

Meredith Capital Improvements Program Advisory Committee
Meeting Minutes
June 15, 2005

Members Present: Peter Brothers, Chairman
Tony Candage
Lou Kahn, Planning Board Representative (Alt.)
Miller Lovett
Frank Michel, Board of Selectmen Representative
Scott Nolan
Jack Carty, Inter-Lakes School Board Representative
Mark Flanders

Staff Present: John C. Edgar, Town Planner
Philip McCormack, Supt. of Schools
Vint Choiniere, Recreation Director

Chairman Brothers called the meeting to order at 7:02 PM. The meeting minutes of June 1, 2005 were reviewed. Jack Carty made a motion to approve the minutes as presented. Lou Kahn seconded the motion. All voted in favor of the motion with one abstention (Nolan).

Inter-Lakes School District. Phil McCormack, Supt. of Schools and Jack Carty, Inter-Lakes School Board member met with the Committee to review the capital needs of the District. The Committee reviewed a memo dated 6/10/05 from Superintendent McCormack regarding CIP deletions and corrections. With respect to Appendix A (Summary of Project ID Forms by Department- UNSCHEDULED), Phil indicated that several deletions were appropriate including: (1) the lower and upper athletic field reconstruction projects will be combined into a new project with a new Project Identification Form, (2) the auditorium expansion project will be dropped from consideration as it has been determined to be not fiscally feasible, (3) the school campus entrance relocation has been dropped from consideration as the NHDOT's plans for NH Route 25 are unknown at this time. Regarding Appendix B (Recommended Project Expenditures by Year); Phil indicated technology purchases will be maintained as a line item in the budget as opposed to an aggregate being carried in the CIP. Several projects have been completed and can be edited from the document. One project will be completed in 2005-06 (ILES multi-purpose floors) and the moveable walls for the ILHS are less than the \$70,000 CIP threshold.

The Committee reviewed and discussed a Project Identification Form dated June 10, 2005 for renovations to the ILHS auditorium. The project would replace the existing seating, install a new rubberized floor, refurbish the lighting and sound systems, improve staging and prop handling systems backstage. The auditorium was constructed in 1990 and has retractable seating capacity for approximately 475 people. CIP Advisory

Jack indicted that the issue of retractable versus fixed seating has not been resolved and the figures are preliminary. The District intends to firm up the numbers and present an update in September 2005. Frank noted the importance of the auditorium as a community facility. Use of the auditorium by the summer theatre results in approximately \$20,000-\$25,000 gross revenue to ILSD per year. Tony indicated that we should not assume that the theatre will always be there and be sensitive to their needs in an attempt to maintain their presence at our facility. Phil noted that the improvements may be eligible for 45% building aid from the State. The Meredith share of the project after the aid is considered would be approximately \$192,500. Jack reiterated that there are several funding options including borrowing, current tax dollars or use of an expendable trust fund or combinations thereof. The District recommends this project be funded in fiscal year 2006-07.

The Committee reviewed and discussed a Project Identification Form dated June 10, 2005 for athletic field reconstruction. This ID Form replaces two separate school ID Forms that had been submitted by the District in prior years. This project would reconstruct both the lower athletic field (including track facilities), and the upper field. The proposed reconstruction would restore the existing fields and track to acceptable standards and facilitate maintenance and prolong field longevity. John suggested that the uses of artificial turf should be considered. Seating is not included in the estimate. The Meredith share of the project after State building aid is considered would be approximately \$136,675. The District recommends this project be funded in fiscal year 2007-08.

The Committee reviewed and discussed a Project Identification Form dated June 10, 2005 for an expanded scope of the existing Expendable Trust Fund. The trust fund had been previously established to cover major plant replacement items such as roofs, boilers etc. The expanded scope would include other high cost maintenance projects such as the two projects discussed previously. There was discussion regarding the use of the existing fund for anticipated projects such as the auditorium renovation and the athletic field reconstruction in addition to the original purpose. The District will get an opinion from the Department of Revenue Administration. John suggested that the word "maintenance" be reconsidered as it suggests more of an operational connotation as opposed to the replacement or reconstruction of capital items. There was considerable discussion regarding the use of a combined trust fund or separate trust funds for each project or purpose. Chairman Brothers indicated that he is pleased with the increased level of District participation in the CIP process this year. He also noted that the general use of trust funds helps to offset the potential impact of major items coming up all at once. He also noted that criticisms have also been aired in the past that too much money is being applied to trust funds. Several members of the CIP Committee suggested that the current ETF be capped at some reasonable amount for emergency needs; and specific projects like the athletic field reconstruction should be stand-alone expendable trust funds.

This will be further discussed in the fall CIP sessions as additional information is made available from the District. Superintendent McCormack distributed Inter-Lakes School District Enrollment Projections dated June 8, 2005. Phil mentioned that he, John Edgar, Peter Brothers and Russ Thibeault of Applied Economic Research had met and agreed on the best methodology for such projections. Projections were reviewed for the district as a whole and separated by grade groupings K-8 and 9-12. The analysis suggests that enrollment is likely to decline in future years. It appears that population demographics influence enrollment more than population growth. John suggested that the projections be updated on an annual basis so that the community can stay on top of any enrollment trends that might suggest the need for expanded facilities.

Recreation. Vint Choiniere, Recreation Director met with the Committee to review the capital needs of the department. The Committee reviewed a Project Identification Form dated June 15, 2005 for the Waukegan Beach Bath House. Vint described the existing conditions, use and history of the facilities at Waukegan Beach. The existing facilities would be replaced with a 34'x27' facility that would include bathrooms, showers, changing rooms and an area for equipment and storage. The facility would be served by municipal sewer and water. Vint noted the recommendation of the Waukegan Watershed Advisory Committee to construct bathroom facilities at the public beach in an effort to reduce potential pollution to the town's water supply. The total project cost is estimated at \$114,000. The department has recommended that the funding occur in 2006 with the facility to open in 2007. Vint mentioned two potential funding sources that could possibly help defray the project cost; Land and Water Conservation Fund and NHDES Drinking Water Source Protection Grant Program. Pat Mack suggested that the building didn't need to be that big and also noted that the stairs and railings leading to the beach area needed to be fixed. Vint responded that facility maintenance is the responsibility of the DPW and that his department submits forms to DPW requesting maintenance on park facilities.

Chairman Brothers advised the Committee that the next meeting is scheduled for Wednesday, June 29, 2005 at which we will hear from DPW and the Water and Sewer Department. With no further business to come before the Committee, Frank made a motion to adjourn. Miller Lovett seconded the motion. All voted in favor. The meeting was adjourned at 9:20 PM.

Respectfully submitted,

John C. Edgar, Town Planner
June 22, 2005

Approved by a vote of the CIP Advisory Committee: June 29, 2005

