

**TOWN OF PETERBOROUGH  
CAPITAL IMPROVEMENTS COMMITTEE**

**5:00 P.M. Thursday  
October 12, 2016**

**MINUTES**

**Present:** Susan Stanbury, Roland Patten, Ed Juengst, Alan Zeller, Kim Rodes, Leandra MacDonald and James Kelly.

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

Chair Patten (Mr. Patten) called the meeting to order at 5:00 p.m. and asked the members to introduce themselves. Also introducing themselves were Library Trustees Laura Hanson, Marcia Patten, Ron Bowman, Karen Struthers and Debra Caplan.

**Department Presentations:**

*Peterborough Town Library:* Library Director Corinne Chronopoulos began with a short introduction about the “obvious needs of the building, what was being planned and why the building matters.”

Ms. Chronopoulos spoke briefly about the projected forecast of their fundraising campaign. “We have raised \$1.8 million in commitments and we are going into the leadership phase of securing gifts of \$50,000 or larger. We would like to raise \$4 million and we would like you to know our plans.” She went on to say that many residents believe the project should be a private/public partnership.” Mr. Patten interjected “with a \$6 million price tag you’re asking for a \$2 million placeholder?” “Yes” replied Ms. Chronopoulos. Mr. Juengst confirmed “the campaign goal is to raise \$6 million? And if not, should it be?” Ms. Chronopoulos again replied “yes” adding “that (\$2 million) is the town portion needed to reach the goal.” She went on to say “we are off to a great start and we will have a much better idea of a true figure next year.” Ms. Stanbury asked “how did you get to \$6 million?” Ms. Chronopoulos noted, while before her time the figure was based on an architect’s estimate. Mr. Zeller asked “are you finding benefactors to the Library hesitant to contribute until the town donates? Have you heard that?” Ms. Chronopoulos replied “yes, and through a feasibility study in 2013 we have discovered many think it should be a private/public partnership. Our intension is to

ask the town to participate, it is sort of a *what comes first, a chicken and egg kind of thing.*” Ms. MacDonald noted “it is our job to figure out and balance town needs. You may want to start now if even a minor amount because if in the end the town is coming up with a third of the expense it would not hurt to get started now, not later. It is just a thought.” Mr. Juengst added “and it may help with those wanting to see a private/public partnership.”

A brief discussion of the free (town residents) and paid (\$68.00/year non-resident) use of collections and services followed. Ms. Chronopoulos noted “we are what a public library stands for with free and open access for our residents.”

The walking tour of the facility that followed included the route a disabled individual (or anyone unable to manage steps) would have to take to get from the basement meeting room of the facility to the front door. This included exiting the rear of the building and walking up the automobile exit way to Concord Street before stepping onto the concrete ramp leading to the front door.

Once inside the building Ms. Chronopoulos pointed out several areas of the Library including interaction for children and families, seniors, business and community groups and community organizations. “We can point you to resources and point you to technology (a vital service)” she said “but we lack a space for young adults.” Ms. Chronopoulos pointed out Library programming areas, the book stacks (strategically located for the load bearing of their weight) the ceiling light covers that fall off and shatter and cannot be replaced as they are not made anymore. “We fortunately have not injured anyone *yet*” she said.

As the members moved through the spaces Ms. Chronopoulos pointed several areas of little or no accessibility adding the plan was to retain the original portion of the structure and celebrate the beauty of its architecture. In touring the staff offices, storage, mechanical room and basement areas (where an area is rented to Monadncok Music) Ms. Chronopoulos pointed out how much of the space they have is not used due to inaccessibility or building constraints. Ms. Chronopoulos concluded “our goal is to make the building smarter, not bigger.”

*Information Technology:* Mr. Throop distributed an updated CIP master sheet noting a significant change in FY 2019 as the Main Street Bridge work has been postponed as well as a few modifications from the Recreation Department.

GIS/IT Director Fash Farashahi (Fash) began by telling the members the Town has adopted a policy of replacing and/or upgrading servers, printer and workstations

every 4, 5 or 6 years. “We have weaned our server environment down to three and over the next year or so it will all be virtualization which is easier to manage and easier to backup” he said. Fash also explained the new fiber connection between the Town House, Police Department and Fire Department. “It is one network so it is one thing to manage” he said adding “and it has replication of all backups on storage devices for disaster recovery.” He concluded that while some things applications are stored in the cloud “all financials, data files and anything confidential stays here.”

*Office of Community Development:* Mr. Throop noted two requests from OCD this year, the first being for GIS Aerial photo and map data updates. He asked Fash to review the project. Fash described the Town’s significant investment in GIS software and hardware. He told the members the maps and data bases created serve virtually every Town Department, every Town Board and Committee that deals with land use issues and the general public. “The use of the aerial photography is an everyday occurrence” he said.

Fash told the members the components of the GIS database consisted of new aerial photographs (every 5-7 years) and new tax maps with planimetrics (buildings, walls, fences, pavement) and topography. When asked Fash noted the flyover cost approximately \$75,000.00 and that it had been almost 10 years since the last flyover. When asked who does this work Fash replied “it is outsourced to different companies, some are doing it with drones.” He went on to explain how multiple flight were “stitched together” to create the final product. Mr. Throop reiterated the importance of updated material as well as its use as a development tool in working with land owners.

Mr. Throop continued “the other request is related to the Open Space Acquisition fund on behalf of the Conservation Commission and the Open Space Committee.” He noted “it is a placeholder for contributing to the capital reserve fund that is dedicated to support the cost of conserving high value open space parcels.” Mr. Throop noted with a current balance of \$392,000.00 in the fund “the committees are not requesting additional contributions to the fund this year. They recognize they have a good balance but they want to maintain the placeholder so that if funds are used, there will be a vehicle to replenish it.”

A brief discussion about the Town’s debt service schedule and the impact it has on the total CIP plan balance followed. Mr. Throop also talked about the challenges of funding through capital reserves vs. purchasing through a lease/purchase option. He also noted other significant projects looming that are not yet in the CIP plan.

“This is the first time the Library shown up on the plan” he said adding “and there is the Municipal Safety Complex and the DPW Garage that will eventually be coming to the to the plan. That is why we are scheduling out 40 years.” Mr. Kelly concluded “it is cheaper to do things today than in the future.”

**Other Business:**

None

**Next Meeting:**

October 20, 2016 at 5:00 p.m. at the Town House

The meeting adjourned at 6:00 p.m.

Respectfully submitted,

Laura Norton  
Administrative Assistant