

**TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE
October 16, 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 noted this was their third CIP meeting and introduced the Members and Staff.

Site Visits

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

Also Present: Peter Throop and Laura Norton, Office of Community Development, Jeff King, Recreation Director and Seth MacLean, Department of Public Works

Recreation Department:

Jeff King gave the Members a brief history of the pool at the site visit. (A 250,000-gallon capacity pool constructed in 1936 under the Works Projects Administration under President Franklin Roosevelt. This was before the adoption of the metric system, so it is a full 50 yards in length).

The pool was fully replaced (except for the tank) in 2013. From the pool deck Mr. King pointed out linear cracks in the bed of the pool noting they needed repair. He also pointed out the flaking of the paint which was severe enough to require sandblasting before it is repainted.

As the Members walked down the bed of the pool Mr. King pointed out previous seam work and calcification on the pool walls from the chlorine. Mr. Ericson asked about routine maintenance cycles and how long the pool should go between paint

jobs. When Mr. King replied that frequency schedule had not been determined Mr. Ericson requested that Mr. King get an expert's opinion on a maintenance schedule and asked the request to be reflected in the record.

Community Center:

This building housed a former Nation Guard Maintenance Unit and sits on a cement slab. Mr. King pointed out the wooden gym floor they had acquired from New England College and while they cannot place a *regulation* basketball game at the Center they still play basketball, volleyball and pickleball. He told the Members the Center was in desperate need of HAVC system supplying dehumidification and air conditioning "not only for participant comfort but for the integrity of the floor." He noted the lighting was poor and needed to be replaced, "and eventually, the windows which have asbestos in the glazing around the edges of the glass."

Ms. MacDonald asked about a preventive approach of keeping the moisture from coming into the Center versus the reactionary maneuvers of blowing it out. Mr. Ericson asked about the thickness of the wood floor with Mr. King replying, "they told me it most likely has two to three sandings left in it."

Highway Garage at the Wastewater Treatment Plant:

The Members began their site visit at the Highway Garage. They viewed a 10-wheeler dump truck slated to go to Municibid, a municipal and state on-line government auction (like the Police Department, the DPW sells aged-out equipment). Highway Superintendent Ron DuBois was also present to answer any questions told the Members he thought the truck would mostly likely sell for more than \$10,000. Mr. MacLean told the Members they were also seeking to replace a Ford F-350 Super Duty truck and will be selling an International 2674 Plow/Dump truck that was replaced last year.

The members were transported to the Wastewater Treatment Plan to view the potential location of the new Highway Garage. Department of Public Works (DPW) Director Seth MacLean pointed out a location (back and to the left of the treatment facility) noting the new Garage building would be situated to take advantage of the solar energy generated from the array at the facility. When Mr. Hanson asked if they were going to pave the road (Water Street) Mr. MacLean replied "most likely" adding "we are still in the initial design phase of the project."

Meeting

Minutes:

A motion was made/seconded (Zeller/Jenkins) to approve the Minutes of October 2, 2018 and October 9, 2018 as written with all in favor.

Recreation Department:

The Members began with Recreation and with Mr. King unable to be present Mr. Throop summarized what they had seen on their site visits to the Adams Playground (\$43,000 (no offset) for sandblasting and repainting of the pool) and the Peterborough Community Center (\$100,000 (fully offset by grants and other funds available to the Recreation Department) for gymnasium renovation Phase II).

Mr. Ericson immediately interjected “no estimate ever adds up to \$100,000” with Mr. Throop explaining Mr. King was in the middle of obtaining estimates. “This is an estimate” he said adding “and the estimate is \$100,000. “So, no fixed costs” said Mr. Ericson with Mr. Throop replying “correct.”

Mr. Juengst noted his concerns that the Recreation Department was just that, focused on recreation programming and suggested they coordinate with another department (for instance Public Works) in dealing with salesmen and vendors. Mr. Throop agreed but reminded the Members all projects are vetted “through the corner office” so Rodney Bartlett (Town Administrator) is a part of every department’s contracting for equipment and services. He also affirmed that individual Department Heads are responsible for obtaining estimates. He told the Members a part of the agreement of Recreation obtaining the Community Center was that it be self-sufficient funding wise and not a burden to the taxpayers.

Moving on to the pool repairs Mr. Juengst asked about a maintenance schedule. “I wasn’t at the site walk but I read the Justification Sheet” he said adding “it would be good to have a preventative maintenance schedule to avoid having additional work before actual repairs are necessary.” Mr. Ericson replied “I agree, I think we need guidance from contractors” adding he had asked Mr. King to follow up on that as well. Ms. MacDonald suggested embedding placeholders into the CIP schedule as a reminder. Mr. Juengst concluded “I just remember when the pool was approved we were told no major maintenance would be necessary for up to ten years and we have had at least two big expenses in five years. We need to oversee these things to make sure it does not happen again.”

Department of Public Works (DPW):

Mr. MacLean began by confirming he was charged with Buildings and Grounds. Referring to Mr. Juengst's suggestion of coordinating CIP efforts with Recreation he told the Members "Recreation is not currently associated with us, they do their own thing." Having said that he told the Members about a software application he was working on obtaining that would eliminate the paper and pen approach to facility maintenance. Likening it to the Roads Program he introduced last year (a review of the entire road network using BETA Software Systems that involved driving all of the roadways and assessing all engineering standards. The intent of the program was to determine the road surface rating (RSR) and providing detailed capital planning tools to inform budget recommendations to maximize pavement preservation funding).

"This new software can be used to encompass the assets of Buildings and Grounds as well as other town assets like the pool" he said. Mr. Ericson interjected "that is what is needed" with Mr. MacLean replying, "I think so and I have been given the green light to proceed" adding "and it is not just buildings, it can be applied to ventilation and heating systems, carpets, windows and lighting. It is hard to get out in front of these things without a good system in place."

Mr. Juengst interjected "let's get Recreation involved with that." Mr. Ericson added "let's get *all* the town departments involved with that. It would be great to have a system that spits out work orders on what needs to be done." "And we can tie it all together to that to create a capital forecast." said Mr. MacLean.

Ms. MacDonald also agreed reiterating the fact that the CIP is the only Committee looking to the "out years". With a smile Mr. Zeller likened deferred maintenance to avoiding dental work. "You can get work done over time and pay as you go, or you can wait (for the toothache) and pay it all at once" he said.

Mr. MacLean concluded that there were not a lot of changes in his CIP this year, "mostly vehicle replacement" and asked, "are there any other questions about DPW or the Wastewater Treatment Plant?"

Mr. Zeller asked about security for the solar array located at the Wastewater Treatment Plant. Mr. MacLean explained the array is owned by Borrego Solar "they lease the land the array sits on which is owned by the town." Chair Hanson noted once the new DPW Garage was relocated there would be a lot more traffic in and out of the site.

Moving on Mr. MacLean briefly discussed the construction and reconstruction of the Downtown sidewalks (a project partially offset by the Greater Downtown TIF funds, almost completed and ready to move out of the Downtown area) and storm drainage reconstruction/upgrades and stormwater separation in the Downtown.

Mr. Ericson asked why the TIF funds were not used to pay for *all* of the sidewalks. Mr. Throop briefly explained how the TIF works and how those funds cannot be used outside its boundary. Mr. MacLean noted the sidewalk program would soon concentrate on areas outside the immediate Downtown including Winter, Vale and Vine Streets. Mr. Throop also noted the Downtown TIF funds would help to offset the bond for the new Riverwalk Parking Lot. Mr. MacLean also briefly reviewed bridge and culvert work (specifically the Morison Street Bridge and the Powersbridge Road culvert). “If the money is approved the money should be spent” replied Mr. Ericson.

A brief discussion on options of how to smooth out the peaks and valleys of the CIP followed with Mr. Throop acknowledging “with all the finessing, we have been pushing that bubble for years and we are at a time when we are almost ahead of the bump.”

The members went on to briefly discuss the brick work and Town House renovations. Mr. MacLean told the Members he was crossing his fingers that a new roof would be place by the late fall. “We won’t do the floors until the roof is done, that just does not make any sense” he said.

Mr. Mabbs-Zeno asked Mr. MacLean if his expectations of the Road Paving Program had been met with Mr. MacLean replying, “I am very pleased.” He went on to briefly review the annual cost of \$450,000 for road repaving and preventative and routine maintenance of town roads. He reiterated “the idea, introduced last year, was to treat the roads as a separate project and not part of the operating budget of the road network. And it has really gone well.” He reported Cunningham Pond, East Hill, Vose Farm, Arundel and Hunt Roads were paved this summer with Chip Seal done on Old Greenfield and Carley Roads. “With another full schedule slated for next spring.”

Mr. MacLean reminded the Members the BETA Software Systems overall road surface rating for Peterborough roads was 70 (out of 100) and the \$450,000 would be enough to hold that score as long as the money was dedicated to preventive and routine maintenance. He then told the members the road surface score had increased

to 73.5 “which is great because we expected to pick up a point a year” he said adding “it is an ongoing process of prioritizing and assessment.”

Ms. MacDonald asked about Elm Street “It will be taking on a lot traffic as well with the Main Street Bridge project” she said. Citing the pending activities of the DPW move and construction of a new Fire Station Mr. MacLean reiterated “it is a process of prioritizing and assessment.” Ms. MacDonald then asked if any town roads had suffered from major erosion because of the recent rain storms. Mr. MacLean replied, “Middle Hancock Road took the brunt of it.” Mr. Kelly asked if Pine Street was on the list for paving with Mr. MacLean noting “we have it scheduled for FY 2020.”

Mr. Throop suggested they touch on the Utilities side of the CIP before adjourning. Mr. MacLean noted their only item was replacement of a maintenance truck used daily by the Utilities Division and the Wastewater Treatment Facility. He also told the Members they should reverse Utility 2 and Utility 10 on their charts as he’d been told Utility 10 was indeed the worst truck in the fleet and needed to be replaced first.

When asked about the snow blower Mr. MacLean noted “I ask the guys every year and every year they tell me they think they can get another year out of it.” He went on to say, “the engine is running good, but the body is rotting around it.” Mr. Juengst noted he’d heard the guys have had to fabricate parts that are no longer available. Mr. MacLean replied, “yes we outsource for parts but sometimes have to make them. We are lucky to have some very good metal workers and welders on staff. With 58,000 miles and 6100 Engine Hours that machine is definitely getting tired.”

It was noted that type of airport snow plow would cost about \$750,000 (plus) (used) (if you can find one) and brief discussion about the potential to replace the machine with a truck and plow attachment followed. The members thanked Mr. MacLean for coming in. Both Chair Hanson and Mr. Juengst commented on a great job he’d done with Mr. MacLean replying, “it has been a job well done by everybody.”

In closing a Member asked about the painting of the Unitarian Universalist Church clockface. Mr. Throop told a brief story about a misunderstanding of the initial estimate for the job last year and how with a new estimate that cost was much more reasonable, and the money came out of the Operations Budget. Ms. Jenkins asked why the town would be painting the clockface with Mr. Throop replying, “because we own it.”

Mr. Throop told the Members their meeting next week was at the Fire Station, starting at 2:30 p.m. with a site walk. He also noted he would arrange to have Finance Director Brenda Howard available at some point to discuss the Finance Software Package she has requested.

Next Meeting:

Tuesday, October 23, 2019 at 3:00 p.m.

The meeting adjourned at 4:35 p.m.

Respectfully submitted,

Laura Norton
Administrative Assistant