

TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE

5:30 P.M. Tuesday
November 8, 2011

MINUTES

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

Also Present: Carol Ogilvie, Director; Laura Norton, Administrative Assistant, Office of Community Development; and Pam Brenner, Town Administrator.

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

Minutes:

Chair Smith noted the first item on the agenda was to review and approve the Minutes of November 1, 2011. A motion was made/seconded (Patten/Chollet) to approve the minutes as written with all in favor.

ConVal School District:

Chair Smith noted the next item on the agenda was a presentation from the Con-Val School District. School Superintendent Richard Bergeron thanked the Chair and noted "I believe this is our fourth time here." He asked his associates to introduce themselves. Present were Tim Markley, Director of Human Resources; Cathy Higgins, Technology Director; Kimberly Saunders, Assistant Superintendent; and Marian Alese, Business Administrator.

Before Ms. Alese began with a general review of the Contoocook Valley School District Strategic Plan for 2012-2017 Mr. Bergeron asked the members "please do not share the document as it proceeds this Saturday's full-day session with the Board." He assured the members "any changes will be shared after for the new and best version following the meeting."

Ms. Alese noted the plan addressed six primary goals to maintain high quality learning environments, establish curricula that reflect 21st century skills and values, attract, train and retain competent and effective staff, provide programs that meet the needs of all learners, collaborate the effective use of community resources, and maintain ongoing assessments to measure student growth and program effectiveness.

She reviewed the Mission Statement and their six Goals. Mr. Bergeron noted two additional handouts and asked Assistant Superintendent Kimberly Saunders to review them. These handouts included Cycles of Curriculum and Program Renewal and Student/Teacher Ratios.

Ms. Lewis in at 5:40 p.m.

Mr. Bergeron noted “the world is changing” and pointed out the trend to go with non-printed materials “and be 100% electronic.” He went on to say “there will be problems with programming infrastructure-wise, we need to start to discuss this now” adding “in 5 years we will not even be able to buy books, it will be a virtual leaning environment.” He added that one benefit would be “to allow the expansion of children having choices as singletons.”

Ms. Alese went on to review the budget and enrollment concluding “this is where we are at this point in time.”

In closing Chair Smith noted the Recreation Department’s need for additional field space, the closing of the lagoons and the proximity of the athletic fields at South Meadow School. He asked about the opportunity for synergy between the town and the School District “that would have some real benefit for all of us” adding “I would strongly encourage a partnership” he said. Mr. Bergeron replied “Jeff King, Jon Hall and Tim Grossi have met twice already.”

A brief discussion about curriculums and synergies between school systems followed. Ms. MacDonald interjected “you would think there would be some coordination between high schools so you are not all re-inventing things.” Ms. Bergeron replied “in this *live free or die* state there is little collaboration” and the members went on to discuss the failure of not sharing synergies.

School District Board done at 6:20 p.m.

Finance:

Ms. Vaihinger was present with good news. She explained she had just received a positive response from the City of Keene about sharing the costs of the tax package. She distributed a copy of a letter from SunGard that included a quote for the installation of the new software as well as estimates for data conversion and custom modifications. When asked, Ms. Vaihinger reviewed the current systems reiterating “the Unix System is not a Windows System.” She noted “if we can put the money in to upgrade FY2013 to FY 2014 that is when Keene will be upgrading and we can split the cost” adding “the whole upgrade would be done by 2017.”

Ms. Stanbury asked about the purchase of a new server with Ms. Vaihinger replying “What I am doing is affecting Fash to be honest.” She went on to note “I believe he is taking that out” adding “it makes sense to get a Windows-based unit after the upgrade.” Ms. Stanbury interjected “so you will have parallel systems running for a while” with Ms. Vaihinger replying “yes, that is standard, we always do that.”

Ms. Lewis asked “so saying we meet all the criteria with Keene will they sign today?” she went on to say “I know we have their word and I trust them but if the taxpayers take it out we have a problem.” Ms. Ogilvie noted that the City of Keene has a City Council that votes on the budget “they do not have a town meeting” she said. Ms. Lewis replied “OK, god” and looking at Ms. Vaihinger and said “I think it is awesome you went out and found someone to share these cost with us.”

The members briefly discussed the hardware plan with Ms. Stanbury reiterating Mr. Farashahi having to redo his plan and not move up one of his servers. Ms. Ogilvie reported Mr. Farashahi had planned a \$10,000.00 reduction overall and eliminated two PCs (before) Ms. Vaihinger had received the news for Keene. "He just found out this afternoon" said Ms. Vaihinger.

A brief discussion about the Capital Reserve Utility Fund followed with Ms. Vaihinger explaining the portions of the programs they use (about 35%).

Recreation:

Recreation Committee member Robert Lambert was present as Recreation Director Jeff King was not available. Chair Smith noted that Mr. King had been in to see him to review the newest figure. He noted the priorities were to pave the lot, replace the bleachers and maintain the Equipment Capital Reserve. Chair Smith noted "he said he was comfortable with that."

Mr. Lambert interjected "the equipment capital reserve includes the busses." In the brief discussion that followed it was noted that the reserve fund pertained to the mowers not the busses. Mr. Lambert asked "are you looking to cut that?" with Chair Smith replying "we don't know yet." Mr. Lambert replied "I talked to Jeff" and reiterated "he wants the parking lot and bleachers kept in and the equipment capital reserve started at \$15,000.00"

A brief discussion about the busses being purchased through the Isabelle Miller Fund and serviced through the revolving fund followed. The members also reviewed bus replacement in future fiscal years. Ms. Stanbury suggested the members "set aside \$15,000.00 for now and further discuss it as we go forward." She added "this is the first time the busses have been brought to this committee's attention."

Fire Department:

Chair Smith began with "fire up the spreadsheet; let's see where we are at." Ms. Lewis noted the new justification sheet and questioned the offset monies for the Command Vehicle. Ms. Ogilvie explained the changes. As they reviewed the additional offsetting revenue Chair Smith asked "why is the Command Vehicle entitled to ambulance revenue?" It was noted the Chief often responds to medical emergencies and that the Command Vehicle is used for Paramedic Intercepts with the ambulances.

IT:

The members briefly discussed the new developments as of this week and the fact that Mr. Farashahi would work with Ms. Vaihinger to adjust his server schedule. Ms. Ogilvie noted she would follow up.

DPW:

The members reviewed the spreadsheet. Ms. MacDonald began with "I think we should cut Union Street out." The members reviewed the justification sheets with Chair Smith suggesting "we could move it out a year for the heck of it and then move my favorite one the North Peterborough Dam feasibility study again. He added "I think that will be on the schedule forever!" Ms. MacDonald also suggested pulling the municipal facilities complex.

In conclusion Chair Smith suggested “let’s publish the schedule as is right now so we can study it” adding “I will be the go between but let’s see if we can wrap this up electronically rather than having another meeting. That is just my recommendation. ” Chair Smith then asked about the bond payment for the pool. “When does that start up?” he asked. Ms. Ogilvie replied she would find out and get back to him. Chair Smith replied “whenever. It is it is a sunk cost, the voters have approved it. It falls in when it falls in. We should not adjust the budget because of the pool. That is my opinion.”

Ms. Lewis replied “well it is not like *let’s just ignore \$115,000.00*; we do have a responsibility” adding “we should use the information for orientation in future fiscal years but not ignore it.” Mr. Patten interjected “the construction is slated for 2013 for the 2014 budget” adding “we are going through another season with the pool as it is.”

Mr. Kelly asked for clarification on the revenue for the Fire Station Parking Lot paving project and asked “if the TIF does not happen or if the expansion is not approved - it is out right?” Ms. Ogilvie replied “yes, you are right.”

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Laura Norton
Administrative Assistant