

Budget Recommendations Committee
Wednesday, November 15, 2017
Draft Minutes

Capital Improvement Program (CIP), BRC Subcommittee Review

6:35pm - Called to Order by Chair, Niko Papakonstantis

Also present: Steve Ramsay, Pat Ballantyne, Judy Rowan, Nancy Belanger, Robert Ficara, Nicholas Gray, Fran Hall, Bob Kelly, Christine Soutter, Peter Lennon, Russell Dean, Town Manager, Doreen Chester, Finance Director, Don Clement, Chairman of Board of Selectmen.

Brian Comeau, Fire Chief, Greg Bisson, Asst. Director Parks and Recreation, David Slifka, Exeter Youth Soccer Assn. Board, Mike LaNigra, Exeter Jr. Baseball & Softball League, Hope Godino, Public Library Director, Mary LaFreniere, Denise Leonard & Barbara Young, Public Library Trustees, Anthony Mento, Project Manager, SMP Architecture, Jennifer Perry, Public Works Director, David Sharples, Town Planner

Absent: Len Benjamin

Chair: First order of business: Outstanding Draft Minutes to review, correct and/or amend from November 6, 2017.

Economic Development Department discussion, re: PT Wage and Consulting Services.

Ms. Hall moved to Level Fund Business Development Intern(s) to \$1,000 for FY'18 Budget. Seconded by Mr. Kelly.

Correction: The Motion was seconded by Mr. Lennon.

Motion to amend the Minutes as corrected was moved by Mr. Kelly, and was seconded by Mr. Lennon. The Motion passed unanimously.

Motion to adopt the Draft Minutes of November 6, 2017 as amended was moved by Ms. Soutter and was seconded by Mr. Kelly. Motion adopted as amended with one abstention, Ms. Belanger, as she was absent from meeting in discussion.

Capital Outlay (operating budget):

Police/Fire/EMS/Dispatch Study

Study to obtain data, originally for the FD. BRC moved to add PD to study, at a minimum, as related to facility's needs, as discussed during PD/FD Subcommittee Review 11/01/2017. Including PD to study, and not having a separate but parallel study, BRC and Town Manager agree this essentially becomes a Public Safety Master Plan for the Town. \$45K initial Study budget would increase by \$5K (totaling \$50K), remain a priority Study for a March 2018 vote, and the time to complete the Study would remain approximately 1 year. A draft of the Study/report is needed by the time the committee convenes again, next year.

Motion to add \$5K to Police/Fire/EMS/Dispatch Study budget was moved by Mr. Lennon, and was seconded by Ms. Soutter. Motion passed unanimously.

Vehicles

Parks & Recreation:

Replacement of vehicle #83, 2006 1 ton dump truck, as discussed during BRC Parks & Recreation Subcommittee Review. Subcommittee supports the purchase.

Motion to move vehicle #83 replacement was moved by Ms. Soutter, and was seconded by Mr. Ficara. Motion passed unanimously.

Police:

Replacement of two (2) vehicles; one (1) frontline Ford Explorer Interceptor, \$31,770, and one (1) Animal Control Ford F-150 4x4 pick-up truck, \$28,600. An additional \$600 is needed toward total vehicle replacement budget of \$59,770, equaling new total of \$60,370.

Motion to move PD vehicle replacement budget new total of \$60,370 was moved by Mr. Lennon, and was seconded by Ms. Soutter. Motion passed unanimously.

Public Works:

Replacement of DPW Sedan #17. No further discussion.

Motion to replace Sedan #17, as discussed, was moved by Ms. Soutter, and was seconded by Ms. Belanger.

Capital Outlay Warrant Articles

Vehicles

Public Works:

Replacement of current DPW Loader with John Deere 644 from Nortrax (municipal dealer).

Motion to move vehicle replacement was moved by Ms. Hall, and was seconded by Ms. Belanger. Motion passed unanimously.

Fire:

Discussion regarding FD Engine 4 replacement. Ultimately Engine 4 will need replacement. Discussions on taxpayer impact of vehicle replacement & affordability. Discussed deferment (FY'19 over FY '18) based on forthcoming FD/PPD Public Safety Study re: FD apparatus, operations, facilities, etc. Per Ms. Soutter, need outweighs wait. Per Chief Comeau, replacement is not truck for truck, as FD has a rotating fleet, estimated service at 20 years per truck. Current Engine 2 will not go 20 years at current and expected usage. Number of vehicles is strictly dictated by insurance and number of structures FD protects. PEA, downtown businesses and every home over two stories that is not sprinkler protected play a part in insurance standard. Engine 4 is now used as a tanker truck in out-of-hydrant district emergencies, but was used for every fire call in 1st 10 years of use. Truck is at 20 years currently, and if not in current budget, could be a 25-26 year truck when replacement delivered, and as additional truck is set for replacement in 2022, FD would then be requesting 2 at the same time.

Motion to move deferment of FD Engine 4 was moved by Mr. Lennon, and was seconded by Mr. Gray. Motion to defer passes 7-3.

(Post vote discussion, per Mr. Ramsay, exposure and liability issue to defer replacement of 21 year old truck another year. Per Town Manager, Primex loss control periodically inspects from a safety and liability standpoint. FD has maintained vehicle well, recognizing it is a 1997 model. Study draft expected as discussed.)

CIP Items

Projects

Parks and Recreation:

Recreation Park Expansion Project(s) discussion, Mr. Greg Bisson: Discussion included review of the full park site development, upper fields lighting, new recreation building, new playground, and new pool decking. Discussion on necessity of facilitating field space(s) and how lighting expands teams/leagues season(s) and field(s) availability (particularly soccer, baseball and softball). Building and materials costs are in line with regional standards. Increase in costs are due to: Building; elevation, Playground; sustainable/composite materials vs. wood, Lighting; additional fields, Pool Decking; elevation due to location (requiring retaining wall), Site Development; paving vs. gravel parking area. Overall project(s) cost down, \$1.8M. Naming rights/sponsorships outreach/campaign begun for projects as per BRC suggestion. Outside contribution(s) (i.e. \$200K commitment, Exeter Junior Softball League (EJSL), Steve Singlar, Director), Impact fees, grants, dept. revolving fund and property sales (32 Court/Senior Ctr.) discussed as revenue. Bonds and grants to lower off-the-top costs. Construction, revenue, marketing (i.e. tournaments), and programming questions discussed. 18-24 months for completion, 2019 construction, 2020 readiness. Renovated and new multi-use facility will become an attraction to residents. Phasing project is not a cost effective option, project should go forward. Overall comment, Mr. Bisson did his homework.

Motion to pass Recreation Park Expansion Project total of \$7,100,520 was moved by Ms. Hall, and was seconded by Ms. Ballantyne. Motion passed unanimously.

Library:

Public Library Renovation/Expansion Project discussion, Ms. Hope Godino: Design Funds (\$343,705) were accidentally left out of preliminary budget, now accounted/included in total amount for renovation project budget request of \$5,049,755. Plan discussions included additional study/meeting spaces, expanding existing adult service spaces and Children's Room, energy-efficient HVAC and insulation and weatherproofing (energy savings 25-30%), and integrating scenic riverwalk. Fundraising goal of \$250K in FY'18 (Amazon Smile, PayPal, annual appeal letter, etc.). Fundraising consultant discussed to coach Trustees. Phasing project not cost effective in terms of re-mobilizing construction, management, etc. Architecture & Engineering (A&E), Furniture, Fixtures & Equipment (FF&E), and design focused on function/efficiency and assimilates existing facilities into the new. Discussion of partnerships, sponsoring discussed as revenue. Design set to begin March 2018 with community involvement, construction bids for January 2019, break ground March 2019, opening set for Feb/Mar. 2020; 1 year project. Bonding Authority allows design to go straight into construction, and is what's needed. Overall comment, great investment for Town.

Motion to pass Public Library Renovation/Expansion Project total of \$5,049,755 was moved by Ms. Soutter, and was seconded by Mr. Kelly. Motion passed 8-2.

CIP Warrant Articles/Other

FD Radios: Item not included in preliminary budget, deferred to CIP meeting. 22 radios, \$3,358.94 each, includes programming, charger, external microphone, and 3 year service contract. Total cost \$73,897.

Motion to move \$73,897 FD Radio purchase was moved by Mr. Lennon, and was seconded by Ms. Belanger. Motion passed unanimously.

Intersection Improvements Program: \$50K, (Publics Works), 1/11/16 - 12/05/16, top 5 intersections for accidents, per Chief Shupe: Epping Road @ Rte. 101, Front Street @ Water Street, North Hampton Road @ Rte. 101, Holland Way @ Portsmouth Avenue, Epping Road @ Brentwood Road. Example given, sampling of effort, Hoyle Tanner provided quotes last year (Dec. 2016) for an alternative analysis for Pine Street Intersection. Consultant work necessary to make best recommendations, multiple alternatives per intersection, re: design, signals, etc.

Motion to move \$50K Intersection Improvements Program was moved by Ms. Belanger, and was seconded by Ms. Soutter. Motion passed unanimously.

Downtown Parking Study: \$50K, Considering further development in downtown area, a comprehensive look at parking, traffic and circulation is needed, and budget need has increased from \$35K. Scope of work has been by Economic Development Department.

Motion to move \$50K Downtown Parking Study was moved by Ms. Belanger, and was seconded by Mr. Gray. Motion passed unanimously.

Sidewalk Program: \$120K (Publics Works), Sidewalk improvement costs is per year, and goes beyond a 5 year CIP window. Money would be appropriated into Capital Reserve Fund, and used from fund, not from operating budget.

Motion to move \$120K Sidewalk Program was moved by Ms. Belanger, and was seconded by Ms. Rowan. Motion passed unanimously.

Cemetery Capital Reserve Fund: David Sharples, Town Planner: \$27K (proposal did not make it into CIP due to timing of elected Cemetery Trustees, per Town Manager) Intent is to set up a Cemetery Reserve Fund to use for maintenance going forward. First year will primarily be for tree removal (26 trees) at Winter Street Cemetery. Majority of damage to cemetery has been by trees falling (the Land and Community Heritage Investment Program (LCHIP) grants to fix damaged markers).

Motion to move \$27K, Cemetery Capital Reserve Fund was moved by Ms. Belanger, and was seconded by Mr. Gray. Motion passed unanimously.

Sportsmen's Club Remediation: \$30K Remedial Action Plan, consultant AECOM, State DES requires \$30K worth of work for the site for FY'18 to continue remedial action plan implementation of groundwater testing, sampling, & characterization. Has been put forward as a Warrant Article seeking contribution from Sportsmen's Club to help offset costs. (Town responsible per DES requirements and environmental rules; not a compliance issue. In 2008 Town Meeting directed Board to not less than a 35 year lease of the property, currently through 2049)

Motion to move \$30K Sportsmen's Club Remediation was moved by Ms. Belanger, and was seconded by Mr. Kelly. Motion passed unanimously.

Water/Sewer

Washington Street Water Line Construction: \$665K, Allocated design monies last year, so project may move forward with vote and recommended by Subcommittee. No further discussion.

Motion to move Washington Street Water Line Construction amount of \$665K was moved by Mr. Kelly, and was seconded by Mr. Lennon. Motion passed unanimously.

Groundwater Exploration/Surface Water Review: \$800K, revise amount to \$600K, and combine into one effort. Is a preliminary phase hydrogeological development, and not physical construction of pipeline and well installation. Surface water treatment is becoming more onerous. Town has a new \$1.5M groundwater plant in which regulatory and testing requirements are easier and less expensive. Town trying to transition from surface water plant, more toward groundwater plant. Reasonable next step toward safe drinking water and investment in Town's future, as surface water plant is 50 year old facility. Considering wells, groundwater, droughts, etc.; Town has good well capacity, though Stadium Well capacity dropped recently. Review is a recommended investment for Town. Always want other options available. For every \$100K spent on water and sewer budgets over what is already approved, adds +/- 30¢ to the rates. New rates hearing forthcoming, water budget increased \$1M more than 5 years ago, and sewer budget has also increased. This combined exploration program will add about 50-60¢ to rates.

Motion to move Groundwater Exploration/Surface Water Review of \$600K was moved by Mr. Kelly, and was seconded by Mr. Lennon. Motion passed unanimously.

New Town General Fund total of \$18,519,221, 1.6% increase over previous year's budget.

Motion to move New Town General Fund total of \$18,519,221 was moved by Mr. Kelly, and was seconded by Ms. Belanger. Motion passed unanimously.

Chair Papakonstantis: Public and special thanks to Russell Dean, Sheri Riffle, Doreen Chester, Chairman Clement and Selectboard Members, all Department Heads and Staff, Vice Chair Hall and all Budget Recommendations Committee Members for time and commitment, and for absolute pleasure and privilege to work and share this Committee with. Committee applauded Mr. Papakonstantis for outstanding job as BRC Chair.

Motion to adjourn was moved by Ms. Belanger and was seconded by Mr. Papakonstantis. Motion approved unanimously.

Meeting and 2017 BRC adjourned, 11:03pm.

Respectfully Submitted,

David S. O'Donnell