

CIP Committee  
Wednesday, May 21, 2014  
6:30 pm  
Minutes Approved June 11, 2014

Meeting called to order at 6:30 pm in the Fire Station Meeting Room

Present: Steve Felton, Susan MacLeod, David Toth

Also Present: Library Trustees Mardean Badger, David Ruell, Alice Staples, Librarian Sara Weinberg; Eli Badger, Harold Lamos, Kendall Hughes, Fran Newton

**1. Library Worksheet:** Proposal for a new location for the library. Materials from the effort to purchase the old school building from TCCAP documents attached as option 1, continued discussion for use of current building option 2, and explore other locations as option 3. Option 1: TCCAP contacted them just today and a meeting will occur sometime in June for further discussion (negotiation on \$850,000 price?) regarding the building. The \$100,000 proposed for renovations and furnishings: they are planning to meet with Jill White regarding MVSF grant and exploring Community Development Block Grant (CDBG) information as well as USDA Rural grant opportunities. Other sources for furnishings/shelving could come from libraries that are downsizing (i.e. Lamson at PSU). PSU also purchases furnishings from the prison program in Concord at costs lower than the quoted prices from supplier. Renovation includes securing the library floors from the third floor that would be open to public use when library is closed. \$15,000 with two staff working to cover 2 floors; hours of operation could also be expanded. \$8,500 estimated for utilities based on 3-year cost provided by TCCAP minus amount currently paid by library for total. \$2,500 was estimated for janitorial services. Option 2: Library has been in the Scribner building for 75 years and need is for more space. Alice has communicated with Terry Knowles head of the Charitable Trust Unit in the Attorney General's office regarding the rules to follow in accordance with trusts. Option 3: The Trustees have looked at the Scribner mill building, but the cost of renovation is prohibitive. Other properties have been suggested but not yet pursued. The acceptable size is 6,000-8,000 square feet, based on a formula for libraries. A list of libraries in the State that have renovated, expanded or built new provides a resource to investigate how others have accomplished it. Alice and Mardean attended a library trustee conference and got some good information as well. Questions: 1. The top 3 reasons to move into larger facility? Greater use by public, more programs; larger study area, more handicapped accessible; third floor meeting space for town use. Jim Gleich inquired about having the After School program there in the future. 2. New technology? Expansion of WIFI that already exists (free from Time Warner, but more routers would be needed) and addition of recommended security cameras; copier would be available to users without library staff doing it; personal devices could use WIFI. More public libraries are also offering space to create with technology. 3. Have they communicated with the school to coordinate technology and programs? No, but could provide a help-with-homework and other programs. 4. Current participation in programs? Children's storytime about 20, the maximum accommodation; "Reading with Willow", a pre-school group averages eight; two book reading groups (young adult and adult) varies. 5. Building fund established? In discussion. Trustees have other accounts and can accept monetary and property donations. The Friends of the Library is pursuing non-profit status. Either donations directly to the library or to the Town specified for the library can be accepted, are tax deductible and expended only for library (David Ruell). For a project this size, they feel a bond through the Town is the most likely avenue. Suggestions from CIP: Information to be presented should include comparatives and stats as back up; tying added-value into valuation of Town for positive impact on tax rate; an important component for economic development; the old school building's importance to the Town's history, culture and for its architecture; show a breakdown of costs and possible sources of funding; do a strategic plan in flowchart format; make it easy for people to contribute (be prepared for summer patrons with campaign information); investigate private foundation funding and "crowd-sourcing" such as Kickstarter and InOurBackYard (IOBY). Next meeting for review: July 16.

**2. Review Submitted Worksheets. Additional information needed by CIP:** DPW: 1. excel spreadsheet for roads and bridges with more details through 10 years beyond 1-2 years provided; 2. updated review of road conditions for projected 10 years; 3. define estimated costs and how they were determined; 4. suggest potential resources to assist in getting estimates (i.e. LRPC, NHDOT); 5. identify some of the maintenance needs to help minimize capital needs with schedule of roadwork; 6. include any infrastructure needs within 10 years; 7. review worksheets and better define year

project's funds are needed; 8. provide comparison of lease vs. purchase costs; 9. explore used/rebuilt equipment options, including military sources. 9. update status/need year for baler and forklift/skidsteer replacements since warrants failed to pass. Provide actual revenue from recycling center to offset equipment needs. 10. Coordinate with W&S regarding roadwork, i.e. Thompson Street is scheduled for 2016, and Avery, mechanic and Mill Pond Lane for 2017.

Harold Lamos suggested alternate sources for fuel, and paving that may provide rebates from the State level, and equipment funding from Federal, with the military as a source. He will provide contact information.

Park & Recreation Dept: worksheets still not provided. Police: Basically the same with 3 vehicle rotation. The Chief will look into lease vs. purchase and CIP will work on breakdown of amount set aside yearly.

Town Office: need supporting documents for estimates. 1. carpet: \$7,875 (2013 cost: \$7,000); 2. lights replacement: \$8,775 (2013: \$7,800), this was to be partly covered with grant. 3. AC: \$8,200 (2013: \$7,289) scheduled for 2015; 4. boiler replacement: \$14,211 (2013: \$12,610), moved from 2016 to 2014. 5. GIS mapping: \$75,000 with cost spread out in \$25,000 increments. Need update on conversation with W&S on this. All projects in the next two years, and nothing projected for the ensuing eight? Fire Dept: meeting on June 18 will have update on replacement schedules for Engines 1 and 2, the breathing apparatus and ambulance details. Paving option is still to combine with town and/or school projects. SAU: Trish Temperino was to update boiler with pump and lines after an audit was done. The school roof sections (\$165,000) may be covered by FEMA funds as the school is the designated emergency shelter. Our Emergency Manager should be involved in this project. Check regarding Homeland Security as well. Electric Dept: Ask for verification of projects; Linda Pack to provide actual amounts for N. Ashland Road project. W&S: Eli Badger stated that a methodical review with Utility Partners is being conducted, they are closer to submitting grant applications, and CIP documents for the operational side of the utility and some updated figures with better justification will be presented at the June 18 meeting.

**3. Calendar:** June 11: Electric Dept @6:30, P&R @ 7:00, DPW @ 7:30. June 18: PD @ 6:30; FD @ 7:00, W&S @ 7:30. July 16: Library @ 6:30, Town Admin @ 7:00. CIP will then put together spreadsheets. August 20 CIP preparation of recommendations. Monday, Sept. 8 or Oct. 6 BOS meeting to present recommendations. Schedule meeting with BOS and Budget Committee late Nov. or Dec. to finalize forum style and content for public forum on January 8, 2015.

**4. Minutes of May 14, 2014:** Motion by David to approve as written. Seconded by Steve. All in favor.

**5. Financial Forum:** Decided to hold on January 8 prior to Budget Committee on January 15. As a united front, the BOS, BC and CIP will present goals, rationale and details of the process to prepare for the budget hearings. BOS can address operating budget, the CIP long-term financial planning, and the BC on constructing a budget viewing both.

**6. Other:** Dave has drafted a mission statement to review and discuss at next meeting and look to incorporate into presentation. It also states strategies to establish a means of evaluating warrant articles and budget items.

Harold Lamos expressed interest in joining CIP Committee and will submit a letter of intent to BOS.

**Next Meeting:** See above calendar.

Adjourned at 8:28 pm

Notes by Susan MacLeod