

City of Keene
New Hampshire

FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
MEETING MINUTES

Thursday, January 24, 2019

5:30 PM

Council Chambers

Members Present:

Mitchell H. Greenwald, Chair
Carl B. Jacobs, Vice-Chair
Thomas F. Powers
Bettina A. Chadbourne
Terry M. Clark

Mayor Kendal Lane

Staff Present:

City Manager, Elizabeth Dragon
City Attorney, Thomas Mullins
Parks Recreation and Facilities Director,
Andrew Bohannon
Asst. City Manager, Human Resources
Director, Beth Fox
Airport Manager, Jack Wozmak
Operations Manager WWTP, Aaron Costa
Fire Chief, Mark Howard
Police Chief, Steve Russo
City Assessor, Dan Langille
Public Works Director, Kurt Blomquist
Asst. Public Works Director, Duncan
Watson
Asst. City Manager/Planning Director,
Rhett Lamb
Asst. Public Works Director, Utilities
Maintenance Manager, Tom Moran
Finance Director, Merri Howe

Councilors Present

Councilor Margaret Rice
Councilor George Hansel
Councilor Jan Manwaring

Chair Greenwald called the meeting to order at 6:30 PM.

1) Request to Solicit and Report on Donations - Human Resources Department

Asst. City Manager, Human Resources Director, Beth Fox addressed the Committee regarding the solicitation of donations from local businesses and service vendors for calendar year 2019. She thanked all vendors who supported employee events for the past year. She specifically identified Northeast Delta Dental and Health Trust which made cash

contributions that supported the 2018 employee recognition event. Those donations are key for the City to putting on this event, which is enjoyed by employees and all those who attend.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to solicit and accept donations from local and regional businesses and service vendors to be used for events sponsored by employees in 2019.

2) Request to Accept Wellness Grant - Human Resources Department

Ms. Fox stated this request is for the City Manager to be authorized to accept a wellness grant from Health Trust. She noted that in July of 2018 the City changed health carrier to Health Trust. She added that Health Trust has a different way that they structure wellness training. There were four employees who participated in their wellness coordinator training activity earlier this month. For this participation, the City was awarded \$2,000 to promote programs to advance wellness within the organization. Vicki Flanders, Sheryl Zinn, Maria Costellano and Duncan Watson were the City employees who participated in this training. The Health Trust has a large number of packaged programs that can be rolled out to employee groups.

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the wellness grant from HealthTrust to be used for employee wellness activities in 2019.

3) Pamela Russell Slack - Public Restrooms at Former Transportation Center

4) Downtown Restroom - Parks, Recreation and Facilities Director

Ms. Pamela Russell Slack of 260 Beaver Street addressed the Committee and stated she had submitted her communication because of the possibility that bathrooms were being planned for the transportation center. She stated she was not in favor of this and outlined those concerns in a letter. She added that she also works in this area and is aware of some of the issues surrounding this location. She added she has included the option of a Portland Loo only because this was a suggestion that was raised during a Council meeting on October 20, 2018.

Parks Recreation and Facilities Director Andy Bohannon stated since this item was put on more time another suggestion has come forward. As a result he would like to include this as part of a larger project moving forward. He went on to say when the project was initially estimated it was at a cost of \$104,600 whereas a Portland Loo would have been a rough difference of about \$30,000.

The Chairman asked the City Manager to address the plan for Gilbo Avenue which could have a significant impact on this proposal. Ms. Dragon stated the City has recently learned that MEDC is proposing an arts and culture corridor that will come down Gilbo Avenue, across Main Street down to the Monadnock Food Co-op. This would involve a pedestrian way along Gilbo Avenue. The city's property on Gilbo Avenue would be used as a welcome center. They will also create a permanent concept for the farmers market under a gazebo as well as potentially an ice rink, the skate park and performance area. They are also thinking about areas where artists can reside, and locations for displaying art. Ms. Dragon indicated these plans are in conceptual stage and MEDC is looking to bring in a consultant to bring more detail to the plan with public input.

The Manager stated the City's concern is spending \$104,000 or even \$134,000 to locate a Portland Loo when there might be a much larger plan for this area. She stated this arts corridor anticipates using many funding sources (new market tax credit, an opportunity zone, TIF district). The Chair added that he understood that the skate park was also being contemplated. The Manager agreed and noted that Jack Dugan is speaking with the individuals who are raising funds. There is discussion about taking those raised funds and folding them into this project for potentially an increased footprint.

The Chairman reiterated this is a large project which is not ready for public outreach yet; however, they could not see spending close to \$100,000 on public restrooms at this time. He stressed the City needs bathrooms downtown, and this is not an attempt to postpone that need, but making any kind of commitment at this time is premature.

Councilor Jacobs stressed the need for bathrooms downtown and asked for a timeframe for the larger project. The City Manager stated she recently attended a meeting where \$5,000 was approved to be spent on a consultant. Their commitment is to raise \$40,000 and they are close to that. She continued there are changes happening at MEDC and while Jack Dugan and Bob Elliot are still there it would be important to develop a good understanding of how the finances might work by the spring of 2020. The project itself would happen after that.

Councilor Chadbourne stated she agrees with everything that has been said and agreed there is a need for bathrooms downtown, but MEDC seems to have a plan for a large project and she felt the City should wait to see how these plans move forward. She stated the Manager of Yolo's had approached her recently. He had a concern about the people who use the public bathrooms in his facility and leaving needles and other such things, which are causing many problems. She stated she is excited about the arts plan and recalled back in the 80's when Mechanic Street had something similar.

Councilor Powers referred to the downtown bathroom project in the CIP and noted his understanding that the project had been removed. The Councilor continued that he doesn't want to see this project lost and suggested that there might be some way to mark this project as a priority.

Ms. Russell Slack addressed the Committee again and stated she was aware of MEDC's project, but what is not mentioned is someone being present to take care of these restrooms.

This is an issue that has been raised in the past and the safety concerns that exist. She noted the safety has increased with the addition of lighting, but if public restrooms are added more security would be necessary because the cost of this is not included in the City's cost. What is also not mentioned is that this is still a bus stop and the bus comes twice a day. She would like to see the City work with Greyhound Transportation to get more transportation to the City and noted the only reason the service und comes to Keene is because of the contract they have with the State of Vermont.

The City Manager stated staffing is something that was being considered, but the City stopped looking at this once they heard MEDC's proposal. The Chamber of Commerce had a plan to have someone present at this location as well. She went on to say Southwest Regional Commission is also looking at the transportation system and creating a transportation hub and how that would interact with a project like this.

Councilor Powers made the following motion which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the communication regarding public bathrooms as well as the staff memorandum be accepted as informational.

5) Adopt A Bench Donation - Parks, Recreation and Facilities Director

Mr. Bohannon stated Keene High School Class of 1957 would like to adopt a bench and locate it along the Cheshire Rail Trail on Pitches Street adjacent to the North Bridge. The cost of adopting a bench is \$1,200 to include the bench, plaque and installation.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the donation of a bench from the Keene High School Class of 1956 and that the bench be placed along the Cheshire Rail Trail.

6) Acceptance of Donation -St. James Thrift Shop - Parks, Recreation and Facilities Director

Mr. Bohannon stated this item is regarding a \$750.00 donation from the St. James Thrift Shop to be used by the City's Martin Luther King Jr. / Jonathan Daniels Committee for its annual programming.

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$750.00 from

the St. James Thrift Shop and that the money be used by the Martin Luther King Jr. / Jonathan Daniels Committee for its annual programming.

7) **Sponsorship Update - Parks, Recreation and Facilities Director**

Mr. Bohannon referred to the sponsorship program the department adopted in 2016. He updated the Committee on the sponsorships that have come in since the last time this matter came before the Committee.

American House acquired Bentley Commons and they are sponsoring the summer concert series. Summer concerts run from June 12 through August 28. The value of this sponsorship is \$5,000. The Director continued that Septic Pro has purchased three banners at Wheelock Park for a period of one year beginning on February 1, 2019 with an option to renew on an annual basis. They have also sponsored one summer concert as part of the downtown concert series at a value of \$1,250.

Mr. Bohannon thanked these two sponsors and noted sponsorship information is available on the department's website. Chair Greenwald thanked the two sponsors. The Chair noted his appreciation for these two community sponsors.

Councilor Chadbourne made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the acceptance of the sponsorship update for Wheelock Park and the summer concert series as informational.

8) **Taxiway 'A' Engineering Contract - Airport Manager**

Airport Manager Jack Wozmak stated he was before the committee regarding hiring the services of Dubois & King for the design and construction administration of the Taxiway 'A' extension and reconstruction. This would involve a 1,800 foot extension of taxiway A, and a 4,000 feet reconstruction of the taxiway and the construction of a couple of feeder taxiways. This has been part of the CIP for a few years and this project is now eligible for Federal funding. They did some design work on the weather station last year in anticipation of this project. It is eligible for NHDOT and Federal Funding. Mr. Wozmak stated they are also hoping for beyond the standard 95/5 funding from state/federal/local match, some supplemental FAA funds which would be 100% funded with no City match. He added the design work has to be completed for funding request to be submitted.

The Chairman asked for the total value of the project. Mr. Wozmak stated the Dubois & King project is \$599,688 (design and construction administration). The City is responsible for 5% (\$130,000) of these funds which relates to the taxiway A extension, which has a total project is 2.6 million dollars. The reconstruction (if we get the additional Federal dollars) would be about \$6,000,000.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to all things necessary to execute a Professional Engineering Services contract for up to \$373,740 with Dubois & King for the design and construction administration of the Taxiway 'A' extension and reconstruction.

9) Solar Exemption Discussion - Assessing Department

City Assessor Dan Langille addressed regarding the solar exemption that the City offers and whether a change should be consideration. He noted that solar can be used to heat or cool the interior of a building, heat water for use in the building, as well as provide electricity for a building by use of solar panels you might see on roof tops. An exemption is a reduction in assessed value.

As way of background, in 2007, the Council approved this exemption at a value of \$10,000 as a way to encourage use and development of alternative energy systems. At that time (the City wasn't actually assessing the systems) it was acting as more of a credit than an exemption. In 2017, when the panels were going to be assessed the exemption was adjusted for up to \$30,000 of the assessed value of the solar panels.

Mr. Langille stated the City is seeing an increase in solar installations. There have been about 79 installations. 2/3 of those installations have been installed in the past three years. The City has recently heard about some larger scale systems which are looking to far exceed the \$30,000 value of the exemption.

The systems they are looking at far exceed the \$30,000 value. Comments they are receiving is that these large scale systems would be cost prohibitive because the taxes would be too high and most communities in New Hampshire fully exempt solar energy systems. Mr. Langille stated if the City wants to remain competitive to retain or attract new businesses and encourage the use of solar, that they may want to consider fully exempting these solar systems. They would still fully assessed and tax the real estate that the panels go with and any improvements that are made. Just the solar panel systems themselves would be exempt.

The Chairman asked for the amount of loss revenue if this increase in exemption was to be considered. Mr. Langille stated right now there are 30 exemptions (\$400,000 in assessed value) and there could be another \$400,000 in assessed value if the others were to file for an exemption as well. The other argument to consider is that these businesses are making other improvements along with these solar systems and they are retaining employees and this should be considered as well.

The Chairman stated the issue before the Committee is should the City encourage solar installations or and should the City focus on the last tax dollar. The Chair noted that probably the City should encourage solar projects – knowing that without the exemption these larger scale projects would probably not be built.

Councilor Jacobs felt the City should look at the other benefits these installations could bring to the City as well. Councilor Chadbourne stated the Master Plan talks about a

greener community, but unless something like this is put in place, such words are empty. This would be a step towards our goals.

Councilor Powers felt this request is consistent with the Sustainable Energy Goals Resolution which was passed last week as well as the Master Plan. He felt this matter should be moved forward.

| Councilor Clark joined the session at 6:15 pm.

Councilor Hansel asked if this was limited to roof top installations or whether ground installations were included as well. The Councilor also asked if ground installations are included if a parcel could be retained in current use and therefore taking advantage of both tax benefits. Mr. Langille stated it could be installed on roof tops or on the ground as long as it is being used for a particular building. Mr. Langille referred to large fields with solar panels feeding directly into the grid as being a different subject in terms of exemptions. As far as current use and solar, if the land is not being used for its original intent the property would then be taken off current use.

The Manager stated there is more staff conversation needed in reference to using solar in a building versus using it as a utility. The Councilor stated he does support the use of solar, but Keene has limited agricultural land and large scale solar use could take that land off agricultural use but overall he does support solar.

Councilor Clark asked whether this would replace what exists today. Mr. Langille answered in the affirmative. Mr. Clark asked for the timeframe for the exemption application. Mr. Langille stated any system installed prior to April 1 needs an application in to the City by April 15. The Councilor asked how long this exemption can stay in place. Mr. Langille responded the exemption is valid as long as system is in good use.

Councilor Clark stated he knows of a homeowner who had complained his exemption was decreasing in value and asked for clarification. Mr. Langille stated the exemption only captures the assessed value and this could increase or decrease based upon the value of the system.

Councilor Clark made the following motion which was seconded by Councilor Jacobs.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends staff draft an appropriate Resolution to remove the cap on the exemption for solar arrays.

10. Relating to Water and Sewer Rates Ordinance O-2019-02

Finance Director, Merri Howe addressed the Committee and began by noting a scrivener's error in the Ordinance as it relates to the volume rate for sewer. \$5.41 should read as \$5.31. Ms. Howe went on to say staff conducted its annual review of water and sewer fees which provides the primary funding sources for the water and sewer enterprise fund. She continued there are two components to the rates. The fixed component is the meters and meter rates and that is tied into funding for capital improvement and debt service.

The volume rate is set for operations to cover maintenance and every day expenses of the system. These rates are in line with the 2019-2024 CIP and operating budgets.

She indicated the water volume rate is increasing from \$4.51 actual to \$4.78 (budget was estimated \$4.64). The sewer rate is increasing from \$5.20 to \$5.31 (budget estimate was \$5.46). The combined two rates was budgeted at \$10.10 and came in and \$10.09.

A typical homeowner would see an annual increase from \$39.50 to \$59.32 depending upon their usage. A commercial customer (high-volume users) would see a quarterly increase from between \$61.57 to \$2,245.85, depending upon their volume.

Councilor Powers made the following motion which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2019-02.

10) Capital Improvement Program - Public Health, Safety and Transportation

The Chairman stated the numbers reflected for this current year's funding goes into the operating budget for this year. The others projects in the CIP are place holders for future years. The City Council provided budget direction to staff during a budget workshop and this document is based on that input.

The City Manager addressed the Committee next. Ms. Dragon stated the City's Capital Improvement Plan (otherwise known as the CIP) is the City's and the community's strategic planning tool for projects that exceed \$20,000 in value and have a useful life of five years. This document is a living document that is reviewed and updated annually. It is a plan that is subject to change as the needs of the community become more defined and individual projects move along in their planning and budgeting processes. A perfect example is the welcome center/bathroom project. At the time of printing this document the project was under serious consideration as a stand-alone project; however, now it is being considered as part of a larger vision for a potential arts and culture corridor. The roads are another example of project details that often change as projects become more defined.

In December, the City Council approved moving \$438,000 of unspent balances from completed FY 18 Road Rehab projects to Park Avenue so that work could be combined with a trail grant. Also Council moved Park Avenue funds in the CIP from FY 21 to FY19. This allowed planned road work to be timed with trail work, which gives us the opportunity to get more favorable bulk bid prices and disrupt the area once instead of twice. While at first glance this appears to provide an opportunity to reduce FY 21 capital spending by \$438,000 we had another project change in scope. In the CIP the Winchester Street project numbers were included without the Island street bridge; however, this past year we were successful at getting the Island Street bridge added back to the project which increased the City's share by \$328,324 in FY20. To accommodate this increase, the City split the

Roxbury Street project of almost \$400,000 between FY 20 and FY21. These types of adjustments are necessary to meet fiscal policy goals (specifically to bringing proposed capital and debt as a percentage of the total budget in-line with the Council's fiscal goals. This is a topic Ms. Dragon stated she would like to discuss in more detail this summer during the Council's fiscal policy workshop.

The effective use of a CIP process provides for considerable advance project identification. Projects that are beyond the six years of the plan are discussed in the appendix. The goal is to provide for continued reinvestment in existing assets combined with strategic investments in new assets which are essential to the City's future success. This year departments have again looked at their proposals with an eye towards economic development and redevelopment of the City. Most everything the City does, the services it provides, and the assets that we build and maintain are tied to the quality of life of our residents and the impression that we leave on our visitors.

The plan that the City is putting forth tonight was developed over several months and has taken into consideration the City Council's fiscal policy, the Master Plan, the Council goals and the Economic Development Action Plan. Staff is submitting a plan that attempts to strike a balance between the various needs and priorities of the City Council and the community.

As the committee moves through each page and department of the CIP, the departments have been instructed to give highlights to the committee. Ms. Dragon pointed out that most of projects will be familiar to the committee from previous year discussion and inclusion in the plan. The next review and discussion of the CIP is scheduled for this Saturday at 8:30 am in the Blastos Room on Marlboro Street, which is open to the public,

The Finance Director addressed the Committee next. She noted to page 6 which outlines the remaining steps for this CIP process. On pages 8-12 is the executive summary which outlines the CIP by year and funding source. Following pages have graphs and visuals as they relate to the projects. She noted the projects funded by debt are in compliance with the fiscal policies.

Page 19 – 28 are the projects discussed by fund.

Projected impact on property taxes and user fees have been estimated and calculated (page 21 – 31).

The operational budget is estimated using the history the city has had with no major changes in operations or staffing.

Pages 31 – 33 – impact of outstanding debt – debt is estimated to decrease by eight million dollars, the biggest contributor to debt is the road rehabilitation program.

Finance Detail By Fund Section – Revenue and Expenses projected through FY24/25.

Pages 75 - 203 - detail by presenting departments.

The rest of the book outlines the different Appendix.

The CIP book is available online at www.ci.keene.nh.us

Fire

Fire Chief Mark Howard addressed the Committee next. Chief Howard noted he has four projects in the CIP this year outlined in pages 75 – 80. He noted there are two projects outlines for FY20, Ladder 1 replacement and ladder 1 replacement.

Ambulance Replacement – Ambulance replacement is on a nine year rotation. In 2018 ambulances responded to 3,236 calls involving 500 unit responses (A1 approximately 2,000, A2 under 1,000 and A3 close to 300). The request for FY24 and FY25 is for the replacement for A2 and A3.

Apparatus Replacement – Replacement of two engines, two ladders, one tanker, one utility vehicle, one heavy rescue and two brush units (15 year replacement for both engines, rescue trucks, ladder 2, brush trucks and utility) and (20 year replacement for ladder 1).

FY 20 – Ladder 1 (1997 vehicle) – projected replacement cost of 1.1 million. Replacement has been delayed in the past.

FY 21 – Brush 1 – cost of \$45,000 (refurbished price)

FY 22 – Tanker 1 – cost of \$725,000 (used in non hydrant locations in the city).

FY 23 – Utility truck (refurbished)

Portable Radio Replacement – FY 20 for \$52,000 – would finalize the project which started four years ago. Provides inter-operability not only for the city but for the county and state as well.

Self Contained Breathing Apparatus – FY 24 for \$847,000 – department plans to see 100% grant funding for this project. Used for immediate life threatening events.

Future Initiatives – Station 2 project – funding was approved last year to start a feasibility study. Phase 1 work is continuing and moving forward and a GIS Report should be available shortly.

Chair Greenwald stated he does not understand why ladder 1 is being driven back and forth to an ambulance call and asked the MSFI Committee to look into this.

Councilor Jacobs referred to the table on page 76 and stated it would be helpful to have a page reference. Chief Howard stated this page outlines both the ambulance and fire apparatus reserve account (overall fleet).

Councilor Powers noted the last monthly report from finance indicates the capital reserve for fire equipment had a balance of \$304,811 and asked whether the last appropriation had been made to this capital reserve account. Ms. Howe stated funding was just moved into the capital reserve and without the FY20 allocation it is close to \$700,000.

Councilor Clarke asked which vehicle was most recently replaced. Chief Howard stated it was Ladder 2 (\$900,000). He asked why these purchases come so close together. Chief Howard stated this is because of how it was planned 20 years ago – trying to play catchup

and this Chief is dealing with the repercussions of same. The Councilor asked whether the next replacement could not be postponed for a couple more years. Chief Howard stated this would not be recommended, Ladder 1 is out of service in Massachusetts. It was supposed to be replaced three years at that time internal review of the vehicle determined this might be a good option but unfortunately the vehicle is out of service. He explained any vehicle that goes over 20 years has a higher risk of failing.

Police

Police Chief Steve Russo addressed the Committee.

Portable Radios – Page 81, this project is in year 2. Recently the department purchased 21 radios, next fiscal year 2021 more are being planned to be purchased to bring the inventory to 60. He noted page 81 has been revised to reflect the new cost of these radios. Chief Russo referred to page 213 – the appendix and noted they are planning on adding consoles which are command controls for the radios (FY24).

Councilor Manwaring asked why the police vehicles are not part of the police budget. Ms. Howe stated they are part of the Fleet budget.

Solid Waste

Public Works Director, Kurt Blomquist gave an overview of what his department is looking for and began by referring to an article he had read which talked about NH's infrastructure coming in at 49th place out of 50 states and noted this does not make NH an attractive state for new businesses to come in. Mr. Blomquist encouraged the committee to look at the write up for water and sewer and even though the department came in according to the fiscal policies, staff is concerned how stretched they are with these programs.

Solid Waste Manager Duncan Watson addressed the Committee next. Mr. Watson stated the solid waste is a special revenue fund and revenue is derived from waste delivered to the facility and by the sale of special commodities. He noted there are certain equipment that is fundamental for operation at the solid waste facility.

Recycling Equipment Replacement - In FY 20 there is an expense to replace a baler and explained the operation of the baler (the metal eventually wears out) and this is when it needs to be replaced. It is about 15 years old.

Scale System Replacement – This item is passing the necessary inspection for use and is the life blood of the facility – FY23.

Transfer Station Interior Updates – By the time this project comes up it will be close to 30 years since anything was done to the interior of the facility. Mr. Blomquist noted those who work on the line are the individuals who work in the harshest of conditions in the city and noted this environment is important to the wellbeing of employees.

Roof Replacement – This project has been pushed out for as long as possible; patch and repair work has been done for many years. It has come to a position where there are too many leaks in this roof.

Pavement Replacement – This pavement will be 30 years when this project comes up for its time.

Councilor Hansel asked whether the roof repair could come out of waste debt service fund. Ms. Howe this is what has happened in the past.

Water

Mr. Blomquist stated Tom Moran was selected to take over Donna Hanscom's role as Assistant Public Works Director since her retirement.

Black Brook Storage Tank Repairs , Chapman Road Water Tank Repairs, 1.5 MG Storage Tank Repairs – Utilities Manager Aaron Costa stated the Black Brook Tank repairs were accelerated due to its condition. Interior and exterior work is done and only the electrical work needs to be done. Chapman Road requires similar work. The 1.5 MG tank is close to 100 years old and it is buried. The plan is to install an impermeable membrane to get the water off and prevent any more water getting in as well as other deficiencies, such as proper venting.

Chair Greenwald felt the \$343,000 for FY22 for the rubber membrane seems expensive. Mr. Costa stated this is a 112 foot diameter tank and the consultant did review the numbers and agreed they seemed appropriate.

3 MG Storage Tank Repairs – This is 1962 welded steel tank and the coating system is what needs to be done which was done 20 years ago (FY20). The estimate is to either coat the tank or replace it. Councilor Chadbourne asked whether all these tanks are related to drinking water. Mr. Costa answered in the affirmative but added they are also used for fire protection. The Councilor expressed concern regarding the leak and rust issue Mr. Costa had talked about. Mr. Moran stated there are divers who go in and look at these tanks – Mr. Blomquist agreed it is concerning and the department has lined this tank to the best of its ability but staff will review and report whether a tank needs to be replaced and sometimes it takes about two years to get the proper information on a project. The Councilor felt there are some projects you should not wait – drinking water is one of those.

Mr. Costa stated the 1.5 and 3 MG tank are filled directly from the WWTP and the others are filled via booster stations

Dam Improvements – City Engineer Don Lussier stated this would be the end of the water supply dam work. Babbidge Dam was just completed, Woodard Dam is well underway with design work and construction will begin in Spring 2020. The cost increase in the CIP this year is about \$220,000 based on the recent estimates, the increase to cost is coming out of capital reserve (\$80,000), money left over from Babbidge Dam work.

Water Distribution Improvements – FY 20 and FY 21 have no projects planned – however, FY19 has two million budgeted for the Marlboro Street project as well 1.5 million in FY23 for the Court Street water replacement. Because these are big revenue projects, the department waits a few years for the capital reserve to be replenished to complete projects.

Water Main Cleaning and Lining – Mr. Lussier stated if water mains can be rehabilitated in place it is 2/3rds less expensive than having to dig up the main as well as less disruptive to the community. West Street was planned for FY20 but the Drummer Hill tank has had some issues; the water mains leading into Timberlane Drive are obstructed by sediment as a result West Street work has been pushed to complete this work.

Councilor Clarke noted the Drummer Hill pipes were installed by a developer and they are not that old. Mr. Lussier stated it is the pipes that lead to this neighborhood which are the problem (six inch pipe full of sediment feeding into an eight inch pipe).

Water Utility Work Bridges – The State DOT participate in the cost of replacing the bridge but not for the utility upgrades. The \$40,000 is for the George Street bridge work.

Water Gate Valve Replacement – Ten to twelve valves are being funded each year; the replacement is done by outside vendors.

WTF Pavement Replacement – This pavement is over 25 years old. In FY23 pavement maintenance is being planned.

Water Treatment Facility

Water Booster Stations – Fox Avenue and Glen Road Booster Stations; they are located below grade. Analyzers used at these stations are due to be replaced.

Well Fields Upgrades – There are four well fields one on West Street and three on Court Street. These were installed in the 60's and 70's, several deficiencies have been noted. FY20 funds evaluation, FY21 is for design and FY 25 would be for construction.

WTF Filter Media Replacement – The water treatment facility is close to 25 years old – this is a three media filter system and this is original to the facility. This work is going to be done on a phased approach (every other year). The under drain system infrastructure will also be worked on if there is a need.

Water Supply Master Plan – Changes in climate and other such things have contributed to the need to complete this work and it will coincide with the well field evaluation work. Councilor Jacobs asked whether the tanks and booster stations will be part of this work. Mr. Costa stated this would just address the groundwater wells.

Chair Greenwald asked how much money comes into the water and sewer fund. Ms. Howe stated it is just over eight million.

Emergency Generators – To replace three generators - Chapman Road Booster Station which does not have a generator at this time. The other is for Court Street, for which staff is working on a grant (FY 24). Councilor Clarke asked whether these could not be bio fuel generators. Mr. Blomquist stated bio fuel degrades overtime and because these generators are not run every day it is recommended bio fuel not sit in a tank without being used.

WTF Instrumentation Upgrade – FY 25 to replace the carbon analyzer.

Sewer

Martel Court Phase 2 – This equipment is original to the Martell Court pump station (since 1985).

Martell Court Roof – FY 23 –This project has been moved out for several years.

Sewer Main Improvements – FY 20 is Blossom Street work, FY21 would be Colony Court has some areas which has pipes that are pitched incorrectly

Sewer Structural Repairs and Linings – FY20 – relining a portion of the Beaver Street interceptor (2,600 foot section – 16 inch asbestos cement pipe to be replaced). Because this is so close to the river any cracks causes surface water to get into pipes.

Sewer Manhole Lining – Works begins in FY23 – this program will treat some of the older brick manholes. This program will line the manholes.

WWTP Access Road Paving – FY24 to rehabilitate 1.5 mile long access road (from the gate at the airport to the treatment plant).

WWTP Blower Replacement – This is to replace the blowers at the treatment plant (75hp ad 40hp).

WWTP HVAC Ductwork Insulation – Ductwork for the air handling unit.

WWTP Generator Replacement – What exists right now is not large enough to handle the capacity

Wastewater SCADA Radio – New project at the wastewater lift station. These are radios that cannot be repaired and need to be replaced.

WWTP Laboratory Renovations – This project will fund a complete renovation of the system.

Transportation

Consolidated Infrastructure – All Years – The intent of this spreadsheet is to show how the various programs fit together.

The Chairman asked for an update for Winchester Street through Island Street – Mr. Blomquist stated this is part of the state bypass project – Winchester Street reconstruction phase 1. Councilor Chadbourne asked whether the Island Street bridge being turned into three lanes was still up for discussion. Mr. Blomquist stated this is a discussion council felt was not necessary to continue with and preliminary design has been approved about two years ago – two lanes will continue.

Roadway Preservation – Mr. Lussier stated it was decided Park Avenue is to be moved up to keep in line with the CRT, Amy Brown Road, Park Avenue loop Project. FY 20 Roxbury Street will be partially funded. In FY21 preservation work for the lower section of Washington Street. Chapman Road has been moved forward to FY21.

Bridge Repair/Replacement – 11 out of the 33 bridges are red listed. The State bridge program is 6.8 million dollars a year which funds about 11 bridges a year in the state. Mr. Lussier stated the city is planning for a bridge to be replaced every three years but felt it was optimistic. He noted the city can't ask for state funding until local funds are appropriated, so it is prudent for the city to be ready with its funding.

Curb Repair/Replacement – This is for spot repairs for areas most in need of work.

Guardrail Replacement - This third year for this program and the final year of the program (FY20). This would take care of all the guardrails of work in the city.

Sidewalk Repair/Replacement –

State Bypass Improvement Program – (FY 24 and FY25) Winchester Street phase 2 – 101 intersection to the Swanzey town line. This route sees about 20,000 cars a day of which 7% are trucks.

Traffic Signal Replacement Program – Combination between Police Department and Public Works – this program started last year. Most signals are over 25 years old, the work will start at Central Square. Councilor Power stated there are some significant issues on Winchester Street with traffic signals and stressed the importance of looking at the walk signals, especially the location of Park Avenue and Arch Street.

Meeting schedule for the rest of the CIP Discussion:

Saturday, January 26, 8:30 am – Presentation by all departments at the Michael Blastos Room.

Thursday, February 14, 6:30 pm – Continued CIP Discussion

Thursday, March 7, 6:30 pm – Regular Council meeting

Thursday, March 14, 6:30 pm – FOP recommendation

Thursday, March 21, 6:30 pm – Council meeting – Council vote on the CIP.

FOP Meeting Minutes

The meeting adjourned at 8:35 PM.

Respectfully submitted by,
Krishni Pahl, Minute Taker