

Meredith Capital Improvements Program (CIP) Advisory Committee

Meeting Minutes
September 7, 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
John Edgar, Community Development Director
Brenda Vittner, Administrative Services Director

Chairman Kahn called the meeting to order at 7:01 PM.

Meeting Minutes.

The minutes of 6/8/11 were reviewed. Chairman Kahn called for any objections or corrections. There being none, the Chair declared the minutes approved as presented.

Update: Library. Erin Apostolos, Library Director and Rhetta Colon, Chair, Board of Library Trustees met with the Committee to discuss needed improvements to the library building. Erin presented a Project Identification Form dated May 11, 2011 updated September 7, 2011 totaling \$155,015. Erin provided background on the project and related safety concerns. There was discussion regarding project elements and associated cost estimates (sprinkler installation- \$18,930., excavation for water pipe- \$50,000., granite step, front walk and railing- \$11,551., exterior trim painting- \$2,900., balcony railing- \$2,000., tempered glass- \$1,634., re-pointing and chimneys- \$68,000.). Justin Van Etten expressed frustration of not having the planning done in advance of the request. The Committee suggested consideration be given to breaking down the project into several smaller improvement projects, prioritize the improvements, consider the budget process as a means to address the highest priorities, consider grants and private fundraising for a portion of the project and to review the covenants associated with existing library trust funds. Erin noted that the Trustees have a consultant looking at how the existing functions could be re-organized. It was noted that the library building is on the National Register of Historic Places which is an important consideration regarding future building improvements. Miller Lovett reinforced the suggestion to develop a private fundraising campaign. Jack M. suggested the highest priority may be the brick re-pointing.

Update: Fire Department.

Phil Warren, Town Manager and Ken Jones, Fire Chief, met with the committee to discuss future equipment needs. Chief Jones presented a Project Identification Form dated 9/1/11 totaling \$400,000. Chief Jones explained that after evaluating the daily operations and future needs of the department, he recommends the town purchase a Heavy Rescue Vehicle.

This proposed vehicle would replace three existing pieces of apparatus (1983 Pierce Dash/Engine 4, the Ford F350 Rescue Van and the PACE Trailer/ Air supply). Chief Jones explained that specialized rescue equipment now carried on three pieces of apparatus would be consolidated on the Heavy Rescue Vehicle lessening the number of pieces responding to an accident. The Committee reviewed the Meredith Fire Department 2011 Equipment Inventory/Replacement Schedule by Year. The ten-year schedule indicates the Heavy Rescue Vehicle for 2015, turn out gear replacement in 2017 (\$135,000), 1988 Tanker 5 replaced in 2018 (\$550,000), 1984 26' Fiberglass SISU Fire Boat replaced in 2021 (\$120,000) and SCOTT Air-pacs replaced in 2021 (\$130,000). Phil noted that in the future, possibly 2023, consideration will be given to replacing a piece of apparatus with one having 4WD. This change would improve response capability in the Chemung area particularly in times of mud, snow, floods, etc. Ed T. suggested that future plans should include a substation for the Meredith Neck area. Chief Jones indicated that staffing a substation in that area would be a significant consideration.

Update: Water Department.

Phil Warren, Town Manager met with the committee to review the capital needs of the Water Department. Phil presented a communication from Dan Leonard, Water and Sewer Superintendent dated 9/6/11. Dan concluded that it not prudent to put forth new CIP requests during this fall meeting schedule. Regarding the funding of future phases of the Groundwater Study, Dan noted that once Phase 3 commences, we will get a clearer picture of what might be required in the future. To ask for funds now without a specific purpose may damage public confidence. Regarding backup power at the treatment plant, an analysis of our needs was conducted in July and the report is expected in November. This report should provide the information necessary develop a CIP proposal for future consideration. Regarding water main replacements, the department recently developed a criticality matrix indicating that the water mains most in need of replacement were located on NH 25, Main Street and Jenness Hill Rd. In each instance, there are larger complimentary projects that are not ready to proceed.

Other Business.

John reminded the Committee that the next meeting of the Committee is scheduled for Wednesday, September 21st at 7:00 Pm at the Annex. This meeting will be dedicated to the development of recommendations.

Chairman Kahn requested that in advance of the 9/21 meeting, staffs send to the Committee the DPW backup that was presented this past Spring along with an updated Expendable Trust Fund schedule.

Adjourn.

With no further business to come before the committee, the meeting was by acclamation adjourned at 8:47 PM.

Respectfully Submitted,

John C. Edgar
Community Development Director
September 8, 2011

Approved: September 21, 2011

