

TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE

6:00 P.M. Tuesday
November 2, 2010

MINUTES

Present: Chairman Leo Smith, Vice Chairman Leslie Lewis, Richard Freitas, Leandra MacDonald, Susan Stanbury, Sue Chollet and Bertha Harris.

Also Present: Carol Ogilvie, Director, and Laura Norton, Administrative Assistant, Office of Community Development.

The meeting was called to order at 6:00 p.m.

Welcome and Opening Comments:

Chair Smith welcomed the members and noted the first item on the agenda was the approval of the Minutes. A motion was made/seconded (Chollet/Stambury) to approve the Minutes of October 26, 2010 as written with all in favor. (Noting she had not read the Minutes Ms. MacDonald abstained).

Chair Smith then acknowledged and welcomed Library Director Michael Price and IT Coordinator Fash Farashahi to the meeting.

Presentation of Library Request:

Mr. Price confirmed that the members had received a copy of the proposed rendition for the new circulation desk area. He noted "in as few words as possible we will get safety and security, improved visibility, be handicapped friendly, enhance storage and improve lighting." He added "most importantly we will have a circulation design that gives us more flexibility than now in adapting to changes in technology. We call it a circulation desk but it is more than that."

Ms. Stanbury asked about the location of the new desk area and Mr. Price explained the new configuration noting "it is in the same place but bumped out, we have changed the whole scenario of the central part of the Library by taking the desk and moving it out at an angle." Ms. MacDonald interjected "so now you can also see the entrance" with Mr. Price replying "yes." Mr. Price proceeded to note that the visibility would be far greater "we taped it out (outlined it on the floor) and we can see all the way down to the bathrooms and the staff area." Mr. Price added that he and other staff would be able to see when the desk was busy. He noted there was currently only one work station at the desk "but the new design allows for two." He noted "we can see when it is busy and go to the second work area to assist in checking things in and out."

Mr. Price gave a brief history of the 1978 Gaylord Charger being at the center of the work station with the Library cards below in a drawer. "We never thought we would get rid of the Charger" he said with a smile. He also noted the flexibility of the cabinets of the storage areas "nothing is

permanent (shelves)” he said adding “we are storing DVDs now but who knows what we will be storing in 5 years. Whatever it is we will have the flexibility to make room.”

Ms. MacDonald noted the request amount of \$40,700.00 was “one off” noting the request was for a single amount “and we are looking out 6 years.” Mr. Price replied “the Board of Trustees is looking out 10 years and talking about a new Library in 10 years. He added “but that is a long time and we are at capacity now.” Mr. Price pointed out “if we don’t get more storage we will have to stop buying DVDs, fiction and nonfiction.” Mr. Price went on to note how the Library embraces new technology such as a public scanner and e-book readers “but there is not space to store them securely” he said.

Chair Smith asked about the repeated theft of DVDs and how much is stolen. Mr. Price replied “right now none” noting the DVDs were now taken out of their packaging and stored separately. Mr. Price noted “we have lost a few cases but that is it.” He went to say “we have no security and to be perfectly honest even if we see them (being stolen) what are we going to do about it?”

Chair Smith asked “are the Trustees on board with this project?” Mr. Price replied “yes, they supported hiring the architect to draw up the plans and paid him out of their funds.” Ms. Chollet asked for clarification of the safety and security issues. Mr. Price noted “people come in and out without being seen by the staff at the circulation desk now. This is a lack of security.” He also noted the lack of visibility to the bathrooms and staff area from the current location of the desk. A member asked if there have been any safety problems with Mr. Price recounting an incident where staff had to retreat into the staff room to call the Police for assistance. He noted the proximity of the Children’s Room to the back stairs and the back parking lot, also with a lack of visibility, and several incidences of people having fallen in the area of the addition because the floors are not level. Mr. Price concluded by noting “so has anyone been murdered yet? The answer is no and that would probably never happen but certainly theft is an issue that can be deterred when people know they are being observed.”

Ms. MacDonald asked about storage in the middle of the circulation desk area and the brief discussion that followed included the potential for an island versus free flow behind the desk, storage issues and hi/low areas for people of all sizes (negating the need for children to stand on stools to check out, another safety issue.)

Ms. MacDonald asked if the Xerox machine would stay in its current location with Mr. Price replying that for the time being it would adding “believe it or not there are a number of people who do not know how to run a copy machine.”

Ms. MacDonald then asked “if there are no Library services downstairs why is the back door open?” Mr. Price replied “that is not a bad question; no Librarian in the world wants two entrances and exits.” He added “I would love to see that entrance closed. I really would.” A brief discussion followed with Mr. Price concluding “people will complain, they still complain about not being able to use the front door and that has been closed since when? 1978?”

Mr. Price was done at 6:25 p.m.

Presentation of Information Technology Request:

Mr. Farashahi (Fash) noted his request was for the replacement and upgrading of town computers, printer and servers as well as associated network improvements. He added “it is pretty much the same as last year, but I believe my capital is down year by year overall.” Fash briefly reviewed the policy for upgrades and/or replacements of servers, printers and workstations. He noted his goal “is to have the services in less servers” adding “we are looking at five or six large servers.” Fash added “cheaper, faster, better. That is the way technology works.”

Fash then spoke briefly about the town servers. “Most of our capital goes into the servers, if they are not running work is not getting done.” He noted the repurposing and rebuilding that had been done. Ms. Stanbury noted “it seems like there are a lot of servers.” Fash reviewed the department servers including the many federal and state regulations that go along with sensitive servers used by the Police Department, both in the station as well as the mobile data terminals used in the police cruisers. He also mentioned the Firehouse server used by Fire and EMS for their reports. He noted several servers (*Pentamation* used by Financial Services, the *Assessing Data Base*, and *DocStar*) are proprietary servers with software required by law.

Fash also explained virtualization of servers and the goal to provide internet mapping and aerial photography to the public.

Ms. Stanbury asked “what are your connections?” with Fash confirming “fiber-optics through ComCast.” Ms. Stanbury asked “are all the town buildings linked?” with Fash replying “yes” and went on to explain how the staff files from all Departments are backed up and taken off site each week.

Ms. MacDonald asked if the servers were located in the basement (they are) and asked about any flooding concerns (there are none). Another member asked “so you take care of this all by your self?” Fash replied he has an IMS Assistant (Alex Oakes) who is full time and does a variety of tasks and a consultant (Cole Royal of Compucare) for large projects. He added “we have cut Cole’s use dramatically; we have reduced his budget by half over the past two years.”

A brief discussion about computer operating systems followed. Chair Smith asked if the new Waste Water Treatment plant would require any new or different technology with Fash replying “no, the Department has four machines now. I have talked to the designer and engineers, they won’t need much more than that but they have not even picked a manufacturer yet, and they won’t until construction is nearly done. Technology moves so fast.”

The members briefly discussed the potential for a municipal safety complex and its dispatch system, replacement of the mobile computers in the police cruisers and the goal of “getting it down to all town employees (with some exceptions) running on the same thing.”

Mr. Farashahi was done at 6:50 p.m.

Chair Smith noted the Recreation Department was scheduled for the next meeting. Ms. Ogilvie assured the members she would distribute their requests and justification sheet as soon as she

received them. Chair Smith asked if the School District was still expected that night as well with Ms. Ogilvie replying “Dick Bergeron assured me there they will be here on the 9th.”

Chair Smith then briefly reviewed the meeting schedule and asked about any thoughts on a revisit from any of the departments. He noted “we want Rodney back” with another member interjecting “and we need to follow-up with Chief Guinard.” “Right” replied Chair Smith, adding “anything else?” Ms. Chollet asked if the committee had been given a target number with Chair Smith replying “we need to work at keeping it flat, right in the million-four range” adding “it would be beneficial if we could stay right in that range for a couple of years. How feasible that is I am not sure.”

Ms. Stanbury noted she was new to the process and Chair Smith briefly reviewed the balancing act of moving items out or even eliminating items from the CIP before their recommendation goes to the Budget Committee.

In conclusion Ms. Ogilvie pointed out the sketch that the Fire Department had provided in regards to their new parking plan. She asked “do you want Chief Lenox to come back?” The members briefly reviewed the plan and decided they did not need to call the Chief back in. Ms. MacDonald interjected “perhaps they will fix the lighting in the back lot and get the covers back on them.” She also noted it would be beneficial to be able to push some of the stored equipment (PETA Truck, boat and storage trailer) “back to the light gray area (on the sketch) so it can’t be seen.”

Chair Smith asked “anything on the Armory?” Ms. Ogilvie replied she had not heard a word. A very brief discussion about the Recreation Department and the Recreation Committee followed. Chair Smith said of the Recreation Committee “everything has to go through them, it can make it difficult. Sometimes it is like being stuck between a rock and a hard place for Jeff.”

Chair Smith thanked the members and concluded by noting “good meeting tonight, overall I think we are in pretty good shape.”

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Laura Norton,
Administrative Assistant