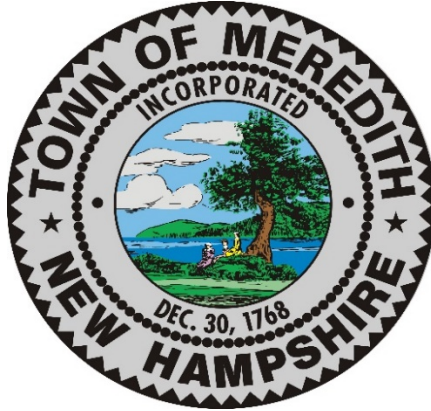


**TOWN OF MEREDITH, NEW HAMPSHIRE  
CAPITAL IMPROVEMENTS PROGRAM (CIP)  
2023-2028**



**Recommended by the Capital Improvements Program (CIP)**

**Advisory Committee: October 5, 2022**

**Public Hearing- Meredith Planning Board: October 25, 2022**

## **Acknowledgements**

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

Mark Billings, Chairman, Inter-Lakes School Board Representative  
Dave Thorpe, Vice Chairman  
Richard Gerken, Planning Board Representative  
Ed Touhey, Planning Board Representative  
Jeanie Forrester, Select Board Representative  
Lynn Leighton, Select Board Representative (Alternate)  
Bill Bayard  
Ray Moritz

### **Planning Board**

Ed Touhey, Chairman  
Ann Butler, Vice Chairman  
Richard Gerken, Secretary  
Jonathan James, Ex Officio, Select Board Rep.  
Steve Nedeau  
Richard Lovering  
Jeremy Martin  
Jamie Irving, Alternate  
Cortland Findlay, Alternate

## SUMMARY

Annually, the Capital Improvement Program (CIP) Advisory Committee reviews, updates and recommends a stable program of capital improvements for the community. The CIP is a non-binding planning tool intended to aid the Select Board in their consideration of their annual budget in the context of a six-year forward view of future capital needs. The CIP is further explained in Appendix D: Frequently Asked Questions. As a preface to the specific recommendations that follow, it is important to note:

- Troy Brown began his tenure as Town Manager in August 2022. The Town Manager is an integral part of an effective Capital Improvement Programming process. The committee welcomes Troy Brown and looks forward to working with him in the future.
- In 2022, Town Meeting approved recommendations of the CIP Advisory Committee including \$420,000 towards Expendable Trust Funds (ETF) and a transfer of \$252,085 to the DPW Equipment ETF. Additionally, upon recommendation from the Select Board, Town Meeting approved 3 capital appropriations totaling \$434,800 to be funded through the use of unassigned fund balance.
- The recommended Capital Improvement Program for 2023 is \$1,796,580. This amount consists of: (A) \$1,296,580 of long term debt; and (B) \$500,000 total allocations towards three Expendable Trust Funds. This represents an increase of \$30,905 or 1.75 % over 2022 funding levels. The recommendations that follow are also contained in a companion document; “Capital Improvement Program 2022-2031” dated October 7, 2022 prepared by the Administrative Services Department.
- The recommended programs in 2024 and 2025 exceed the \$1.8 mil program capacity benchmark. This is due to increasing capital needs and costs. The \$1.8 mil capacity benchmark functions as an informal constraint against which total recommendations are evaluated. This benchmark was established many years ago and has not been adjusted since. In 2023 the committee plans to re-value this benchmark and encourage a comprehensive, Asset Management approach to include all municipal capital assets.
- Although authorized debt service is a fixed cost included within the annual operating budget, it is included in the committee’s analysis and recommendations. In 2025 the final payment on the Community Center debt will be made (\$182,350.) Additional debt will also be retired in 2027 (\$88,538.).
- There are several on-going efforts that may generate capital projects for future Committee and Town Meeting consideration. These include: (1) further review and prioritization of waterfront infrastructure needs, (2) potential improvements to Main Street, (3) potential improvements to Prescott Park and (4) possible water line extension to the US 3 roundabout.

- Trend data is provided in Appendix A: Debt Service and ETF Funding, 2012-2022; Appendix B: CIP Funding as a Per Cent of Municipal Appropriations, 2012-2022; and Appendix C: Tax Rates and Net Valuation Information, 2011-2021.

## **RECOMMENDATIONS**

### **Administration**

#### Main Street:

Recommendation: Allocate \$50,000 for years 2023 thru 2026 to the Main Street Rehabilitation Expendable Trust Fund.

Rationale: These allocations are intended to build up this fund in concert with the work of the Greater Meredith Program's Economic Development Committee and the NHDOT Main Street Safety Audit. In April, 2021 the Select Board unanimously supported GMP's efforts to develop a plan for Main Street that may address public safety, lighting, utilities, handicap accessibility, streetscape, and funding sources. In 2022 the town contracted with an engineering firm to develop a detailed, existing conditions base plan (Part 1). Specific improvements have not yet been identified or designed (Part 2).

The estimated Main Street Rehabilitation ETF balance at 12/31/22 is \$113,776.

#### Waterfront Infrastructure:

Recommendation: Allocate \$125,000 per year for years 2023 through 2026.

Rationale: The Town of Meredith owns and maintains a significant amount of waterfront infrastructure. The Select Board and Town Manager initiated an analysis of our waterfront infrastructure in 2019. Reference: Waterfront Infrastructure Analysis- Conceptual Design Options Update, September 16, 2019. The Select Board favored conceptual plans to renovate and expand the town docks at Love Joy Landing. Plans include dock replacement, dock expansion, ramp improvements and improvements to the parking lot. Reference: Improvements to Shep Brown's Landing- Conceptual Design Update, July 19, 2021. The most recent 2022 cost estimate for the dock replacement/ expansion project has increased to approximately \$1.5 to \$1.8 mil. The project is in final design. The recommended CIP allocates and additional \$500,000 over the course of the next 4 years. (2023 through 2026) bringing a projected ETF balance in 2026 to \$1,258,031. Potential project phasing, shortfall funding and timing issues have not yet been determined.

The estimated Waterfront Infrastructure ETF balance at 12/31/22 is \$758,031.

## **Fire Department**

Recommendation: No additional allocations to the Fire Department **EQUIPMENT** Replacement Expendable Trust Fund at this time.

Rationale: SCOTT Air-Pak's were scheduled for replacement in 2022 (\$270,000) utilizing existing funds in the Fire Department Equipment Replacement Expendable Trust Fund.

The estimated Fire Department **Equipment** Replacement ETF balance at 12/31/22 is \$298,206.

Recommendation: Allocate \$325,000 in 2023, \$250,000 in 2024, \$250,000 in 2025, \$150,000 in 2026, and \$350,000 in 2027 and 2028 to the Fire Department **VEHICLE** Replacement Expendable Trust Fund.

Rationale: Engine 3 is scheduled for replacement in 2024 (\$850,000). Engine 1 is scheduled for replacement in 2028 (\$925,000). In 2021 the Town Manager advised that if the town receives a grant for the Air-Paks, then Equipment ETF funds (\$270,000) could be shifted towards anticipated vehicle replacement projected shortfalls. In 2022 the committee was advised: (1) that this grant effort was unsuccessful, (2) vehicle replacement costs increase significantly; and (3) the Town Manager recommends replacing the fire boat in 2025 (\$375,000). The proposed allocations are intended to meet the capital needs of the Fire Department while maintaining overall program stability.

The estimated Fire Department **Vehicle** Replacement ETF balance at 12/31/22 is \$550,673.

## **Parks and Recreation Department**

Recommendation: No additional allocation to the Parks and Recreation Facilities Improvement Expendable Trust Fund is recommended at this time.

Rationale: Troy Brown, Town Manager advised that Vint Choiniere, Parks and Recreation Director is developing a Requests for Qualifications (RFQ) to hire a consultant to develop a plan for Prescott Park. Existing ETF funds would be used in 2023 for this purpose. This park planning effort may lead to additional capital improvement projects in the future.

The estimated Parks and Recreation Facilities Improvements ETF balance at 12/31/22 is \$123,345.

In 2022, Town Meeting appropriated up to \$150,000 to support the Prescott Park Playground Project to be funded through the use of unassigned fund balance. The Friends of Meredith Parks and Recreation continue their fund-raising efforts. While the actual playground has not yet been designed, there is consensus to relocate the playground

function from its former location adjacent to the skate park to the green area located between the parking lot and the “Pa Smith” building. This is a possible project in 2023.

## **Department of Public Works**

### Solid Waste Equipment

Recommendation: Allocate \$80,000 in 2026 to the Solid Waste Trailer Replacement Expendable Trust Fund.

Rationale: The town owns several trailers that are used to transport solid waste from our transfer station to the disposal site.

The estimated Solid Waste Trailer Replacement ETF balance at 12/31/22 is \$117,565.

Additionally, a tractor is scheduled for replacement in 2025 (\$100,000) and a skid steer loader is scheduled for replacement in 2026 (\$90,000).

### Public Works Equipment:

Recommendation: Allocate \$316,000 in 2024, \$350,000 in 2025, \$250,000 in 2026, and \$150,000 in 2027 to the DPW Equipment Replacement Expendable Trust Fund.

Rationale: There is a significant amount of capital equipment scheduled for replacement in the coming years as illustrated below.

<u>Replacement Year</u>	<u>Equipment Being Replaced</u>	<u>Replacement Estimate</u>
2023	2006 F550 Dump	\$175,000
2024	2013 F550 Dump	\$175,000
2025	2013 F550 Dump	\$175,000
2025	2015 F550	\$175,000
2025	2015 F550	\$175,000
2026	2004 Volvo Grader	\$350,000
2026	2005 Volvo Excavator	\$250,000
2027	2015 F550	\$175,000
		\$1,650,000

The estimated DPW Equipment Replacement ETF at 12/31/22 is \$829,769.

## **Water and Sewer Department**

Recommendation: No additional funding is recommended at this time.

Rationale: Brian McCall, Water and Sewer Supt. was hired in 2022. Brian is currently working to identify and assess the capital needs of both the Water and Sewer Departments.

As of 10/7/22 Water Reserves total \$975,769. As of 10/7/22 Sewer Reserves (Capital Recovery and Access Fees) total \$708,013.

In 2021 the town was expecting to receive approximately \$675,000 from the American Rescue Plan Act (ARPA). At that time the Select Board supported using ARPA funds to extend municipal water to the roundabout area on U.S Route 3 South. Pressurized water would open that area up for future commercial uses. In June 2022 an estimated project cost of \$2.1 mil. was shared with the Select Board. ARPA funds are not being used for this project. This project is under design. Funding decisions have not been determined.

## **Conservation**

Recommendation: No additional allocation to the Open Space Conservation Expendable Trust Fund is recommended at this time.

Rationale: In 2022 upon recommendation from the Select Board, Town Meeting approved \$34,800 for the Open Space Conservation Expendable Trust Fund to be funded through the use of unassigned fund balance. The purpose of this fund is to assist with future conservation acquisition projects.

The estimated Open Space Conservation ETF balance at 12/31/22 is \$34,812.

## **Debt Service/ Debt Retirement**

Long Term debt payments in 2023 total \$1,296,579 which includes the borrowing for the Library Renovation and Expansion Project and the DPW Facility Project.

Long term debt related to the following projects will be retired as summarized below:

<u>Retirement Year</u>	<u>Amount</u>	<u>Project</u>
2025	\$182,350	Community Center
2027	\$ 88,538	Bundled Project
2035	\$668,755	Library & DPW projects

## **Inter-Lakes School District**

Meredith is one of three communities that comprise the Inter-Lakes School District (Meredith, Center Harbor and Sandwich). Meredith taxpayers are responsible for approximately 75% of the district's costs including capital projects. Reference: Inter-Lakes School District Capital Improvement Plan and Facilities Budget Plan, January 2022. The District's participation with the Meredith CIP process is for informational purposes.

This spring the synthetic turf field was replaced and the track re-surfaced using funds from the existing Facilities Expendable Trust Fund. Near term future improvements include HVAC upgrades at the middle high school, continuation of the roof replacement program (thru 2026), possible stadium seating at the synthetic turf field and restoration of the upper utility ball field.

The District's School Facilities Maintenance Expendable Trust Fund balance is estimated at \$184,953.

### **Meredith Veterans Memorial Project**

A committee has been formed to build a new, permanent memorial that honors the Meredith citizens who have served honorably in the military during the nations conflicts. The memorial, consisting of granite and bronze, will be constructed on the front lawn of the Meredith Public Library. In 2022 Town Meeting approved an appropriation of \$250,000 for the Veterans Memorial to be funded through the use of unassigned fund balance. Project design is complete and private fund raising is under way.

### **Summary: 2023 Municipal Capital Improvement Program (CIP) Recommendations**

\$ 50,000	Main Street Rehabilitation ETF
\$ 125,000	Waterfront Infrastructure ETF
\$ <u>325,000</u>	Fire Department Vehicle Replacement ETF
\$ 500,000	<b>Subtotal-</b> Recommended ETF Allocations (28%)
<u>\$1,296,580</u>	Existing Debt Service- Principle & Interest (72%)
<b>\$1,796,580</b>	<b>Total (100%)</b>

**Appendix A:** Debt Service and ETF Funding, 2012-2022

**Appendix B:** CIP Funding as a Portion of Municipal Appropriations, 2012-2022

**Appendix C:** Tax Rate and Net Valuation, Information, 2011-2021

**Appendix D:** Frequently Asked Questions