250,000 in 2011) and potential marketability of an improved bark mulch product. Jack Carty noted a Tamworth company that overhauls equipment suggesting that that may be an alternative to a new purchase. The increased in cost is due to increase in steel prices.

A Project Identification Form dated 6/12/08 was submitted for the replacement of a 1997 Kenworth T-800 in 2009 (\$170,000). There was discussion regarding how CIP allocations for major equipment should be addressed in the future. Jack Carty suggested that it was not within the purview of the Committee to review specific equipment needs and alternatively the committee could use an Expendable Trust fund for capital equipment. This will be reviewed with Brenda. Miller noted that he believes progress is

being made with the Board of Selectmen and they are likely to be supportive of a \$225,000 annual allocation for DPW capital equipment. Bill Bayard suggested that the DPW provide an inventory for all capital equipment and an associated replacement schedule.

The Committee reviewed a memo from Mike Faller dated 6/11/08 regarding proposed road maintenance projects for 2009 and 2010. Mike noted that the winter took its toll on roads and equipment. As a result, the Old Follett Road project (not scheduled in the CIP) which was included in the 2008 budget, has been deferred. Mike has recommended this project for 2009 with no change in project cost (\$100,000). Mike emphasized the importance of an increased and consistent level of funding for his maintenance projects. John suggested that a road inventory and corresponding schedule for major work would be helpful similar to equipment inventories and schedules.

The Committee reviewed a Project Identification Form dated 6/12/08 to establish an Emergency Winter Maintenance Fund. Mike indicated that this mechanism would be used in emergency situations to offset operating overages due to harsh winter conditions. The fund would eliminate the cutting of road projects due to winter budget account overruns. There was discussion whether this is a CIP item or a budgeting issue. John noted that if the fund is established it should not be limited to winter issues as we have experienced significant flooding that has also impacted the operating budget.

Mike spoke to the need to make road and utility improvements on Jenness Hill Road. The request for construction in 2012 (\$530,464) is further described in the Project Identification Form dated 9/19/08 revised to 6/13/08. The scope of the joint project includes water main replacement, extension of sewer in anticipation of future DPW Garage redevelopment, raising the road profile to accommodate the utilities and a box culvert at Hawkins Brook.

Water and Sewer Department. Bob Hill, Water and Sewer Operations Manager met with the Committee to review water related needs. Bob noted that the water main on Jenness Hill has had 6 breaks in 15 years. The 6" main would be increased to an 8" size. It was noted that DPW is down gradient from a landfill and that wells would not be a preferred alternative to the water main replacement.

Bob reviewed a request to replace the water main on Bayshore Drive which is further described in a Project Identification Form dated 9/19/07 revised to 6/13/08. According to Bob, the line replacement would reduce blow off amount significantly. There was considerable discussion regarding the need for the project, number of properties served, alternatives, looping and possible funding sources. It was noted that the road was in good shape as it was paved a couple of years ago and experiences minimal traffic.

Bob updated the Committee on the Status of the bundle project. The project is nearly complete, under budget and has incorporated additional improvements. Initial tests on Red Gate Lane have been very favorable.

Bob distributed a copy of the 2008 Annual Drinking Water Report. Bob also distributed forms indicating that updates would be forthcoming from KV Partners regarding the sewer system and Wicwas dam.

Water System Advisory Committee. David Thorpe, Chairman of the Water System Committee met with the committee to discuss the progress of his committee. Dave distributed a document entitled Initial Report to the CIP Committee dated 6/18/08. David provided an overview of the water system components, identified forward looking activities and reviewed a “placeholder submission” spreadsheet dated 6/18/08. David reviewed the format of the spreadsheet information and explained that as work continues and assumptions verified, the projects and the costs will be adjusted. The Water System Committee has not yet made any recommendations to this point. The committee will continue its work and provide an update (including short term priorities) to the CIP Advisory Committee in early September. Chairman Bayard and members of the CIP Advisory Committee thanked David and his committee for their efforts.

With no further business to come before the Committee, the meeting was adjourned at 9: 20 PM.

Respectfully Submitted,

John Edgar
Community Development Director
June 19, 2008 (revised 7/2/08)

Approved: September 17, 2008