

Meredith Capital Improvements Program (CIP) Advisory Committee

Meeting Minutes
May 25, 2011

Members Present: Lou Kahn, Chairman, Planning Board Rep.
Jack McEwan, Vice Chairman
Ed Touhey, Planning Board Representative
Miller Lovett, Board of Selectmen Rep.
Jack Carty, School Board Rep.
Justin Van Etten

Members Absent: Jeanie Forrester (with notice)

Staff Present: Phil Warren, Town Manager
Brenda Vittner, Administrative Services Director
John Edgar, Community Development Director

Chairman Kahn called the meeting to order at 7:04 pm.

Meeting Minutes.

The Committee reviewed and considered draft meeting minutes for the meeting of May 11, 2011. Jack McEwan made a motion to approve the minutes as presented. Ed Touhey seconded the motion. Chairman Kahn called for any corrections or comments. There being none, all voted in favor.

Update: Fire Department.

Town Manager, Phil Warren, updated committee that the updated information needed is planned for the September meeting. Town Manager, Phil Warren, is taking the additional time to update the ISO rating, inventory, training and determining the plan needed to move forward. Phil wants to be able to put it to paper and have support for all recommendations.

Town Manager, Phil Warren spoke about the NFPA regulations regarding 100% source capture of exhaust by installing plymavent system that could cost as much as \$100,000. Currently, the station has a positive-pressure system, and will be looking into the cost of installing a system to deal with the 100% source capture of exhaust.

Update: Parks and Recreation Department.

Parks & Recreation needs to have a master plan for facilities. Town Manager, Phil Warren is working toward the plan for 2012. Town Manager, Phil Warren passed out the project summary document describing progress on the Child's Park Project. (See attached). There will be a project meeting on Friday, May 27, 2011 to deal with site work, playground design, construction, water line, and project schedule.

Update: Interlakes School District.

Jack Carty updated the Committee on the status of the Track Bond which is due to end on 2/1/2012, the Town of Meredith share is \$209,000. The Honeywell lease is on-going and due to finish 6/15/2021.

Jack updated the Committee on the status of arsenic in the well water at the Inter-Lakes Elementary School. At the present time the District is pursuing a treatment system to address the issue which seems to be all that is required for the foreseeable future. John Edgar spoke in reference to the work of the Water System Committee and the possibility of the school needing municipal water in the future. Jack indicated the estimated cost to correct the issue with a treatment system is between \$20,000 - \$30,000 and would possibly be funded from the Facilities Improvement Expendable Trust Fund.

The elementary school playground was also identified as a project that needs to be replaced. At the school district meeting, an expendable trust was established for this in the event there are funds available at the end of the school up to \$50,000. Final estimate has not been developed to date.

Other Business.

Staff is working on "purging" old projects from the list as well as updating as necessary. Staff has also developed project worksheet and cost estimating forms to have a better handle on all projects, whether they are CIP or not.

Adjourn.

With no further business to come before the committee, Justin Van Etten made a motion to adjourn the meeting. Miller Lovett seconded the motion hearing no objections, all voted in favor. The meeting was adjourned at 8:10 pm.

Respectfully Submitted,

Brenda L. Vittner
Administrative Services Director
May 25, 2011

Approved: June 8, 2011