

# Meredith Capital Improvements Program (CIP) Advisory Committee

Meeting Minutes  
May 26, 2010

Members Present: Bill Bayard, Chairman, Planning Board Rep.  
Lou Kahn, Vice Chairman, Planning Board Rep.  
Jack McEwan  
Miller Lovett, Board of Selectmen Rep.  
Justin Van Etten

Members Absent with Notice: Jeanie Forrester  
Lisa Merrill, Inter-lakes School Board Rep.

Staff Present: Phil Warren, Town Manager  
John Edgar, Community Development Director

Chairman Bayard called the meeting to order at 7:03 PM.

**Minutes.** The draft minutes of May 12, 2010 were reviewed. Chairman Bayard called for any corrections or additions. There being none, the minutes of May 12, 2010 were approved as written.

Phil Warren, Town Manager met with the committee to discuss his approach to Capital Improvement Programming. Phil indicated that similar to his budgeting process, he meets first with department heads to review and discuss needs. The Town Manager will then meet with the Committee to present the capital needs of all departments, recommend scheduling, project justification etc. The Town Manager may have department heads participate in future meetings to address technical issues on an as needed basis. Phil indicated that he does not anticipate any significant capital items in 2011.

**Fire Department.** The Committee reviewed and discussed a document entitled Meredith Fire Department 2011 Capital Equipment Inventory, (Town Manager version). The inventory includes 9 pieces of equipment plus air packs and turn out gear. The replacement schedule notes turnout gear replacement in 2017 (\$100,000) and Engine # 3 (\$600,000) replacement in 2020. Phil noted that he is working with Chief Jones to evaluate the department's future capital equipment needs. Phil also noted that he is looking into opportunities for refurbishment as opposed to replacements where appropriate. There was discussion regarding funding the Fire Equipment Expendable Trust Fund in anticipation of meeting future equipment needs that may be 5-8 years out.

**Public Works Department.** The Committee reviewed and discussed a document entitled DPW-Solid Waste 2010 Equipment Inventory, 5/20/10 revision. The replacement schedule indicates replacement of the tub grinder in 2015 (\$250,000) and the Case loader in 2016 (\$165,000). Equipment inventories were provided for the Buildings and Grounds and Cemetery Divisions however neither Division includes capital equipment meeting the CIP threshold. The Committee reviewed and discussed a document entitled DPW-Highway-2010 Equipment Inventory. The replacement schedule indicates the replacement of twelve pieces of equipment thru 2020. Phil provided an explanation of his philosophy on vehicle replacements and supports this schedule. There was discussion regarding establishing a DPW Equipment Expendable Trust Fund in anticipation of significant future replacements.

There was a brief discussion regarding the DPW's efforts with the Road Surface Management System (RSMS). Phil noted that there remains a need to bring the gravel roads into the inventory and policies established on when gravel roads are paved. Phil will provide RSMS information to the Committee at a subsequent update.

There was a brief discussion regarding the status of the Main Street Reconstruction project and the DPW Garage project. Phil will provide recommendations at a subsequent update.

There was a brief discussion regarding the on-going effort to inventory, assess and prioritize the needs of the Water and Sewer Department. Phil advised that he has filled the position of Water and Sewer Supt. DPW priorities and Water and Sewer priorities will need to be coordinated.

The Committee reviewed a document entitled 2010- Abutting Waterfront Properties Under the Control of Public Works Department. Phil indicated that that specifications and permitting for the Cattle Landing Dock Replacement project are currently being worked on by Public Works. Phil noted that he believes there is sufficient funding in place and that are looking into whether we can increase the capacity of the dock.

**Parks and Recreation Department.** The Committee reviewed a document entitled Childs Park Project Update, May 21, 2010. Phil advised that Vint continues to obtain cost estimates and that the FRIENDS group has launched the private fundraising campaign. Phil plans to select an in-house Project Manager in the next month or so and will be looking at what services might be available from DPW. Completion of construction is anticipated in the fall of 2010.

**Hard Copies of Spreadsheets.** Due to the difficulty in opening and printing some of the larger excel files, John will send out hard copies to the committee members in advance of future meetings. John will also provide copies of the spreadsheets reviewed at this meeting.

The next meeting of the CIP Advisory Committee is scheduled for **June 16, 2010**.

With no other further business to come before the committee, Lou Kahn made a motion to adjourn the meeting at 8:55 PM. Justin Van Etten seconded the motion. All voted in favor, the motion carried.

Respectfully Submitted,

John C. Edgar  
Community Development Director  
May 27, 2010

Approved: June 16, 2010