

Capital Planning Workshop Minutes
February 7, 2024
5:30pm
Town Hall

Call to order: 5:30

Present: Joe Pete Wilson, Teresa Cheetham-Palen, Ann Hough, Chris Daly, Bob Biesemeyer
Reggie Whitney

1. Community Enhancement Fund Guidelines

See handout

Discussion of the proposed guidelines

JPW: these are an attempt to balance long range town goals & needs of community members
- Board members will review & provide feedback and organizations then it will go to the full board for approval

2. Town Wide Capital Plan

See handout

Discussion of projects and funding see notes on handout

Adjourn at 6:25

Community Enhancement Fund

November 2023

Background

The Town of Keene receives revenue from the County Occupancy Tax collected in the town. This revenue is to be used for community projects that benefit residents and enhance the tourism economy of our town. The town receives a guaranteed \$25,000/year and then a proportional share based on the occupancy tax collected in the Keene. The following plan brings together the informal planning the town board has done, the formal planning of the Town of Keene Strategic Plan under consideration, and the efforts the town has previously developed to manage high levels of visitor traffic and the availability of affordable housing.

Proposed Plan

The following is a plan to distribute the funds to projects that support the recreation economy and benefit both residents and visitors. Each year, the revenue will be allocated based on the following schedule. This plan will be reviewed and revised annually and updated to accommodate the changing needs of our community.

Hiker parking/managing use: 20% of revenue. To be used for operations such as the hiker shuttle, implementing recommendations from the Town of Keene Strategic Plan, the Community Forest Plan, the Marcy Field Recreation plan, and services to support the recreation economy.

Capital Projects: 30% of revenue to implement recommendations outlined in the Town of Keene Strategic Plan. Projects should be identified and prioritized annually so implementation can continue as long as funds are available. Currently, we need improved parking at Marcy Field; the construction of public bathrooms was one of the original needs identified; and the Community Center needs to be evaluated and rebuilt. There is currently a Capital Reserve account with a balance of about \$200,000.

Community Project Grants: 50% of revenue. Residents and local non-profits may apply for funds to undertake projects in the Town of Keene. To qualify, projects should benefit residents, visitors, or support the recreation economy. Projects should support such things as recreation facilities, public events, community recreation programs, and arts & community organizations.

There will be two application and award sessions every year.

Winter Session:

Applications due February 1

Committee meets mid-February

Awards made March 1

Summer Session:

Applications due July 30

Committee meets mid-August

Awards made September 1

A committee of 2 town board members and 2-3 community members will be appointed to review applications. Applications will need to include a detailed description of the project; a detailed budget; and a final report with receipts, photos, and a brief write-up of the completed project.

References

Town of Keene Strategic Plan

Community Forest Plan

Marcy Field Recreation Plan

North Elba Community Enhancement Fund:

<https://www.roostadk.com/leaf#1607711294096-0407af06-0ccb>

**Town Wide Capital Plan
Draft Winter 2024**

1. Bond Schedule

- a. Highway Garage
 - i. Last payment is 2025
 - ii. Annual payment approximately \$16,000
 - iii. When this is paid off, replace the debt with bond for new Facilities building
- b. Water District #1: Hamlet of Keene
 - i. Last payment 2036
 - ii. Annual payment \$44,000
- c. Water District #2: Hamlet of Keene Valley
 - i. Last payment 2038
 - ii. Annual payment is \$61,565, and it increases about \$1000/year. Final payment is \$76,000.

2. Revenue Sources

- a. Capital Reserves
 - i. Library \$5,061.92
 - ii. Buildings \$68,615.67
 - iii. Highway ^{Building} ~~Equipment~~ \$45,044.25
 - iv. WD#2 \$30,281
 - v. Hiker Shuttle \$15,000
 - vi. Community Enhancement Fund \$128,893.97
 - vii. Bike Park ~~\$2,403.68~~
- b. Fund Balance \$1,805,830

3. Immediate needs

a. Marcy Field Parking Lot

i. Build parking lot between current paved entrance apron and Holt House

ii. Ban cars from the field except for vendors during market and setup for

events

*CEP could be used for this
Reggie & Jorke will develop a budget*

b. Sidewalks

did this

i. Replace sidewalks in Hamlets: Adirondack Street, Market Street, Church Street, repairs near Neighborhood House.

*Curb cuts at Grist Mill
& one for Little Peaks to library*

ii. Cost can be reduced by having Highway Dept. remove old sidewalk

iii. Possible fund sources: ~~community enhancement funds~~, Fund Balance

c. Town Hall

i. Maintenance and energy efficiency upgrades

1. Replace furnace (for mold & for efficiency)

Fund Balance

a. Combo of heat pump & propane furnace

2. Replace some windows & back door

ii. Paint and repair trim, roof and siding

- get quotes for summer

iii. ADA accessibility upgrades;

1. Ramp

2. Bathrooms

have one that is ADA compliant

iv. Spread projects over 3 years

d. Replace Facilities building at Transfer Station site for Sidewalk and Grounds

equipment

i. Fund the design & permitting from fund balance

Bob will help get size & general design features

- pass a resolution to proceed

see if AES can design

ii. Fund construction with new bond timed to start when Highway Garage is paid off.

e. Highway garage

i. Maintenance and Energy Efficiency Upgrades

1. Windows - replace; get quotes

2. Overhead & entry doors

- replace 4 doors

repair & make more efficient

get quotes

*pay for building
fund & Fund
balance*

look for grants to upgrade heat to get off oil

3. Boiler overhaul

- ii. Funds from Highway reserve; \$45,044.25 currently available

f. Community Center

- i. What is valuable about this building for the community? We should invest based on what we want the building to provide residents. The cost depends on option chosen
 - 1. Renovate
 - 2. Replace with smaller building
 - 3. Rebuild and consolidate all town operations in new building
- ii. See engineering report for details of structural issues
- iii. Funds can come from different sources depending on plan for the building; Fund Balance, fundraising, grants, and a bond are all possibilities

g. Transfer Station updates

- i. Repairs to scale platform
- ii. Project: update and improve handling of trash and recycling; integrate with new regulations and new county system as these develop.
- iii. Timeline: We should hold money in reserve to make changes as the county-wide solid waste program is updated.
- iv. In the meantime, we should continue to make small improvements to make the transfer station safer and more user friendly.

4. Hiker Management

a. Replace shuttle vehicle:

- i. Van; \$60,000
- ii. Capital Reserve \$15,000
- iii. Transfer current vehicle to Highway Department

5. Community Projects

- a. Christmas Tree; Semi-annual Budget of \$5,000 from CEF
- b. Skating Rink Liner

- i. Replace every year. It saves water and labor costs, and allows us to recover from warm spells quicker.
 - ii. \$2,000 annually from CEF.
- c. Stone Planter at 73 & 9N Intersection
 - i. Cost of stone repairs \$
 - ii. Fund with ~~Fund Balance~~ CEF
- d. Town trails at Marcy Field
 - i. Complete descent portion of trail with CEF funds in 2024
- e. Bike Park
 - i. Phase 2 construction matching funds from CEF for 2024
 - ii. Applied for Smart Growth grant for \$100,000
- f. Health Center Building: Support AMC in renovating the building so we can keep medical services in Keene

6. Policy Updates

- a. Site Plan Review Law revision
 - i. Consultant \$
 - ii. Timeline: start in 2024
- b. Water Law Revision
 - i. Initial review by town attorney under way
 - ii. Consultant may be needed