

**TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE**

**3:00 P.M. Tuesday
October 10, 2017**

MINUTES

Present: Roland Patten, Kim Rode, James Kelly, Leandra MacDonald, Bob Hanson, Johnathan Ericson and Carl Mabbs-Zeno

Also Present: Peter Throop, Director, and Laura Norton, Administrative Assistant, Office of Community Development.

Chair Hanson (Mr. Hanson) called the meeting to order at 3:00 p.m. introducing the members and staff.

Minutes:

A motion was made/seconded (Kelly/Hanson) to approve the Minutes of October 5, 2017 with two corrections with all in favor.

Department Requests:

Mr. Throop began by noting “we have five department heads today (Finance, GIS/Information Technology, OCD, Police, and Recreation)” adding “we’ll start with Brenda Fox-Howard.”

Finance:

Ms. Fox-Howard told the members the \$50,000 capital reserve she was requesting “is not to be spent next year, it will be put aside for new software. It is a more proactive process, we don’t want to wait until the system is ready to crash and have to come up with lots of cash.”

Ms. Fox-Howard briefly reviewed the current Pentamation System the town uses. She explained the system is used for all modalities (tax receipts, town clerk, reporting, municipal facilities). “It is decent but very antiquated in its function” she said. MS. Fox-Howard the described another software platform she is investigating that may serve the town better, “We may want to migrate to a new package called Munis Financial ERP Software. It is specifically designed for government finance and government enterprises” she said. When Mr. Hanson asked about the cost of the new software Ms. Fox-Howard replied “ballpark is \$400,000 to \$600,000

dollars.” Ms. Fox-Howard added she would have a full presentation on any new package she was considering “but this is the seed to start putting money away and not waiting until the last minute.” She told the members “Peterborough is a small town but has an elaborate and complicated financial overview with many enterprise funds.” When asked what that meant she replied “things like Children and the Arts. It has a different structure than other small towns, you have wonderful big ideas and a lot going on. There are a lot of accounts to track” she said. Mr. Ericson interjected “so you want to allocate funds to migrate to another platform in the future?” Ms. Fox-Howard replied “I have an idea of where I would like to go but I don’t have anything formalized, no numbers” adding “and I do have experience with the baby version of Munis Software.” Mr. Ericson said “so it is a big future project that will effect everybody.” “Yes” replied Ms. Fox-Howard.

Mr. Kelly pointed out what he thought to be a spreadsheet error but after a brief discussion it was noted the previous Finance Director had set monies aside that had since been spent. Mr. Kelly responded with “so the capital reserve was wiped out and now you are recreating it?” “Yes” replied Ms. Fox-Howard. Mr. Kelly noted “we should do that, we need that reserve fund back.”

GIS/IT Director Fash Farashahi spoke briefly about the equipment upgrades and migration process over the past 18 months. When asked about the longevity of the current software Ms. Fox-Howard and Mr. Farashahi agreed if properly maintained the current system would serve until 2022. Mr. Farashahi was quick to add “but we must keep up the incremental updates.” Ms. Fox-Howard added “this will get us through the next 4-5 years, we have lots of projects on the horizon, this is a big one, I am keeping that in mind.”

GIS/Information Technology:

Fash Farashahi began by telling the members his capital reserve had been in existence for the past 15 years. “The account funds the servers, including the financials and pays for the network equipment” he said. He went on to explain how over the past two years he had consolidated the number of servers down to two that host multiple operating systems. He explained backup systems were located in the Town House and at the Police Station and that “the future plan is to have a third place for backups, something out of town (in the event of a disaster). We have a lot of data here, 10 terabytes of backup but we can only get it out in gigabyte speeds.” Mr. Rode asked “do you use the cloud?” Mr. Farashahi replied “for some stuff, no financials, they would never go there but things that make sense, like our email is in there.” Mr. Ericson asked if the backup systems could be operated remotely with

Mr. Farashahi noting it was cost prohibitive, not to mention problems with connectivity.

Mr. Throop interjected that the capital reserve contribution for GIS air photography updates used to sit in OCD “but Fash now manages that.”

Police Department:

Chief Scott Guinard gave a brief history of his department’s CIP Plan that began with a collaboration for a vehicle replacement plan with then Town Manager Pam Brenner. “That was 19 years ago and it has worked very well. Our objective is to keep everyone safe, keep vehicles on the road, keep maintenance cost down and keeping the bottom line level throughout” he said. He told the members their policy was replacing a vehicle after 3 years or 100,000 miles “because after that maintenance and repair cost become very costly.”

Projecting a graphic on the screen Chief Guinard reviewed equipment exchanges from car to car when a new vehicle is delivered rose from \$35,015 in FY 2018 to \$37,406 in FY 2019 with increases in decals and equipment emphasizing “this is for replacement items, not adding equipment to the fleet.” He noted specialty companies are necessary to transfer radar equipment, computers and lights “and their labor is very expensive.” When asked about moving from sedans to SUVs Chief Guinard pointed out the additional space SUVs afford and told the members “we are seeing this transition state wide.”

Mr. Kelly mentioned a Municipal Facilities Complex shared by Police and Fire had been a discussion in the past and asked the Police Department was still considering that. Chief Guinard replied “I wouldn’t say no, we support the concept, it is the initial cost that was prohibitive.” Mr. Kelly asked “where are you now with it?” Chief Guinard replied “at idle until the town can afford the initial cost. We are still exploring a joint facility, we continue to have discussions.” Mr. Throop interjected “it has been established though, that the current Police Station is in good condition and can handle the department’s current needs. It is a matter of how those needs change over time.

Chief Guinard concluded by noting the cruisers that age out after 3 years or 100,000 miles are brought to auction and often the town gets \$5,000 to \$6,000 dollars for them on resale. Mostly to city taxi companies” he said. Mr. Patten added “another good idea from Pam (Brenner).”

Office of Community Development (OCD):

Mr. Throop told the members “we are the agent for the Conservation Commission (ConCom) for the Open Space Land Acquisition Capital Reserve Fund. Pointing to the spreadsheet he noted “as you can see there is no request for FY 2019 but the ConCom has (as in the past) asked us to keep them in as a placeholder.” He told the members the ConCom currently had a balance of \$397,000 dollars “but they never know when they may need to use that (and) they have the authority to spend the funds when needed.”

Mr. Kelly suggested the balances be recorded on the spreadsheet and asked “is \$397,000 adequate?” Mr. Throop replied “they are satisfied with the current level of their capital reserve.” “So they won’t be back until they spend some of it” noted Mr. Kelly. A very brief discussion about how the ConCom operates followed with Mr. Throop explaining how the Committee not only uses the money to buy land but they use it to leverage deals (covering legal and transaction fees, stewardships costs, etc.) when they apply for grants. “It is good to see the town put in some money, it looks good and it makes a difference when applying” he said.

Recreation Department:

Mr. Throop noted Director Jeff King was unable to be present and asked Mr. Patten (part-time Recreation employee to describe the Infield Groomer, the one thing Mr. King had on his capital reserve for FY2019.

Mr. Patten noted the machine was a standard piece of equipment as he explained what the machine did for the infield. He noted the current groomer was 12 years old (with a life expectance of 10 years) “so we’ve done pretty good, it is a normal replacement expectation.” “How often do you use it?” asked member with Mr. Patten replying “every time we have a ball game. We do something called a makeup for every game. It works really well, we get a lot of compliments on the fields, they are in really, really good shape” he said.

Review of Schedule:

Mr. Throop projected the meeting dates and Site Visits as follows:

October 17 – Library

October 24 – Fire Department

October 31 – DPW

November 7 – Deliberation

November 14 – Revisit Department requests (as necessary)

November 21 – Final deliberation (as necessary)

He told the members the meeting would follow site visits at the Library, Fire Department and DPW at those locations with the other department site visits scheduled for 2:30 p.m. with follow-up meetings back at the Town House. He also noted a meeting of the Library, Fire Department and DPW tomorrow with Town Administrator Rodney Bartlett “to make sure everyone is on the same page in terms of timing and what needs to be done” adding “but that is *not* a meeting for you.”

In closing Mr. Throop introduced Master Plan Steering Committee member Sarah Steinberg Heller who was seated in the audience. Ms. Heller told the member she was interested in the CIP process. “I am just curious and would like to hear more” she said. Ms. MacDonald replied “welcome, come anytime.” Mr. Throop also interjected the DPW Garage site may be considered for additional fields for Recreation should DPW relocate to the Wastewater Treatment Plant. Mr. King had arrived and told the members “youth lacrosse (fastest growing sport in the nation) has 96 players and they don’t have a home in Peterborough. They currently play in Dublin so we are keeping an eye on that radar screen.” Ms. MacDonald noted she vaguely remembered and Phase One EPA assessment on the lot done years ago.

Other Business:

None

Next Meeting:

Tuesday, October 17 at 3:00 p.m.

The meeting adjourned at 4:05 p.m.

Respectfully submitted,

Laura Norton
Administrative Assistant