

TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE

5:30 P.M. Tuesday
November 5, 2013

MINUTES

Present: Chairman Leslie Lewis, Sue Chollet, 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/Zeller) to approve the Minutes of October 29, 2013 with all in favor.

Comment from the Chairman

Chair Lewis just reiterated what she thought of the bottom line and that she had been thinking harder about ways to smooth out FY 2015 “Into a presentable number.”

Police Dispatch/Emergency Operating Center

Rodney Bartlett and Chief Guinard were present with Mr. Bartlett beginning with “we have an update to the spreadsheet” adding “and you see the 24-hour Dispatch center has no appropriation in it.”

Contracted dispatch current services 5.5% annually and 2021 the number are the same”

He noted with the potential of a new Fire Station in the immediate future “it became pretty clear to Pam that we need another year to make any decision on a central dispatch. She has decided to take it off the table this year and form a Task Force to clearly identify the pros and cons of a central dispatch.”

Mr. Bartlett briefly reviewed the operating costs of the Keene Mutual Aid and Hillsborough Sheriff’s Department Dispatch Centers as well as the continued Ambulance Transfer Service noting in 2021 costs match. He went on to say and if the Fire Department is successful in building a new station “there may be some real opportunity to put the dispatch center there.” He also a safety complex large enough and in a good location “is still a goal.” Mr. Zeller asked if Mr. Bartlett could divulge the location of the potential new Fire Station with Mr. Bartlett relying “I cannot confirm or deny where it is.” Ms. Chollet asked “this would be for Fire only, not both right?” with Mr. Bartlett replying “right now, yes. There would have to make a determination as to whether or not anything else would fit” adding “the initial review is that there is not enough room.”

A brief discussion about the specifications of a municipal facility (minimum 5-acre lot and ability to equally serve the call demand so centrally located) followed.

Mr. Kelly asked if the Police were going to go ahead with the storage and paving at their station with Chair Lewis noting "I think there is little chance the Police will move." Chief Guinard replied "I think that is safe to say."

A discussion about Fleet Management began with Chair Lewis noting "I think we need to appropriate the \$185,000.00 each year as to not fall short." Mr. Throop noted "we do fall short in 2019, \$12,000.00 short." A brief discussion about the one-ton dump truck accessories (sander, plow etc.) and figuring in for inflation followed.

Moving on Chair Lewis suggested the members "start at the top and make our way down the list" in regards to final review of the FY 15-20 CIP adding "we have to get \$150,000.00 from somewhere." Mr. Bartlett told the members the Load All for Recycling "can go out another year if you want. That would be \$38,000.00 in savings if you move it."

Town Clerk

The member agreed this purchase would be necessary before the next big election. Ms. MacDonald asked "can we try one before we buy a whole bunch of them?" Ms. Chollet replied it was not the Committee's job to choose the product. Mr. Patten noted the Building & Grounds Supervisor was the one responsible "so if you want more information on what to buy you should ask David (Croumie)."

Mr. Zeller asked how many booths would be bought with Chair Lewis relying "40." Mr. Kelly asked "are we required to have them?" Mr. Patten replied "yes, by law you have to have a certain number of privacy booths for registered voters." A brief discussion about the upcoming state and national primaries and elections followed. Ms. Chollet concluded "let's keep them in for now."

Fire Department

The members discussed portable radios and self-contained breathing apparatus (SCBA) purchases. One member noted the price of the SCBA as being anywhere from \$1000.00 to \$1200.00 each. It was also noted both the SCBA and radios had been acquired through a grant in 2004. Mr. Patten noted "they will be 10 years old in 2014, and they all come to an end at the same time." Chair Lewis noted the intention was to begin the purchase process as the equipment (especially the radios) fail.

Chair Lewis noted the need for the equipment was obvious and real but noted the lack of research in the product itself. She noted a "top shelf" ideation but was certain in saying "even without the bells and whistles we need to appropriate something." Mr. Throop agreed adding "this is a life safety thing." Mr. Patten asked about the possibility of another grant with Chair Lewis reiterating "he (Chief Lenox) needs the money regardless but maybe we could do some more research on the brands." The members briefly discussed acquiring the new pumper on a lease-purchase basis as well as alternative ways of funding these big ticket items. The members also discussed pushing out the re-furb of the engine (2022) and purchasing a new tanker (2024) and Ladder (2025).

Ms. Stanbury noted some of the fire trucks were pretty old with Ms. Chollet replying “that is what happens when we push out our big ticket items.” Mr. Patten agreed adding “kicking the can down the road.”

Police Department

It was noted the cruisers were on a fleet management program “so it is down to storage” said Chair Lewis.” She added “this has been on his list for at least as long as I have been around” adding “he is not as critical mass that is why we keep pushing it off.” Chair Lewis then concluded “but just because it is not critical does not mean we should not fund it.”

The member briefly discussed last year’s budget. Chair Lewis noted “we have to find \$151,000.00 we are currently at \$1.423 Million and we need to be at 1.272 or 12% (or \$151,000.00) less. She also reiterated that the members did not need to anticipate what the Budget committee needed “we need to anticipate what the town needs.” Ms. Stanbury noted she thought the grant for the Union Street project skewed the revenues. Chair Lewis replied “I think second guessing budget is not worth our time. It is not fruitful at all.”

Chair Lewis went on to note that focusing on the big picture and that they had been kicking the can down the road for quite some time. Ms. MacDonald interjected “I think we are the *only* ones looking at the big picture.” Chair Lewis added “and there are a lot of new projects this year.” Chair Lewis suggested they begin looking department to department to see where they might trim dollars.

OCD

Ms. Stanbury asked “should we make the Open Space \$5,000.00)? A brief discussion of how that money is used followed. It was noted people are assisted with surveys and legal fees “which really helps get people on board” said Ms. MacDonald.

GIS

“Any thoughts on GIS?” asked Chair Lewis with Ms. MacDonald noting “it sounds like the town departments are becoming more dependent on them.” A brief discussion on necessity followed with Chair Lewis concluding “we have to trust the managers.”

IT

The members discussed the \$15,000.00 to replace the server if needed and if not it would be taken out in a subsequent year. The members also suggested the server be specified in such a way as it could be re-purposed.

Recreation

Chair Lewis noted “I understand and sympathize with the field issue but until Jeff can actually come up with a plan we need to remove them. That is my feeling.” Ms. Chollet agreed noting “we say the same thing every year” with Chair Lewis adding “and \$10,000.00 a year is never going to make enough.” Again Ms. Cholet agreed noting “that is the message we need to send, don’t bring this request to us again without a plan.” She then suggested that perhaps speaking to the Town Administrator about a strategic plan for Recreation, noting “she may suggest people

who know how to plan and help him.” Mr. Patton interjected “just make sure the Recreation Committee knows.”

The members briefly discussed the CIP for the eventual replacement of the Adam’s Playground Pool as well as the potential to rent rather than buy the mini busses.

Public Works

It was noted that Mr. Bartlett had said moving the roof out was an acceptable alternative. Ms. Chollet replied “it seems mean but let’s move it.” In agreement Mr. Kelly said “move it.” The members briefly reviewed the roads, sidewalks, Highway and Buildings and Grounds. They discussed securing money for the Grove Street lighting from the Greater Downtown TIF. They also discussed the painting projects (treated as a package) and whether or not to move them out to a future fiscal year. Chair Lewis again asked about the Friends of the Library (specifically their book sales out of the Sage-Keyes House) and asking them for revenue to assist in the painting cost for the building. Mr. Patton noted “that book money should go back into the house. I would like to know where the money is going. I think we need to ask that question.”

The members reviewed the Fiscal Years of 2015 (\$2.10), 2016 (\$2.34), 2017 \$2.44), 2018 (\$2.28), 2019 (\$2.48) and 2020 (\$2.31). Mr. Throop noted “the year to year changes are pretty stable” and went on to explain how Debt Services acts as the driver in the jumps “as well as the bonds kicking in in 2017.” He concluded by noting “it is pretty remarkable to have that kind of debt pattern and have it as level as it is at \$1,260,000.00”

Mr. Throop noted he had met with the School Superintendent. “They do not have a CIP right now” he said adding “but he is happy to come talk to you if you want or if not that is fine too.” Chair Lewis suggested they come in and touch base as “we are always looking for collaborative opportunities.” With a smile Mr. Throop noted “well the Superintendent has been on the job 15 days longer than I have so we’ll see what happens.”

Chair Lewis looked around and said “it looks like we are done.” She noted Mr. Throop would get together with DPW to work on the Fleet Management. “We should get the next spreadsheet and meet for 15 minutes next Tuesday” she concluded. She also noted Tuesday were not the best night for her to meet next year.

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

Laura Norton,
Administrative Assistant