



# Town of Hopkinton, NH

## Office of the Select Board

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### **CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE PUBLIC MEETING MINUTES THURSDAY, OCTOBER 1, 2015**

Chris Hodgdon called the Capital Improvements Program (CIP) Committee meeting to order at 5:59 p.m. on Thursday, October 1, 2015, in the large meeting room in the Town Hall.

**Members Present:** Jim Fredyma, Chris Hodgdon, Don Houston, Ed Kerr, Amy Carrier O'Brien

**Staff Present:** Neal Cass (Town Administrator)

On a motion by Ed Kerr, seconded by Amy O'Brien, the minutes of September 24, 2015 were approved with Fredyma, Houston, Kerr, and O'Brien voting in favor, none opposed, and Hodgdon abstaining. (4-0-1)

#### **MEETING WITH DEPARTMENT HEADS**

Mr. Hodgdon welcomed Director of Public Works Dan Blanchette. Mr. Blanchette reviewed the role of his department which includes everything to do with roads, all town buildings, all fields and plowing of roads, sidewalks and parking lots.

The Director reviewed his shimming, road rehabilitation, and bridge and culvert plan.

Mr. Blanchette reviewed his highway submissions:

1. Replace Road Grader – 2017 - \$300,000
  - Vital to the operation – used to grade 40+ miles of gravel roads
  - Used to push back bankings in heavy snow.
  - Has a 15 year useful life and maintenance is now starting to add up
  - Has over 6,000 hours
2. Replace 2008 Chevrolet 3500 Dump – 2018 - \$75,000
  - Small dump truck with plow and spreader, but no wing
3. Replace 2008 Dump Truck – 2018 - \$145,000
  - 6-wheeler with plow, sander and wing
  - Used to plow/sand and haul gravel in the summer
4. Add a vibratory roller replacing the Elgin sweeper on the CIP -2019 - \$145,000
  - Sweepers are a maintenance drain
  - Road sweeping will be done using rental equipment after 2019
  - Roller would be used on all gravel roads when grading so they are smoother and hold their shape longer.
  - Roller would be used on rebuilding projects

5. Replace 2008 van – 2019 - \$40,000
  - Used by Buildings & Grounds for building maintenance person
  - Carries tools and supplies
6. Replace Loader – 2020 - \$200,000
  - Has wing and plow to plow high school, the municipal parking lot behind TD Bank, and in-town streets
  - Also used to load sand/salt and to remove snow banks in the village and at intersections in the winter
  - Used to load gravel in the summer
7. Replace Backhoe – 2021 - \$140,000
  - Used everyday winter and summer
  - Does ditching in the summer
  - Loads sand/salt in the winter
  - One of the most vital pieces of equipment
8. Replace 2011 F550 Dump Truck – 2021 - \$100,000
  - 1 ½ ton small dump truck with plow, wing and sander
  - Have 3 of these trucks
  - Plows Gould Hill and other shorter routes
9. Replace Kubota 4x4 mower/snowblower – 2021 - \$35,000
  - Used to mow at buildings and parks
  - Plows sidewalks in the winter

And the submission for Buildings & Grounds were reviewed

1. Replace spreader hanger building – 2016 - \$60,000
  - Current hanger is extremely unsafe
  - Plan is to have our crew build this provided there is time
2. Repair Blood Field – 2016 - \$15,000
  - Plan is to level the field and correct the unsafe change in elevation between the infield and outfield grass
3. Repair Varsity Field – 2016 - \$25,000
  - Plan is to level the field and correct the drastic change in elevation from one end of field to other
4. Rebuild home dugout at George's Park – 2016 - \$4,000
  - Cinder blocks are deteriorating
5. Replace roof – Sewer Department – 2017 - \$10,000
  - Shingle are reaching the end of their useful life
6. Police Department Driveway restructure – 2018 - \$60,000
  - Fix water damage issues and improve sight distance
7. Rowell Bridge Decking – 2019 - \$30,000
  - Decking is wearing and starting to rot.
8. Houston Barn roof replacement – Beyond 2021 - \$80,000
  - Will need to be replaced to prevent water damage and decay to structure

Mr. Blanchette was asked to create a 1 or maybe 2 page paper on what his department is all about. He noted that most all equipment is used for dealing with storms. We hire two outside trucks for storm work also. This means there are 12 vehicles working during a storm with each plowing route about 3 hours, each salt route 2 hours and each sand route 3 hours.

Mr. Blanchette explained the usefulness of the 10 wheelers which carry more material than 6-wheelers. When sanding/salting, less trips back to refill are required. He also explained the while stainless bodies

cost more, they last much longer than a steel body on trucks and are expected to be reused when trucks are replaced..

The committee asked Mr. Blanchette to do the following:

- Prepare a review of sidewalks and how many miles of them we maintain
- Find out what equipment replacement schedule is used by other towns.
- Rank the road shimming, rehabilitation and bridge/culvert needs and apply a schedule to budget for the work.
- Inventory all culverts

The committee discussed what should be part of the CIP and decided that engineering will be in the operating budget with construction in the CIP. The committee also discussed establishing a CRF for bridges/Culverts.

Town Administrator Neal Cass presented his submissions to the committee.

1. Property Revaluation – 2019 - \$93,000
  - This is the statistical update to the assessing data to comply with NH DRA requirements.
  - Having a Capital Reserve Fund levels the funding over the 5 year period.
2. Town Hall Renovations
  - Mr. Cass explained the history of the project and options moving forward. Some funds have been allocated each year to keep the project moving forward. The committee reacted favorably to the consolidation of offices and the potential savings in operating costs and improvement in staff safety and customer service.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:37 p.m.

Respectfully submitted,  
Neal Cass, Town Administrator