



# Town of Hopkinton, NH

## Office of the Select Board

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### **CAPITAL IMPROVEMENTS PROGRAM (CIP) COMMITTEE PUBLIC MEETING MINUTES TUESDAY, OCTOBER 6, 2015**

Chris Hodgdon called the Capital Improvements Program (CIP) Committee meeting to order at 6:00 p.m. on Tuesday, October 6, 2015, in the Conference 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 Jim Fredyma, the minutes of October 1, 2015 were approved with Fredyma, Hodgdon, Houston, Kerr, and O'Brien voting in favor, none opposed. (5-0-0)

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

Mr. Hodgdon welcomed Environmental Superintendent Steve Clough. Mr. Clough passed out information on the Contocook Village Precinct (CVP):

- Mr. Clough reviewed the history of infrastructure.
- Currently the storage tank is being upgraded and when this is complete they will work on the next steps.
- The water treatment plant will have to be upgraded in the not too distant future.
- There is almost nothing in the Precinct Capital Reserve Fund (CRF) at this point.
- \$250,000 will be put in the CRF this year. This will continue yearly until the time when there is the need for a bond and then this amount will be used to pay the bond payment.
- The work that has been done over the last couple of years, has pushed the off the work to the treatment plant 5-10 years.
- There are currently 600 connections.
- There is a 625,000 gallon tank by the treatment plant and the upgraded tank will hold 300,000 gallons.
- There are 35 miles of pipe and 83 hydrants.

Mr. Clough then moved on to the Transfer Station:

- Mr. Clough explained the relationship with Webster.
- The loader has to be replaced every 10 years, but most of the other equipment has a replacement schedule that is flexible.
- The trailers are scheduled to be replaced every 8-10 years, but some of the trailers have gone twice as long.

Mr. Clough then presented the information for the Sewer Department:

- The pumps were rebuilt in the last couple of years, and the electronics were also replaced.
- Manholes are being replaced this year and some will be replaced next year.

The Committee asked for a one page summary of what happens in each department.

### **SCORING MODEL**

The committee discussed a potential scoring model in order to rate the proposals that have been submitted. It was decided to use the model that is in the OEP book. Chris and Neal will work on a grid and it will be sent out for members to complete. The Committee will then meet the week of the 19<sup>th</sup> to review the matrix.

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

Recreation Director Paula Simpkins met with the committee to review her requests:

- Houston Field 1 correction of drainage issues
  - Fields used spring, summer and fall
  - Lacrosse, soccer, baseball
  - High school, middle school, HYSA, Soccer Club
  - Field usage per year
    - Field 3 – 600 hours
    - Field 4 – 250 hours
    - Field 2 – 350 hours
    - Field 1 – 450 hours
  - A soil study has been conducted
    - Soil is too compact to drain
    - Field isn't available until mid-May
  - There is a scheduling problem for fields, and this field is unusable much of the year.
  - Multiple people have come and looked at the field
  - Cost breakout
    - Rebuild field \$ 125,000
    - Irrigation 50,000
    - Contingency 25,000 TOTAL= \$ 200,000
- Tennis Courts
  - In 2009 the courts were looked at
  - They presently are not usable for tennis
  - The question is whether they should be repaired or removed.
- Fitness Course
  - Trail are highly used
  - These would be free exercise equipment along the walking trails
  - Equipment has a 10-15 year life span
- Skate park
  - The repairs that were made in 2014 haven't held
  - The material is not warrantied – company will send replacements at cost.
  - All the new material needs to be removed and replaced.
  - A form will be completed for this request with actual proposed number and be submitted to the committee for consideration.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:32 p.m.

Respectfully submitted,  
Neal Cass, Town Administrator