

**TOWN OF MEREDITH, NEW HAMPSHIRE
CAPITAL IMPROVEMENTS PROGRAM (CIP)
2024-2029**



Recommended by the Capital Improvements Program (CIP)

Advisory Committee: October 11, 2023

Public Hearing- Meredith Planning Board: November 28, 2023

Acknowledgements

Capital Improvements Program (CIP) Advisory Committee

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

Planning Board

Ann Butler, Chairman
Jamie Irving, Vice-Chairman
Richard Gerken, Secretary
Jonathan James, Ex Officio, Select Board Rep.
Steve Nedeau
Cortland Findlay
Richard Lovering
Locke Hamill, Alternate
Daniel Whitney, Alternate
Ray Moritz, 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. As a preface to the specific recommendations that follow, it is important to note:

- In 2023, Town Meeting approved recommendations of the CIP Advisory Committee including \$500,000 towards current Expendable Trust Funds (ETF). Additionally, upon recommendation from the Select Board, Town Meeting approved the creation of a new Buildings and Facilities Maintenance ETF to be funded through the use of unassigned fund balance.
- The recommended Capital Improvement Program for 2024 is \$1,997,525. This amount consists of: (A) \$1,257,525 of long-term debt; and (B) \$740,000 total allocations towards three Expendable Trust Funds. This represents an increase of \$200,946 or 11.18 % over 2023 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, 2025 and 2026 exceed the \$1.8 mil program capacity benchmark. The decision by the CIP Committee this year was to incrementally raise the program capacity to \$2.0 mil as it continues to establish a new threshold over the next couple of years. The \$1.8 mil threshold was established in the early 2000’s and has not been adjusted to reflect either a percentage of overall budget or inflation. This discussion will take into account the rising costs of the equipment and special projects that have been addressed at the CIP Committee level.
- 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) inclusion of a capital asset management program.
- There are several areas of infrastructure that are going to need to be addressed in a comprehensive, long-term asset management plan. Studies have been completed for our waterfront infrastructure, but similar studies, or at least internal plans and documentation, are needed for parks, roads, sidewalks, stream crossings, etc. that round out the other areas of our community. With proper planning and inclusion, improvement needs can be captured and planned for accordingly.

- Trend data is provided in Appendix A: Debt Service and ETF Funding, 2013-2023; Appendix B: CIP Funding as a Per Cent of Municipal Appropriations, 2013-2023; and Appendix C: Tax Rates and Net Valuation Information, 2013-2023.

RECOMMENDATIONS

Administration

Main Street:

Recommendation: No additional allocations to the to the Main Street Rehabilitation Expendable Trust Fund.

Rationale: Funding for this program is sufficient at this time as Phase 1 is complete and no determinations have been made on the extent of any specific improvements. 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 (Phase 1), which is complete. Specific improvements have not yet been identified or designed (Phase 2).

The estimated Main Street Rehabilitation ETF balance at 12/31/23 is \$165,297.

Waterfront Infrastructure:

Recommendation: No additional allocations for the Waterfront Infrastructure ETF.

Rationale: While the Town of Meredith owns and maintains a significant amount of waterfront infrastructure, Reference: Waterfront Infrastructure Analysis- Conceptual Design Options Update, September 16, 2019, there is no definitive path forward for any improvements at this time as costs and citizens concerns over improvements at Lovejoy Landing have put a temporary hold on progress at that site. Future improvements for any of the waterfront infrastructure have not been designated at this time.

The estimated Waterfront Infrastructure ETF balance at 12/31/23 is \$886,202.

Fire Department

Fire Department EQUIPMENT Replacement

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

Rationale: Funding for this ETF is planned sufficiently to meet the long-term needs of the organization. Allocations in 2027 will meet the goal of replacement of the NFPA turnout gear.

The estimated Fire Department **Equipment** Replacement ETF balance at 12/31/23 is \$21,062.

Fire Department VEHICLE Replacement

Recommendation: Allocate \$320,000 in 2024, \$350,000 in 2025, \$300,000 in 2026, and \$350,000 in 2027, 2028, and 2029 to the Fire Department **VEHICLE** Replacement Expendable Trust Fund.

Rationale: Engine 3 was ordered ahead of schedule due to a savings opportunity and a scheduling opportunity. By ordering it in 2023 and not 2024, savings of \$110,000 were realized by not having to go with a new diesel engine design which would have been mandatory for all new trucks. This kept our financial planning on track for future purchases. The Fire Boat is planned for purchase in 2024 (\$350,000) and Engine 1 (\$1.1 mil) is scheduled for ordering in 2027 with an anticipated delivery date of 2029/30. 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 12/31/23 is \$118,673.

Parks and Recreation Department

Recommendation: Allocate \$100,000 in 2024 through 2029.

Rationale: Parks & Recreation are in the process of choosing a designer for Prescott Park design services. Over the course of 2024 and 2025, funds from this ETF will be used towards those design services. It is anticipated that additional funding beyond the current recommendations will be needed for any construction needed to implement the final re-design of the park.

Swasey Park is going through preliminary design work for improvements to parking spaces and pathways within the “postage stamp” park.

There are several improvements being considered for Leavitt Beach to include a new bathhouse, a playground, and significant site and facility improvements. Currently, the adaptive launch project is moving forward with the Select Board approval of the use of ETF funding in the amount of \$34,500. This will be the down payment for the final design and engineering services for the dock system and that are needed to finalize the overall cost requirements for the project. Fundraising efforts will help offset the overall cost of this project.

The estimated Parks and Recreation Facilities Improvements ETF balance at 12/31/23 is \$89,373.

Department of Public Works

Solid Waste Equipment

Recommendation: No additional allocations to the Solid Waste Trailer Replacement Expendable Trust Fund are recommended at this time.

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 12/31/23 is \$118,569.

A yard 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 \$320,000 in 2024 and \$350,000 in 2025 through 2029 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>
2024	2004 Volvo Grader	\$450,000
2025	1999 Dresser Loader	\$250,000
2025	2015 F550	\$175,000
2026	2005 Volvo Excavator	\$275,000
2026	2015 F550	\$175,000
2027	2013 F550 Dump w/sander	\$200,000
2027	2004 Kenworth Dump w/sander	\$305,000
		\$1,830,000

The estimated DPW Equipment Replacement ETF at 12/31/23 is \$233,697.

Water and Sewer Department

Recommendation: No additional funding is recommended at this time.

Rationale: Jason Bordeau, Water and Sewer Supt., was hired in 2023. Jason is currently working to identify and assess the capital needs of both the Water and Sewer Departments. The Water Department was awarded an Asset Management grant through the Department of Environmental Services (DES) that will help them identify the future needs of the department as well as the financial requirements for improvements, to include any updates rate structure. Jason has applied for an Asset Management grant for the sewer and wastewater management programs as well and anticipates a notice of award in spring 2024, if selected. These programs will help the Town identify the necessary maintenance and improvement schedules for the infrastructure that comprises these systems.

As of 10/7/23 Water Reserves total \$896,150. As of 10/7/23 Sewer Reserves (Capital Recovery and Access Fees) total \$760,159.

Conservation

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

Rationale: No significant projects have been brought forward at this however, there are discussions around the purchase of additional property on Meredith Neck.

The estimated Open Space Conservation ETF balance at 12/31/23 is \$34,9752.

Debt Service/ Debt Retirement

Long Term debt payments in 2024 total \$1,257,525 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 year the sidewalk and stairs were replaced at the south entrance 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), parking lot and sidewalk repairs and restoration of the upper utility ball field.

The District's School Facilities Maintenance Expendable Trust Fund balance is estimated at \$344,711.

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

\$ 100,000	Recreation Facility Improvement ETF
\$ 320,000	Fire Department Vehicle Replacement ETF
\$ <u>320,000</u>	DPW Equipment Replacement ETF
\$ 740,000	Subtotal- Recommended ETF Allocations (37%)
<u>\$1,257,525</u>	Existing Debt Service- Principle & Interest (63%)
\$1,997,525	Total (100%)

Appendix A: Debt Service and ETF Funding, 2013-2023

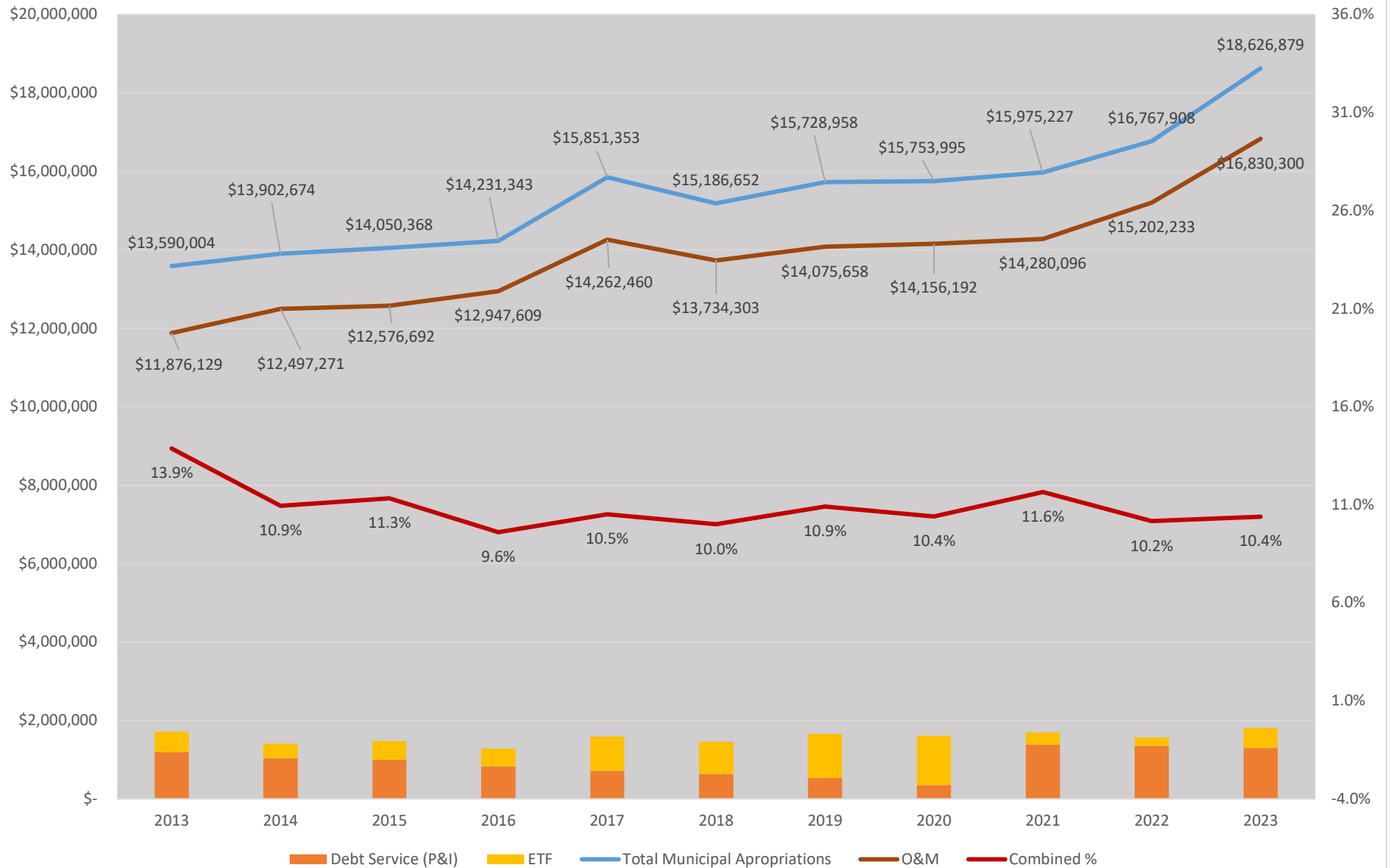
Appendix B: CIP Funding as a Portion of Municipal Appropriations, 2013-2023

Appendix C: Tax Rate and Net Valuation, Information, 2012-2022

Appendix A: Debt Service and ETF Funding, 2013 - 2023



Appendix B: CIP Funding as a Percent of Municipal Appropriations, 2013 - 2023



Appendix C. Valuations and Tax Rate, 2013 - 2023

