Board of Selectmen Meeting Notice,
June 28, 2017

The Board of Selectmen will hold a Meeting on Wednesday, June 28, 2017 at the Island Hall at 5:00 PM

I. Call Meeting to Order
II. Workshop with Collins Engineers re: Stone Wharf
III. Public Comment for items not on the agenda
IV. Regular Business

17-124 Accept Resignation of Pete Pellerin
       To formally accept Pete’s resignation
17-125 Vacancy on the Board of Selectman
       To set a date and process for filling the Board’s vacancy
17-126 Appoint a second Deputy Clerk/Office Assistant
       To consider a recommendation from the Town Administrator
17-127 Presentation re: Ticks and Lyme Disease
       To hear a presentation about Lyme disease prevention
17-128 Power Purchase Agreement
       Update regarding a Power Purchase Agreement with ReVision
       Energy for a municipal solar power project
17-129 Capps Road Drainage
       To discuss a proposed drainage project
17-130 Amended and Restated Lease with Chebeague Recreation Center
       To approve an updated and revised lease
17-131 Capital Planning Document
       To discuss a Capital Planning document and review a proposed
       outline

V. Communications

VI. Review and approve prior meeting minutes
       June 14, 2017

VII. Approval of Expense Warrant(s)

VIII. Other Business

IX. Adjourn Meeting
1. General background regarding impetus of a master plan for Stone Wharf (Marjorie Stratton)
2. Introduction of Collins Engineers, Inc. (Marjorie Stratton)
3. Stone Wharf Master Plan Project (Collins Engineers)
   a. Goals and general project approach
   b. Status
4. Interactive information gathering (All)
**STONE WHARF MASTER PLAN**

**GOALS AND PROJECT APPROACH**

**JUNE 2017**

**Project Goal:** Develop a Stone Wharf Master Plan that

- Maintains waterfront access and the working waterfront
- Incorporates current and anticipated future needs
- Integrates harbor, pier, community, and land uses with environmental and fiscal responsibilities
- Provides a basis for planning and budgeting site and structure improvements that enhance the best uses and community benefits of the facility

**Project Approach**

1. General assessment of Stone Pier, float system, boat ramp, wavescreen
2. Review ordinances and previous site related reports
3. Conduct stakeholder meetings
4. Conduct public forum
5. Develop master plan

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TO:  Board of Selectmen  
FROM:  Gloria  
DATE:  June 19, 2017  
RE:  Election to fill a Selectperson vacancy  

The usual procedure for calling a candidate election requires 85 days. However, there are special provisions for a shortened process for filling a Selectperson vacancy—24 days.

30-A MRSA § 2528(4)(E) states:  
E. Notwithstanding this subsection, when the municipal officers determine to fill a vacancy under section 2602, which must be filled by election, the municipal officers may designate a shorter time period for the availability of nomination papers, but not less than 10 days before the filing deadline, and may designate a shorter time period for the final date for filing nomination papers, but not less than the 14th day before election day. Notice of the designation shall be posted in the same place or places as town meeting warrants are posted and local representatives of the media shall be notified of the designation.

So if you vote to use this short procedure:
Nomination papers will be available on Friday, June 30, 2017 at 9 AM.  
Nominations deadline will be Monday, July 10, 2017 5 PM, 10 days later.  
Election will be Tuesday, July 25, 2017, 15 days after the nominations deadline.
US Reported Lyme Disease Cases

Data from CDC

Maine Lyme Disease Cases by Year of Report:
2007-2016

Data from MECDC
Deer ticks have an approximate 2 year life cycle and four life stages. They take only one meal of blood in each of the 3 stages after hatching.

1. Eggs are laid in the Spring by female ticks that fed and mated on deer the previous Fall.

2. Larvae hatch in August & September and are uninfected with LD bacteria when they hatch. Larvae can become infected when they take their one meal of blood, usually on rodents or birds and then winter over in the leaf litter.

3. Last year's larvae molt into tiny nymphs and feed once on rodents, birds, deer, pets or humans usually from May – July. This is the time of year when most human cases of LD are reported.

4. Fed nymphs molt into males or females late Sept - Nov and will feed only on large mammals usually a deer. Adult females that don't molt and feed in the Fall will attempt to feed in the winter during warm days without snow cover, or again in the Spring April – June.
Current Available Chebeague Statistics

- According to the Maine Environmental Tracking Network, Chebeague Island had the third highest rate of Lyme disease in Cumberland County during 2012-2016
- Some Chebeague data from the Lyme Disease Questionnaire distributed in 2016 by Susan Elias and others at the Maine Medical Center and the Climate Change Institute UM
  - There were 93 questionnaires returned from CI - 58% year-round residents, and 42% seasonal
  - 92% felt that Lyme Disease is a problem on CI
  - 85% felt that the town should be responsible for addressing the problem

Create a town (ad hoc) committee:

- Representative of the island population
- Enabled as the town’s representatives to gather data and report back to the selectmen
- Make recommendations to the selectmen regarding timely, cost effective strategies for TBD risk reduction
- Advise on TBD island education, and start an immediate schedule for educational forums.
- Investigate models on sustaining reduced tick population.
MEMO

To:        Board of Selectmen  
From:      Marjorie E. Stratton, Town Administrator  
Date:      June 21, 2017  
Re:        Capps Road Drainage Project

I spoke with Nick Adams on Friday, June 16th. The Town would need to demonstrate right, title and interest in the property to obtain the proper permits.

As stated by Natalie Burns, “a permanent easement would have to be accepted at Town Meeting. If the Town needs a construction easement to perform some or all of the improvements, it could be made clear in that document that the permanent easement is only effective after that work is done. If you don’t need a temporary construction easement, the permanent easement could still be drafted so that it is only effective if the work is done.”

So as a first step, the Town might have a Town Meeting to approve the permanent easement and at the same time approve the funding for the project. You would have to decide what level of funding you are comfortable with and possibly say “an amount up to, but not exceeding $________.”

You would have to decide whether or not our attorney would draft the proposed easement. It is up to the Board of Selectmen as to how to proceed.
AMENDED AND RESTATED LEASE

This Amended and Restated Lease is made and entered into as of ___________, 2017, by and between the Inhabitants of the Town of Chebeague Island, a municipal corporation organized and existing under the laws of the State of Maine, of Cumberland County and State of Maine, (hereinafter referred to as the "Town Lessor") and Chebeague Recreation Center, Inc., a Maine nonprofit corporation with a principal place of business in the Town of Chebeague Island, County of Cumberland and State of Maine (hereinafter referred to as "Lessee").

WITNESSETH:

WHEREAS, Lessee has been organized as a Maine nonprofit corporation and has been recognized by the U.S. Department of Treasury Internal Revenue Service as a charitable, institution described in Section 501(c)(3) of the Internal Revenue Code of 1986 and has been established for the purpose of developing recreational facilities on Great Chebeague Island to benefit the community including the students, faculty and administrative staff of Maine School Administrative District No. 51 (the "District"); and

WHEREAS, Lessee entered into a Lease with the Town of Cumberland on March 3, 1997 for the use of premises described in Exhibit A, said lease to run from July 1, 1996 until June 30, 2095; and

WHEREAS, Lessee had discussions with the District regarding the District’s donation of land contiguous with the Chebeague Island school upon which Lessee would develop said recreational facilities, but the District was unable to make a gift to a private charity and the parties involved the Lessor—Town of Cumberland as an appropriate recipient of the land on the understanding that the Lessor—Town of Cumberland would serve as a conduit to make the land available to Lessee at a nominal cost; and

WHEREAS, the Town is the successor-in-interest to the Town of Cumberland: and
WHEREAS, Lessee and Lessor the parties wish to amend and restate the terms of the original lease agreement desire to set forth their mutual understandings and agreements concerning the terms upon which Lessor the Town will make said land available to Lessee;

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. Premises.

In consideration of the rents and covenants herein contained to be paid, performed and observed by Lessee, Lessor the Town hereby leases to Lessee and Lessee hereby takes from Lessor the Town, subject to the terms and conditions herein set forth, certain premises located in the Town of Chebeague Island as described in Exhibit A attached hereto, to be known as Chebeague Recreation Center.

2. Term and Commencement Date.

TO HAVE AND TO HOLD the demised premises from ______ The term of the lease shall be from July 1, 1996 until June 30, 2095. Lessee shall peaceably and voluntarily surrender said premises at the end of the term.

3. Rent.

Lessee agrees to pay Lessor the Town in advance the sum of One Dollar ($1.00) per year, receipt of which is hereby acknowledged. Each annual installment is due and payable on June 30th of each year hereafter unless sooner received and Lessor the Town agrees to receive prepayment of rent without penalty.


Lessee shall pay no security deposit but shall be fully responsible for repairs, maintenance and construction of all improvements on said premises, which said improvements will become the property of the Town at the end of the term or in the event of an uncured default hereunder.
5. **Improvements.**

Lessee agrees to improve, at its sole expense, the demised premises by construction of a recreation building and related out-door facilities thereon which shall be used for public recreational purposes for the benefit of the citizens of the Town of Chebeague Island and the students, faculty and administrative staff of Chebeague Island School. In the event such use of the premises for such purposes *should not commence within eleven (11) months from the date of this Lease or if such use*—following commencement thereof—*cease for a period exceeding five (5) consecutive months,* this lease shall automatically terminate; further said improvements shall be completed on a timely basis thereafter. All such improvements will be subject to approval by appropriate municipal reviewing authorities and Lessee—the Town's Town Council Board of Selectmen.

6. **Compliance with Regulations.**

Lessee agrees to comply promptly with all laws, ordinances, requirements and regulations of the federal, state, county, municipal and other authorities, the fire insurance underwriters, and any insurance organizations or associations required by the insurance carrier. Lessee shall be responsible for all fire and other casualty insurance on said premises.

7. **Condition of Tenancy.**

Lessee acknowledges that said premises are to be used as a recreation center for use as public recreational purposes for the benefit of the citizens of the Town of Chebeague Island, and the students, faculty and administrative staff of Chebeague Island School, and that no other tenants, subtenants, guests or invitees shall be granted tenancy therein and that breach of this condition shall constitute breach of this lease for which Lessee—the Town may reclaim immediate possession of the premises; provided, however, that any party in possession pursuant to the collateral assignment contemplated by paragraph 15 hereof shall be permitted to enjoy the tenancy created hereby and shall have all of the rights and obligations of Lessee so long as such party observes all of the conditions of tenancy herein provided. Lessee—The Town or its agents
shall have the right to enter and inspect said premises at all reasonable times to insure that Lessee is in compliance with the terms of this Lease.

8. **Taxes and Utilities**

Lessee shall pay electrical, telephone, and all other utilities and services applicable to the demised premises. *Lessor The Town* shall not be liable for any interruption of the same in the demised premises. Lessee shall not pay, or be liable for, real estate taxes, if any, on said premises.

9. **Damage and Destruction.**

In the event the demised premises or any part thereof shall be damaged or destroyed by fire, or ordered to be demolished by an action of any public authority in consequence of a fire, or damaged or destroyed by other casualty, this Lease shall remain in full force and effect and Lessee may, at its option, either repair or rebuild the demised premises except that Lessee shall not be required to expend in such repair or rebuilding more than the proceeds of insurance, if any, recovered or recoverable, with respect to such damage or destruction; or terminate this Lease.

10. **Indemnification, Insurance and Claims of Third Parties.**

*Lessor The Town* shall not be responsible for any defect or change of condition in said premises, nor for any damage thereto, nor to any person, nor to goods or things contained therein due to any cause whatsoever and the Lessee will indemnify *Lessor the Town* from any claims, demands, and actions arising in connection with Lessee's use of the property, or the use by any person occupying said premises during the term hereof, or by reason of any breach or non-performance of any covenant herein, or the violation of any law or regulation by the Lessee. Lessee shall maintain a public liability policy of at least $400,000 or any other amount established by the Maine Tort Claims Act, 14 M.R.S.A. § 8105, as may be amended from time to time, naming the Town as an additional insured, but *Lessor the Town* acknowledges that Lessee is providing public recreation services for the Town and may by this agreement or operation of law be partially benefited by the terms of the Maine Tort Claims Act. **Nothing in this provision shall be**
construed as a waiver of any defenses or immunities that either party may have under the provisions of the Act.

11. Subrogation.

Neither Lessee the Town nor Lessee shall be liable to the other or any persons claiming through the other by right of subrogation or otherwise for any damage either to the demised premises, as to Lessee the Town, or to the properties, fixtures or improvements of Lessee, as to Lessee, from fire or other casualty usually included in the so-called standard "extended coverage" endorsements as contained in fire insurance policies written in the State of Maine, whether or not said damage was caused by negligence of Lessee the Town or Lessee, their respective servants, agents, employees or others.

12. Cancellation.

In case the Lessee should fail to pay the rent within thirty (30) days of when due or if the Lessee fails to perform or observe any of the other covenants contained herein on their part to be observed and performed for thirty (30) days after notice by Lessee the Town, (a) the Lessee the Town may forthwith terminate or cancel this Lease by notifying Lessee, or (b) the Lessee the Town may forthwith reenter the premises without notice and upon re-entry may let the premises or any part thereof as agent for Lessee. A waiver by the Lessee Town of any breach or breaches by the Lessee of any one or more of the covenants or conditions hereof shall not bar or cause the forfeiture of any other rights or remedies of the Lessee Town for any subsequent breach by Lessee of any such covenants and conditions.

13. Termination.

If at any time proceedings in bankruptcy, or pursuant to any other act for the relief of debtors, shall be instituted by or against the Lessee, or if the Lessee shall compound Lessee's debts or assign over Lessee's estate or effects for payment thereof, or if any execution shall issue against the Lessee or any of Lessee's effects whatsoever insofar as said execution may relate to the demised premises, or if a receiver or trustee shall be appointed of the Lessee's
property, or if this Lease shall by operation of law, devolve upon or pass to any person or persons other than Lessee personally, or if Lessee shall cease to exist as an active Maine not-for-profit corporation then and in each such cases, the Lessor Town may terminate this Lease forthwith by notifying Lessee as herein provided.

14. **Eminent Domain.**

In the event any part of the real estate contained in said demised premises is taken by eminent domain by any party other than Lessor the Town, Lessee shall have the option to terminate this Lease and be relieved of its obligations hereunder. Lessor The Town agrees not to exercise its right of Eminent Domain so long as lessee complies fully with the terms hereof.

15. **Successors and Assigns.**

The conditions, covenants and agreements contained in this Lease to be kept and performed by the parties hereto shall be construed according to Maine law and be binding upon and inure to the benefit of said respective parties, their successors and assigns. Wherever in this Lease reference is made to either of the parties, it shall be held to include and apply to the successors and assigns of such party as if in each case so expressed, unless the context requires otherwise and regardless of the number or gender of such party.

16. **Assignment.**

This Lease shall not be assignable by Lessee, nor shall the premises be sublet to any other party without the consent of Lessor the Town, which consent shall not be unreasonably withheld. However, Lessor the Town consents to Lessee subletting the improvements constructed upon this ground lease to Chebeague Island School or to the Lessor–Town in furtherance of public recreational purposes.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.
SIGNED AND DELIVERED
IN THE PRESENCE OF:

________________________

INHABITANTS OF THE
TOWN OF CHEBEAGUE ISLAND

By: _______________________
    Print Name

Its _______________________

LESSEE
CHEBEAGUE RECREATION CENTER, INC.

By: _______________________
    Print Name

Its _______________________

STATE OF MAINE
CUMBERLAND, ss.

________________________, 2017

Then personally appeared the above named __________________, in his/her capacity as ________ of the Inhabitants of the Town of Chebeague Island and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said Inhabitants of the Town of Chebeague Island.

Before me,

________________________
Attorney at Law/Notary Public

Print name: _______________________

STATE OF MAINE
CUMBERLAND, ss.

________________________, 2017

Then personally appeared the above named __________________, in his/her capacity as ________ of the Chebeague Recreation Center, Inc., and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said Chebeague Recreation Center, Inc.
Before me,

____________________
Attorney at Law/Notary Public

Print name: _______________________________
AMENDED AND RESTATE LEASE

This Amended and Restated Lease is made and entered into as of __________ , 2017, by and between the Inhabitants of the Town of Chebeague Island, a municipal corporation organized and existing under the laws of the State of Maine, of Cumberland County and State of Maine, (hereinafter referred to as the "Town") and Chebeague Recreation Center, Inc., a Maine nonprofit corporation with a principal place of business in the Town of Chebeague Island, County of Cumberland and State of Maine (hereinafter referred to as "Lessee").

WITNESSETH:

WHEREAS, Lessee has been organized as a Maine nonprofit corporation and has been recognized by the U.S. Department of Treasury Internal Revenue Service as a charitable, institution described in Section 501(c)(3) of the Internal Revenue Code of 1986 and has been established for the purpose of developing recreational facilities on Great Chebeague Island to benefit the community including the students, faculty and administrative staff of Maine School Administrative District No. 51 (the "District"); and

WHEREAS, Lessee entered into a Lease with the Town of Cumberland on March 3, 1997 for the use of premises described in Exhibit A, said lease to run from July 1, 1996 until June 30, 2095; and WHEREAS, Lessee had discussions with the District regarding the District's donation of land contiguous with the Chebeague Island school upon which Lessee would develop said recreational facilities, but the District was unable to make a gift to a private charity and the parties involved the Town of Cumberland as an appropriate recipient of the land on the understanding that the Town of Cumberland would serve as a conduit to make the land available to Lessee at a nominal cost; and

WHEREAS, the Town is the successor-in-interest to the Town of Cumberland; and
WHEREAS, the parties wish to amend and restate the terms of the original lease agreement to set forth their mutual understandings and agreements concerning the terms upon which the Town will make said land available to Lessee;

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. **Premises.**

   In consideration of the rents and covenants herein contained to be paid, performed and observed by Lessee, the Town hereby leases to Lessee and Lessee hereby takes from the Town, subject to the terms and conditions herein set forth, certain premises located in the Town of Chebeague Island as described in Exhibit A attached hereto, to be known as Chebeague Recreation Center.

2. **Term and Commencement Date.**

   The term of the lease shall be from July 1, 1996 until June 30, 2095. Lessee shall peaceably and voluntarily surrender said premises at the end of the term.

3. **Rent.**

   Lessee agrees to pay the Town in advance the sum of One Dollar ($1.00) per year, receipt of which is hereby acknowledged. Each annual installment is due and payable on June 30th of each year hereafter unless sooner received and the Town agrees to receive prepayment of rent without penalty.

4. **Security Deposit.**

   Lessee shall pay no security deposit but shall be fully responsible for repairs, maintenance and construction of all improvements on said premises, which said improvements will become the property of the Town at the end of the term or in the event of an uncured default hereunder.
5. **Improvements.**

Lessee agrees to improve, at its sole expense, the demised premises by construction of a recreation building and related out-door facilities thereon which shall be used for public recreational purposes for the benefit of the citizens of the Town and the students, faculty and administrative staff of Chebeague Island School. In the event such use of the premises for such purposes should cease for a period exceeding five (5) consecutive months, this lease shall automatically terminate; further said improvements shall be completed on a timely basis thereafter. All such improvements will be subject to approval by appropriate municipal reviewing authorities and the Town's Board of Selectmen.

6. **Compliance with Regulations.**

Lessee agrees to comply promptly with all laws, ordinances, requirements and regulations of the federal, state, county, municipal and other authorities, the fire insurance underwriters, and any insurance organizations or associations required by the insurance carrier. Lessee shall be responsible for all fire and other casualty insurance on said premises.

7. **Condition of Tenancy.**

Lessee acknowledges that said premises are to be used as a recreation center for use as public recreational purposes for the benefit of the citizens of the Town, and the students, faculty and administrative staff of Chebeague Island School, and that no other tenants, subtenants, guests or invitees shall be granted tenancy therein and that breach of this condition shall constitute breach of this lease for which the Town may reclaim immediate possession of the premises; provided, however, that any party in possession pursuant to the collateral assignment contemplated by paragraph 15 hereof shall be permitted to enjoy the tenancy created hereby and shall have all of the rights and obligations of Lessee so long as such party observes all of the conditions of tenancy herein provided. The Town or its agents shall have the right to enter and inspect said premises at all reasonable times to insure that Lessee is in compliance with the terms of this Lease.
8. **Taxes and Utilities.**

Lessee shall pay electrical, telephone, and all other utilities and services applicable to the demised premises. The Town shall not be liable for any interruption of the same in the demised premises. Lessee shall not pay, or be liable for, real estate taxes, if any, on said premises.

9. **Damage and Destruction.**

In the event the demised premises or any part thereof shall be damaged or destroyed by fire, or ordered to be demolished by an action of any public authority in consequence of a fire, or damaged or destroyed by other casualty, this Lease shall remain in full force and effect and Lessee may, at its option, either repair or rebuild the demised premises except that Lessee shall not be required to expend in such repair or rebuilding more than the proceeds of insurance, if any, recovered or recoverable, with respect to such damage or destruction; or terminate this Lease.

10. **Indemnification, Insurance and Claims of Third Parties.**

The Town shall not be responsible for any defect or change of condition in said premises, nor for any damage thereto, nor to any person, nor to goods or things contained therein due to any cause whatsoever and the Lessee will indemnify the Town from any claims, demands, and actions arising in connection with Lessee's use of the property, or the use by any person occupying said premises during the term hereof, or by reason of any breach or non-performance of any covenant herein, or the violation of any law or regulation by the Lessee. Lessee shall maintain a public liability policy of at least $400,000, or any other amount established by the Maine Tort Claims Act, 14 M.R.S.A. § 8105, as may be amended from time to time, naming the Town as an additional insured, but the Town acknowledges that Lessee is providing public recreation services for the Town and may by this agreement or operation of law be partially benefited by the terms of the Maine Tort Claims Act. Nothing in this provision shall be construed as a waiver of any defenses or immunities that either party may have under the provisions of the Act.
11. **Subrogation.**

Neither the Town nor Lessee shall be liable to the other or any persons claiming through the other by right of subrogation or otherwise for any damage either to the demised premises, as to the Town, or to the properties, fixtures or improvements of Lessee, as to Lessee, from fire or other casualty usually included in the so-called standard "extended coverage" endorsements as contained in fire insurance policies written in the State of Maine, whether or not said damage was caused by negligence of the Town or Lessee, their respective servants, agents, employees or others.

12. **Cancellation.**

In case the Lessee should fail to pay the rent within thirty (30) days of when due or if the Lessee fails to perform or observe any of the other covenants contained herein on their part to be observed and performed for thirty (30) days after notice by the Town, (a) the Town may forthwith terminate or cancel this Lease by notifying Lessee, or (b) the Town may forthwith reenter the premises without notice and upon re-entry may let the premises or any part thereof as agent for Lessee. A waiver by the Town of any breach or breaches by the Lessee of any one or more of the covenants or conditions hereof shall not bar or cause the forfeiture of any other rights or remedies of the Town for any subsequent breach by Lessee of any such covenants and conditions.

13. **Termination.**

If at any time proceedings in bankruptcy, or pursuant to any other act for the relief of debtors, shall be instituted by or against the Lessee, or if the Lessee shall compound Lessee's debts or assign over Lessee's estate or effects for payment thereof, or if any execution shall issue against the Lessee or any of Lessee's effects whatsoever insofar as said execution may relate to the demised premises, or if a receiver or trustee shall be appointed of the Lessee's property, or if this Lease shall by operation of law, devolve upon or pass to any person or persons other than Lessee personally, or if Lessee shall cease to exist as an active Maine not-
for-profit corporation then and in each such cases, the Town may terminate this Lease forthwith by notifying Lessee as herein provided.

14. **Eminent Domain.**

In the event any part of the real estate contained in said demised premises is taken by eminent domain by any party other than the Town, Lessee shall have the option to terminate this Lease and be relieved of its obligations hereunder. The Town agrees no: to exercise its right of Eminent Domain so long as lessee complies fully with the terms hereof.

15. **Successors and Assigns.**

The conditions, covenants and agreements contained in this Lease to be kept and performed by the parties hereto shall be construed according to Maine law and be binding upon and inure to the benefit of said respective parties, their successors and assigns. Wherever in this Lease reference is made to either of the parties, it shall be held to include and apply to the successors and assigns of such party as if in each case so expressed, unless the context requires otherwise and regardless of the number or gender of such party.

16. **Assignment.**

This Lease shall not be assignable by Lessee, nor shall the premises be sublet to any other party without the consent of the Town, which consent shall not be unreasonably withheld. However, the Town consents to Lessee subletting the improvements constructed upon this ground lease to Chebeague Island School or to the Town in furtherance of public recreational purposes.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.
SIGNED AND DELIVERED IN THE PRESENCE OF:

INHABITANTS OF THE TOWN OF CHEBEAGUE ISLAND

By: __________________________
   Print Name

Its __________________________

LESSEE
CHEBEAGUE RECREATION CENTER, INC.

By: __________________________
   Print Name

Its __________________________

STATE OF MAINE CUMBERLAND, ss. __________________________, 2017

Then personally appeared the above named ________________, in his/her capacity as __________ of the Inhabitants of the Town of Chebeague Island and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said Inhabitants of the Town of Chebeague Island.

Before me,

______________________________
Attorney at Law/Notary Public
Print name: __________________________

STATE OF MAINE CUMBERLAND, ss. __________________________, 2017

Then personally appeared the above named ________________, in his/her capacity as __________ of the Chebeague Recreation Center, Inc., and acknowledged the foregoing instrument to be his/her free act and deed in his/her said capacity and the free act and deed of said Chebeague Recreation Center, Inc.
Before me,

__________________________
Attorney at Law/Notary Public

Print name: __________________________
1. Purpose and Scope of the Capital Plan
2. Capital Accounts (9000)
3. Strategic Plans
4. Annual Process
5. Review Status of Active Projects
6. Review Inventory
7. Assess the Town’s Financial Capacity
8. New Project Review: Accept or Decline new projects; Methodology
9. The Annual Plan
Capital Improvements Plan

Goshen, NH

2015-2020

Approved by:

______________________________
Doug O’Clair, Chair            Date

______________________________
Alicea Bursey, Vice Chair      Date

______________________________
Chip Ball, Member              Date

______________________________
George Hebert, Member          Date

______________________________
Bruce Nadeau, Member           Date

Goshen is a town in Sullivan County, New Hampshire. The population was 810 at the 2010 census. Wikipedia

Elevation: 971’
Weather: 37°F (3°C), Wind W at 21 mph (34 km/h), 37% Humidity
Zip code: 03752
Local time: Thursday 2:50 PM

Approval Date: November 6, 2014
Next revision date: November 2020
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<td>Project Descriptions</td>
<td>7</td>
</tr>
<tr>
<td>Review of Master Plan</td>
<td>18</td>
</tr>
<tr>
<td>References</td>
<td>20</td>
</tr>
</tbody>
</table>
INTRODUCTION:

NHRSA 674:5-8 Authorization. – In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. As an alternative, the legislative body may authorize the governing body of a municipality to appoint a capital improvement program committee, which shall include at least one member of the planning board and may include but not be limited to other members of the planning board, the budget committee, or the town or city governing body, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years. The capital improvements program may encompass major projects being currently undertaken or future projects to be undertaken with federal, state, county and other public funds. The sole purpose and effect of the capital improvements program shall be to aid the mayor or selectmen and the budget committee in their consideration of the annual budget. [1]

In accordance with NHRSA 674:5 the town of Goshen, NH (referred to as Goshen) shall instate a Capital Improvements Plan (CIP) which will align with the goals of the Master Plan adopted in May 2013 and supersedes any previous CIP.

The CIP serves as a guide for the management of capital expenses, growth and future developments within Goshen and as a tool for seeing suggested projects to fruition. Through this planning guide Goshen expects to maintain a level tax base by avoiding spikes in taxes for urgent large-scale projects.

The CIP, unlike the Master Plan, is a plan complete with schedules and budgets (based on estimates garnered during the creation of the plan) of anticipated municipal expenditures occurring over the next six years beginning in 2015.

The development of the CIP involves all departments and boards including, but not limited to the Selectman, Highway Department, Fire Department and so forth as well as public input at Planning Board meetings. Additional details on public input and department specific project requests are available in the Planning Board meeting minutes. Table 1 below provides a list of dates that correspond to Planning Board minutes; all minutes are available on the Town of Goshen website (http://www.goshennh.org/planningboard.html).
Table 1: Planning Board meeting dates for requesting CIP project funding.

<table>
<thead>
<tr>
<th>Requesting Department</th>
<th>Date CIP requests made to Planning Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Selectman</td>
<td>March 20, 2014</td>
</tr>
<tr>
<td>Highway Department</td>
<td>April 3, 2014</td>
</tr>
<tr>
<td>Transfer Station</td>
<td>April 3, 2014</td>
</tr>
<tr>
<td>Fire Department</td>
<td>April 17, 2014</td>
</tr>
<tr>
<td>Police Department</td>
<td>May 1, 2014</td>
</tr>
<tr>
<td>Library</td>
<td>May 15, 2014</td>
</tr>
<tr>
<td>Cemetery Commission</td>
<td>May 15, 2014</td>
</tr>
<tr>
<td>Conservation Commission</td>
<td>Alternate funding available, no request (s) made.</td>
</tr>
</tbody>
</table>

The CIP defines capital expenses as:

- Costs in excess of $3,000 with an *expected* minimum life of five years.
- Projects that extend the useful life of existing facilities or equipment.
- A non-recurring expense other than projects that extend the useful life of facilities or equipment.
- Expansion of public utilities (including electric, waste management, etc.).
- Expansion or preservation of existing town buildings.
- Projects that focus on the preservation of town history.
- Financing that requires long-term loans/bonds/fees.

The CIP is designed to be elastic, projecting for needs in certain areas that may or may not be larger than anticipated during the planning stage while allowing for reductions in other areas that may no longer be viable at a later date. The CIP does not cover routine items such as maintenance or salaries and whenever possible the CIP will endeavor to identify alternative methods of funding for these projects including but not limited to grants, federal and state programs.

**PURPOSE:**

**NHRSA 674:6 Purpose and Description.** – *The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls [2].*

**Benefits:** The CIP is designed to provide a variety of benefits to the town of Goshen. Including increased coordination when budgeting, maintaining a level tax base, providing the link between the Master Plan and its implementation as well as planning for the growth and preservation of the town. The CIP is not a wish list of unobtainable projects but rather a mechanism by which to accomplish large-scale projects over time that would otherwise be cost prohibitive.
GUIDING PRINCIPLES OF THE CIP PROGRAM:
• To mitigate large/sudden increases in taxes and fees.
• Plan and budget for large purchases/projects.
• Reduce the need for emergency capital expenses and/or bonds.
• Maximize usable life of capital investments through schedules of renovations, modifications and as necessary replacements.
• Establish and prioritize current and future infrastructure needs and align those needs with available resources.
• Provide the town selectman and/or budget committee with guidance for future financial needs of the town.
• Inform residents and businesses of needed/planned capital expenses.
• Improve coordination and planning between town boards and committees.

The CIP is not a binding document that locks the town of Goshen into capital projects. Rather the CIP serves to inform the residents of the town in two ways, of possible capital expenses. First, the CIP itself serves as an informational guide, which is reviewed by the town during a town meeting and is available to all Goshen residents. Second, all projects described in the CIP are again brought before the residents of Goshen in a town vote as the projects become viable.

PREPARATION:

NHRSA 674:7 Preparation. – I) In preparing the capital improvements program, the planning board or the capital improvement program committee shall confer, in a manner deemed appropriate by the board or the committee, with the mayor or the board of selectmen, or the chief fiscal officer, the budget committee, other municipal officials and agencies, the school board or boards, and shall review the recommendations of the master plan in relation to the proposed capital improvements program.

II) Whenever the planning board or the capital improvement program committee is authorized and directed to prepare a capital improvements program, every municipal department, authority or agency, and every affected school district board, department or agency, shall, upon request of the planning board or the capital improvement program committee, transmit to the board or committee a statement of all capital projects it proposes to undertake during the term of the program. The planning board or the capital improvement program committee shall study each proposed capital project, and shall advise and make recommendations to the department, authority, agency, or school district board, department or agency, concerning the relation of its project to the capital improvements program being prepared.

The Planning Board along with representatives from the Select Board and Zoning Board met in April, May, June and July of 2014 with representatives from the Police Department, Fire Department, Cemetery Commission, Library, Selectman, Transfer Station and the Highway Department to discuss the long term capital needs of each department for the next six years. Each department provided a list of capital projects and/or purchases, which were evaluated, based on urgency of the need at a later Planning Board meeting.
The Planning Board met with all town department heads to review the needs of the town and met as a board to prioritize those needs. All of the items brought before the board were and are important; during the project ranking discussions the board set priorities based first on meeting the definition of a “capital improvement”. Projects needed to exceed $3,000 in cost and have a minimum useful life expectancy of five years. For projects that did not meet the definition of a capital improvement, discussions also occurred on how those projects might still be funded. The feedback from the board is included in the “discussion” paragraph under each project description.

PROJECT RANKINGS:

**674:6 Purpose and Description.** – The capital improvements program shall classify projects according to the urgency and need for realization and shall recommend a time sequence for their implementation. The program may also contain the estimated cost of each project and indicate probable operating and maintenance costs and probable revenues, if any, as well as existing sources of funds or the need for additional sources of funds for the implementation and operation of each project. The program shall be based on information submitted by the departments and agencies of the municipality and shall take into account public facility needs indicated by the prospective development shown in the master plan of the municipality or as permitted by other municipal land use controls.

By RSA the CIP is required to rank projects based on urgency. In table two, projects are ranked by urgency and by total points.

The urgency column is based on a single scoring of one thru six; with a score of one being the most urgent and a score of six not being consistent with the goals of the CIP. Classification scores are broken down as follows [3]:

1. **Urgent** - Cannot be delayed; needed immediately for health and safety.
2. **Necessary** - Needed within 3 years to maintain basic level and quality of community services.
3. **Desirable** - Needed within 4 to 6 years to improve quality or level of service.
4. **Deferrable** - Can be placed on hold until after 6-year period, but supports community development goals.
5. **Premature** - Needs more research, planning, and coordination.
6. **Inconsistent** - Contrary to land use planning or community development goals.

For each project title in table two, the total points column is based on a scoring of eight categories with a possible score of zero thru five, where zero indicates that the goals of the town will not be furthered during this six-year time frame. The classification of the projects for the total points column is based on the eight categories listed below [3]:

- Addresses an emergency or public safety need
- Corrects a deficiency in service or facility
- Provides capacity needed for future growth
- Results in long-term cost savings
• Supports job development/increased tax base
• Furthers the goals of the master plan
• Leverages the non-property tax revenues
• Matching funds available for limited time
Table 2: Projects by urgency and benefit to the town.

<table>
<thead>
<tr>
<th>DEPARTMENT REQUESTS &amp; PROJECT TITLE</th>
<th>Urgency by CLASS (1-6, 1=Urgent)</th>
<th>Total POINTS (Higher score=High benefit to town)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOARD OF SELECTMEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grange Hall</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Septic System (Fire Dept. &amp; Grange)</td>
<td>2</td>
<td>17</td>
</tr>
<tr>
<td>Town Hall Improvement Plan</td>
<td>2</td>
<td>22</td>
</tr>
<tr>
<td>Town Hall Office Space Renovation</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>HIGHWAY DEPARTMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center Road</td>
<td>2</td>
<td>29</td>
</tr>
<tr>
<td>Lear Hill Road</td>
<td>2</td>
<td>29</td>
</tr>
<tr>
<td>Mummery Road Bridge</td>
<td>2</td>
<td>29</td>
</tr>
<tr>
<td>Old Province Road</td>
<td>2</td>
<td>29</td>
</tr>
<tr>
<td>1994 Ford</td>
<td>2</td>
<td>23</td>
</tr>
<tr>
<td>Backhoe</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>FIRE DEPARTMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors - New, Larger, w/ Openers</td>
<td>2</td>
<td>25</td>
</tr>
<tr>
<td>Building - Insulation &amp; Ventilation</td>
<td>3</td>
<td>20</td>
</tr>
<tr>
<td>New Building</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Radios</td>
<td>2</td>
<td>22</td>
</tr>
<tr>
<td>Vehicles</td>
<td>3</td>
<td>22</td>
</tr>
<tr>
<td>Air Packs</td>
<td>2</td>
<td>22</td>
</tr>
<tr>
<td>Medical Heart Monitor</td>
<td>3</td>
<td>17</td>
</tr>
<tr>
<td>Medical Utility Vehicle</td>
<td>3</td>
<td>22</td>
</tr>
<tr>
<td>POLICE DEPARTMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Office Space w/ two exits</td>
<td>3</td>
<td>20</td>
</tr>
<tr>
<td>Vehicle in 2016</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Laptop</td>
<td>2</td>
<td>18</td>
</tr>
<tr>
<td>LIBRARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improved Lighting</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Ramp and Porch Repair/Replacement</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Entry Parking</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Basement Storage</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Heating System</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>CEMETERY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Area</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Record Keeping Software</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>TRANSFER STATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retaining Walls</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Dumpster Repair</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>New Compactor</td>
<td>4</td>
<td>0</td>
</tr>
</tbody>
</table>
PROJECT DESCRIPTIONS:

Below is a list of all projects with their respective descriptions that have been brought before the Planning Board for consideration in the Capital Improvement Plan. The head of each department presented all projects and all projects were discussed and ranked (table 3).

Projects listed in table 3, fall into one of three categories in the notes sections; planned projects, bond projects and Capital Improvement Plan. Planned projects are projects that the town is planning for and intending to complete during the timeline of this Capital Improvement Plan. Bond projects are low interest rate loans that the town will use to make improvements and are the highest cost items. The last category is the capital reserve project; the capital reserve project is a high cost project that will be completed by budgeting money each year toward the project. The project will then be completed when the reserve amount is reached. Capital reserve projects do not lock funds into a specific use; rather they are more of placeholder. Capital reserve funds can be moved to other more urgent projects should the need arise.

POLICE DEPARTMENT:

- **Private office space with two exits**: For confidentiality and safety reasons, an office/department that has two exits is desirable as well as a space large enough to hold a more efficient evidence locker.

- **Vehicle in 2016**: The current police vehicles are in good shape and the Police department is trying to stretch the lifespan of the vehicles. The Police department anticipates the vehicle(s) may need to be replaced starting in 2016.

- **Laptop**: The existing laptop needs to be upgraded; only one laptop is necessary for the current staffing levels of the Police department. The department laptop is a specialized item that is highly durable and must fit with other existing pieces of Police equipment. A 50/50 grant may be available from the State.

**Police Department Decision**: After reviewing the capital expenses and projects provided to the Planning Board, a decision was reached that while the projects/expenses met the criteria for the Capital Improvement Plan, they were not as high of a priority when compared to the needs of other departments within the town.

FIRE DEPARTMENT:

BUILDING:

- **Larger Doors**: The existing fire department truck bay doors are older and therefore smaller than current fire truck bay doors found in newer fire department facilities. If an additional bay is ever built the doors need to be wider and taller. Additionally, if a new fire truck is to be purchased, current fire truck models are too big for the existing doors thus limiting the options to the town and fire department.

- **Door Openers**: To improve efficiency automatic door openers are highly desirable.

- **New Doors**: New doors are requested for the fire department, as the current doors are not well insulated resulting in major heat loss.
Building Insulation: The existing fire station is poorly insulated resulting in expensive heat loss. The fire department would like to strap the outside and use rigid foam insulation on the outside of the existing walls to improve insulation. The current fire station is small with little to no room for insulation on the inside of the building.

Ventilation System: The existing building is in need of a ventilation system, especially if the building is insulated.

New Building: When the town is ready to build a new building, the fire department volunteers will help with the construction, which will reduce the cost. The fire department suggests a steel building would be most efficient and cost effective. Preferably 60 ft. x 100 ft. building with a second floor for storage of equipment. If the Town prefers, the new building could be a safety complex and facilitate the police department as well.

EQUIPMENT:

Radios: By Federal standard all fire departments must be equipped with radios. The existing radios were obtained with a grant over 10 years ago and they are now beginning to die out. The fire chief recommends purchasing one new radio each year at an estimated cost of approximately $3,800 per radio. The Goshen Fire Department currently has 12 radios plus 2 base stations; additionally pagers are approximately $600 each.

Vehicles. The 1968 Forestry Vehicle needs to be replaced. In another couple of years there may be enough money in the capital reserve to purchase something adequate in the vicinity of $50,000.

Air Packs. The life span of an air pack is 15 years; the existing air packs are 10 years old and will need to be replaced soon. The amount of money set aside in the Personal Protective Equipment (PPE) Capital Reserve fund should be increased so there will be enough money to replace the air packs in the next five years. The fire department will pursue grants to help offset the cost.

Medical Heart Monitor. The fire department recommends the purchase of a Medical Heart Monitor, which will make a big difference on rescue calls. Currently the town of Goshen relies on the town of Newport for ambulance service; the ambulance is not always available to Goshen, especially when the ambulance is already out on a call.

Medical Utility Vehicle, Pumpers and Trucks. The fire chief stated that as long as the trust funds are maintained, those issues would take care of themselves.

Fire Department Decision: All projects/expenses proposed by the Fire Department met the criteria for inclusion in the capital improvement time and budget. Based on urgency, the purchase of personal protective equipment (PPE) and the enlarging of department bay doors have been incorporated into this CIP timeline. The purchase of PPE will be through a capital reserve project fund as to ensure that old and/or failing equipment maybe replaced each year as needed.
PPE will include but is not limited too Air Packs, Radios and Medical Heart Monitor. Grant applications should be submitted for any and all pieces of relative equipment. There is also $42,500 in the Capital Reserve Fund for Government Buildings that may be used if necessary.

The Fire Department vehicle bay doors will be a planned project. The existing door size is smaller than newer model fire vehicles and will limit replacement of department vehicles in the future. New doors with openers will cost approximately $9000 this year, however the Planning Board has recommended to wait until the well and septic issues are resolved before moving forward with the door expansion project.

A jointly planned project for the design and construction of a septic system for the Grange Hall that will tie into the Fire Department is planned starting in 2015.

**CEMETARY COMMISSION:**

- **Parking Area:** There is a need for a 35 ft. x 70 ft. parking area at the top of the hill at the Mill Village Cemetery. Right now there is a paved drive going up, but no: where to maneuver a vehicle once up there. The upper level of the cemetery will be opening up in the next couple of years since the lower section is nearly full. In 2015, the Cemetery Commission plans to pave the roughed-in area with the parameter marked with granite posts.

- **Record keeping:** The Cemetery Commission would like to purchase a software package for recording keeping purposes. There are currently two packages available one is free the other has a licensing fee.

*Cemetery Commission Decision:* The Cemetery Commission will not receive a funded project during this CIP timeline as their paving project is already planned and will most likely be in motion before the timeline of this CIP begins.

**LIBRARY:**

- **Improved Lighting:** Ceiling fans with lighting are requested to enhancement the existing lighting, but also to help with the heat circulation. Suspended light fixtures in place of the existing fluorescent units would be a low-cost improvement as well as accommodate the patrons who are fluorescent light intolerant. Even with added floor and table lamps, the current lighting is not adequate. The Planning Board was provided with a list of organizations that provide grant funding for these types of upgrades.

- **Ramp and Porch Repair/Replacement:** The existing ramp and porch are beginning to show signs of rot. There have been instances of patrons getting splinters in their hands from the railing.

- **Entry and Parking:** An improved entryway that did not succumb to mud season would be much appreciated by the patrons. Cutting back the lawn between the Library and the Town Hall to accommodate parking would be an inexpensive enhancement to both properties.
- **Basement Storage:** Excavation of existing space beneath the main room, to a depth suitable for movement; poured concrete floor; appropriate construction, heating and lighting to allow for storage of supplies that are unable to be stored in the unheated shed.

- **Heating System:** A heating system similar to the system placed in the Town Hall would be an improvement and cost savings in the long run, especially with new windows, insulation and ceiling fans.

**Library decision:** Though some items such as the lighting are necessary, the Town of Goshen library’s suggested list of projects does not meet the definition of a capital improvement. As a municipal building, the Planning Board hopes that funding for these repairs and upgrades can be provided through the town Capital Reserve Fund for Government Buildings and supplemented with grant funding.

**GRANGE HALL:**
The interior of the Grange Hall requires a lot of repair. The Hall is still heated with propane heaters, the sewer; electrical, plumbing and insulation need to be brought up to code. Currently, access to the top floor is limited and structurally the floor of the Hall is not very strong. If renovated, the Hall has the potential to serve as office space for the police department. The top floor has historical significance, so no renovations should take place there. The upstairs may be an appropriate space to dedicate for Historical Society use. The Friends of the Grange have limited funding that could help offset the costs of renovation, but the money is restricted to use on the Grange Hall Building only.

**Grange Hall Decision:** The Grange Hall is a historical town fixture that is in dyer need of maintenance and repair. The Hall is poorly heated, has no plumbing and the electrical needs to be brought up to code. A joint septic system design and construction is planned for the Grange Hall, which will tie in with the Fire Department septic plan.

The Grange Hall has the potential fulfill one of the needs of the Police Department by providing them with private office space, should renovations occur create such a space. Additionally, the Friends of the Grange have limited funding that may help to offset the cost of renovations.

**TOWN HALL:**

- **Town Hall:** The Town Hall currently has an Improvement Plan. There is some rot under the Town Hall in the crawl space, probably due to the lack of ventilation. There is a lot of ledge underground with water coming down from upslope behind the Town Hall. A retaining wall may need to be constructed to mitigate and direct the runoff. The Town Hall was built in the 1860's but is not on the Historical Register.

- **Office Space Renovation:** The Town Hall Office space does not meet safety codes, the electrical needs to be updated and a second egress needs to be added. Space renovation in 2015 could be completed with relatively low disruption to workflow.
**Town Hall Decision:** The Town Hall is in need of some repair work at the foundation where rot is occurring. The repairs are important as the Town Hall currently houses the town offices and police department. If the necessary repairs were not completed, there would be no back up space to house the town offices or police department should the issue spread. Though the work is needed, the funding will not come from this CIP timeline. Rather funding will come from the capital reserve fund.

**TRANSFER STATION:**
- **Retaining Wall and gate:** For safety purposes the retaining wall height should be increased, possibly through the use of jersey barriers. Additional safety improvements include a 4-foot gate. **DOES NOT MEET CIP DEFINITION**
- **Compactor:** The existing compactor is 10-years old, is still in working condition and is serviced annually. However, a capital reserve budget towards the purchase of a new compactor is requested. The town would need to consult the servicing company to determine the lifetime of the compactor.
- **Dumpster:** Capital reserves toward the purchase of a new dumpster are requested. The town currently has three dumpsters of which one needs to have the sides reinforced.

**Transfer Station Decision:** The requests for the retaining wall and the dumpster (recent renovation was $2800) purchases did not meet the definition of a capital improvement and therefore are not funded in this plan. The compactor was not considered to be a high priority since it will not need to be replaced within the next six years and as most issues can be easily repaired.

**HIGHWAY DEPARTMENT**
- **Center Road:** As the road was never built properly, Center Road is the most in need of future repair. Center Road is mostly ledge at the base, which will make repairs costly. Three years ago United Construction quoted $122,000 to grind the existing road covering, build the road up 18 inches, install culverts where needed, re-do driveway aprons to match the grades for a distance of one-half of a mile. There would be an additional $130,000 to repave the surface after the groundwork was done. The highway department agrees that it would cost much less if they were to perform the work.
- **Lear Hill Road:** There are large rocks that need to be removed from the roadbed and sides of Lear Hill Road. The ditch lines need to be re-built and lowered below the road grade.
- **Mummery Road Bridge:** Mummery Road bridge has been red listed and will need to be addressed in the near future. The State is planning roadwork for Route 10, which will affect how and possibly where the new bridge is built.
- **Old Province Road:** Old Province Road is comparable to Center Road regarding road conditions and work required.
Vehicle: The 20-year-old Ford needs to be replaced first, currently it passes inspection, but may not for much longer. $20,000 - $30,000 would be a good budget figure for a good, used truck to take its place. The town’s sanders are still in good shape and do not need to be replaced.

Highway Department Decision: All of the highway department’s projects fit the criteria for a capital improvement; the projects are necessary and provide a high benefit to the town if and when completed. All of the projects are considered to be “necessary” which by definition means they are “needed within 3 years to maintain basic level and quality of community services”.

CONSERVATION COMMISSION:
The Capital Improvement Plan does not address the Conservation Commission as it has an alternative source of revenue.

SCHOOL DISTRICT:
With the dissolution of the Lempster-Goshen Cooperative School District in 2014, there was no need to set aside capital improvement funds. Students from Goshen will now attend an anchor school (to be determined), the anchor school will be responsible for their own capital improvements, the town of Goshen will simply pay a per student fee.

The average tax rate for the Town of Goshen from 2006 thru 2013 was $21.79; with an elevated rate in 2013 of $24.51 due to the recalculation of the school apportionment formula, see figure 1.
<table>
<thead>
<tr>
<th>Project</th>
<th>Cost (Total)</th>
<th>Year(s)</th>
<th>Rank</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center Road</td>
<td>$90,000</td>
<td>2015-2017</td>
<td>Necessary - Needed within 3 years to maintain basic level and quality of community services.</td>
<td>3-year bond. The board is proposing less funding as the road will be returned to gravel from Route 31 to Cross Road using town highway equipment.</td>
</tr>
<tr>
<td>Mummery Road Bridge</td>
<td>$30,000</td>
<td>2015-2020</td>
<td>Necessary - Needed within 3 years to maintain basic level and quality of community services.</td>
<td>Capital Reserve, project may have additional funds available from highway grants. The project is dependent on State improvements to Route 10.</td>
</tr>
<tr>
<td>Highway Vehicle</td>
<td>$30,000</td>
<td>2015-2020</td>
<td>Necessary - Needed within 3 years to maintain basic level and quality of community services.</td>
<td>Capital Reserve project.</td>
</tr>
<tr>
<td>Personal Fire Equipment</td>
<td>$30,000</td>
<td>2015-2020</td>
<td>Necessary - Needed within 3 years to maintain basic level and quality of community services.</td>
<td>Capital Reserve project.</td>
</tr>
<tr>
<td>Septic Design for Fire Dept. &amp; Grange</td>
<td>$20,000</td>
<td>2015-2016</td>
<td>Necessary - Needed within 3 years to maintain basic level and quality of community services.</td>
<td><strong>Planned project:</strong> $5,000 in 2015 to be used for design; $15,000 in 2016 to be used for installation.</td>
</tr>
<tr>
<td>Fire Dept. Doors</td>
<td>$10,000</td>
<td>2017</td>
<td>Necessary - Needed within 3 years to maintain basic level and quality of community services.</td>
<td><strong>Planned project.</strong></td>
</tr>
<tr>
<td>Lear Hill Road</td>
<td>$90,000</td>
<td>2018-2020</td>
<td>Necessary - Needed within 3 years to maintain basic level and quality of community services.</td>
<td>3-year bond.</td>
</tr>
<tr>
<td>Grange Renovation</td>
<td>$15,000</td>
<td>2018-2020</td>
<td>Desirable - Needed within 4 to 6 years to improve quality or level of service.</td>
<td>Capital Reserve project.</td>
</tr>
</tbody>
</table>
EXPLANATION OF PROJECT FUNDING:
As of 2014 the Planning Board reviewed discretionary spending trends and tax rates for the last eight years (2006-2013) as seen in figures one thru three; and came to the conclusion that an average of $104,806 was spent on capital projects and capital reserves per year. For the purposes of this report discretionary funds are defined as funds that are agreed upon by the town and not required for the town to perform day-to-day operations. Based on the discretionary spending trends, the board has determined that an amount of approximately $60,000 could be spent without greatly affecting tax ratios. Some years the budget will be less thus leaving room for other projects as they develop.

The Planning Board estimates that for every $76,000 spent by the town there will be a $1.00 increase in the tax rate, therefore the CIP should not recommend more than $60,000 - $70,000 per year in capital improvements.

Capital reserve projects are projects that the town would like to see completed but must first acquire the money to complete. Through the capital reserve plan the town will set aside money each year toward a specific project, when the total necessary funds are reached the project will be set in motion. The capital reserve plan does not restrict the money to specifically that use, should a more urgent improvement develop funds can be moved from the capital reserve to other projects.

Detailed budget and spending information used to create the CIP is available in the Goshen Town reports found online at http://www.goshennh.org/townclerk.html.
Figure 1: Goshen Town Tax Rate by Year
2006-2013
Figure 2: Discretionary Spending Trend 2006 - 2013
Figure 3: Discretionary Spending versus Total Town Budget 2006 - 2013

Expenditures ($)
REVIEW OF THE MASTER PLAN:
The Master Plan serves as guide for the town of Goshen to capture long-range visions for growth of the town while preserving the ideologies of the town residents. While the Master Plan serves as a guide for the town of Goshen, the Capital Improvement Plan creates a budget and a timetable to forecast viable and necessary improvements to the town. Table 4 below breaks down projects by department and compares the goals of the Master Plan to the goals of the Capital Improvement Plan.
<table>
<thead>
<tr>
<th>Department</th>
<th>Recommendations from the Master Plan</th>
<th>Capital Improvement Plan</th>
</tr>
</thead>
</table>
| Highway          |  • Establish a listing of town road section(s), culverts, and bridges that should be brought up to town standards in the next 6 to 10 years, and prioritize this list so that work can be planned and implemented in an orderly fashion. This work should be done with the assistance of an experienced highway engineer, as needed.  
  • Include funds for repairing and upgrading the highway system (to achieve appropriate standards or meet expanded needs) in the town budget each year, and specify the amount of this money that is to be expended that year and the amount that is to be put into a Capital Reserve Fund for use in the future.  
  • Bring Town roads up to appropriate standards as soon as funds allow for this to be accomplished.                                                                                                                                                                                                                                                                                                                                 |  • Center Road  
  • Lear Hill Road  
  • Mummery Bridge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                  | Master Plan: pages 11-12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                     |
| Highway          | Prepare a Capital Improvements Plan for upgrading and replacing Highway Department equipment.                                                                                                                                                                                                                                                                                                                                                                                                                      | Replace Highway Vehicle                                                                                                                                                                                                                             |
|                  | Master Plan: page 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                     |
| Municipal Buildings | • Adopt a long-term Capital Improvements Program (CIP) for the Town. This would project how municipal building needs could be satisfactorily met for the next 6 to 10 years.                                                                                                                                                                                                                                                                                                                                                     |  • Septic Design for Fire Dept. & Grange  
  • Fire Department Doors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                  | Master Plan: page 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                     |
| Fire             |  • Purchase full protective clothing for every firefighter.  
  • Purchase up-to-date equipment, such as infrared detection equipment, for the Fire Department.                                                                                                                                                                                                                                                                                                                                                                                                           | Personal Fire Equipment                                                                                                                                                                                                                             |
|                  | Master Plan: page 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                     |
| Grange Hall      | To continue to upgrade the Grange Hall building so that it can help to solve the town’s needs for additional meeting spaces and storage areas.                                                                                                                                                                                                                                                                                                                                                                   | Grange Renovation                                                                                                                                                                                                                                   |
|                  | Master Plan: page 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                     |
References