

**TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE**

**5:30 P.M. Thursday
October 22, 2015**

MINUTES

Present: Vice Chairman Susan Stanbury, Roland Patten, Ed Juengst, Bob Hanson, Leandra MacDonald and James Kelly.

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

Vice Chairman Stanbury (Ms. Stanbury) called the meeting to order at 5:33 p.m. She welcomed the members and staff.

Minutes:

A motion was made/seconded (Patten/MacDonald) to approve the Minutes of October 15, 2015 with all in favor.

Information Technology:

IT Director Fash Farashahi began by explaining the replacement program for the town computers, notebooks, network and security application and other related networks of the infrastructure. "The town has adopted a policy of replacing and/or upgrading workstations, printers and servers every four to six years" he said adding "our goal is to keep the request right around \$60,000.00 a year." Pointing out last year's request of approximately \$55,000.00 Ms. Stanbury interjected "it went up a bit." Mr. Farashahi replied "it fluctuates" with Mr. Patten adding "so what you are trying to tell us is that prices *go up*."

Ms. Stanbury asked "what is a switch?" Mr. Farashahi explained the cable network and how it relates (goes back) to the main network "and the Town House is the hub. "It is like a traffic cop" he said, "controlling the interconnectivity."

Ms. Stanbury then said "this is a management issue" then with a smile asked "why do we do this every year?" She went on to say "to me, replacement of computer is an ongoing operation." Mr. Farashahi agreed replying "we have had this conversation in the past." Mr. Throop suggested a vote to that effect (moving it to Operations) would rectify the problem.

Ms. MacDonald asked about the Police computers with Mr. Farashahi briefly explaining a fiber-optic system between the Police and Fire Departments and the Town House that has been established so that communications can be maintained if the Internet fails. Ms. MacDonald then suggested the desktops and laptops be taken out of the CIP while keeping the servers and higher priced printers in the program. The members agreed it made sense for Mr. Farashahi to maintain the “master list” of computers versus giving that responsibility to the individual Department Heads.

Mr. Juengst asked about the life cycle of the machines with Mr. Farashahi briefly reviewing his replacement schedule. Mr. Kelly asked “and what if you do not spend the \$60,000.00?” with Mr. Throop explaining what ever may be left over would go back into the General Fund.

A motion was made/seconded (MacDonald/Stanbury) to remove desktop computers and specialty printers from the Information Technology CIP with all in favor.

From the audience Andy Dunbar asked about the equipment being replaced. Mr. Farashahi explained “anything that leaves this building is taken to the recycle center” adding “the old equipment is pretty much run to death.” When asked about any rare earth metals that may be recycled Mr. Farashahi replied “there is very little, we just do not have enough volume” he said.

Office of Community Development:

Director Mr. Throop began with the Land Acquisition Capital Reserve Fund and said “there are many parcels of land in Peterborough that should be preserved rather than developed.” He noted this fund had traditionally requested \$25,000.00 which had been reduced to \$0.00 for the FY 2017. “This is an extension of the Open Space Committee, it is for the purchase of strategic parcels when they become available” he said. When asked what the Capital Reserve balance was Mr. Throop replied “The spreadsheet shows \$420,000, but I believe it is about \$390,000.00” adding “I believe they did have an expenditure this year.” Ms. Stanbury asked “anything in the works?” Mr. Throop noted a possible future easement “but I am not sure if the town will be asked to help with that.”

“The other thing” said Mr. Throop “is the \$15,000.00 Capital Reserve contribution to the investment in the Geographic Information System software and hardware (GIS).” Fash spoke briefly about the maps and other data created by this program and how that information is virtually used by every town department, Board and

Committee. He told the members the system had enhanced the town's Hazard and Emergency Planning efforts which enable the town to receive credits for the Community Rating System "which results in reduced flood insurance rates for property owners." Looking at Mr. Farashahi Mr. Kelly interjected "this seems worth the funding so thank you."

Recreation:

Director Jeff King began by thanking the members for participating in the facilities tour earlier this fall. "Being on the tour, you got to see the tennis courts" he said adding "you could see there are some real issues with them." Mr. King noted the harsh winter and told the members "I was very disappointed this spring when I went to check on the courts." He went on to say "there was 500 linear feet of cracks on the courts that needed to be addressed. He said "I had Rodney (Bartlett, DPW Director) come see them." He explained Mr. Bartlett had spent some of his career in the cement business "and he said he had never seen cracks like this before." Ms. MacDonald agreed noting "the cracks are odd, like curves." Mr. King added "almost like spider webs."

Mr. King noted the cracks had been repaired "but if we continue to have bad winters the replacement of the courts would cost about \$200,000.00." Mr. King went on to explain cracks in the basketball court had also been previously repaired with the Armor Crack compound and they held up well, now it is time to repair these again. "We want to do it now to avoid higher expenses down the road, it is the only public court in town" he said. He went to warn "sealing Rodney put down this summer is a stop gap to keep it from getting worse through the winter." Ms. MacDonald pointed out "and some of the court material is coming up, it is a trip hazard." Mr. Juengst asked if anything else could be done and Mr. King explained a French Drain system on the hillside that staff had installed this summer. He explained how the drainage ran off and how this system should help. "There is a huge amount of water that comes down off that hill" he said.

With regards to the crosswalks at the playground Ms. MacDonald noted "in theory the new island and crosswalk is nice but the kids will not cross there." Mr. King replied "that is a Rodney (Bartlett) project, not a Recreation project." Ms. MacDonald asked about the middle gate with Mr. King replying "that is locked." Ms. MacDonald pointed out that anyone wishing to enter the ballfield must walk to one end or the other to gain access. While on this subject Mr. King also noted the "all the plantings are guaranteed for a year so if something does not come back in the spring "it is not up to us to replace it."

Mr. King moved on to the annual appropriation of \$11,000.00 to the PRD Equipment Fund in the Capital Reserve. “We have no expenditure this year” he said adding “but we want the program to stay intact, a lot of equipment is on its last legs.” A brief discussion of how the Capital Improvement spreadsheet uses capital reserve contributions to balance the overall CIP from year to year while ensuring there is enough to cover anticipated costs. Mr. Throop explained that it does not make sense to put funds in capital reserve and then use those same funds in the same year.

Mr. Throop noted his concern for big ticket items that do not currently appear on the spreadsheet and his intent to create a long-term schedule of the CIP. He told the members “the tennis courts are not on the list” adding “and within the Recreation Department alone there are things like the fields, the skate park, even the (relatively new) swimming pool that are not currently considered in the CIP Plan because the repair or replacement is beyond the six year time horizon. To avoid these big items coming up at the same time, he noted a need to catalogue all assets and estimate approximate dates for improvement expenditures. “This type of plan is being worked on right now” he said, adding “we will not have this done for next week but we will have enough information to get you in the ballpark to understand how big the responsibility is that the town holds.”

Mr. King agreed noting “84% of the people voted for the new pool, starting to prepare for future repairs now only makes sense.” He also told the members “the skate park is steel and should last 25-30 years and the playground that was constructed in 2005 is designed to last 25-30 years as well “but we have to start to think *long term* with our facilities.”

Ms. MacDonald asked about Cunningham Pond drainage issues with Mr. King replying “there is a study going on. We’ll see what comes of that and address it from there.” Ms. MacDonald then asked “what about the status of the Dam (beaver dam at the pond)?” Mr. King replied “that is a Water Department deal, you would have to ask Rodney (Bartlett) that question.”

Mr. Kelly asked what the topics for next week were with Mr. Throop noting the focus would be on the long-range time frame of the CIP. “Specifically where we stand on the larger bond issues required for emergency services, rehabilitation of the Town House, and the Library.” He went on to reiterate the EDA’s push for broad band services throughout the community and it being a critical piece of infrastructure.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Laura Norton
Administrative Assistant