

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

Meeting Minutes
October 5, 2005

Members Present: Peter Brothers, Chairman
Bill Bayard, Planning Board Representative
Jack Carty School Board Representative
Frank Michel, Board of Selectmen Representative
Lou Kahn, Planning Board Representative- Alternate
Tony Candage
Mark Flanders
Miller Lovett
Scott Nolan

Staff Present: Carol Granfield, Town Manager
Brenda Vittner, Director of Administrative Services
John Edgar, Town Planner
Chuck Palm, Fire Chief

Others Present: Bob Flanders, Selectman
Pat Mack
Henry Buletti

Chairman Brothers called the meeting to order at 6:05 PM. The minutes of September 28, 2005 were reviewed. It was noted that page 3, paragraph 3, last sentence should continued to read: "... in view of the lack of information presented to the Committee." Jack Carty made a motion to approve the minutes with the noted addition. Mark Flanders seconded the motion. All voted in favor of the motion. Nolan abstained.

Peter Brothers indicated that he would like the Committee to pick up where they left off at the last meeting. Miller Lovett provided the Committee with a handout entitled "A question to the CIP committee from M C Lovett, 5 October 2005". Peter indicated that he would like to proceed with the review of the projects and time permitting we would review the memo. Miller indicated that he would bring up his points during the course of discussion.

Notes: Brenda Vittner, Director of Administrative Services operated the computer making adjustments to the worksheet as preliminary recommendations were made by vote of the Committee. Alternate Lou Kahn participated in discussion but did not vote.

DPW Equipment Replacement (Aggregate). Mark Flanders suggested that the Committee add \$75,000 to the \$160,000 bearing in mind that the Department has not received its full allocation in recent years. There was considerable discussion about equipment replacement schedules, Town philosophy regarding when vehicles are

replaced and actual equipment replaced in recent years. Miller Lovett made a motion to leave the figure at \$160,000 with further discussion next year. Jack Carty seconded the motion. Voting in favor of the motion: Brothers, Michel, Carty, Lovett, Bayard and Nolan. Voting against the motion: Flanders and Candage. The motion carried.

Road Projects (Aggregate). There was considerable discussion regarding gross versus net figures, the Highway Block Grant off setting revenue and the request made by DPW over and above the aggregate figure carried in the prior CIP. The \$86,786 figure in the worksheet is the updated net figure, which does not include the grant revenue. The aggregate figure including the grant revenue has been \$260,000. These costs are primarily for materials and subcontract work and do not include costs associated with town labor and town equipment etc. Mike has requested approximately \$348,000 for 2006 (gross figure). Mark Flanders made a motion to recommend funding for this item at the existing level (\$260,000 gross). Bill Bayard seconded the motion. Voting in favor of the motion: Flanders, Bayard, Michel and Brothers. Voting against the motion: Candage, Nolan, Lovett and Carty. The motion did not carry. Tony Candage made a motion to increase the 2006 net figure to \$174,000. Jack Carty seconded the motion. Those voting in favor of the motion: Michel, Candage, Nolan, Lovett and Carty. Voting against the motion: Flanders, Bayard and Brothers. The motion carried.

DPW Projects. Miller Lovett made a motion to add the remaining projects identified in the 9/21/05 Town Manager's recommendation to our worksheet to get started. There was no second.

Mark Flanders made a motion to recommend the High Street/ Waukegan Ave/ Red Gate Lane projects be "bundled" into a \$1 million dollar bond issue as had been recommended by the Town Manager. Miller Lovett seconded the motion. Frank Michel suggested that the project not be bonded and that \$500,000 be allocated in 2006 and \$500,000 be allocated in 2007. Frank's amendment was agreed to by both Mark Flanders and Miller Lovett. Voting in favor of the motion: Candage, Flanders, Nolan, Lovett, Carty and Michel and Brothers. Voting against the motion: Bayard. The motion carried.

Miller Lovett made a motion to recommend the remaining projects identified in the 9/21/05 Town Manager's memorandum outlining her recommendations. Seconded by Mark Flanders. Bill Bayard expressed his concerns for 2006 and other problems in 2007 and 2008. He suggested more thought was necessary. Tony Candage suggested the possibility of spreading out the projects requested for in 2007-2008. A consistent annual allocation, possibly using expendable trust funds, could achieve the same goal. Mark Flanders was not in agreement that that would be the way to go. Miller Lovett noted that there hasn't been clear criteria set forth. He further noted that it is the obligation of the Committee to tell the Selectmen and the public that we have historically not been meeting our capital needs and we are now faced with having to catch up. Those voting in favor of the motion: Flanders, Nolan, Lovett, Carty and Michel. Voting against the motion: Candage, Bayard and Brothers. The motion carried.

Water and Sewer Projects. Miller Lovett made a motion to place the remaining Water and Sewer projects up on the screen for review. Seconded by Scott Nolan. It was noted that this would not include the High Street/Waukegan Ave “bundle” previously voted on. Voting in favor of the motion: Candage, Flanders, Nolan, Lovett, Carty, Michel and Brothers. Voting against the motion: Bayard. The motion carried. Bob Flanders suggested that it would be unwise to not place the water tower project in the schedule even if it were in the out years. Jack Carty updated the Committee on discussions that are on-gong with Bob Hill, Water and Sewer Superintendent, regarding possibilities of future connection of the school complex to the municipal water system.

Waukegan Beach Restrooms. Mark Flanders made a motion to not carry any figures for this project. Scott Nolan seconded the motion. Nolan and Flanders expressed their opinion that restrooms would only encourage more use of the beach and if the town were serious about water quality they should close the public beach. Scott Nolan also noted that education is key to protecting water quality. Kahn observed that providing restrooms at the beach was a recommendation contained in the Management Plan for the Waukegan Watershed and cited the applicable text of the plan. John Edgar noted that a similar concern was held by a minority of the Watershed Advisory Committee and offered his view that the size and nature of the beach and parking is somewhat self-limiting. Having a toilet there is intended to provide an alternative to either portable toilets or the lake for those that would frequent the beach anyway. Voting in favor of the motion: Flanders and Nolan. Voting against the motion: Candage, Lovett, Bayard, Carty, Michel and Brothers. The motion was defeated. Jack Carty made a motion to recommend a reduced amount of \$40,000 as a net figure in 2006. Miller Lovett seconded the motion. It was noted that the project might be eligible for a 50% Land and Water Conservation Fund Grant which if successful would establish a maximum total project cost of \$80,000. Voting in favor of the motion: Candage, Bayard, Lovett, Carty, Michel and Brothers. Voting against the motion: Flanders and Nolan. The motion carried.

Wicwas Dam. Bill Bayard asked if we could move the funding for this project forward in the program. The engineering for the project is underway. Jack Carty made a motion to recommend \$100,000 in 2007 and \$100,000 in 2008. Bill Bayard seconded the motion. All voted in favor of the motion.

Inter-lakes School District- Plant improvements Expendable Trust Fund. Jack Carty provided some history of the fund noting that the original goal was to accumulate \$500,000 and that there is approximately \$210,000 currently in the fund. The School Board is discussing the possibility of dedicating unexpended, unencumbered funds at year-end towards this fund. Jack Carty made a motion to leave the requested increase to this fund as was presented by the District. Frank Michel seconded the motion. Mark Flanders felt that the level should be kept at the original \$50,000. Bill Bayard indicated his support for the increased figure. John asked if the scope of the expendable trust fund was to remain the same. Jack Carty indicated that there have been discussions about revising it but that no decisions have been made. Voting in favor of the motion: Candage, Nolan, Bayard, Lovett, Carty, Michel and Brothers. Voting against the motion: Flanders. The motion carried.

Auditorium. Jack Carty made a motion to recommend \$190,575 in 2007 for renovations to the Community Auditorium as requested by the District. Frank Michel seconded the motion. Jack Carty summarized the four elements of the project under consideration by the Board; seating renovations, lighting improvements, sound improvements and modifications to the lobby. The net figures indicated in the worksheet are for the Meredith share of the project. School Building Aid may or may not be available as offsetting revenue depending in the final scope of the project. Tony Candage asked if the lease with the Summer Theatre would go up recognizing that the theatre will benefit from the improvements. Jack Carty clarified that the improvements are net being proposed simply for the benefit of the theatre. The need exists whether or not the Summer Theatre operates out of the school auditorium. Peter Brothers added that the summer Theatre adds value to the community from cultural standpoint and that it would be worthy of the Board to look at the lease in the future when it is renegotiated. Jack Carty indicated that the Summer Theatre provides an un-quantifiable yet certain economic benefit to the community, however the auditorium is first and foremost a school facility. Updated figures will be available for the next CIP cycle. Voting in favor of the motion: Candage, Nolan, Bayard, Lovett, Carty, Michel and Brothers. Voting against the motion: Flanders. The motion carried.

Athletic Field Reconstruction. Mark Flanders made a motion to recommend the field reconstruction project as presented. Frank seconded the motion. All voted in favor of the motion.

Open Space Conservation. Mark Flanders made a motion to take out \$50,000 from this line in 2006. Frank Michel seconded the motion. Voting in favor of the motion: Flanders. Voting against the motion: Candage, Nolan, Bayard, Lovett, Carty, Michel and Brothers. The motion was defeated.

There was discussion regarding bunching that is still occurring in years 2007 and 2008. Carol suggested that some projects could be scheduled out another year or so. Frank inquired about possible flexibility with the expendable trust fund payments for the aerial ladder. Miller raised three issues: (1) we need to clearly indicate to the public that we are playing “catch-up” with respect to meeting capital needs, (2) the sewer report is forthcoming and (3) the police and fire projects could move up a year. He would like to see what that would do to the bottom line. Mark and Bill reiterated their view that the draft worksheet should be modified to bundle the two combination projects for \$1,000,000.

Stevens Avenue. Tony Candage suggested that we roll the Stevens Avenue project into the bundle. Bill noted that we would need to program funds for the engineering of that project. It was felt that a bigger project might attract better pricing which may help to offset the added costs associated with borrowing. Tony Candage made a motion to add the Stevens Avenue project to the High Street/ Waukegan – Red Gate Lane Bundle, with \$50,000 of additional funds be recommended in 2006 for the Stevens Ave. portion, with town meeting authorization in 2007 and with debt payments beginning in 2008. Mark

Flanders seconded the motion. All voted in favor of the motion. A twenty-year term will be used initially for purposes of illustrating the impact of the debt service. Bob Flanders reiterated the importance of timing relative to attracting competitive bids.

Police and Fire Stations. Miller Lovett made a motion to push the police station and fire station projects forward one year. Frank Michel seconded the motion. Voting in favor of the motion: Lovett. Voting against the motion: Candage, Flanders, Nolan, Bayard, Carty and Brothers. Michel abstained. The motion was defeated.

Wicwas Dam. Bill Bayard made a motion to fund the full amount of the Wicwas dam project (\$200,000) in 2007. Scott seconded the motion. All voted in favor of the motion.

Chairman Brothers noted that the need for updated estimates is crucial to the process and that it is important for everyone to have their say. He thanked everyone for their patience in working thru these recommendations. There was discussion as to whether or not we are recommending a six-year or ten year program. It was the consensus of the Committee to recommend a ten-year program. Anyone with specific thoughts about items to be included in the narrative portion of the program was encouraged to get their information to John as soon as possible. Brenda will fine tune the debt projection for the three-project bundle and send via electronic mail the latest version of the worksheet to the Committee.

Mark Flanders made a motion to schedule a final meeting for next Wednesday at 6:00 PM. Tony seconded the motion. All were in favor.

With no further business to come before the Committee, the meeting was adjourned at 9:40 PM.

Respectfully submitted,

John C. Edgar, Town Planner
October 6, 2006

Approved: October 12, 2005