

CAPITAL IMPROVEMENTS PROGRAM MEETING
August 09, 2012

The Capital Improvement Program meeting was held at 6:02 P.M. in the Moose Hill Council Chambers, Town Hall, 268B Mammoth Road, and Londonderry.

PRESENT: Capital Improvement Plan (CIP) Committee Members: Town Council Liaison, Chairman John Farrell; School Board Liaison, Vice Chairman John Laferriere (6:25PM), Planning Board Rep., Mary Soares; Budget Committee Members Chris Melcher and Alternate Bill Mee; Planning Board Rep. Rick Brideau.

Staff Present: Community Development Director, Andre Garron, AICP; Town Planner, Cynthia May, ALSA; School Business Administrator, Peter Curro; Finance Director ,Sue Hickey; Executive Assistant, Margo Lapietro

APPROVAL OF MEETING MINUTES

Rick Brideau made a motion to approve the meeting minutes of 5/29/12, second Mary Soares. Committees vote 4-0-0.

PROJECT PRESENTATION

None

Chairman Farrell explained there were no presentations tonight and the Committee will go through the scoring and prioritizing of all the proposed projects.

**2014-2019 CAPITAL IMPROVEMENTS PROGRAM – COMMITTEE
DELIBERATIONS**

Scoring of Projects

Prioritization of Projects

Placement of Projects in the 6 year Program

Chairman Farrell explained the process to the new board members; we are using the same methodology from the past. He stated that this is an advisory document to the Planning Board. The scores can be changed or they can remain the same. He suggested scoring line by line.

The new SAU Office was discussed. Peter Curro stated that it has been on CIP for many years. He explained they have three choices; either build a new facility, buy a larger building, or put substantial money into the existing building. The School Board said it is not worth putting

41 money in it. P. Curro explained that we would not be getting state aid as had been done in the
42 past. The consensus was to leave the rating the same.

43 The consensus was to move the auditorium out to FY19.

44

45 P. Curro passed out the projects targeted for the District wide Renovations. He talked about
46 maybe putting out a \$3-4M bond for the renovations. School Board member, John Laferriere
47 said this is a discovery phase – most of the items on the list are coupled with petroleum prices.
48 The School Board wants to continue to investigate. P. Curro said the idea is to use the
49 Maintenance Trust Fund to pay down the debt of the bond; it can fluctuate from \$1-3M.

50

51 The Central Fire Station was reviewed. After much discussion and with Chief MacCaffrie not in
52 attendance it was decided to move it out to FY15-16. If the Chief wants to change the scoring he
53 can go to the Planning Board. J. Laferriere felt that we should hold the scoring and have a
54 presentation. The consensus was to hold the scoring and ask the Chief to come to the Planning
55 Board meeting being held 9/12/12 for a CIP workshop.

56

57 Replacement of Emergency Equipment was discussed. A question arose on why this is a CIP
58 item; all the items listed are all small equipment items with small prices. Finance Director, Sue
59 Hickey explained to get on the CIP the project must be at a minimum of \$100K – these are all
60 small items totaling 100K. The consensus after discussion was that it was not appropriate as
61 opposed to large projects; it should be put in the operating budget as expense line items or in a
62 maintenance trust.

63

64 Pettengill Road Upgrade – A. Garron gave an overview on the project which has been on the CIP
65 for a decade. He explained the Access Road opened up a year ago and the development of the
66 road would open up countless jobs. The Town is seeking partial funding from the state for the
67 sewer project. There is no town money appropriated, and the only money spent was on
68 engineering for the road design. There is no roadway money. He stated that this is a major
69 Economic Development top priority for the Town Council. The consensus was not to change the
70 scoring.

71

72 GIS Maintenance Program – A. Garron explained the system and what it entails. Every 5 years
73 staff is recommending aerial photos be done to upgrade the system. He explained GIS is a
74 valuable resource for the Assessing Dept., the Police and Fire Departments. The money is for air
75 photos which run about \$100K. A great deal of discussion entailed whether or not this was a
76 maintenance item or should it be part of the Capital Reserve Fund. P. Curro said it is a
77 maintenance issue. A. Garron responded it is a capital item; it is over \$100K. He said it is
78 similar to the maintenance fund that the police and fire have for the replacement of their
79 vehicles. Chris Melcher said we should ask the voters for \$32K each year for five years. John
80 Laferriere agreed it should be part of the operating budget. A. Garron responded that this was
81 the financial package presented to lessen the blow each year as opposed to coming to the board
82 each year for anywhere from \$100K to \$105K. It was looked at like the Master Plan; we knew
83 we were going to spend over \$100K. It would lessen the financial blow to the community if it
84 was taken out as one large item rather than a little each year. This is a capital item to support the

85 GIS system. R. Brideau said we should leave it in the CIP. S. Hickey explained we don't do it
86 for the fire, police and Public Works for heavy equipment; we have a Warrant Article for them.
87 There is somewhat of inconsistencies with how we handle our Capital Reserve funding, we do it
88 in some areas and not in some others. Chairman Farrell asked what is the annual maintenance fee
89 on the license –A. Garron responded about \$8,500. Chairman Farrell said when you license the
90 software it is Capital Funding. Annual maintenance is maintenance. If it is something we are
91 going to draw out \$35K for each year it is maintenance. A. Garron responded it is a \$100K
92 project for aerial photos. Chairman Farrell said he is hearing from the Committee that it is out of
93 the CIP and if you can come up with a better way to get it to the license level then it can be back
94 in. If you want to go to the Planning Board and get it back in that can be done. M. Soars said
95 she thinks the expense should stay in but it is not a capital improvement. S. Hickey said it is a
96 Capital Reserve; \$32K can be put in as a Warrant Article in the Operating Budget. C Melcher
97 said the upcoming budget is probably going to be a default budget it has to be on the CIP for
98 \$160K for one year in the FY 18 year. Consensus was to leave it in the CIP.
99

100 Open Space – Mike Speltz said nothing has changed and they are looking to get back on the
101 ballot in 2013. They proposed \$600K per year, open space bonds will be retiring as we go along.
102 The goal is that the principal and interest payments on the bonds is always below 900K per year
103 throughout the plan period. R. Brideau and C. Melcher want to move it out a year. J. Laferriere
104 wants it to continue the same. S. Hickey asked for clarification, the form says \$600K/year to
105 equal \$3M. She said she has an e-mail that talks about a half a million a year. M. Speltz said the
106 assumption is that they can get 20% on grant money. S. Hickey said she would have to put it in
107 as \$600K for gross appropriations and they would have a funding mechanism for the 20%. J.
108 Laferriere said don't push it out another year. The consensus was to leave it where it is.
109

110 Roadway Rehab/Reconstruction Program – Chairman Farrell explained that this project has
111 passed 5 years in a row for a million to a million and a half. Last year it passed for half a
112 million. This year the request is \$1M. The consensus was to leave it the way it is.
113

114 Highway Garage, Improvements – the committee reviewed the scoring and brought it up to 21
115 and the fiscal year was changed to FY14.
116

117 Recovery Way Drop Off Center Improvements (Paving) - Public Works Director Janusz
118 Czyzowski said their top priority is to put an additional concrete slab for another plastic
119 container and construct an awning for the attendants who collect the tickets. We have the funds
120 from the Reclamation Trust Fund to continue the project which is \$100K. The scoring was
121 adjusted to 12.
122

123 South Londonderry and Mammoth Road Sewer had no changes other than to move them out to
124 FY16
125

126 Plaza 28 Sewer Pump Station Replacement – had no changes. Chairman Farrell said all sewer is
127 self-funded. The consensus was to make it a Priority 2 and move it up to the FY15 year.
128

129 Senior Center Expansion – Chairman Farrell said it is currently not in the six year program and
130 the consensus was to put it in. It was put in FY19 with a score of 20 and a priority of 3.
131 Chairman Farrell said the CIP presentation to the Planning Board will be 9/12/12. He also said
132 they will be waiting to hear from Fire Dept. about Central Fire Station.
133

134 **OTHER BUSINESS**

135 None.

136
137 **NEXT MEETINGS**

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139 This was the last meeting of the CIP Committee.
140

141 **ADJOURNMENT**

142
143 **R. Brideau made a motion to adjourn at 7:20 PM second, J. Laferriere. Committees vote**
144 **5- 0-0.**

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146
147 **Notes and Tapes by:** Margo Lapietro **Date:** 08/09/12

148
149 **Minutes Typed by:** Margo Lapietro **Date:** 08/13/12

150
151 **Approved by:** CIP Committee **Date:**

152
153 Due to the fact that this was the last CIP meeting, these meeting minutes were approved via
154 electronic vote by the Committee Members, copies of e-mails attached. **Committees vote was**
155 **to accept the meeting minutes of 8/9/12 by a vote of 5-0-0.**
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157

Location	Project	Cost
HS	Replace roof - connector halls (ACBM)	\$ 110,000.00
HS	Replace roof - phase 3	\$ 320,000.00
HS	Replace H&V units	\$ 215,000.00
HS	Replace roof - phase 4 & 6	\$ 440,000.00
HS	Overcoat roof - gym & Phase 5	\$ 180,000.00
HS	Pressbox & Bleachers	\$ 350,000.00
HS	Concession Stand	\$ 150,000.00
LMS	Replace 2 boilers	\$ 120,000.00
LMS	Replace roof - MPR & classrooms	\$ 420,000.00
LMS	Replace roof - classroom pod wing	\$ 260,000.00
LMS	Paving - front parking lot	\$ 350,000.00
MT	Replace hall carpet with VCT (ACBM)	\$ 65,000.00
MT	Replace windows & wall panels in gym	\$ 30,000.00
MT	Renovate front lobby bathrooms	\$ 45,000.00
MT	Replace gym floor (ACBM)	\$ 85,000.00
MT	A/C for library	\$ 28,000.00
MT	Carpet replacement (classrooms)	\$ 36,000.00
MT	Generator	\$ 46,000.00
NS	Replace gym floor	\$ 115,000.00
SS	no projects planned	
MHS	Roof Replacement	\$ 410,000.00
	Total	\$ 3,775,000.00

*** These items do not need to be completed during the next 5 years

2014 - 2019 CIP Project Submissions - 8.8.12 Meeting Worksheet

Project	Department	Cost	Placement in 2013-2018 CIP	Dept/Board Score	2011 CIP Committee Score	CIP Committee Score	CIP Committee Priority Assignment	CIP Committee Placement in FY 14-19 CIP
New SAU Office	School District	\$100,000 (AAE), \$2.9 million (Construction)	Priority 2, FY 16-17	26	28	28	2	FY 16-17
Auditorium	School District	\$500,000 (AAE), \$1 million (Site Prep), \$15 million (Construction)	Priority 3, FY 18 (AAE)	18	20	20	3	FY 18-19
District Wide Renovations	School District	\$100,000 (AAE), \$3 million (Construction)	Priority 3, FY 17 (AAE)	27	27	24	2	FY 14
Central Fire Station Renovations	Fire	\$100,000 (AAE), \$1.5 million (Construction), \$50,000 (Furniture)	Priority 3, FY 14 (AAE) FY 15 Construction	30	18	18	3	FY 15-16
Replacement of Emergency Medical Equipment	Fire	\$180,000 per year (FY 13-17) \$1.6 million	Priority 2, FY 13	25	25	18	3	FY 15-16
Petaling Road Upgrade	Community Development	\$12,348,000	Priority 2, FY 13 (Not Funded)	30	33	33	2	FY 14
GIS Maintenance Program	Community Development	\$160,000 (Capital Reserve, \$32,000 annually)	Priority 3, FY 13-18 (\$32,000 Annually)	19	19	18	3	FY 18
Open Space Protection	Conservation Commission	\$3 million (\$600K per year FY 14 - 17 & 19)	Priority 3, FY 13-15	27	27	27	3	FY 14-17 & 19
Roadway Rehabilitation Program	DPW - Highway	\$1.0 Million per year (FY 13-19)	Priority 2, FY 13-18	13	26	26	2	FY 14-19
Highway Garage Improvements	DPW - Highway	\$250,000 Phase III	Priority 2, FY 13	16	15	21	2	FY 14
Recovery Way Drop Off Center Improvements (Paving)	DPW - Solid Waste	\$125,000	Priority 3, FY 13	6	9	12	3	FY 14
South Landonery Sewer Phase II	DPW - Environmental	\$2,538 Million	Priority 3, FY 15	15	15	16	3	FY 16
Mammoth Road Sewer Replacement (portion)	DPW - Environmental	\$385,875	Priority 3, FY 15	13	13	13	3	FY 16
Pizza 28 Sewer Pump Station Replacement	DPW - Environmental	\$3.15 Million	Priority 4, FY 18	20	14	20	2	FY 15
Mammoth Road (North) Sewer Extension	DPW - Environmental	\$749,700	Priority 4, Not in 6 Year Program	12	12	12	4	FY 16
Senior Center Expansion	Senior Affairs	\$600,000	Priority 4, Not in 6 Year Program	19	Not Scored	20	3	FY 19

Removed from CIP