

**TOWN OF PETERBOROUGH**  
**CAPITAL IMPROVEMENTS COMMITTEE**

**5:30 P.M. Tuesday**  
**November 13, 2012**

**MINUTES**

**Present:** Vice Chairman Leslie Lewis, Susan Stanbury, Roland Patten, Sue Chollet and Alan Zeller.

**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. Town Administrator Pam Brenner was present to thank the members for their hard work. She noted “we are on a bottom line budget; I do not have to set a goal but can probably envision something more than zero but less than five percent. Try for 5%” she said. In conclusion she reiterated her thanks to the members. “We do not take your work for granted” she said.

Minutes:

Minutes not available for review and approval. Minutes will be available for November 27, 2012.

Opening Comments:

Chair Lewis thanked the members for coming. She noted “if my math is right 5% looks to be about 1.2 million dollars after revenues.” Mr. Patten suggested the members “just start at the top and work our way down.”

Chair Lewis began with “GIS is such a small amount, let’s leave it for now.” A brief discussion about the justification sheets and where data was located followed. Ms. Ogilvie explained the sheets with the members agreeing they could be confusing at times.

When reviewing Fire & Rescue they noted the purchase of the Engine was committed and the radio needs were imminent. Stanbury noted “52 units.” Mr. Patten noted the intent was to replace a certain number of them every year. Chair Lewis noted the new Federal Narrow Banding requirements taking place in 2013 and noted “we have no choice on the radios.” It was also noted that eight of the portable radios were over 15 years old. While this conversation was going on Mr. Patten reminded the members of the need for another new Engine in FY 2018. Mr. Patten also offered several suggestions of lease-purchase options that “may save on interest.”

The members moved on to the Library and after a brief review and discussion they unanimously agreed to push their request out at least a year so that everyone would have a better idea of which direction they are headed in with their renovation/rebuild plans.

The members moved on to the Police Department. They briefly discussed the justification, need and vision of the requests by Chief Guinard. The members discussed the Dispatch Study and the rising costs of emergency dispatch services for police, fire and ambulance emergencies. It was noted that while the creation of a dispatch center for these services would be located at the Police Station the center could be transferred to a municipal facility (should it ever come to be) in the future. The members also discussed alternative ways to split up the cost in different fiscal years. "Let's leave it for now" said Ms. Stanbury.

Moving on to Recreation, Chair Lewis noted "I totally get the need for athletic fields but there is no plan, not even an explanation of how to achieve this goal." She noted the similarity to CIP monies put into the pool fund that never really amounted to anything "because it was used for smaller things and pool repairs." She suggested Mr. King come back with a plan of "we want to do this thing, this is the rehab plan and this is the cost."

The members had a brief discussion about the overall (tremendous) impact of the large ticket items in the CIP, bonds and the town's debt service before they moved on to the mini-bus request. The members spent some time discussing this need, with several of the members agreeing there may be other ways to accomplish this project by establishing a 501C3 for the purpose of fundraising and using user fees. One member noted "they seem hesitant to set this up and reduce the burden on the town." It was also noted that the Recreation Director has a Recreation Committee he must answer to. The general thought was that Recreation programs should be paid by user fees. Another member noted the new pool at Adam's Playground is supported 100% by tax dollars.

Mr. Patten noted he was a part time Recreation employee. He reiterated how programs were paid for through the revolving noting "it pays out about \$200,000.000 a year." He reviewed the status of the current fleet and about the school bus he noted "not only can nobody drive it, nobody wants to ride in it." He also noted that increase in fees may result in less participation; "it is a Catch-22 type of thing really, how much can you *afford* to charge people for the programs?"

Ms. Chollet noted "I tend to be a big picture person and we are going to have to make some cuts. Just like a family that decides that buying the food is more than the movies, so they cut out the movies." Mr. Patten suggested reducing the athletic field amounts, Chair Lewis suggested putting some money into the rehabilitation of the field we have, and Ms. Stanbury suggested taking the fields out "across the board."

Chair Lewis noted she felt they should talk to Mr. King before they completely dismissed the fields, "but the busses have to go." The members went on to discuss the monies in the Recreation Department Capital Reserve and the status of the bleachers for the ball fields at Adams Playground.

The members moved on to the request for new voting booths. The members agreed the current booths were in disrepair. Mr. Patten noted the current booths "had gotten through the Presidential Election just fine" adding "and this coming year there are no large state election, just ConVal and Town Meeting voting." Another member suggesting cutting the \$10,000.00 amount in half and apply it to two years. "Can we do that?" asked Chair Lewis with Ms. Ogilvie replying "well

yes, but it is a pain for Nancy (Vaihinger, Finance Director) to set up a CIP for such a small amount. It would be easier to just move it out.”

The members moved on to Public Works and briefly discussed the Main Street Bridge and Route 202/Pine Street reconstruction and the potential to bundle those projects with the Transcript Dam project and use one bond to pay for all three. The members noted a reference to a cost sheet provided by Mr. Bartlett.

The Highway Garage was next. Mr. Patten confirming “it leaks.” Chair Lewis asked “can they patch it?” Chair Lewis noted she was asking in the context of the real potential of the Highway Garage moving in the near future. A brief discussion followed with Mr. Patten concluding “let’s kick the can down the road.” Mr. Zeller asked “just one year?” with Mr. Patten replying “yes.” Chair Lewis noted “I know the Public Works Facility (Municipal Facility Complex) needs a place-holder and is going to be pushed out but it really screws with our numbers.”

The members briefly again discussed the benefits of rolling two or more Public Works projects together and bonding it out. In particular another opportunity was the Union Street Reconstruction and Upgrades possibly being bundled with the efforts for the 5-way intersection at the top of Main Street and the grant money for creating Safe Routes to School Planning for PES. The members talked about the potential moving of numbers in and out of Fiscal Years 2014 through 2019 in an effort to even out the years for the rest of the Highway projects including the Town House painting and the Grove Street Bridge Street Lighting. When the members had Ms. Ogilvie check the “bottom line” it was at an 11% increase over last year. The members then realized they had skipped Roadway Repaving. Chair Lewis noted “that is a big fat number but one of the most necessary.” Ms. Chollet added “I agree. We need to pay attention to that, not to would be the worst form of kicking the can down the road.”

The members continued to discuss the bottom line and the potential of moving projects out and back between the fiscal years. They left place holders for projects without funds assigned to them with Mr. Patten noting “our job is to even these numbers out.”

Chair Lewis noted “so it looks like at the end of the day we are at 11% Ms. Stanbury asked how much debt the town could carry. Ms. Ogilvie noted she was not sure but could certainly follow up. After additional manipulation the members achieved a bottom line of a 9% increase.

Ms. Stanbury asked about a town reserve fund noting “if it doesn’t have one, it should.” Mr. Patten relied “I don’t think so.” When Mr. Zeller asked about replacing some of the material of the cupola with modern materials in lieu of painting it he was reminded that the building was listed on National Register of Historic Places. Another member noted “if you want to ask Rodney if we can replace the cupola with plastic you go right ahead!” The members noted that moving the painting out would bring their bottom line to a 7% increase.

The members noted that while FY 14 was looking pretty good, the future fiscal years looked heavy and asked Ms. Ogilvie to investigate what was driving those numbers and potential options the Committee might employ to rectify the problem.

The meeting adjourned at 6:50 p.m.

Next Meeting:

November 27, 2010 at 5:30 p.m.

Respectfully submitted,

Laura Norton,  
Administrative Assistant