



# BELMONT LAND USE OFFICE

## CIP Committee Meeting

August 6, 2007 – 4:30pm – Corner Meeting House

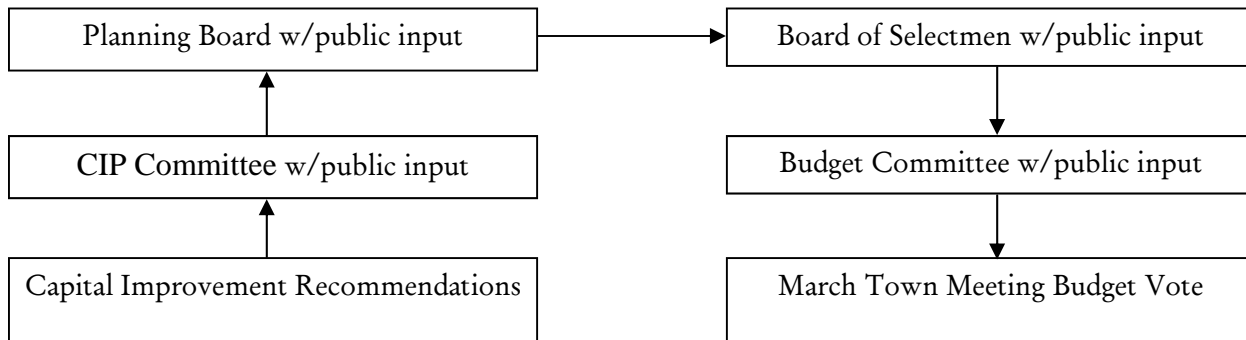
Present: Chairman P. Harris - Planning Board; J. Pike - Selectman; K. Ellis - Budget Committee, J. Beaudin - Town Administrator; M. Cozort – Supt. SAU #80 (5pm); C. Daigle – Staff  
Also present: R. Cormier-Alternate Selectman; Chief Davis, Chief Baiocchetti, PW Director Bennett, members of the public and media.

The chairman opened the meeting at 4:30pm. Election of chairman was held.

MOTION: On a motion by J. Pike, seconded by K. Ellis, it was voted unanimously to elect P. Harris as chairman. (3-0-1) P. Harris abstained.

The chairman reviewed the Purpose & Goals for the project and this initial meeting.

### PURPOSE AND GOALS



1. Report on Historical Financial Analysis updated w/2006 Final Audit numbers and action by 2007 Town Meeting. C. Daigle pointed out the Capital Reserve Fund (CRF) balances and 2007 budget action are included on the Funding Schedule.
2. Report on Planning issues related to Master Plan, Growth, Housing, Impact Fees.

### **Updated Population & Housing Goals from March & July, 2007 AER presentations:**

- a. Belmont's growth is in line with that of the Region
- b. Belmont is primarily middle income community
- c. Belmont has a healthy mix of housing types, but disproportionate number of manufactured homes and relatively few high-end homes
- d. Belmont has a "fair share" of low/moderate income single family homes – and had met their "legal" responsibility

- e. The sizeable increase in subdivision lots of 2005/2006 has subsided
- f. There is a need to balance housing inventory by attracting/regulating upper middle income housing
- g. Affordability in housing is adversely affected as rents/home prices have risen faster than incomes
- h. The County is losing good paying jobs
- i. Belmont's owned housing is disproportionately skewed to low/moderate cost units
- j. Belmont's low/moderate income housing needs remain unmet (as do the Region's), balancing our housing inventory calls for more middle/upper income housing.
- k. Enforce quality development controls
- l. Population is aging
- m. Promote age-restricted developments

### **Local Land Use Data:**

- a. If impact fees had been adopted at the 2007 Town Meeting, only 2 of the 14 permits issued so far in 2007 would have been subject to the fee. Using the Mayberry schedule for school fees (recouping the "growth" potential at the high school) a total of \$2,400 would have been collected from impact fees in 2007 to date.
  - b. Belmont is currently seeing a reduction in new housing starts locally. Previous average = 40 per year; 2006 = 36; 2007 thru 7/31 = 14.
  - c. Belmont is currently seeing a reduction in new subdivision lots - created only 3 this year to date
  - d. Both Population and Housing projections for increases for Belmont have been revised downwards by the NH OEP.
  - e. 3 major subdivisions are still under construction (Amily, Sunlake & BBE) – with Sunlake the most aggressive.
3. The Chairman reviewed the standards for projects to be included in the CIP:
- A. having a minimum annual/total cost of \$25,000;
  - B. a useful life of at least one year;
  - C. includes projects to be bonded, regardless of amount;
  - D. includes capital reserve/trust fund requests, regardless of amount;
  - E. includes large recurring projects such as IT, property assessments, etc.
4. Review current annual CIP spending level goal (projects affecting the tax rate) = \$700,000. The \$700,000 number was established by the Committee when first setting up the CIP process in 2004. The Committee has not chosen to revisit or revise the number since that time.
5. The Committee reviewed the CIP requests for 2008.
- a. **Community Facilities**  
The chairman acknowledged the Selectmen's continued program to add \$125K to the Municipal Facilities CRF.
  - b. **Environmental**  
J. Beaudin explained that the Budget Committee had reduced this annual appropriation to \$20K which has been continued for the term of this CIP
  - c. **Fire Department – Chief Davis provided the following information:**
    - 1. FEMS-1 – The proposal is to purchase a used ladder truck in 2008 for a maximum cost of \$175K. The Chief went over the need for this piece of equipment based on existing calls for service, community growth and the changes in building

standards and technology. A used ladder truck should have an expected life span of 10-15 years. He is sympathetic to the tax burden. This purchase would come from the COMSTAR account. A used ladder would serve the community well.

2. FEMS-15 – Ambulance 3 was originally a demo unit purchased off the lot in 1997. It was not spec'd to be consistent with the other units within the Town. It does not have sufficient equipment space or GVW, and they are experiencing considerable metal failure on the box.
3. FEMS-11 – is a proposal to replace Car 2 in 2013 when it will be 9 years old.
4. FEMS-13 – is a proposal to replace the pickup in 2012. This unit plows all the hydrants in the community and tows the ARGO and hazmat trailer. The life expectancy of this unit, given its duties, is 9-10 years.
5. FEMS-16 – is a proposal to replace Boat3 in 2010. There is no cost included at this time. They have contacted our Congressman in regards to obtaining surplus boats from the Coast Guard as several local communities have done. They will pursue this avenue to see if it's possible for Belmont. At this time we have 1970 boat which is housed at Winnisquam Marine. It is the only rescue boat docked on Lake Winnisquam.
6. FEMS-17 – is a proposal to install steel roofing on the fire station. When the station was built fiberglass shingles were nailed directly on the sheathing. Today that is not an acceptable method. During the heavy rain events they experienced a significant leaking problem, to the extent that equipment had to be moved outside in the storm to avoid what they felt was an imminent sheetrock ceiling failure. They have explored several different roofing options and this seems to be the best long-term value. This will include the ice barriers to protect from sliding ice.

d. **Information Technology**

C. Daigle explained that this CRF was established, along with an IT Committee to coordinate the purchase, distribution and use of computers within the organization. The Town has established a masterplan for the replacement of equipment which includes rotating equipment into other uses within the organization. The Committee has consolidated both hardware and software investments to assure that all software is licensed and authorized and that software and hardware are consistent throughout the organization as to manufacturer and version. This reduces unnecessary labor, hardware and training costs. It protects the organization from unnecessary liability exposure. J. Beaudin explained that this year's increase is primarily in dedicated software and in the installation of VPN which will allow direct access between the Town Hall assessing database and the Fire, Police and Public Works buildings. Right now the Assessing office updates ownership, address and other land info on a daily basis. They then have to create and distribute hard copies to other departments who then have to update their systems. This is cumbersome, labor intensive and more error prone. Direct access will save time and money. M. Cozort asked about using fiber which the school is considering based on their need for increased speed/capacity. He suggested the Town and School might want to look at this together.

e. **Police**

1. PD 2&3 – The Chief explained that this is an ongoing deposit into the CRF for the replacement of cruisers and the 4WD unit. He has asked that the cruiser portion be increased by \$5K in 2010 to account for rising vehicle costs.
2. PD6-A – The Chief explained the purpose of new office work stations in resulting in a more efficient and effective workplace. It will also provide some additional

storage space. It is portable and can be used in another building in the future. R. Cormier suggested checking with W.B. Mason for State bid prices. Chief Baiocchetti will do so.

3. PD6B – The Chief explained that the tile and carpet flooring installed in 1995 needs to be upgraded/replaced. The tile flooring has been the cause of several slips and falls; the carpet harbors mold, mildew, dirt and dust; both result in higher cleaning/maintenance costs. The covering they are recommending is based on initial installation and on-going maintenance costs, service characteristics and durability.
4. PD6-C – The Chief explained the need to upgrade this system by installing different controls throughout the building. There are several sections of the building which are essentially without heat. The heat and air need to be distributed in a more economical manner.
5. PD6-D – The Chief explained the Video Monitoring proposal which is to install audio and visual capability in the booking room, lobby and interview room. This will include digital recording capability for evidence use and be transferable and expandable if a new station is built in the future. The equipment will protect against unfounded complaints as well.

J. Beaudin noted that although each upgrade is less than \$25,000, they were combined as one building project and placed within the CIP.

f. **Public Works**

1. PWD-6 – Director Bennett noted this proposal would replace the existing Ford F350 with an F550 to allow a wing to be installed. This provides for quick road opening with one pass in each direction. The heavier trucks can come back later to wing back further. This includes the full plow setup. The Town already has the sander. This was put off from last year and Director Bennett is not sure how much longer the unit will last if not replaced in this cycle.
2. PWD-13 – Administrator Beaudin explained that the Town had contracted for a long-term Road Maintenance/Upgrade master plan in 2006. The result of that plan was to establish both a priority rating for road work and to estimate the annual cost. Although the Selectmen and Budget Committee had chosen not to fund the projects recommended in the 2007 budget, the Town has found that two of those projects, Cotton Hill an Old State Road, have again risen and the need for that work has been reestablished. Staff feels strongly that the plan should be funded at some level so that work can be planned in an effective and efficient manner. R. Cormier suggested that the amount should be reduced by the amount already funded under PWD-12. J. Beaudin agreed the plan seemed to indicate that and that the amount would be adjusted. J. Pike stated that he had been asked when improvements to Rogers Road would be done when a resident there read that the Cotton Hill residents were getting their road improved. J. Beaudin pointed out the Rogers Road schedule in the plan provided to the members. One of the important purposes of the plan is to minimize the political pressure to repair one road over another by adopting a long-range plan which prioritizes road work based on condition, cost and need. That way people know where/when their road falls on the proposed schedule.
3. PWD-16 – There are 3 drainage projects that have occurred. Although in the process for several years, the need to address Ladd Hill, Old State Road and Concord Street have come together to result in an increase in the drainage project

line. For Ladd Hill we will need to run enclosed drainage down Ladd Hill Road to tie into the State's new drainage way. The remaining Ladd Hill Road drainage will need to be constructed down Diane Drive. R. Cormier recommended looking at any suggested long-range work for Ladd Hill so it's all taken care of at one time.

g. **Library**

The chairman noted the request to schedule a \$2M bond in 2009. C. Daigle noted that she has requested that other Department heads be present at the 8/20 meeting where Mr. Morse can provide additional information. R. Cormier asked if there was any specific building/engineering information provided with the request. J. Beaudin stated there was not at this time. K. Ellis noted that he not sure how realistic the 2009 schedule is based on the Town's other facility needs.

h. **Cemetery**

The chairman read the request for a new CRF established for headstone replacement. C. Daigle noted that Mr. Morse has been invited to the next meeting if more information is needed.

i. **Water**

WW-4 – The chairman noted the request to increase the existing \$10K Future Repair/Maintenance/Upgrade CRF to \$20K and to take the extra \$10K from taxes. The current \$10K comes from water user fees. J. Beaudin noted this is in concert with developing a long-range master plan for the continued successful operation of the municipal water system. Water Manager David McLelland has been invited to the next meeting.

WW-5 – J. Beaudin noted that the Perkins Rd/Pleasant Valley Drive area town road/drainage/water system project has been put back into the budget. It was not funded last year.

6. The members confirmed their attendance at the 4:30pm meeting on August 20th. They will accept public comment on proposed CIP projects & scheduling, recommendations for additional projects and project prioritization, and meet with Department Heads and other Town Officials regarding their proposals.

Mr. Cozort noted that the School is reviewing their new Strategic Plan which should be ready for publication in September. Facilities are a significant piece of the plan with quite a few projects over the upcoming five years. Those projects have not been prioritized yet, though. He will report more at the next meeting.

**Updates to the documents provided to the members for this meeting included:**

- a. Water Department request to include \$10K annual deposit into Capital Reserve Fund by taxes towards future repairs, maintenance & upgrades.
- b. Copies of AER Housing info.
- c. Including Perkins Road/Pleasant Valley Drive water/road/drainage repairs.
- d. Updated funding schedules including the above.

**Adjournment:**

The chairman thanked everyone for attending and especially thanked the Committee members for participating and the Department Heads and Town Hall staff for submitting their proposals and putting together the documents necessary for the Committee to proceed with their review.

MOTION: On a motion by K. Ellis, seconded by J. Pike, it was voted unanimously to adjourn at 5:40pm

Respectfully submitted,



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Candace L. Daigle, Town Planner