

# **Meredith Capital Improvements Program (CIP) Advisory Committee**

Meeting Minutes  
May 11, 2011

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

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

Vice Chairman Kahn called the meeting to order at 7:02 PM. Introductions were made.

## **Organization.**

Vice Chairman Kahn called for nominations for the position of Chairman. Miller Lovett nominated Lou Kahn as Chairman. Vice Chairman Kahn called for any additional nominations. There being none, by acclamation, Lou Kahn was elected Chairman. Chairman Kahn called for nominations for the position of Vice Chairman. Jeanie Forrester nominated Jack McEwan as Vice Chairman. Chairman Kahn called for additional nominations. There being none, by acclamation, Jack McEwan was elected Vice Chairman.

John noted that we are awaiting the School Board's appointment to the Committee.

## **Review of 2011 Town Meeting.**

The Committee reviewed and discussed a summary of town meeting votes dated 5/11/11 prepared by Brenda Vittner, Administrative Services Director. The 2011 recommendations of the Committee were incorporated into the 2011 budget and favorably acted upon at town meeting.

## **Update- General Government.**

The Committee reviewed a Summary of Trust Funds dated 4/1/11 prepared by Brenda Vittner, Administrative Services Director. Chairman Kahn noted that if the town can establish reliable withdrawal dates, there may be an opportunity to improve interest income. It was noted that the "DPW Equipment Replacement" expendable trust fund was established per the Committee's recommendation, and that the largest fund balance is in the municipal parking fund (\$250,526). Jack McEwan noted that there had been prior discussion regarding the possibility of accessing these funds in relation to a library expansion project.

The Committee reviewed a Summary of Debt Service Payments dated 12/31/10 prepared by Brenda Vittner, Administrative Services Director. There was discussion regarding debt retirement projected for 2012 and beyond. Phil Warren noted that he and the Board of Selectmen view debt retirement and the resulting revenue as non-reoccurring revenue not to be used for operating, recurring expenses, etc.

#### **Update-Library.**

The Committee reviewed a Project Identification Form dated May 11, 2011 prepared by Erin Apostolos, Library Director. The project is for the re-pointing of the brick for the entire building in 2012. The Project Identification Form notes that the estimated cost is \$119,042 based on an estimate that was four years old. The library is working on getting more current numbers that will be submitted to the Committee. Justin noted that the process is intended to identify future needs as they are identified so that a reasonable program can be established that addresses needs within realistic financial constraints over the program period. It is not intended as a general matter, that new projects be submitted with an expectation that they would be recommended for the ensuing budget year. John noted that we will be receiving an update and there would be an opportunity to meet with library representatives in the fall.

#### **Spring Meeting Schedule.**

The Committee reviewed a draft 2011 Spring Meeting Schedule prepared by John Edgar. Future meeting dates are anticipated for 5/25, 6/8 and 6/22 (if necessary). Meetings would be held at the Annex and begin at 7:00 PM as in the past. Justin Van Etten noted that he would not be able to participate until 7:15 PM. It was the consensus of the Committee to move forward with the schedule as presented.

Miller Lovett suggested that in anticipation of the Committee's meeting on 6/8 with the Water System Committee and Dan Leonard, Water Supt., the Committee should read the latest Water System Committee Report to the Board of Selectmen and the associated workshop minutes (4/18/11). Phil noted that the reports are on the town's web site on the Water System Committee's page.

There was discussion regarding the general fund/utility (60-40) cost share. It was noted that in a previous update to the Selectmen, the Water System Committee pointed out that the actual cost share is closer to 70-30 when you recognize that rate payers pay the 60% through water rates and a portion of the 40% through their property taxes. It was noted that the new rate structure implemented in 2011 includes a capital improvement component to be phased in over two years.

#### **Other Business.**

John advised that building energy audits have been completed for five municipal buildings (Town Hall, Town Hall Annex, Library and Water Treatment Plant) and building assessments were completed on three others (Community Center, Police Station and Fire Station). It is not known at this point whether any capital projects will be recommended.

John advised that the town's web site includes a page for each Board, Commission or Committee and encouraged the Committee to review the page for the Capital Improvements Program Advisory Committee and advise of any suggestions.

**Adjourn.**

With no further business to come before the committee, Justin Van Etten made a motion to adjourn the meeting. Jeanie Forrester seconded the motion. All voted in favor. The meeting was adjourned at 8:15 PM.

Respectfully Submitted,

John C. Edgar  
Community Development Director  
May 16, 2011

Approved: May 25, 2011