

TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE

5:30 P.M. Tuesday
October 29, 2013

MINUTES

Present: Chairman Leslie Lewis, Leandra MacDonald, Susan Stanbury, Roland Patten, 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.

Minutes

A motion was made/seconded (Patten/Stanbury) to approve the Minutes of October 22, 2013 with all in favor.

Comment from the Chairman

Chair Lewis began with “the only thing I want to say is that we don’t want to forget about the couple of things we have pushed off” adding “specifically that would be the Fleet Management and the Police Dispatch presentation.” Mr. Throop replied “both of those items will be addressed next week” adding “Rodney and Scott will both be here.” Mr. Throop went on to say after tonight you have seen all the department heads, the only people I have not heard from is the School System.”

Ms. Stanbury asked about the value of having the school district come in. Chair Lewis noted “we ask them to come in to see their plan and keep open the opportunity to partner with us on certain projects and keep the lines of communication open. Open communication lines are a good thing.” She concluded by noting “*and* we are the only ones who can call them, so we do. We want to maintain a partnership with them.” Mr. Throop noted he had invited the school superintendent to attend on November 12th, but had yet to receive a response.

“Great” replied Chair Lewis adding “let’s get started with Finance.”

Finance Department

Director Nancie Vailinger began by noting her presentation was the same as the last two years. She briefly described the request for capital reserve funding annually through 2017 for the upgrade and conversion of their finance management system and be compliant with New Hampshire law.

“You have heard this twice before but I can make it short and tell you what has happened.” She noted the upgrades were to begin this fall. “The software company told us the process could not be done over a long period of time as the two systems are incompatible (Unix cannot talk to

Windows). She told the members “they said they could build a bridge between the two but then they said they could not guarantee the bridge would work which is worth nothing to me.”

Ms. Vailinger noted the plan is to begin the upgrade in the second quarter of 2014 and have it completed within 6 to 9 months. “But now we are upgrading everything at once. It is costly and all of the funds will not be available for completion in FY 2015.” She went on to tell the members “we negotiated an agreement with the software company.” She noted certain things must be paid immediately (specifically third-party contractors, training and the server) “then over a three year period we will pay installments (2015, 2016 and 2017) that will be interest free.” Ms. Vailinger used the ELMO to show Exhibit A which itemized the project components and payment schedule (hardware to installation to maintenance to contingency plan) that totaled \$200,726.00.

Ms. Stanbury asked why the server cost was being taken out of the Finance Budget versus the IT Budget and Mr. Kelly asked if the Capital Reserve contributions could be delayed by a couple of years so as to not have such a burden on FY 2015. Ms. Stanbury interjected “we approved this last year, I am not sure it is wise to start fiddling with it now.” Chair Lewis replied “well it is always good to know about any wiggle room.” A brief discussion followed with Ms. Vailinger noting what Mr. Kelly had proposed was a possibility reminding the members she had a signed agreement with the software company.

Chair Lewis thanked Ms. Vailinger saying “any time you can get a payment plan without any interest is awesome. You are my hero.”

IT Department

Director Fash Farashahi (Fash) noted he would be presenting IT and GIS together and presented a Technology and GIS update. He reviewed several topics including:

Voice over Internet Protocol (VoIP)

A dedicated phone service between the town buildings with built-in survivability for Police and Fire “so if a link is lost a redundant server will switch to analog lines.” As well as the benefits (transfer of call between buildings, voice mail to email, Direct Inward Dialing, call forwarding and better IT management) and drawbacks (the system relies on the Internet, limited Quality of Service management and licensing requirements) of the system. Ms. MacDonald asked about the cost of licensing with Fash replying “they usually come in bundles so it is hard to give individual costs.”

Mobile Units

Fash explained a move to and standardization of Apple’s iOS in the Fall of 2012. “We currently have 15 iPhones and 8 iPads used by the DPW, Fire Rescue, IT and Administration” he said. He told the members he had tested several android products “we did trial for about two months and iOS just works.”

Helpdesk & Asset Management

Fash noted both of these use Spiceworks (a free software package). He showed an example of a Helpdesk ticket as well as how the software scans and tracks devices on the network.

Remote Help Software

Fash noted “using TeamViewer I can get quick access to any town computer, day or night, on or off-line.”

Internal Security Policies

Fash noted a password policy update, software patch management addressing software vulnerabilities; restricted computer administration and an Industrial Controls Class he attended in Idaho this year sponsored the Department of Homeland Security on cyber resilience audits and building assessment.

WiFi, Nixle and Disaster Recovery Planning

Fash noted a private fiber-optic cable that would connect the Town House to Police and Fire. Ms. MacDonald asked “will that be down or up on the poles?” As Fash replied “it will be on the poles” Ms. MacDonald replied “I don’t care it is just if we get another devastating storm it may not work.” Chair Lewis asked “is this independent of the Dispatch Center?” Rodney Bartlett was in the audience and interjected “yes, it will be independent but a part of the Dispatch Center.” Chair Lewis qualified “but the fiber-optic can be used without the Dispatch Center right?” “Right” replied Mr. Bartlett.

GIS and GPS Accomplishments

Fash briefly reviewed the GIS Work first noting Building addressing, building types (single family, duplex, apartment), street address ranges and speed limits, catch basins and culverts in West Peterborough, Town held conservation easement map updates and updates and edits to all DPW GIS data.

“We also pretty much scanned everything in Rodney’s office” he said as he showed an example of the scanned file. He noted these hard copy files included water and sewer engineering plans, road profiles and bridge plans, gate cards, curb stop ties, main break forms, septic plans, surveys and subdivision plans, scanned plans and files available on the server at PDFs and linked scanned plans and files to GIS maps (data).

Fash went on to note all Utility Poles had been scanned “with 2626 poles captured.” He added the data included the type of pole, the material it is made of, the owner, the pole number, and if the pole had a flag or banner, both or neither. He concluded by noting “PSNH wants a copy of this” with Chair Lewis interjecting “bill them!”

Mr. Bartlett explained the town now regulates what goes on the poles. “We approve what goes up and we send it to PSNH” he said.

Fash concluded by reiterating the scanning of all the Speed Limit and Stop Signs for the Police and the catch basins and culverts for the DPW. He noted the DPW, Commercial and Town-Owned Atlases as well as the Safe Route to School (SRTS) map. He also note the finalization of the Perambulation, a New Hampshire State Law requiring towns, cities and village districts to confirm town lines and perambulation of their boundaries once every seven (7) years.

Ms. Stanbury noted “for a town this size, this is a very large budget” adding “it is all great stuff and looks good but if you look at the cost of the Capital Program this seems like the Cadillac of technology.” She asked “do we have to do all this at this time with the other pressures? What is absolutely necessary and what is nice to have?”

Fash replied they had responded to Utilities and Public Works need for more information with less staff. He noted an enormous amount of time spent at the Hunt Well “a huge paper mine, looking for maps” adding “so locating information for less staff using technology in the field is saving time and money. Mr. Bartlett agreed adding “getting all this into a format that someone else can use is crucial. The information is not locked up in someone’s mind or notebook somewhere.” He gave the example of one of his field supervisors initially baulking at having to carry a cell phone to “I need an iPad to get that information” in just a few months was quite a transition, but “we are replacing people with technology.” Mr. Bartlett went on to note “when I started I had two secretaries and now I get 20 hours a week support from the Assessing Clerk and I am doing more than I have ever done in the past. This technology is crucial.”

Ms. Stanbury noted the work load and asked “is there a lot more to do?” Mr. Bartlett replied “the biggest hurdle is to get it to be routine but we are getting there” he said noting all the daily reports were digital. “It has truly enhanced us and allowed us to do much more with less.” He gave an example of a water break in the middle of the night. “Time and money are saved and level of service is enhanced.” Fash added “we are saving \$5,000.00 to \$10,000.00 on the initial design on many projects, we have seen that consistently.”

Chair Lewis asked about Ortho Data Update with Fash explaining how a fly-over the town takes aerial photographs and creates base data including topography. “Can it be pushed back?” asked Ms. Stanbury adding “just wondering.” Fash explained the data should be updated every 5-7 years adding “the last time we had it done was through a program with the State in 2010.”

Office of Community Development

Director Peter Throop noted the Land Acquisition Capital Reserve Fund that the Open Space Committee has typically located in the Office of Community Development’s proposal. He noted “Fiscal year 2015 is blank with place holders being maintained for the fiscal years of 2016-2020.”

Ms. MacDonald noted the place holder was a good idea, “we don’t want to lose sight of open space.” Chair Lewis agreed noting “I think it is safe to say the request of \$25,000.00 can be knocked back to \$10,000.00” Both Mr. Patten and Ms. Stanbury replied “I agree” at the same time.

Mr. Kelly questioned the reserve of \$442,248.00 already in the fund. He asked why the Open Space Committee did not bond the purchase when a parcel they wanted to buy became available. Ms. MacDonald explained that when open space becomes available “it all happens very quickly. There is no time for a town meeting or to bond it.” She added “that is why they have the balance, these are critical buys.” Mr. Kelly asked “where is the money now?” with Ms. MacDonald replying “the Trustees of the Trust Fund.” Mr. Kelly asked “does it make any money?” with Ms. Stanbury replying “yes, a little.” Chair Lewis briefly reviewed the restrictions on money voted

on at town meeting. “Usually it is very specific and cannot be changed without another town vote” she said. James noted “so that is \$10,000.00 a year for the next five years” and asked “what good is that?” Chair Lewis reiterated the placeholder role of the request. She concluded with “let’s move on.”

Recreation Department

Director Jeff King introduced Todd Weeks a long time member of the Recreation Committee. Mr. Throop told the members he had updated justification sheets for them. He apologized noting the sheets he handed out last week “were incomplete and inaccurate compared to the spreadsheet.”

Adams Pool Repair and Renovation

Mr. King began by noting an increase in their user fees this past summer increased revenues from \$7,000.00 to \$11,000.00 and were well received. He went on to say in terms of the pool “we are trying to think in the long term and \$40,000.00 a year to Fiscal Year 2045 would accrue the 1.2 million dollars we just spent on a new pool.” Chair Lewis asked where maintenance expenses came from with Mr. King replying “the operating budget” adding “but one large ticket item expense could blow up the recreation budget.” Chair Lewis noted money put into the CIP pool account in the past had been sucked into the maintenance program and asked “is \$40,000.00 the appropriate number?” She continued with “if this number will suffice planning ahead like this is good so we don’t have a similar problem in the end.” Mr. Kelly noted “we are paying \$249,000.00 for the bond now” adding “and we want to add another \$40,000.00 for the future? I don’t think we can do that.” He suggested the project be bonded when it became necessary. “I think we have to eliminate the \$40,000.00” he said. Chair Lewis reminded the members “this is important to the town, they voted on this at town meeting, which is why we have the bond we have, because we never planned ahead.”

Todd Weeks introduced himself and said “I am passionate about this, I have been on the Recreation Committee for a long time” adding “20 years ago I asked we put \$10,000.00 away because I knew this day was coming. I don’t want to be making another large bond payment 15 to 20 years down the road.”

Ms. Stanbury noted several of the severe infrastructure items the members were facing at one time noting “the dams, the bridges.” “The roads” interjected Mr. Kelly. She noted the goal was to level out capital planning over the years noting “this is tough right now because of these large projects.” Mr. King shook his head and said “I agree but there will always be roads and bridges and dams. That is why the pool is pushed and pushed and ignored and ignored.” Mr. King and Mr. Weeks then had a brief exchange of words with Mr. Kelly. Chair Lewis redirected the conversation by noting “OK, let’s keep our eyes on the prize and not threaten each other with votes at town meeting.”

In conclusion Mr. Kelly apologized for mistaking the bond payment and corrected his error by noting “that number is \$103,000.00, my mistake I am sorry.” Ms. MacDonald asked about a unified capital reserve fund with Chair Lewis reviewing the purpose of the funds cannot be too broad within that purpose “or it will get used for something not agreed on.” She concluded by noting the example of monies put away for the recreation department years ago “and 80% went

to the tennis courts leaving little for the pool.” Ms. Stanbury reiterated her concern of maintenance money in the capital plan. “It bothers me, it belongs in the operations budget” she said. Chair Lewis interjected “the question is when do you decide *when* to start to reserve for the future.” Mr. Throop noted he would talk to the Town Administrator about “the capital reserve guidelines and balances and bring the information back to you.” Mr. Zeller asked for clarification on the user fees with Mr. King pointing out they went into the general fund as revenue. Ms. Stanbury replied “the general fund not the recreation fund?” with Mr. King replying “yes.”

Multi-Purpose Athletic Fields

With a smile Mr. King said “I started with this in 2003 and it has not been funded. I’ll just keep bringing it back.” He briefly explained the need for additional athletic fields. The members also discussed the fact that the real cost was not actually the land but the creation or building of a field. Mr. King agreed adding “but if something becomes available we would like to be able to act on it.” He reiterated their hope of developing some athletic fields on part of the former sewer lagoon site “but we have found there is not as much land available for reuse as originally thought.” He also reiterated the potential collaboration with the Middle and High schools “but without funding none of that can happen. It is just one more plug to hopefully get something established.”

Chair Lewis asked if it was possible to use open space funds for field land with Mr. King replying “I would say yes! The Open Space Committee would say no.” Chair Lewis added “I just thought it was worth noting since they have over \$400,000.00 in their fund.” Ms. MacDonald added “it would never make through their approval process.”

Chair Lewis went on to ask Mr. King about some ball park figures for his proposal. “Are you aiming for lights and all the amenities? She asked adding “because it is important to keep in mind how long it will take to build a reserve at \$10,000.000 a year.” “Light s alone can be \$500,000.00.” Mr. King replied “I would just like to get it established then I can start to focus on what is out there, what the costs are and come up with numbers that realistic.” He went onto say he could come up with several scenarios (using town owned land, buying land collaboration with the school district). Chair Lewis replied she thought was a good idea “because right now it isn’t a thing it is just an idea. That is why it has not gone anywhere.”

Annual Appropriation to PRD Equipment/Vehicle CR Fund

“This was created last year” said Mr. King pointing out the attached replacement schedule. He went on to say “continued appropriations annually will allow us to be able to regularly replace all the recreation department items on the spreadsheet.” He briefly reviewed each piece of equipment on the list noting which ones were used every day versus the ones that were used on a more seasonal basis. Mr. Patten gave a brief status of the holes in the belly of the 6-wheel dump truck with Mr. Zeller suggesting they take precautions to protect the equipment in the future, specifically a liner for the dump truck.

A brief review of the need for passenger transportation vehicles (including the need for a handicapped accessible one) and status of the mini-busses followed with Mr. King reporting they had sold their school bus (Rec 7) for \$1938.00. Ms. MacDonald asked “the one with the leaky roof that nobody can drive?” “And nobody likes to ride in” replied Mr. King. Ms. Stanbury noted

her concern with the way the schedule was laid out and how money was carried over. She referred to the items on the schedule and noted “it seems most of these things could be bought in the year they are in without having a reserve.” Chair Lewis noted it was worth looking at as “anytime we can do something to *not* put money in is an awesome thing.”

Mr. King continued his review of the mini-bus schedule telling the members he hoped to get an ADA accessible vehicle in 2016 dividing out the percentages of how it would be paid for including the Operating Budget, the Revolving Fund and the Noone Fund.

“We appreciate your creative finding of money that is not from the CIP, I really appreciate that” said Chair Lewis. Ms. MacDonald asked if there would be any trouble in getting the ADA vehicle last with Mr. King replying “no, it will have the most limited seating capacity and we generate money for the Revolving Fund by doing trips.” A very brief discussion about 12-seat versus 15-seat vans followed with Mr. King noting “I personally like the 12-seaters better and insurance companies don’t like to insure the 15-seaters. Mr. King concluded by describing several of the programs the busses provide transportation for “all year long.” There was also a brief discussion about the cost of renting *both* a bus and a bus driver as an alternative. Mr. King told the members “we lose money” adding “Lisa and I do most of the driving and we are both salaried so you won’t be paying a bus driver \$35.00 hour.

Chair Lewis asked “much like the Friends of the Library that contribute and fund raise, does Recreation have any initiatives to get assistance?” Mr. King replied “we are doing that now with the Kitchen at the Community Center” adding “no taxpayers funds are being used to maintain that building. I am under constant pressure to keep the thing open.” Chair Lewis noted what could be accomplished when people get fired up over an idea. “The lights at the school are an awesome example of that” she said adding “or the passion of the hockey fans we saw last year.” She asked Mr. King if there were a group with a vested interest in just one thing, if they would be motivated to raise funds. “Just an idea I wanted to float” she said. Mr. King did not agree noting “there is a lot more crossover than you may be thinking.” He did agree field development may be in the form of wooden floor fields for certain sorts. Chair Lewis thanked Mr. King and Mr. Weeks for coming and especially for going last.

Mr. Throop noted “two small items.” He told the members he added all of the equipment for Public Works, scheduling it out on the spreadsheet. He also mentioned he had received a few small changes from Rodney. He also pointed out a payment in Debt Services of \$50,000.00 (not \$240,000.00) was now reflected by moving the bond out one year.

The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Laura Norton,
Administrative Assistant