

**SOMERSWORTH PLANNING BOARD
MINUTES OF CIP WORKSHOP MEETING
NOVEMBER 24, 2015**

MEMBERS PRESENT: Ron LeHoullier, Chair, Harold Guptill, Vice Chair, Dave Witham City Council Representative, Mark Richardson, Paul Robidas, Aaron Fournier and Jeremy Rhodes.

MEMBERS ABSENT: None.

STAFF PRESENT: Dave Sharples, Director of Planning and Community Development and Tracy Gora, Planning Secretary.

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

1) PUBLIC MEETING

A) **Review and discuss proposed 2017-2022 Capital Improvement Program.**

City Manager Bob Belmore explained to the Board that the Capital Improvement Program (CIP) is a document he creates every year with department heads and presents to the Planning Board for review then gets forwarded to the City Council. Stated that he has a slide show to present and that the contract City Engineer, department heads, School Board members are here tonight. Stated that the contract City Engineer firm is CMA Engineers but that the City is transitioning to DuBois & King, which also does plan review for the Planning Board. Reviewed his slide presentation and stated that the CIP is a six year program and that the City Charter authorizes the City Manager to prepare and submit this document. Stated that the State RSA outlines the duties of the Planning Board and has them review the CIP in regard to the Master Plan and the community as a whole. Stated that development of the CIP starts every year in August and that he meets with each department head individually to review each department's needs and recommendations. Stated that he uses the CIP when preparing the yearly budget. Stated that for an item to be included in the CIP it must have a cost of \$10,000 or more and a life of five years or greater. Review the three ratings and how items are prioritized.

Director of Finance Scott Smith reviewed a summary chart of this year's CIP and pointed out a new section in the document for the Pavement Management Plan. Reviewed the different funding sources and stated that the summary includes total debt service payments. Reviewed the slide showing the net value of all City projects for 2017, which is approximately 1.5 million dollars.

Belmore reviewed the priority one projects, which include City Hall HVAC maintenance, a plow truck and a dump truck, among other items. Stated that the amount for road resurfacing is not enough but that it had to be limited because of the tax cap. Reviewed the priority two projects, which include a vehicle for Code Enforcement, Thermal Imaging Cameras and a pickup truck for Police, among other items. Reviewed the slide showing multi-year or annual projects in the CIP, such as self-contained breathing apparatus and Police cruisers. Reviewed funding sources for City projects and stated that if they fund everything for 2017 then it would be just over 1 million dollars with a net impact of just over \$600,000. Stated that would have a .77 cent impact of the tax rate.

Superintendent Jeni Mosca stated that the priority for the School Department is to replace HVAC units and that just over half of them have been replaced in the last few years. Stated that asbestos has been completely removed from the Middle School and that they are working on the High School. Stated that the bathrooms at Maplewood School are original and need to be addressed soon. Stated that doors and windows need to be replaced and they looked at doing the windows next year and the doors the year after.

Belmore stated that CMA Engineers is going to address the Board to talk about Complete Street Projects.

Joe Ducharme with CMA Engineers stated that they are taking a more comprehensive look at road resurfacing rather than just paving. Stated that they took an inventory of the City's paved roads using a laser imaging system and tied the data into the City's GIS system. Stated that the imaging they have is from 2014. Stated that the imaging formed a database of information on the roads in the City and a Pavement Condition Index (PCI) was created. Stated that PCI is an international raking from 0 to 100 and that the goal is to have a PCI of 70 or higher. Stated that the City-wide average PCI is 53. Reviewed the slide explaining pavement life and stated that the more degraded the pavement gets, the more costly it gets to repair it. Explained the program they use and how they use the data to set priorities. Stated that the roads with the most traffic are the priority, such as Blackwater Road, Main Street and, Indigo Hill Road. Stated that the City has a backlog of pavement improvements and the lowest funding level will actually reduce the PCI. Reviewed pavement repair costs. Showed a chart with expected pavement treatment life. Stated that this information was presented to the Council in a workshop meeting and that they need to set a plan and a funding level.

Belmore stated that they used Transportation Fund money to pay for the laser imaging-not general fund money. Stated that the City is now sharing a Facility Manager with the School Department.

Witham stated that the CIP can seem intimidating without knowing the detail of the past years and what has been done or completed. Stated that they lose track of past accomplishments and that he would like to see a table or summary showing what has been done in the prior six years. Stated that he feels that might be a valuable tool when reviewing the CIP.

Belmore stated he likes the idea of having a chart or a summary at the beginning of the CIP.

Robidas stated that it might be useful to look at the road issues and the amount of money that will actually make the roads get worse. Stated that sometimes putting off a project makes it more expensive later on. Stated that it might be nice to compare the different funding levels. Asked if there is a method to show the cost to fix the roads now versus putting it off.

Richardson stated that he has been off the School Board for six years now and that some items from then are still in the CIP now. Stated that it is a good idea to make a comparison but that they have made a lot of progress over the years.

Mosca stated that they have tackled a lot over the last five years including HVAC, asbestos in the Middle School and windows in the High School. Stated that they have been able to tackle some big projects and they are fortunate for that.

Witham stated that the CIP lays out projects for the next six years but that sometimes grant money become available so this is a fluid, working document. Stated that the CIP is the roadmap; not the journey.

Belmore stated that the rehabilitation to the Somersworth/Berwick Bridge many not have been accelerated if staff hasn't pursued funding.

LeHoullier stated that a new fire station was put into the CIP years ago and asked for an update on that.

Fire Chief Keith Hoyle stated that a committee was formed to look into it but that they haven't met much but they are hoping to get back on track again. Stated that they have looked at other new fire stations in the area.

LeHoullier asked about the need for a car for Code Enforcement and if that is needed because the Police aren't getting what they need so there aren't as many old cars to pass down.

Belmore stated that there are a couple reasons and one is that they haven't been steadfast in getting Police cruisers but also because they would like a better image, use less gas and for functionality. Stated that the City currently has two full time Code Officers and that it is hard to juggle cars around.

Witham stated that it is more desirable to take cruisers off line sooner than we currently do. Stated that if they did that then there may be more of an aftermarket for that. Stated that some communities sell their cars and use that money to buy more vehicles.

Fournier asked what the process is for choosing a cruiser because the City seems to use the same ones.

Belmore stated that he is not sure and will have to look into that. Stated that they used Chevy for many years but that they were problematic. Stated that they did research and took test drive and the officers seem to like the Dodge vehicles. Stated that they are looking at different makes for plows and that they want to standardize the vehicles for the Water Department and Public Works. Stated that the sewer and water plants plow their own facilities and assist the City with the routes. Stated that they have a small unit and that they do all the school parking lots.

Guptill mentioned road pavement projects and mixing the roads that are in mid-life with the bad roads.

Belmore stated that they work closely with the Public Works and Environment Committee on road projects and provide input for a plan. Stated that they look at school bus routes regarding need and priority. Stated that they use different approaches.

Ducharme stated that they use input from the DPW for prioritizing roads. Stated that you can preserve a road, overlay the road or reconstruct it. Stated that reconstruction takes a back seat because of cost. Stated that the money currently allocated doesn't get a lot done.

Richardson asked if laser imaging the road is ongoing and just done every so often.

Ducharme recommended that laser imaging gets done every five years.

Richardson stated that it seems that a five year plan would be a prevention measure.

Witham stated that the CIP has to go to Council and they need to figure out how to fund this. Asked what to do when there are competing interests like the roads versus the schools. Stated that it is a balancing act on where to put the money. Stated that on the Planning Board recommendation letter on the CIP to the City Council, he would like to see a suggestion for having a historical look back on past CIP projects. Stated that he would also like to see a note for fleet continuity and standardization.

LeHoullier thanked everyone for the greater detail in the CIP.

Motion: Witham moved that the Planning Board endorse the 2017-2022 CIP with the following suggestions:

1. The Board would find it valuable for the CIP to include a retrospective look back on completed projects that have been included in the document in the past. A summary and chart showing former CIP items and how they have progressed would be helpful when examining and contemplating the current program.

2. The Board would prefer continuity with brands on the City's vehicles. They would like to see staff examine manufacturer commonality for all rolling stock to assist in service efficiency and consistency.

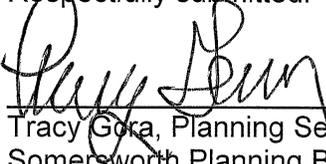
Seconded by Guptill. Motion carried with a 7-0 vote.

Motion: Witham moved to adjourn the meeting.

Seconded by Robidas. Motion carried with a 7-0 vote.

Meeting adjourned at 6:45 p.m.

Respectfully submitted:



Tracy Gora, Planning Secretary
Somersworth Planning Board