

**MEREDITH CAPITAL IMPROVEMENTS PROGRAM ADVISORY COMMITTEE
MEETING MINUTES**

Date: June 29, 2005

Members Present: Peter Brothers, Chairman
Bill Bayard, Vice Chairman, Planning Board Representative
Jack Carty, School Board Rep
Frank S. Michel, Selectmen's' Rep
Lou Kahn, Alternate Planning Board Representative
Miller Lovett
Tony Candage
Mark Flanders

Members Absent: Scott Nolan

Staff Present: Carol M. Granfield, Town Manager
John Edgar, Town Planner
Brenda L. Vittner, Director of Administrative Services
Bob Hill, Water & Sewer Superintendent
Mike Faller, Public Works Director

Call to Order: Chairman Brothers called the meeting to order at 7:00 pm, at the Meredith Town Hall Annex. First order of business was the review and acceptance of the minutes from June 15, 2005. Chairman Brothers handed out a final version of minutes and reviewed the appropriate changes that were made. Mark Flanders moved to accept the minutes as presented; Bill Bayard seconded the motion. The Committee voted unanimously to accept the minutes as presented.

Water & Sewer Department Update: Bob Hill handed out the current CCR (Consumer Confidence Report) for the Committee to review. The Committee was provided with full handouts of all projects to be considered during this cycle. Bob Hill indicated that the discussion would concern the spreadsheet that indicated all of the projects in order by year.

Project #1: Red Gate Lane water main replacement. The line is substandard with low pressure and needs replacement with an 8" line. Bob indicated that there is a developer that may consider a cost-share to possibly finance this project. Frank Michel pointed out that regardless of development the line is substandard. John Edgar pointed out that this is a distribution system issue that needs to be fixed for health and safety issues. Mike Faller spoke to the road and drainage issues with this project. Mark Flanders asked how the determination is made as to which roads need sidewalks. Mike indicated that he makes a determination based upon the foot traffic on the road in question. Bill Bayard pointed out that there are a significant number of children and it makes sense to add the sidewalk. Bob Hill's intent is to get the engineers out this year for planning purposes. This project would be contracted out; it would not be an internal job. Tony Candage asked that if full density was in place, could the water system meet the demand in the Red Gate Lane area. Bob Hill indicated that it would not be possible to keep up with demand, but by replacing the water main resolves part of the issue, however the capacity issue of water storage would not be solved. Frank Michel asked where this projected ranked in importance. Bob indicated that it was number two after the Kelly Lane/Circle Drive/Boynton Road loop project, which is not on the spreadsheet as the cost of the project does not meet CIP criteria. The Kelly Lane/Circle Drive/Boynton Road project will be completed utilizing Water Department Fund Balance.

Project #2: Water Treatment property purchase - .53 acre from Gerrity for expansion. This continues to be a discussion issue with the landowner and the Town. John Edgar pointed out that this is a needed piece of property and indicated that it is a project for 2006.

Project #3: The Water Storage Tank land purchase is a priority because there continues to be a storage capacity issue. Bob Hill discussed the attached map in the documentation to indicate areas that would be suitable for a storage tank. None of the properties highlighted are Town owned properties. Frank Michel pointed out that if the Town corrects blow-offs, loops and performs a leak detection project, there is a possibility of not needing additional storage capacity in the near future, however it does not preclude the need for the future. Bill Bayard asked what it would cost to raise the current tank. Bob Hill indicated that he was not sure if that could be done, however he felt it would have an impact on the pressure in the lines elsewhere in Town. It was pointed out that a second tank could be added to the current property, although it would not be an ideal spot. An ideal solution is to keep them separate and look at property on Barnard Ridge Road, which would help the other side of Town. Miller Lovett asked if the water lines were large enough to service the tank. Bob Hill indicated that there are a 12" main and an 8" main to service a new tank.

Project #4: Wicwas Dam Reconstruction – the Wicwas Dam was acquired through the Hamlin property. The Town owns the face of the dam and the DOT owns the rest. This dam has been in violation since 1992. Bob Hill has been in contact with the Dam Bureau and DOT and is now on board to move this project forward. The Town has budgeted \$65,000 for engineering to move this project forward.

Project #5: Prescott Park to Circle Drive Loop is proposed to increase redundancy and make the water system better. This loop would go down the dirt road by Prescott Park Field #4, under the brook and back up Greemore Road to complete the loop.

Project #6: Avery Street to Water Street mains – this loop would connect Avery Street to Water Street by placing pipe under the canal. The second part of the project is to clean the existing mains. This also increases system redundancy.

Project #7: Stevens Avenue – there have been a number of water breaks, however is not a safety issue but more of a maintenance issue. This is combined Water/Sewer and Public Works project. Mike Faller indicates that the roadway would be handled similarly to other projects. This is a currently scheduled CIP project for 2006, however is now being rescheduled to 2008 with significantly more cost.

Project #8: Ladd Hill water main line replacement – presently there is a 10" cast iron main crossing the railroad tracks. The project will replace the cast iron main and bring the line up to the water booster station on Hillrise Lane.

Project #9: Boynton Road Sewer Extension – with the extension and upgrade to Route 3 North sewer system there is now the ability to install sewer lines to the area. There would be the possibility for a betterment assessment for this installation.

Project #10: Water Treatment Disinfection Change – the recommendation is to continue the allocation to the established ETF for this project. The current allocation is \$25,000 and Bob Hill would like to have the allocation continue until 2009 and the balance in 2010. Peter Brothers asked if there would be any Federal funding options toward this change. Bob indicated that there were absolutely no funding options available for the Federal government. Frank Michel indicated that the 2010 date is an arbitrary date and implementation dates may continue to change.

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Project #11: South Main Street water main replacement – This project was originally scheduled for 2008 at a cost of \$431,000. It is now recommended to move the project to 2011 and recognizes an increase in cost to \$738,000.

Finalizing the Water & Sewer department presentation, Bob Hill distributed a handout referencing the implications of the water rate and charge review. The Water department is currently doing a rate study to determine appropriate rate of increase in water rates to be able to maintain current levels of service and be able to fund capital needs.

Public Works Department Update:

Mike Faller reviewed the prepared memo identifying Public Works projects. Mike indicated that the majority of ID forms have already been discussed in conjunction with the Water & Sewer Department projects as they affected many roads and drainage issues.

One particular project that is being brought forward again is Batchelder Hill Road. This road is becoming very expensive to maintain as a gravel road. To upgrade the road is estimated to cost \$250,000. Mike would like to do this project in 2008.

The Town Docks at Cattle Landing are showing signs of deterioration. Mike is requesting \$50,000 to be set aside in a Town Docks expendable trust fund annually for the next six years. The replacement of the docks at Cattle Landing would be scheduled for 2007. This continued funding would allow for repair and improvements to all Town Dock facilities.

The Space Needs Committee identified the need for expansion of the current Public Works department to deal with space needs and health issues. Mike Faller submitted an ID form to identify the need to establish an ETF for a new Public Works building and suggests that \$100,000 be set aside to begin planning for the future need.

The Solid Waste Trailers has been identified in the past. Mike Faller has indicated the need to begin the replacement of current trailers in 2006, which will draw down the ETF. To help offset the draw down, Mike is recommending funding be started again in 2006 at the amount of \$50,000 per year for the next six years. Currently there are two demolition and two trash trailers. Mike is suggesting to increase the number of trailers to three demolitions and three trash trailers to deal with the increased amount of trash going through the facility.

The aggregate for road construction as included in the prior CIP plan is \$260,000. Mike feels that although prices have increased, the amount is adequate for this cycle. However, Mike would like to discuss the aggregate amount during the 2006 CIP cycle. John Edgar asked Mike to point out if there were any major adjustments in the plan for 2005. Mike identified Cattle Landing Road as one that had been pushed a couple of years. Mike indicates that he feels that DPW is handling the maintenance of Town road adequately. Mike also pointed out that the cost of product to do the maintenance is continuing to increase substantially.

Mike handed out a revised equipment replacement schedule. The updated form shows the allocation of the John Deere Excavator being allocated between 2005 and 2006. Mike is also proposing to replace two F-550 trucks and two sanders. One truck will be budgeted under the PW budget and the other will be budgeted in the Solid Waste Department. The final piece of equipment recommended for replacement is a 1989 backhoe, owned by the Water/Sewer department. The backhoe being replaced in the PW department is a 2000, which will be purchased by the Water/Sewer department for \$20,000. The 1989 backhoe will then be used as a trade-in.

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During 2004, the Town of Meredith entered into a lease/purchase for a Volvo Roller. Mike Faller updated the Committee on the lease/purchase and the cost of approximately \$14,000 per year for five years. Mark Flanders indicated that the piece of equipment should be included on the replacement schedule to have the ability review the aggregate numbers for equipment purchases. The consensus from the Committee was that any piece of equipment that meets the threshold must be included on equipment schedules presented for consideration.

September Meeting Schedule: Chairman Brothers handed out a September calendar to the Committee to identify meetings for that month. John Edgar reminded the Committee of the number of updates that the Committee will be receiving from different departments relative to projects, the capacity issue discussion and final decision making sessions that are going to take a substantial amount of time. Miller Lovett made the motion to set the meeting dates for the four Wednesday's in September (7th, 14th, 21st and 28th) and the first Wednesday in October (5th). Frank Michel seconded the motion. All voted in favor of the motion.

Bob Hill updated the Committee on one final project; High Street/Waukegan Avenue. The project was bid and the price came in too high. Discussion is underway as to the status of the project and funding issues.

Adjournment: Mark Flanders made a motion to adjourn at 9:25 pm, Frank Michel seconded the motion. All voted in favor of the motion.

Respectfully submitted,

Brenda L. Vittner

June 30, 2005

Approved: September 15, 2005