

TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE

5:30 P.M. Tuesday
October 11, 2011

MINUTES

Present: Chairman Leo Smith, Vice Chairman Leslie Lewis, Gene Kellogg, Leandra MacDonald, Susan Stanbury, Roland Patten, James Kelly and Bertha Harris.

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

The meeting was called to order at 5:30 p.m.

Welcome and Opening Comments:

Chair Smith welcomed everyone “to the first meeting of the 2011 version of the CIP.” He went on to introduce two new members, James Kelly and Gene Kellogg. Chair Smith noted a short Power point presentation had been prepared for “an overview of capital improvements and where we are in respect to what happened last year.”

Chair Smith noted the second item on the agenda was the election of officers. Ms. MacDonald asked the Chairman if he would be interested in serving another year. Chair Smith replied “yes.” A motion was made/seconded (MacDonald/Stanbury) to re-elect Leo Smith as Chairman with all in favor. In turn Chair Smith asked Vice Chairman Lewis to serve another year. Ms. Lewis agreed and a motion was made/seconded (Smith/MacDonald) to re-elect Leslie Lewis as Vice Chairman with all in favor.

The next item on the agenda was the meeting schedule. It was noted that the group was in the make-shift “kitchen meeting room” and a brief discussion about the potential conflict of meeting the same time as the Board of Selectmen followed. Ms. Ogilvie reviewed the schedule and noted one additional conflict on October 18th when the Board of Selectmen meet at 5:00 p.m. “Other than that they start at 7:00 p.m. which gives us plenty of time.” The members agreed to meet Tuesday evenings at 5:30 p.m.

It was noted that the Police, Fire and Recreation Departments were scheduled for the next meeting. It was the general consensus that the group “would not be seeing a lot of requests this year.” Ms. Ogilvie jokingly told the group that she had told Jeff (Jeff King, Recreation Director) that with his pool renovation bond he had *better not* ask for anything else with Ms. Lewis interjecting “*ever.*” After a good chuckle Ms. Ogilvie noted that DPW, GIS and Finance would follow on the 25th. Ms. Ogilvie went on to note “I have not contacted the school yet but I will be working on getting Mr. Bergeron and his team back in here.” Ms. Stanbury asked “do you think we can get Police and Fire done in one night?” Ms. Ogilvie replied “I think so, neither are asking a lot” adding “and in the past we have given Rodney (Bartlett, DPW Director) a night to himself

but I don't think he will need that this year." Ms. Ogilvie also noted "I think we should be wrapped up November 8th, the 15th at the latest." Mrs. Harris replied "no big purchases."

Chair Smith noted the next item was the slideshow that consisted of a review of the current CIP and Capital Reserve Funds. Ms. Ogilvie explained that she had gone back three years for comparison's sake. She explained each slide, the first of which was a bar graph that showed total revenue versus total funds spent. The second graph showed a comparison between the Committee-approved CIP and the town budget approved at town meeting. Ms. Ogilvie noted "this is what came through the Committee and what was approved. Referring to the last fiscal year she pointed out a "slash of about 50%" adding "that was pretty significant."

The third slide listed major projects (current and upcoming) that included Adam's pool renovation (paid by the bond passed at the May Town Meeting), Main Street Bridge, Union Street Bridge, roadway repaving, Transcript Dam (repair or remove), North Peterborough Dam (study first then repair), Fleet Management and the bond for the Wastewater Treatment Facility.

The fourth slide reviewed ongoing programs that included the Land Acquisition Capital Reserve, GIS maintenance, fire apparatus; cruiser replacement roadway repaving and the DPW Fleet Management (which was not funded last year).

The fifth slide recapped the challenges of the budget process. Ms. Ogilvie reviewed revenue losses or reductions. Chair Smith briefly mentioned funds from the Downtown TIF District and the Department of Transportation. Ms. Lewis asked about the expansion of the Downtown TIF with Mr. Patten giving a brief overview of how a TIF works. He noted that new construction or development within a TIF District accrues more tax dollars specifically for that district. He also noted the potential for the reconstruction of the Granite Block in the Downtown TIF. Chair Smith interjected "there will be no impact from that this year." Ms. MacDonald agreed adding "not this year but the Planning Board reviewed a conceptual last night for the Granite Block."

The final slide reviewed items that have been eliminated or reduced this fiscal year. Those items included the GIS Capital Reserve, Land Acquisition Capital Reserve, Fire Station parking lot, Police Station renovation, Athletic fields Capital Reserve, Transcript Dam and DPW Fleet Management Capital Reserve.

Ms. Ogilvie concluded the presentation with "that is the bottom line from last year in a nutshell. It was a tough year for the CIP." Chair Smith noted the two-pronged challenge of both focusing on the upcoming year but also looking to the future. One member asked about RiverMead and their pending addition. Ms. Ogilvie replied "they were in for an extension (of their approvals) in February and as I understand it they plan to start in November." "That would be real exciting for the town" interjected Chair Smith adding "their assessed value is almost 20 million dollars. That is huge." Ms. MacDonald reminded the members "we won't see new revenue until about 2014." Chair Smith agreed and with a laugh noted "maybe we could assess their plans!"

Mr. Patten asked about the life of the West Peterborough TIF with Ms. Ogilvie explaining that the TIF timeframe mirrored the life of the bond "so 2025 or sooner if the bond gets paid off sooner." Ms. Ogilvie also noted the Downtown TIF District is due to expire in April and plans were in the

making to take a request to Town Meeting to revive it, secure it and extend its boundaries. A brief discussion about the Downtown TIF followed with one member asking about the purpose for the expansion. Ms. Ogilvie noted that at one point this year in a joint meeting with the Downtown TIF and the EDA all the members agreed it would be a good idea to use TIF funds to pave the reconfigured public parking lot by the Fire Station. "Then they discovered the property was not within the TIF District so those funds could not be used" she said. Referring to the expansion Mr. Patten explained "it is more of an opportunity to spend versus to make more money." "That is very good" replied Chair Smith.

In conclusion Mr. Patten asked "is there any guidance from the Board of Selectmen yet?" Chair Smith replied "no discussions yet but I assume we need to stay pretty close to where we are." Mr. Patten noted that guidelines for the Board of Selectmen would be helpful noting "those parameters determine what we do." A brief discussion about CIP and the budget process followed that included the role of the School District and the formula used to calculate percentages of taxes due from each of the towns in the district. Chair Smith noted "the point is - in terms of guidelines right now it is very difficult to come up with something." Ms. Lewis interjected "I would think we should aim for a flat budget." Ms. Stanbury asked "have the Department Heads been given any guidelines?" Ms. Ogilvie explained that while no formal guidelines have been given "they know what they need to do and they all do a really good job."

Mr. Kelly noted "as a newcomer how does this compare in terms of last year or the year before?" He noted how money was "knocked off" and asked "did you just not know there was enough money?" Mr. Patten replied by briefly explaining the state's meals and room tax cut about three years ago as well as increases in insurance costs "is what really happened." Mr. Patten noted the Budget Committee was forced to make cuts in the CIP as well as other places as they worked through a \$200,000.00 hit list of reductions.

Ms. MacDonald noted "we get requests for certain projects from the different departments and often we push them out (to future fiscal years) to even the playing field. We are the only ones looking beyond this fiscal year." Mr. Kelly asked "so where are we in terms of revenue and expense?" with Ms. MacDonald replying "we won't know that until the end of the budget process which comes in March." Mr. Kelly concluded by noting "so we should be fairly conservative and perhaps tough when talking to the departments."

Before the meeting adjourned Mrs. Harris reported that former CIP member and Vice Chairman Dick Adler was now a resident at a local assisted living facility.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Laura Norton,
Administrative Assistant