

TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE

5:30 P.M. Tuesday
October 23, 2012

MINUTES

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

Also Present: Carol Ogilvie, 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 (Paten/Kelly) to approve the Minutes of October 9, 2012 and October 16, 2012 as written. After a brief discussion it was noted this group's quorum is four.

Town Clerk:

Linda Guyette was present to request new voting booths for town elections. Ms. Guyette noted she had never had a CIP request before "but I am here to request replacement of our voting booths." She went to say "the ones we have are over 30 years old and are dilapidated, falling apart." David Croumie from Buildings and Grounds was also present and described the aluminum four-in-one booths they would like to purchase. Ms. MacDonald asked if the new units would take less space to store with Mr. Croumie replying "oh yes, much less space" adding "we have lost eight booths in the past two years, the were beyond repair."

Ms. Stanbury asked about the required number of voting booths for the town and after a bit of discussion between Ms. Guyette and Mr. Croumie they reported "one for every hundred registered voters." When asked about the number of registered voters in town Ms. Guyette replied "about 4500."

A brief discussion about the regulations regarding the number of voting booths, size of the voting area and accommodating ADA guidelines followed. Mr. Croumie noted the particular units they were looking at were back ordered at the time "but in looking at the most effective units to meet our needs, those are the best ones I have seen."

Mr. Patten asked "how long have the old been around?" Mr. Croumie replied "at least since I was a kid." Mr. Patten smiled and said "yeah, I seem to remember voting in them 50 years ago. We *have* gotten our money's worth." Ms. Guyette said that one booth fell apart in the last election "with someone in it." Ms. MacDonald asked about the table booths with Mr. Croumie

replying “yes we still have them.” A brief discussion about the booths being available for the next town meeting followed. Ms. Guyette estimated they would be in place for the School District elections in March “but certainly for the Town elections in May, 2014.” Ms. MacDonald noted “well at least you have plenty of time to find the best alternative.” She asked again about storage with Mr. Croumie reiterating the ease of storage by stacking the 4-booth units.

Concluded Town Clerk at 6:43p.m.

Recreation Department:

Jeff King was present and began with “we have two requests for FY 2014” adding “one is the capital reserve for the multi-purpose athletic fields which this Board has agreed with and recommended in the past but was pushed out by the Budget Committee.” Mr. King noted “I will keep asking and see what happens; there is really no change in that the need has not gone away. But we have nothing (\$\$) put away either.”

Paula Stewart, Recreation Committee Chairman arrived 6:45 p.m.

Ms. Stanbury noted she supported the need “but I am interested in more detail” she said. She noted she did not have family members involved in any recreation programs “but this just looks like a typical request.” She elaborated by telling Mr. King he needed to clarify his needs from several different angles including types of programs, program growth, “what fields you have and what fields may be in rest. You say you use the school fields but I do not see those details.” In response Mr. King noted the three athletic fields owned by the town (Bishop, Echo and Picard) all of which are located on the Adams Playground campus. He reviewed the dimensions and shapes of the field and what field could be used for what sport. He reviewed (baseball/softball) diamond sizes and fence distance (normal is 225 feet, our longest distance is 185 feet, a bit short for the Babe Ruth League) He reviewed the Cal Ripken youth programs as well as the adult programs (which are very popular). He told the members “Lacrosse, Field Hockey and Soccer are played on rectangular fields. “We don’t own any of those” he said. “We rely on the school district to use their fields.” He went to note that youth soccer leagues were the most popular with matches played at PES. Ms. MacDonald interjected “a terrible field” with Mr. King in agreement, “atrocious” he said.

Ms. Stanbury asked about the maintenance of the fields with Mr. King replying “Obviously the School District takes care of their fields but the town pitches in. “We mow from time to time and we paint the lines” he said. A member asked “is there a formal agreement?” with Mr. King replying “no, it is more of a gentleman’s agreement.” Another member asked “so if we set aside money for a number of years, what would you do with it?” Ms. Stewart responded with “our first priority it to take care of what we have. The fields need work, we have no money. We would like to start maintenance ahead of time so we don’t end up with the pool situation of replace it or have nothing.” She noted the funds would not be for day to day maintenance but “the longer term things like re-sodding” she said. Ms. Stanbury suggested she not use the word maintenance but perhaps instead, *restoring*. Mr. King interjected “reconditioning, re-seeding, that is what we are talking about” he said.

Mr. Kelly asked about the potential expansion at the Wastewater Treatment Facility (at the former lagoons site). Mr. King smiled and replied “that depends.” He went on to describe a new field with a few amenities versus starting from scratch “could cost you a million dollars, it depends on what you start with.” Ms. Stanbury interjected “I have the sense that might not happen, there doesn’t seem to be enough space.” Mr. King noted “there is less space than we thought, two of the lagoons are out of the picture because of possible flooding.” He added “a soccer field is two acres, so in essence you would need three acres to get what you need (parking, concessions, etc.)” Mr. Zeller asked “any other site you might have your eye on?” Mr. King replied “other than what the school owns, no. The lagoons are low hanging fruit, just what we need without any acquisition costs.” Ms. MacDonald mentioned the land adjacent to the PES field and a brief discussion about how that could be used to enlarge the current field followed. Mr. King noted “a priority for us is youth soccer; we have over 250 kids involved in the program. Right now we just keep making due, but this is an issue, it is not going to go away, the fields will only get worse.”

Mr. Kelly looked at Mr. King and asked “would you like to go to your bus?” “I am ready when you are” replied Mr. King.

Mr. King began with a brief history of how the transportation needs of Recreation Department were fulfilled in 2004 when they purchased a mini-bus with funds made available through the Isabelle Miller grant. “Since then,” he said “the Recreation Department has operated and maintained the busses at no cost to the taxpayers with their purchase through Isabelle Miller grants and maintenance and operations through the Recreation Revolving Fund.” He noted that at one point the department had three vehicles (which he described as *vital* to their operation, reporting over 5000 passenger trips since 2004). He gave a brief status of the vehicles - Rec 5 and 6 (mini-busses) and Rec 7 (school bus). He noted Rec 6 was sold when it needed a new and expensive catalytic converter. He also noted that Rec 7, the school bus “has proven to be difficult for a number of reasons.” He told the members a driver must be certified with a CDL (with passenger and airbrake endorsements). He also reported “the adults and seniors do not like it, it is a school bus, and it’s uncomfortable. Hindsight is 20/20; it has proven not to be a successful vehicle for us.” Ms. MacDonald asked “what is its capacity?” Mr. King replied “25 adults, 43 kids” (three to a seat for the children). Ms. MacDonald asked “who drives it then?” Mr. King replied “we have a couple of guys from the Fire Department and one or two Highway guys here and there.” Mr. King also noted his staff ranges (for the most part) in age from 18 to 22 years old. “We cannot even rent vans because you have to be 25 years old to drive them” he told them.

Mr. King went on to tell the members that Rec 5 “is a great vehicle but is starting to show its age with over 99,999 miles on it.” Chair Lewis asked “how long do you think it will last?” Mr. King replied it would most likely last a bit longer “but there is an ongoing problem with a leak in the overhead emergency exit we have not been able to resolve.” With a smile Chair Lewis replied “sounds like a job for duct tape to me.” Mr. Zeller noted the rain has to run into rain channels inside the body of the vehicle, “they could be plugged, it could be something that simple” he said. He told Mr. King he was tempted to take a look, “may I?” he asked. Mr. King told him he was quite welcome to do so.

The members spent a bit of time reviewing and discussing the cost summary and the various amounts in the years out to FY 2019. Chair Lewis concluded by asking “any more questions?” There were none. Mr. King thanked the members and reiterated the busses were not a sideline of the recreational programming “they are a major piece” he said. He also invited the members to come to Adams Playground to “see what we have, point out things we have done, where we are and where we would like to go.”

Chair Lewis asked about the Friends of the Rec with Mr. King noted there used to be such a group “but they are defunct.” Ms. Stewart noted while many people are interested in being a part of such a group “it is fairly complicated and time consuming, on top of having full time jobs.” Mr. King interjected “you have to establish a 501 (C) (3) with different people bringing different perspectives, we would need a group working with us hand-in-hand with *our* vision and where *we* want to go.” Ms. Stanbury asked if they had looked into any grant money opportunities. Mr. King noted the Land and Water Conservation funds (primarily involved in grants for parks and recreation) may award matching grants for things like the fields. Chair Lewis asked about acquiring a used Rivermead bus with Mr. King replying “they generally trade them in.”

Finance:

Chair Lewis noted Ms. Vaihinger was unable to be at the meeting but added “her request is the same, the purchase, upgrade and conversion of the Town’s financial management software.”

Ms. Stanbury interjected “there won’t be a buy-in with Keene though.” Chair Lewis replied “well she has kept the same amount in there.” Mr. Zeller asked for clarification as he was new to the Committee. Chair Lewis briefly explained the Finance Department’s situation with their tax and utility software. She noted the software is no longer supported by a license/maintenance agreement and any further upgrades are moot as they will not interface with the current tax package. She concluded with “they have been an orphan for several years.”

The members briefly discussed the cost summary schedule and decided it would be good to Ms. Vaihinger come in and meet with them. Chair Lewis suggested she be invited for the November 6th meeting when the agenda consisted of OCD and IT Services.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Laura Norton,
Administrative Assistant