

**TOWN OF PETERBOROUGH  
CAPITAL IMPROVEMENTS COMMITTEE  
October 2, 2018**

**MINUTES**

**Present:** James Kelly, Bob Hanson, Sarah Steinberg Heller, Leandra MacDonald, Alan Zeller, Ed Juengst, Johnathan Ericson, Valerie Jenkins and Carl Mabbs-Zeno

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

Chair Hanson called the meeting to order at 3:05 p.m. He began with introductions and welcoming the members. He noted the Committee had lost three members from last year (Susan Stanbury, Kim Robe and Roland Patten) but welcomed Ms. Heller and Ms. Jenkins as new members. “I know some of you personally and we have an amazing bunch of people here this year” he said.

**Election of Officers:**

A motion was made/seconded (Juengst/Zeller) to elect Mr. Hanson as Chairman of the CIP Committee with all in favor.

Before a motion for Vice Chairman was made Mr. Juengst told the members he was the Vice Chairman last year and he would be happy to serve again “I appreciate it, but I want you to know I may miss several meetings” he said.

Despite Mr. Juengst’s circumstances a motion was made/seconded (Mabbs-Zeno/Jenkins) to elect Mr. Juengst as Vice Chairman of the CIP Committee with all in favor.

**Review CIP Committee FY2019 Recommendations:**

As Mr. Throop distributed the FY2018 CIP Plan he explained the differences of what was presented to the Budget Committee and what in turn was presented at Town Meeting this past May. Mr. Throop also distributed the FY2019 CIP Plan pointing out the large projects driving the CIP increases over the next 6 years. He noted the importance of looking at the totality of the projects all at the *same* time, prioritizing them with the least amount of delay and determining the best way of

financing them. He concluded with a graphic showing the proposed FY2019 total Department requests and debt service.

Mr. Throop reviewed several of the large facilities and infrastructure projects including the Main Street Bridge, (\$6 million approved); the Transcript Dam (\$1 million approved); the Library of the Future (\$8.5 million approved with an offset of \$5.5 million fundraised and \$3 million bonded); Municipal Facilities Site Selection and Design (\$500,000 approved) and the 10-Year Highway Reclamation/Rehabilitation Project (\$4 million approved, \$400,000 appropriation each year).

Mr. Throop qualified how a fiscal year works with the Town's being July 1<sup>st</sup> to June 30<sup>th</sup> "so we are a quarter through FY2019" he said. He also reviewed FY2021 plans for project design and construction of a Fire Rescue Facility (\$6.5 million – bond) and a place holder for a new Department of Public Works building (DPW) with an estimated cost of \$4 million. He told the members the North Dam had been pushed out 5 years and the Underground Utilities not passing at Town Meeting last year. He reviewed several key questions that have been raised regarding these projects including prioritization and importance of the projects, the pros and cons of renovation and expansion versus building new and identifying the most appropriate locations for both the Fire Department and DPW facilities.

At this point Mr. Kelly noted the Committee had not approved the Minutes of the last two meeting of the 2017 CIP Committee. "That was an oversight – we can do that right now" interjected Mr. Throop.

### **Minutes:**

A motion was made/seconded (Kelly/Ericson) approve the November 7, 2017 and November 13, 2017 as written with all in favor.

With the Minutes approved Mr. Throop went on to review long-term Debt Services projections by reviewing a graphic depicting the impact on tax each fiscal year and the percentage of change over a 30-year period. The mountain-range appearing graphic depicted the net existing debt and lease purchases with additional color-coded layers for the Town House Rehabilitation, the Library of the Future, the Fire Station and the DPW Facility. He also reviewed a graphic depicting the net CIP Plan by Municipal Department. Briefly reviewing the justification forms he noted "Recreation, DPW and Fire have the most significant requests" he said adding

“well, Finance too.” He noted the Town Clerk; the Library and the Office of Community Development had no CIP Plan requests for FY2020.

Mr. Throop concluded by reviewing the proposed meeting schedule, scheduled site visits (he will attempt to secure the Recreation Department’s van for these visits). Citing the schedule Mr. Throop told the Members “we may be ready for deliberation by October 30<sup>th</sup>, where you can vote to move the CIP to the Budget Committee or ask to bring back any Departments you have questions for on November 6<sup>th</sup> and 13<sup>th</sup>.”

When a member asked if the 10-Year Road Reclamation/Rehabilitation Program was a “one and done” vote by the townspeople Mr. Juengst noted that program was to be voted on “one year at a time.” Mr. Ericson asked if the Software used by Finance was going to be to be upgraded or replaced. After a brief discussion of some of the fundamental problems with the current software Mr. Throop noted his understanding was that it would be replaced. Chair Hanson interjected he’d heard a replacement was going to be very expensive. Mr. Jeungst recommended the Members ask *a lot* of questions about the system. Ms. Jenkins interjected “what is the name of the existing system?” with Mr. Throop replying “Pentamation” adding “Brenda (Howard-Fox, Finance Director) has a lot of information for you, you’ll hear from her next week.” Recognizing Ms. Jenkins’ technical expertise Ms. Heller suggested Ms. Jenkins could be an asset to Ms. Howard. “I don’t want to get in her way but if she wants help I am willing” replied Ms. Jenkins.

In conclusion Mr. Throop took a moment to walk through some of his notations he’d made on their spreadsheets. He briefly reviewed Debt Service Projections and some of the various assumptions built into the projections. He reviewed the “hills and valleys” of the fiscal years of the CIP noting the Committee’s job was to try to smooth those ripples out for a straighter line. It was also noted that the CIP Committee and the Budget Committee have different jobs. The CIP Committee is looking out five and more years while the Budget Committee is concerned with the current fiscal year.

**Next Meeting:**

Tuesday, October 9, 2019 at 3:00 p.m.

The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Laura Norton  
Administrative Assistant