

**TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE
October 9, 2018**

MINUTES

Present: James Kelly, Bob Hanson, 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 3:00 p.m. and introduced the members.

Minutes:
Deferred

Department Requests:

Mr. Throop began by noting “we have four departments represented today, Police, GIS/Information Technology, Finance and OCD” he said, “and we will start with Chief Guinard.”

Police Department:

Chief Guinard briefly reviewed his vehicle replacement plan that normally includes one vehicle purchase and one vehicle lease each year. “This program has been intact since 1998 and has worked well but this year one of the vehicles has low enough miles to delay it a year, saving about \$15,000 on debt service next year” he said. He went on to say, “by then it will have reached its 100,000 miles and the drive train warrantee expires.” He told the Members the Department puts the aged-out purchased vehicle out to bid and typically sells it for \$5,000 - \$7,000 to cab companies in New York and Philadelphia. “That is basically it” he concluded.

Ms. Jenkins asked why one vehicle was purchased and the other one leased. Chief Guinard noted that approach helps to avoid spikes in the budget and keep the CIP a flatter line for a six-year period. He also mentioned their Police Truck (used to pick up things like bicycles, move barricades and haul their radar trailer). “That gets replaced about every ten years, usually with a used vehicle” he said.

Mr. Zeller asked about traffic monitors that are moved around town to collect

traffic data. “I see the one on Union Street has been moved to Old Street Road he said and asked, “are you collecting data there now?” Chief Guinard explained the devices can monitor high and low speeds as well as vehicle counts, but it was DPW Director Seth MacLean who moves them around.

GIS and IT Department:

Fash Farashahi told the Members he is asking for \$15,000 for the GIS reserve. He noted his department funds aerial fly-overs every 5-7 years to update topographical (LiDAR), and color and infrared air photographs to update the Town’s digital landbase.

Then he turned to the IT equipment schedule and reviewed server and switch equipment requests. Mr. Ericson asked where the data backup was stored with Mr. Farashahi noting “at the Town House and at the Police Department” adding “Police, Fire and Town House are connected by Fiber Optic cable.” He went on to say the hope was for a third off site location at the Fire Station with a server. “We keep very little in the cloud” he said. Mr. Ericson questioned the backup location noting the Fire Station was in the Flood Plain. Mr. Farashahi replied that they would prefer a host out of town “but it is hard to find a reliable site and be able to maintain control.” When Ms. MacDonald suggested finding another town as a location and do a swap Mr. Farashahi replied, “we’ve thought about it.”

Finance Department:

Tim Brezovec represented the Finance Department’s request for a new financial management package. “Well actually two” he said noting Central Square Technology handles the Town’s tax and finance “and we want to move to separate systems.”

Mr. Throop interjected the CIP Committee had allocated \$50,000 toward a Capital Reserve fund last year for this request. Mr. Juengst noted his concern with the quality and familiarization of the systems being considered. Mr. Brezovec briefly reviewed several software application systems for municipalities including BS&A Software, Avitar Software and Edmunds & Associates. Ms. Jenkins thought it was a good idea because in her experience integrated packages do not work well. Ms. Jenkins also asked about conversion of the General Ledger. “That is a great question” said Mr. Brezovec as he gave a brief review of their meeting with BS&A, a midwestern software company looking to expand into New England and Florida. He noted BS&A was the only company he had met with to date but meetings with the other two companies were scheduled for October 12th and October 14th. “So, would we be the first town in New Hampshire to use them?”

asked Ms. Jenkins with Mr. Brezovec replying “no, we’d be the second, Hooksett is the first” adding “the business model of BS&A would include doing that conversion.” “Would we own it?” asked Ms. Jenkins with Mr. Brezovec replying “yes, it is not leased but there would be ongoing maintenance to be paid.” Ms. Jenkins then asked about New Hampshire State Requirements for General Ledgers to meet their standards and numerical system. That’s a Brenda question” replied Mr. Brezovec. Town Administrator Rodney Bartlett was present and briefly explained a bit about reporting documents for the Department of Revenue and how their ledgers were set up. “A conversion would have to happen to match DRA’s numbers” he said. Mr. Juengst asked about additional costs for such services with Mr. Brezovec noting “it is part of the deal with BS&A. The conversion can be painful, so they do it as part of the cost of the package. You stay happy and you stick with them.” Mr. Juengst cautioned that in the world of sales, customers are often promised one thing and get another. He advised the contract explicitly states what the town is expecting in writing. “I agree” replied Mr. Brezovec.

Mr. Ericson asked about any similarities between Hooksett and Peterborough. Ms. MacDonald interjected “Hooksett is bigger” with Mr. Brezovec noting “yes but we typically fight above our weight class in terms of complexity.” A brief discussion about the importance of an automated conversion system followed with an emphasis on avoiding the errors and frustrations of manual efforts.

Mr. Juengst asked about the need for additional modules to the software package that would result in additional costs. Mr. Brezovec replied “another great question. Additional modules found to be useful to us (if needed) would be included in the original cost. It is provided for free as a value add-on, as additional towns sign on.” “So, what is the final cost?” asked Mr. Hanson with Mr. Brezovec replying, “under \$200,000.” Both Mr. Juengst and Mr. Ericson maintained some skepticism with Mr. Farashahi interjecting “they will change their model eventually, we’d be getting in on the ground floor.” A member asked about the utility and property tax software Mr. Brezovec noted he was prepared to talk about the finance package only. “We have not had any demos on tax packages yet” he said. Mr. Kelly asked when they planned to spend the money with Mr. Brezovec noting “I think as soon as possible.” Mr. Hanson noted his concern from an engineering standpoint about being very content with a product “and then they get bought and everything goes to hell.”

Office of Community Development (OCD):

Mr. Throop began by noting OCD manages the capital requests for the Conservation Commission for the acquisition of land and the fund as of last year

had a balance of \$392,141.00

“They have a place holder in the CIP because they never know when they may use it. You can see a zero balance for FY2020 and \$25,000 in the rest of the out years in case funds are needed for sensitive purchases.”

Mr. Throop noted the Conservation Commission was considering funding two projects currently. He briefly reviewed the one involving Cunningham Pond and a potential 1.5 million dollars project the Town may be asked to show commitment to and a much smaller project that he does not know much about. The members briefly discussed what is considered a bargain purchase as well as associated costs of transaction, legal, survey, maintenance and monitoring and enforcement fees with such purchases. They also discussed the current plan of expenditure of those funds (Conservation Commission and Open Space Committee jointly make a recommendation to the Board of Selectmen to make a purchase) versus the state statute that says the Conservation Commission alone holds the authority to make a purchase.

Department of Public Works (DPW):

Town Administrator Rodney Bartlett was present to speak to the Members about the relationship between and the construction cost estimates of a new DPW Garage (4 million) and the Fire/EMS Facility (6.5 million). He told the Members “the cost estimates would be more specific as we get closer. Right now, those figures are reasonable as estimates, but we’d like to get to a more comfortable number.”

Mr. Bartlett told the Members he had authorized the Fire Chief to request an appropriation of funds for an engineering effort to bring forth a number for a new Fire Station. He explained the commitment was to move the DPW to the Waste Water Treatment Facility first and then the Fire Station would be built at the former DPW Garage site. When asked if the Waste Water Treatment Facility location was the most appropriate Mr. Bartlett confirmed it was. “Site work has been done, I am comfortable that is the right place, all the pieces and parts are already there.” He also noted taking advantage of the solar array at that location to power the building. When Mr. Juengst asked about storage capacity and availability Mr. Bartlett replied, “it will be accommodated.”

He also noted it was not the intention to tear down the National Guard Storage Building located on the current DPW site. “It was built in 1949, it is a strong building and it will become open to some other use.”

A brief discussion about the increase in town-wide assessment values going up significantly and property taxes (with the two not being necessarily related) followed. Mr. Bartlett noted the importance of “seeing what happens when you put all the projects together, and then decide whether or not to push certain things out or not. Chair Hanson asked about the time frame for the DPW building. Mr. Bartlett replied, “it should be in place before the winter of 2020.” He reiterated DPW would be built first and then the Fire Station.

In closing this portion of the CIP Mr. Bartlett reviewed the *present* plan for the Main Street Bridge (go to bid in February 2019, award the contract by April 2019, begin construction work May 2019 and work through November 2020 to substantial completion).

Acquisition of the Cold Stone Springs Well Site:

Mr. Bartlett began with a brief history of the Town’s South Well being taken out of service due to volatile organic compounds (VOCs) contamination back in the 1980s. He noted the Well was located on Sharon Road, just across the street from the New Hampshire Ball Bearings (NHBB). “It went off line in 1982 as the soils and surface water in the adjacent wetlands have been contaminated with VOCs including chloroform, benzene, and toluene” he said adding “NHBB was determined to be the responsible party.” He also noted the site was placed on the CERCLA National Priorities List in 1984 and “after 36-years, restoration of the South Well is not complete and it remains to be determined if the aquifer can ever be fully remediated. To bring the Well up to drinking standards NHBB would have to build a treatment plant.” He went on to introduce an alternative to the reactivation of the South Well and a collaborative effort between the towns of Peterborough, Jaffrey and Sharon for a municipal well source to ensure the water needs of the future. “This would be through an interconnection of the Cold Stone Spring site between Peterborough and Jaffrey and would provide Peterborough with proven wells in an aquifer distinctly *away* from our current drinking water supply” he said.

Mr. Bartlett went on to explain that approximately two years ago he had approached the NHDES and US EPA about the concept of redirecting superfund monies away from the well rehabilitation efforts to the potential development of a new well sites. He noted the 400 acres associated with the wells (two in Sharon and one in Jaffrey) permitted 576,000 gallons of water a day. About 18 months ago the Town learned the site may be available and after extensive local, regional and state collaboration the Town is negotiating its purchase. He told the Members when the Town of Jaffrey was approached “they welcomed us with open arms” (especially) with Millipore Signa’s

proposed expansion and resulting requirement for a potential of up to 100,000 more gallons of water a day.

He reviewed financial contributors for the interconnection included the towns of Peterborough and Jaffrey, NHBB, Millipore Signa and a grant application to the Drinking Water Groundwater Trust Fund Advisory Commission.

Mr. Bartlett concluded by reiterating the interconnection with Jaffrey will provide opportunities for future water supply, there was a treatment facility for chloride and nitrates on site and the wells are already in place. He noted the site would have managed groundwater withdrawals and the two towns would maintain their collective water departments. "It is a total of 400 acres of drinking water and land conservation easements" he said.

Citing the town of Sharon Mr. Ericson asked, "What is their contribution?" With a smile Mr. Bartlett replied "cooperation."

When Ms. Jenkins asked where the cost impact would fall Mr. Bartlett replied, "it is a user fee rate impact not a taxpayer one." Ms. Jenkins asked about the size of the municipal system with Mr. Bartlett noting "about 1700 customers in all including large ones like the elementary, middle and high school, Monadnock Community Hospital, the greater Downtown and New Hampshire Ball Bearings."

Mr. Juengst took a moment to acknowledge Mr. Bartlett's effort in this project. "He first talked about this two years ago and has been working on it since. He has done a great job with all the coordination and deserves a lot of credit for getting us this far" he said.

Next Meeting:

Tuesday, October 16, 2019 Site Visit at 2:00 p.m. followed by meeting at 3:00 p.m. in the Board of Selectmen's Meeting Room in the Town House.

The meeting adjourned at 4:10 p.m.

Respectfully submitted,

Laura Norton
Administrative Assistant