

TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE

5:30 P.M. Tuesday
October 22, 2013

MINUTES

Present: Chairman Leslie Lewis, Leandra MacDonald, Susan Stanbury, Roland Patten, Sue Chollet, James Kelly, and Alan Zeller.

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

The meeting was called to order at 5:30 p.m.

Opening Comments

None

Minutes

A motion was made/seconded (Patten/Zeller) to approve the Minutes of October 15, 2013 as written.

Department of Public Works, Director Rodney Bartlett

Before Mr. Bartlett got started Mr. Kelly interjected “I have a big picture question to start” directing Mr. Bartlett and the members to the last page of the spreadsheet. He reviewed the net totals after revenues and said “this is more than double in what was approved last year, \$842,500.00 to \$1,905,000.00”

Mr. Kelly asked several questions about the spreadsheet including what was and what was not included in the total. Mr. Kelly also noted the increase in Debt Service for FY 2014 of \$93,400.00 to \$406,400.00 in FY 2015 and said “raising more debt is a big problem.” He looked to the Net Sub-totals before Debt Service in FY 2014 (\$750,000.00) to FY 2015 (\$1,500,000.00) saying “this is also doubling.” Mr. Bartlett took a moment and explained the totals were for *all* the departments he manages except Water & Sewer. Mr. Kelly acknowledged his misunderstanding with other members agreeing the spreadsheet could be confusing. After a brief discussion Mr. Throop suggested moving the Utilities “out of the middle of everything” with the members in favor. Chair Lewis noted “the Utilities were paid by user fees and were really not a concern from a taxpayer perspective.” Mr. Throop noted he had split another user fee funded program, the Ambulance Transfer Program, out of the Fire Department CIP, adding “that is a change on the spreadsheets you got tonight.”

Mr. Kelly went back to Debt Service and the doubling of debt repayment. He spoke briefly of priorities noting “particularly for FY 2015. That is a big number for us.” He looked to Mr. Bartlett and asked “what are you going to do?”

Ms. Chollet interjected “I am not sure we all agree. We are here to give Rodney our opinions *all of our* opinions. He is not here to take orders from you.” Chair Lewis adding “the point is to listen to the plans, taking everything into consideration and then make our recommendations of what should be addressed and what can be moved out.” Mr. Kelly noted the more moved out is “the more you end up with a bond” adding “I just want him to tell us what is most critical.” Ms. Chollet replied “we know that and he knows that, you don’t have to order him.” Chair Lewis suggested they move on with Ms. Chollet noting “we should speak respectfully to our employees. That is important.” Mr. Kelly replied “I am not being disrespectful. I am hoping to understand.”

Main Street Bridge Reconstruction

Mr. Bartlett gave the members a brief history of the project noting there has been no engineering work on it since June 2012 “so the actual cost of construction is not known.” He reported there was no decision from NHDOT (DOT) for the direction for design “but we had a meeting in June of this year and are getting to the next steps.” He noted DOT had accepted the recommendation to replace the bridge “at the width it is at today” and they were trying to develop a budget to start the engineering, “hopefully November or December.”

Mr. Bartlett told the members the project was still a 80/20 (Federal&State/Town percentage payment) deal and they hoped the public process would start early winter into spring with a scheduled start in FY 2016. He also noted the bridge repair at Routes 101 and 202 and “what was thought to be a bridge deck repair has become a deck replacement” adding “the two projects cannot overlap, this project is slated for 2018.” A brief discussion about this project’s widening of the bridge and the expected detours followed. A member concluded “so there will be some kind of construction on those roads for three years” adding “but there is nothing to be done about it.” Mr. Bartlett agreed noting “you don’t stumble in front of the DOT. If you’re not ready when they are you go back to the bottom of the list and have to work our way back up.”

Route 202/Pine Street Sidewalk

Mr. Bartlett told the members that the project was scheduled for 2016. He noted the plan to bundle bonding of this project with both the Main Street Bridge and the Transcript Dam.

Transcript Dam

Mr. Bartlett reported a rendering of the Dam was being done “to see what it would look like if they breeched the Dam.” He went on to note “most river restorations are not done intentionally; they are mostly done by FEMA after flooding.” He also noted the aesthetics of the Dam and that there are no known drawings, paintings, photographs of the area without the Dam in place. He concluded by noting the environmental agencies are generally in favor of breeching versus maintaining these dams.

Highway Garage Roof Replacement

“We talked about this last year” said Mr. Bartlett adding “and we will probably talk about it again but it leaks and it is time to replace it not repair it.” Chair Lewis interjected “but this is not a high priority for you.” Ms. Stanbury asked “how bad are the leaks?” with Mr. Bartlett replying “it doesn’t put us out of the garage but obviously having water through the roof structure is not good.”

Vehicle/Truck Lift

Mr. Bartlett noted the lift at the Highway Garage was 15-20 years old. He explained “the lift is not of sufficient size to lift the larger trucks; the lift needs to be capable of picking up a fire truck.” Mr. Bartlett also noted the Joint Loss Management Committee made the recommendation “to replace it or not use it” a year ago. Ms. Stanbury asked “how often do you use it?” Mr. Bartlett replied “every day.”

Mr. Bartlett went on to explain the town had two qualified mechanics “who do repairs at less cost.” Mr. Kelly asked what would happen if the lift could not be used. Mr. Bartlett replied “We would have to send the vehicle out to a garage for repairs.” He also noted the garages that work on these large trucks or pieces of apparatus “are not typical garages and you have to travel a distance to get to them.” A brief discussion about mechanic wages (\$75.00 to \$90.00 dollars an hour versus the town mechanics working at their normal hourly wage) as well as critical turn-around times.

Chair Lewis asked “is there any chance of getting the Ambulance Transfer Service to assist with this cost?” Mr. Bartlett replied he could research the amount of time the ambulances are serviced “we do a slip on every vehicle” he said adding he would follow up. Mr. Patten asked what other sorts of vehicles used the lift with Mr. Bartlett replying “dump trucks.” Chair Lewis interjected “so it is not so much the age as it the size” with Mr. Bartlett replying “and it is fatigued.” Ms. Stanbury asked about attracting repair business from other towns. Mr. Bartlett replied “some communities do that, but it is pretty busy in there as it is.” Ms. Stanbury then asked about possibility of using the \$185,000.00 Equipment Management Capital Reserve Fund for the lift. Mr. Bartlett replied “that fund is for wheeled vehicles or tracked vehicles not for equipment.” Mr. Kelly asked what would happen if the \$115,000.00 was cut for FY 2105. Mr. Bartlett noted “we would have to make the decision to stop using it for the large apparatus and then decide about the 6-wheel dump truck and ambulances” adding “I don’t know the limit of the lift and I cannot hazard to guess what that would be.” “And so the work would go outside at greater cost” said Mr. Kelly. Mr. Kelly then asked about the annual cost of outside work “for say the Fire Department.” Mr. Bartlett replied “I am not sure James; a ballpark estimate would be \$30,000.00 to \$50,000.00 dollars on an annual basis and that involves taking it over and waiting for it or going back for it.”

Replacement of Summer Street Well and Pump House

Mr. Bartlett told the members the well is gravel-packed and about 60-80 feet deep. He noted a 2011 flow test measured 300 gallons per minute “but that is down 150 gallons per minute as a result of iron bacteria which naturally occurs in the wetlands.” He explained “you kill it with chlorine, back flush up and it kills it” he said. He added however, “as a result they start to move out further from the well and continue to build a thicker and thicker film the water has to go through to get to the well.” Mr. Bartlett told the members “to correct the problem we need to move the well.” He reported the well would be the same size, adding “the present capability is OK but it is logical to get the production back to where it was.”

Mr. Bartlett then spoke about the Pump House over the well. He noted half of it was located on an old railway bed and the other half “on not so solid material.” He described the crack that ran through the whole building from the settling noting “that will affect the running of the pump.”

Chair Lewis asked about the other wells in town with Mr. Bartlett listing them as the summer Street Well, the Tarbell Road Well, the North Well, and the South Well off Sharon Road which is not used as it was contaminated by the NHBB. A brief discussion about the life of a well followed with Mr. Bartlett acknowledging that even if you move the well the iron bacteria still exists. He told the members that technology may give new and economical ways of managing the bacteria.

Mr. Zeller asked about the South Well. “Will it ever be brought back online? Can it be mediated? And if so what is the projected date?” he asked. Mr. Bartlett gave a brief history of the group of chemicals that were problematic, especially 1,4 Dioxane “which does not break down.”

A brief discussion about user fees and reclamation grants followed. Mr. Bartlett described the availability of minor grants “but most of the grant opportunities with water deal with wellhead protection work.” Chair Lewis interjected “and this is not a taxpayer project.” Mr. Zeller asked “why is it in the CIP?” with Chair Lewis relying “the work needs to be scheduled and monitored even though it is funded by user fees.”

A brief discussion about water rates followed. Mr. Bartlett noted the water rates would increase 2-5% per year “for a long time” adding “but we are over the hump of the expenditure on wastewater.” He also complimented former DPW Director Ed Betz for implementing a leak detection system. “We cut our waste down by 50% by fixing leaks” he said adding “this is a good example of getting the customer up to speed and going to protection versus construction.”

Ms. MacDonald in at 6:40 p.m.

Replacement of W-7, a 6-Wheel Dump Truck

Mr. Bartlett began with “this is owned 50/50 by Water and Sewer. It is the oldest vehicle in the Utilities Fleet and it is tired.” He went on to say “and it has an inherent transmission problem” adding and noting the rework of the Utilities Department “that truck now plows snow.” He told the members that if this truck can’t make it through the winter, they may need to lease a truck (for \$2,500.00 a month) or hire a contractor to cover its plow route.

Mr. Kelly asked about the balance in the Equipment Management Capital Fund and whether the \$185,000 contribution could be reduced if the entire amount is not needed? Mr. Throop indicated that the fleet inventory show needs for years beyond 2015 was needed to forecast the fund balance. Mr. Bartlett indicated that he would provide the inventory in time for “next week”.

Union Street Reconstruction/Upgrade – Scott Winn to Main/Elm Street Intersection

Mr. Bartlett briefly reviewed the improvement /replacement project that would add infrastructure improvements to the roadway, sidewalks and drainage along this route. He said he hoped to begin the public process on the Playground and be done by April, 2014 with construction starting

in June or July, 2014 and completing the job in 2015 with the final coat of paving. When asked about the involvement of the Recreation Department and the Playground Mr. Bartlett listed several impacts to the Playground parcel that included lighting, landscaping and reduction of crosswalks. "I would prefer to have their buy-in as we finish the design and get ready to go" he said.

Collection Systems TV Inspection

"This is a reoccurring item in Water Services" said Mr. Bartlett. He explained the project is one where they clean and TV siphon chambers and gravity sewer lines. He noted problems stemming from "roots, to grease to infiltration." Ms. MacDonald asked "is this part of Wastewater?" with Mr. Bartlett replying "yes."

Water System Distribution Improvements

"This is another reoccurring item in Water Services" said Mr. Bartlett. He noted the old cast iron water mains that were subject to frequent breaks and the need for repair and/or replacement of gate valves and hydrants.

Clock Face Painting

"Yes, we own the clock" began Mr. Bartlett. He noted the clock was at the Unitarian Church and years ago it became common in New England for churches to offer their clocks to the town. "We pay the electric bill to keep it running" he said adding "that is how I found out; it took me some time to figure it out." He noted the clock face was in good shape but needed to be painted. He noted black and gold gilded paint would be used.

Ms. Stanbury noted the Church tended to the clock as well noting 'it is reset by the church members when necessary.' Chair Lewis questioned the \$5,000.00 cost noting "as it stands this is not a CIP item." Mr. Bartlett noted he had originally bundled the smaller painting projects and then separated them out. He noted he would re-assign this project to the Buildings & Grounds operations budget.

Kyes-Sage House Painting

Mr. Bartlett noted some general repairs and removal of trees close to the house. "It needs to be painted" he said. Ms. MacDonald suggested they take a good look at the roof. Mr. Bartlett replied he thought it may not look good with the tree residue covering it but he thought it was in pretty good shape. Ms. MacDonald suggested he take a harder look at it. Mr. Bartlett said he would. In constant search of other or additional funding avenues the members briefly discussed the role and purpose of the Library's 1833 Club and their potential to assist in deferring this cost.

Grove Street Bridge Lighting

Ms. Lewis began with "we have talked about this before, it was cut from the budget last year." With a smile Mr. Bartlett replied "yes, and I had the quotes and a PO done and was *just* about to authorize the work when I found out."

Mr. Bartlett continued by noting the present street lights were original form 1940 and that replacement parts were no longer available. He told the members the lights that match the style of the rest of the downtown lighting would replace the current fixtures. Chair Lewis asked about

the potential to tap the Greater Downtown TIF fund for the project. Mr. Patten noted the substantial boost to the TIF recently with the work being done in that district. “We should push them hard” he said adding “this is what the TIF was established for.” Mr. Bartlett noted he would follow up with Mr. Patten replying “they need to be convinced, it *is* town money.”

Before moving on the members briefly discussed the spreadsheet and for clarification and clarity they agreed to have Mr. Throop “hide” columns showing FY14 CIP recommendations. Ms. MacDonald noted “this will help decrease confusion and if for any reason we need to see it we can always unhide it.”

Evaluation and Design for the North Peterborough Dam Reconstruction

Mr. Bartlett told the members that this work would start in the spring. He gave a brief history of the dam noting it is on a large aquifer “with water flowing underneath the dam spillway.” He went on to say “if the seepage continues it will eventually cause structural failure” adding “and negatively impact recharge to the north aquifer and wetland upstream of the dam.” He told the members a DES inspection was due and he did not anticipate any new findings. Chair Lewis interjected “so we will just be doing the work they will be requesting of us.” Mr. Bartlett replied “yes.” Mr. Kelly had several questions about bonding including the question of whether or not the engineering and design work cost could go into the bond. Mr. Bartlett explained the engineering and design work had to be done up front to determine the costs for bonding.

Town Townhouse Painting – Cupola

Chair Lewis noted “we saw this request last year as well.” Mr. Zeller agreed noting “it says FY 2015. I thought this was going to happen next summer. Mr. Patten said that as of July 1, 2014 “we will be in the 2015 Fiscal Year.” He then asked about merging the project with the Clock painting pointing out “that should bring down the cost.” Mr. Bartlett noted the cost of getting the equipment is staggering “the big cost is the crane” he said.

Townhouse Painting

Mr. Bartlett noted with the Town House having been painted this summer “this will be up again for exterior painting in 2019.” Ms. MacDonald asked if a Capital Reserve Fund for painting and a painting schedule would be efficient *and* cheaper adding “and it would help with the deferred maintenance thing.”

Mr. Bartlett agreed it may do all those things but reiterated “the crane work is what is expensive, it is \$1000.00 just to get the crane here.” A brief discussion about establishing a Historic Building Fund (Mr. Bartlett smiled and said “it is a good idea if you can get people to agree to it”) followed with Ms. Chollet noting “we could look ahead and set up an ongoing schedule assessing the need and then group them to be done at one time. Chair Lewis agreed noting “schedule them and then offer a recurring 5-year contract type of thing.” Mr. Bartlett noted he would look into it.

Rehabilitation of the Transcript Dam

Mr. Bartlett reviewed the time frame on this project. He told the members it was important to include this project as they address the Main Street Bridge and Route 202 Retaining Wall rebuild. He also noted the breaching of the Dam would be evaluated. When a member asked what the Dam was damming Mr. Bartlett replied “it is not damming anything it is purely

aesthetic.” He again noted “right back to 1834 the Dam and the Pond are in all paintings and photographs” adding “and it is a concern as to breach it or fix it.” Ms. MacDonald asked if the Dam had any impact on flooding with Mr. Bartlett replying “no” adding “and low head dams are dangerous with the water churning in front of the dam.”

Equipment management Capital Reserve Fund

This item was tabled for an overall update of the program and the actual schedule.

Roadway Repaving

“This is an annual project cost for repairing town roads per the roadway surface management program” said Mr. Bartlett. He briefly explained the shim work and chip sealing processes. In response to Ms. Stanbury’s question about the prioritization of what roads to pave Mr. Bartlett replied “for long rural roads we chip seal every other year and seal the cracks every three years to keep the water out.” He mentioned examples of these road included Morison Road, East Mountain Road, Old Sharon Road, Old Dublin Road and Old Greenfield Road. He also briefly spoke about advances in technology and product that would allow coating the road without raising its surface.

Construction and Reconstruction of Downtown Sidewalks

Mr. Bartlett noted the brick edged sidewalks in the downtown were being replaced with concrete. “We are in that process” he said. “Two more years we will be done and then start to work outward.” He reported the numerous efforts to maintain the brick edging “all with varying and limited success” adding “concrete is the best solution.” Ms. MacDonald noted “I have been in town for 34 years and still have the patch in the sidewalk in front of my house from when they connected the sewer line.” She also asked about weed control along the curbs to keep the hot top from breaking up. Mr. Bartlett simply replied “time and money.” He also noted that if using anything other than a natural solution to kill the weeds his staff would have to be certified or licensed to disperse herbicides. Ms. MacDonald acknowledged his dilemma but noted “what is the point of putting in crosswalks and not maintaining them. The weeds don’t bother me but the do break up the hot top.” Mr. Bartlett expressed his concern over the service levels of his staff. “We lose one person and that level is going down, we are at that point, service levels need to be considered.” Mr. Zeller suggested perhaps the residents could help out and take care of the weed problem in their front yards.

Chair Lewis asked about a program they had discussed last year involving the local children walking to school. Mr. Bartlett replied “Safe Routes to School” and noted the potential of \$250,000.00 in grant money for the five-way intersection by the Elementary School and traffic study/control at the Middle School.

Storm Drainage Reconstruction/Upgrade and Stormwater Separation Downtown

Mr. Bartlett explained that finding drainage problems while working on other projects isn’t uncommon, “this is what happened with the Fire Station repaving project recently.”

H-3 6-Wheel Dump Truck

“This is a 1999 International 6-wheel dump truck and the oldest in the Highway Division” explained Mr. Bartlett. Chair Lewis noted “it is offset by Fleet Management” then asked “but

what if it is not replaced?” Mr. Bartlett replied “we would continue to do maintenance on it.” Chair Lewis asked “how many more years does it have?” Mr. Bartlett replied “it is 14 years old now, typically their life is 10-15 years before replacement” adding “but the wear and tear in the winter is brutal.” Mr. Patten agreed noting “every mile of snow plowing is the equivalent of 4 regular miles.”

RC Loadall Replacement

Mr. Bartlett noted “this equipment is old and on the schedule for replacement in FY 2015” adding “it is a critical piece of equipment to the operations of the Recycling Center.” Chair Lewis asked about the Recycle Fund (the profit from sales of recycled materials) and its relationship to the operation of the facility. A brief discussion about the Operating Budget and how the Recycle Center uses recycle bags to help offset the expense of the Center followed. They also briefly discussed the Reclamation Trust Fund. Mr. Bartlett noted the recycle fund is dependent on the market and differs from year to year “but either way it is material that does not go to the landfill.”

Chair Lewis noted “I was wondering if there was some pocket of money to help out with the Load All, but I see my ambition will not be satisfied here.” She went on to thank Mr. Bartlett for his patience in answering their questions. Mr. Bartlett noted he would be happy to come back if needed to address any further questions or concerns.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Laura Norton,
Administrative Assistant