

# CIP Committee

## Agenda

Tuesday, August 2, 2016

In the Town Offices located at 56 Littleton Road

6:30 PM

1. Approval of December 1, 2015 minutes
2. Regan Pride, North Country Council re: Updating Capital Improvement Program.
3. Any other business that may come forth

Frank Lombardi  
CIP Chairman

CIP Meeting Minutes

August 2, 2016

6:50 PM

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**Committee Members Present:** Frank Lombardi – Chairman, John Tholl Jr., Scott Burns, Everett Kennedy, Peter Corey – Selectman Rep., William Robinson and Joyce McGee – PB Secretary.

**Absent:** Gerry Pons, Richard Wright, Alan Theodhor and Michael Carifio.

**Public Present:** Regan Pride, NCC.

**Updating CIP:**

Secretary McGee advised that at the March Town Meeting a warrant article was approved too appropriate \$6,500 to update Whitefield's Capital Improvement Plan. North Country Council was hired to help with the process, Regan Pride of NCC was present.

Mr. Pride took down the names of the current CIP members. William Robinson thought that Robert Bergin might still be interested in being on the Committee as last year he had health problems and did not participate. Secretary McGee will call him to see if he would like to be part of this year's process.

Mr. Pride provided the Committee with an outline for the first meeting along with a copy of OEP (Office of Energy & Planning) update of the "Capital Improvements Programming Handbook." There are 8 Sections to the Handbook that pertain to the CIP but the Town's current plan has a lot of it and where this is an update will not apply. The Committee needs to formalize a plan and schedule for big money items with a goal in mind of what is a reasonable tax impact. Mr. Pride stated that each department would need to give a list of priorities, always more items needed than the Town can pay for. The Committee would need to make a schedule out for the next 6 years and give recommendation to the Selectmen. The Committee should be looking at the Master Plan to come up with projects and the urgency needed, fiscal analysis. Think about revenue sources, capital reserve funds, special revenue funds, bonds etc.

Mr. Pride went through the outline:

1. Identify Committee Members: Done
2. Get primary contact information: Frank Lombardi, Chairman (Frank gave his e-mail and phone number). A draft of contract from NCC was given out.
3. Establish criteria for material costs: Frank Lombardi stated that the Committee meets with the department heads and get a list of items. Mr. Pride stated that the current plan has a threshold of \$3,000.00 which he thought was low, to many items fall within this amount. The Committee and Selectmen should have a conversation regarding the amount. He will canvas other towns to see what their threshold is and advise. Mr. Lombardi also stated that a lot of information is outdated and the demographics need to be updated. Mr. Pride would like a list of projects that

have been done over the past 5 years (warrant articles from 2010-2015 & 2016) this should be updated each year, Secretary McGee will work on this.

Mr. Lombardi stated that the Committee did not provide the tax impact when presenting the items. Mr. Pride said that a chart of the tax rate history should be included.

If update is not done by the end of the year, then monies need to be encumbered. Peter Corey would like to see it completed by year end. Mr. Pride needs to revise contract to meet needs.

4. Schedule for future meetings: Mr. Pride suggested providing a worksheet to give to the department heads, send out in September for October meeting.
6. Who are the departments you meet with: Highway/Solid Waste, Police, Fire Rescue, Water, Sewer, Library, Cemetery, Airport and Recreation.

The current CIP has a list of recommendations along with a list identified from the Master Plan. Need to check off ones that have been completed. Need to make any changes if the vision for the Town has changed.

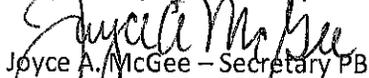
There is a sample for the department heads to use, Secretary McGee will look at the stick drive provided.

Next meeting will be Tuesday, September 27<sup>th</sup> at 6:30 PM.

**Minutes:** A motion was made by Everett Kennedy to accept the minutes of December 1, 2015 as written, seconded by Scott Burns. All in favor, motion carries.

At this time, 8:15 PM the meeting reconvened back to the Planning Board.

Respectfully submitted by:

  
Joyce A. McGee – Secretary PB

  
Frank Lombardi - Chairman

## **OUTLINE FOR FIRST MEETING**

1. Identify committee members
2. Get primary contact information
3. Establish criteria for material costs
4. Schedule for future meetings
5. Confirm availability of documents to committee
6. Identify town municipal department heads
7. Begin discussion of implementation of previous CIP, compare with master plan, and discuss any changes in vision
8. Review update process outlined in current CIP
9. Discuss recommendations in current CIP

## Partial Listing of Completed Whitefield Infrastructure Projects

2006-2016

**Gazebo - 2006.** Structurally repair, rebuild, and repaint by Steve Comeau and Lions Club Volunteers.

**Town Hall – 2006 thru 2013.** Numerous Town Hall infrastructure engineering investigations and architectural studies and recommendations culminating in March 2014 bond vote.

**Landfill Closure - 2008.** The Town's engineer obtained NHDES waiver to delete rubber cover liner at an estimated cost savings of \$600,000. Used soil cover and with Whitefield DPW assistance completed mandated closure with a local share expense of \$47,000.

**Capital Improvement Program Plan- starting in 2008.** Selectmen and Planning Boards established an annual process to identify and prioritize infrastructure projects to minimize property tax fluctuations yet maintain infrastructure on a timely basis.

**Airport Marsh Bridge - 2009.** Repaired Marsh Pond dam and replaced red listed bridge.

NHDOT Municipal Bridge Grant = \$331,600; EDA Grant=\$331,600; Local Share=\$7,000.

**Airport Road - 2009.** Paved Airport Road from Hazen Road to Jefferson Town Line.

EDA Grant=\$573,000; Local Share=\$0.

**Brown Street Retaining Wall - 2011.** Town obtained a \$12,500 grant from USDA-RD to conduct soil borings and hydrogeologic investigation of embankment soils to document suitability of precast concrete walls rather than much more expensive alternative walls. Construction completed by Whitefield DPW with assistance of Butch Rexford.

**Energy Audit Fire Station – 2011.** The Report documented energy savings of replacing existing windows and doors with energy efficient doors/windows. Recommendations completed in 2015.

**Library Addition and Rehabilitation – 2011.** Project structurally repaired deteriorating foundation, leaking roof, walls, and damp basement (mold); and built a much needed library addition. Also, constructed storm water infiltration gallery on adjoining Church property.

Total Project Cost= \$460,000. Tillotson Grant= \$50,000; USDA RD Grant = \$175,000; Lions Club= \$2,500 plus demolition; Library CRF, fund raising, and insurance = \$152,500; and Town Bond Issue = \$80,000.

**Water Street Bridge – 2013.** The Whitefield DPW completed reconstruction of a formerly red listed bridge at a considerable savings to the Town. Through the NHDOT Municipal Bridge Program (MBP) the Town interviewed and retained an engineering firm to preliminarily design a suitable replacement. The engineer's estimate of \$950,000, even with an 80% grant from the MBP, was much more than the Town could afford for so few users. Whitefield obtained three design waivers from the NHDOT which included no sidewalk, single lane of traffic, and a sight distance waiver. A temporary pedestrian bridge was erected by the DPW; the old deteriorated deck removed, and a precast concrete deck with bridge rails was placed at a cost of approximately \$47,000.

**Town Office Building- 2015 to present.** Town completed construction of new energy efficient office space for Town functions, including R34 walls, R49 attic, energy star windows/doors, LED lighting, and heat energy recovery system. Project included wood pellet boilers/bulk pellet storage capable of heating both the fire station and new building; an emergency operations center; and standby generator for both buildings.

Approximate total project cost = \$1,270,000 @ \$185/sq. foot. Tillotson grant= \$18,000; NHPUC = \$45,000; Homeland Security = \$40,000; PSNH = \$8,000; CRF's \$530,000; Town DPW Labor; and Town bond issue of \$560,000 at 3.25% for 20 years.

**Bray Hill/ Mt View Water Booster Station – 2016.** Improve reliability of Bray Hill water system.

CDBG Grant = \$350,000.

**Community Room Kitchen and Bathrooms -2016.** Kitchen, handicapped bathrooms, and access for community events, emergency shelter for 190 people occupancy, meetings, concerts, rental, etc.

USDA RD grant = \$7,500 and local share \$6,200 plus Town DPW labor.

**Note: The infrastructure listed above does not include emergency vehicles, trucks, police cruisers, capital reserve funds nor all expenditures over \$3,500 as recommended by the Town's Capital Improvement Plan.**

**Future Challenges:** Hazen Road red listed bridge, wastewater treatment facility upgrade to comply with new EPA and NHDES discharge requirements, sidewalks, roads, replace asbestos and cast iron water pipes, and maintain existing Town infrastructure.