

**SOMERSWORTH PLANNING BOARD
MINUTES OF CIP WORKSHOP MEETING
NOVEMBER 8, 2017**

MEMBERS PRESENT: Ron LeHoullier, Chair, Dave Witham City Council Representative, Bob Belmore, City Manager, Mark Richardson, Paul Robidas, Aaron Fournier, Chris Horton, Jeremy Rhodes, Jason Barry, Alternate, Jameson Small, Alternate and Mark Fearis, Alternate.

MEMBERS ABSENT: Harold Guptill, Vice Chair

STAFF PRESENT: Shanna B. Saunders, Director of Planning and Community Development and Tracy Gora, Planning Secretary.

The meeting was called to order at 6:04 p.m.

1) PUBLIC MEETING

A) Review and discuss proposed 2019-2024 Capital Improvement Program.

Witham filled in as Chair and stated that tonight's meeting is to review the City's CIP, which is done on an annual basis. Stated that it is up to the Planning Board to accept or reject the document and offer comments to the City Council. Stated that City staff will make a presentation.

City Manager Bob Belmore addressed the Board and stated that he is going to present a PowerPoint Presentation and then take questions from the Board. Thanked department heads and staff for their work preparing for the CIP. Stated that he met with each department head individually before preparing the document. Reviewed the PowerPoint and stated that the CIP is a requirement from the City Charter and that State law gives the Planning Board the authority to review and recommend the document to Council. Reviewed the criteria for a project to be considered for the CIP and stated that the criteria hasn't changed. Stated that a project must have a cost of more than ten thousand dollars, must have a usable life of more than five years and meet one of five other criteria shown in the PowerPoint. Stated that staff has been talk internally about changing the criteria for a project to be in the CIP and welcomed the Board's feedback on that. Reviewed the priority ratings for projects and stated that one is the highest. Reviewed priority one and two projects. Reviewed multi-year/annual projects and stated that they try to phase larger items over several years. Reviewed City funding sources: the operating budget, lease/bonds, grants and enterprise funds which are user fees. Looked back at projects that the Planning Board recommended that have been completed, such as continuity with branding for City vehicles.

Interim School Superintendent Connie Brown addressed the Board. Thanked the Board and Council for their help with the project and introduced School Board member Dana Rivers.

School Board member Dana Rivers addressed the Board. Stated that the Council funded a new roof on the CTC and some HVAC work was completed. Stated that the chart in this CIP looks the same as last year but the amounts are different. Stated that they do three HVACs a year. Stated that they are still working on removal of asbestos at the High School but that it is complete at the Middle School.

Witham stated that Belmore mentioned looking at the criteria for a project to make it into the CIP and that he does think ten thousand dollars is low but that he doesn't know what it should be. Stated that twenty five thousand dollars seems like a good number. Stated that with the school projects they may need to look at a different strategy for them. Asked where the State is in terms of building aid. Asked if it could be brought back.

Rivers stated that they really don't know about State aid and that it was frozen for a while. Stated that they will check on that.

Witham stated that it will be valuable for strategizing.

Richardson stated that he has seen bathrooms for the school in the CIP since at least 2009. Stated that it takes time but that maybe they could pick a school and get it all done at once.

Horton agreed and stated that pushing them out longer doesn't help anyone and bonding may be a viable solution.

Witham stated that in terms of the upcoming fiscal budget he does support the Police cruiser and the audio/visual systems. Asked if they can make the portable radio project a five year instead of a four year project.

Belmore stated that he can't answer with certainty but that he can look into it.

Witham stated that he noticed that the Fire Department is requesting a new pumper in the distant future and asked if they need to carry that in the document. Stated that he would like that conversation to take place with the Fire Department. Stated that the DPW is requesting a vactor truck to clean catch basins and that he has wanted one for years. Asked if it could be rolled into the bonding for the Waste Water Treatment Facility (WWTF).

Belmore stated that adding a vactor unit also has to do with staffing levels and having enough people for the fleet.

Finance Director Scott Smith addressed the Board and stated that he doesn't recall the recent discussion but that last time they did upgrades they were amenable to including that in the project.

Witham stated that if they can lump it together then they can free up dollars for later years.

Horton asked if a sweeper truck would require more staffing.

Public Works and Utilities Director Mike Bobinsky addressed the Board and stated that the sweeper does include a vacuum device as an attachment.

Horton stated that will be a good addition.

Richardson asked how project continuity works with bidding.

Smith stated that they use the State bid price for those now.

Rhodes stated that there were a couple of projects that went before the Planning Board and sidewalk funds were collected. Asked if that will offset anything.

Belmore stated that they haven't utilized those yet and that the funds have been put into escrow. Stated that the money can be kept for six years and that if it doesn't get utilized then it gets returned. Stated that there are capital reserve funds and municipal transportation funds.

Witham stated that the State maintains a ten year highway plan and that in preliminary discussions there are sidewalks on at least one side of Route 108. Stated that the City may need more equipment for sidewalks.

LeHoullier asked how the new SUVs for the Police Department have been helpful.

Police Chief Dave Kretschmar addressed the Board and stated that the vehicle is the Police Officer's office during their shift. Stated that now there is more room for computers and gun racks and other items. Stated that it is easier for get people into the back seat than it was with cars. Stated that it is better when driving in storms.

Horton asked about the audio/visual systems.

Kretschmar stated that they have the original equipment from 2008 and that the quality and clarity are bad. Stated that it is a struggle to identify people and that they often have to use a separate recorded.

Small asked about the purpose of the evidence collection vehicle.

Kretschmar stated that the cruisers just have room for a duffle bag for collection and it is inadequate. Stated that the van helps with processing and logging. Stated that the department has been lacking for a long time.

Small asked if there is any State or Federal money for the fingerprinting device.

Kretschmar stated that it is an automated machine and they can get identification right away. Stated that it is much quicker. Stated that they have searched for grants but hasn't found anything.

Witham asked if that system would be used for background check purposes.

Kretschmar stated that there will still be a little delay for that.

Belmore stated staff is very diligent at pursuing grants and reviewed some that they have or are working on.

Fearis stated that the old equipment seems to be leased.

Belmore stated that at the end of the lease the City owns them. Stated that they often trade vehicles.

Fearis asked if that is factored into the CIP.

Belmore replied yes.

Horton stated that last year the second phase for the downtown project was in the CIP but that he doesn't see it in there now.

Belmore stated that it is in there but just structured and listed differently.

Fournier stated that there has been a lot of work with the complete streets project and asked if there is anything planned for High Street from Franklin Street to West High Street.

Belmore stated that the TAP grant will include the sidewalks. Stated that there is a redesign of Memorial Drive.

Barry stated that the City hosted a charrette last month and asked when that will kick off and if there is anything in the CIP for that.

Belmore replied not presently and that project is in the beginning phase and is just getting started. Stated that a new committee was formed and they will be looking at designs and ideas. Stated that his best guess is that it will be a public/private partnership but that he is not sure on how it will be funded.

Witham explained that the new Plaza Commission has a sunset date of April 2018 and explained the process.

LeHoullier thanked everyone for their contributions to the CIP.

Small stated that with the new commission for the plaza, he would like to see a Riverwalk feasibility pushed up.

Motion: Witham moved that the Planning Board adopt the CIP as presented with a note to the Council on the following:

- Consider grouping the DPW vector truck request with bonding of the WWTP.
- Consider bundling the school maintenance projects such as the Maplewood bathroom renovation and Maplewood Main Office Reno together and the Middle School doors, windows and bathroom renovation projects together and bonding them.
- Please find out what State funding may be available for schools.
- Consider re-prioritizing the Riverwalk Feasibility project so that it may be completed at the same time as the Plaza Commission's recommendations.

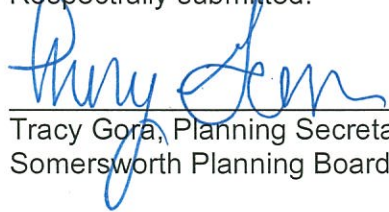
Seconded by Rhodes. Motion carried with a 7-0 vote.

Motion: Robidas moved to adjourn the meeting.

Seconded by Witham. Motion carried unanimously.

Meeting adjourned at 7:07 p.m.

Respectfully submitted:



Tracy Gora, Planning Secretary
Somersworth Planning Board