

# CITY COUNCIL WORK SESSION

## CAPITAL IMPROVEMENT PLAN

February 8, 2010 – 6:30 p.m.

Eileen Dondero Foley Council Chambers

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City Council Present: Mayor Ferrini, Assistant Mayor Novelline Clayburgh, Councilors Lister, Hejtmanek, Spear, Dwyer, Coviello, Kennedy and Smith.

Officials Present: John P. Bohenko, City Manager; Steve Parkinson, Director of Public Works Director, Rick Taintor, Planning Director, David Moore, Assistantt Community Development Director, Peter Torrey, Accountant for the Trustees of the Trust Fund, Alan Brady, IT Coordinator, Steve Achilles, Assistant Fire Chief, David “Lou” Ferland, Police Chief, Mary Ann List, Library Director, Steve Bartlett, School Business Administrator, Peter Rice, City Engineer, Water/Sewer Division, David Allen, Deputy Public Works Director, Andrew Purgiel, Controller, and Valerie French, Deputy City Clerk I.

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### **I. Call to Order**

At 6:30 p.m., Mayor Ferrini called the work session to order.

Mayor Ferrini explained that this is a 6 year plan and projects approved for Year I are the only ones that will come before the Council for funding.

### **II. Introduction**

City Manager Bohenko advised the City Council that the staff has put together a PowerPoint presentation on the proposed Capital Improvement Plan (CIP) for FY2011-2016. He stated that this is a six-year Capital Improvement Plan that is being presented in accordance with state and local requirements. He stated that Sections 7.6, 7.7 and 7.8 of the City Charter outlines the requirements and procedures for drafting and updating the CIP on an annual basis. He stated that when all the proposals were submitted by the department heads, they were reviewed by a sub-committee of members from the Planning Board, the City Manager and other City staff. He stated that the department heads submitted requests totaling 2.1 million dollars and the sub-committee reduced that to 1.5 million dollars, which is the level they have tried to maintain for the last 2 fiscal years, and have been lower than that amount in both years. He explained that a large portion of the CIP funding will come from federal and state grants mostly for transportation projects. He concluded by stating that a public hearing is scheduled for March 1<sup>st</sup> and adoption is scheduled for March 15<sup>th</sup>. He reminded the Council that he cannot present the budget proposal until the CIP has been adopted, and that adopting the CIP does not commit funding and will still come before the Council for approval for each expenditure.

### III. Presentation: Overview of Projects by Staff

Staff members gave brief overviews of projects in the following categories which are outlined in the Capital Improvement Plan document:

- Vehicles and Equipment
- Buildings and Infrastructure
- Information Systems Management
- Transportation Management
- Enterprise Funds/Water & Sewer

### IV. Questions and Discussion

Assistant Mayor Novelline Clayburgh referred to the various recreation projects i.e., stump dump, pool repairs, etc. and asked if we should be waiting for the Recreation Needs Study to be presented before making these decisions. City Manager Bohenko stated that this is a plan and is not committing any money at this time. He continued that we have some potential opportunities for fields at the stump dump, etc. and we need to identify these in the plan so as not to lose track of them in the future. He reminded the Council that all bonding still needs to go before the Council and that this is a planning tool and can be adjusted.

Assistant Mayor Novelline Clayburgh asked when the Council will be presented with the Recreation Needs Study report. City Manager Bohenko stated that there is a meeting on the 2<sup>nd</sup> portion of the report on February 18<sup>th</sup> and it will be presented to the Council soon after.

Councilor Lister referred to page 94, TSM CITY/COAST/PDA-01: Public Transportation: Transit Infrastructure Improvements – Citywide – asking how far south the bus shelters currently go down Route 1. Public Works Director Parkinson stated there is currently a bus shelter at Crossroads going southbound, northbound by the old movie theater, one at Market Basket plaza and as far south as Hillcrest Park.

Councilor Lister referred to page 43, VE-FD-06: Cardiac Monitors and Defibrillator Replacement and Upgrade Program – asking if there is a possibility to use the old ones in other city locations. Assistant Fire Chief Achilles stated that the old ones have been refurbished already and there is new technology that they are upgrading to so the older ones can no longer be refurbished. City Manager Bohenko stated that we do have defibrillators in the city buildings which can be used by the general public while the ones being requested in the CIP are specific for medical personnel.

Councilor Lister referred to page 46, VD-PD-09: Automated Fingerprint Identification System (AFIS) – asking if it can be used by other departments in relation to new employees, criminal records checking, etc. Police Chief Ferland stated yes.

Councilor Lister asked about the status of the Pine Street Playground. City Manager Bohenko explained that the bids did not come in favorably last year but was put out again this year with responses expected soon and will hopefully be more favorable. Councilor Coviello asked how much was budgeted for this project. David Moore replied \$80,000 to \$100,000.00.

Councilor Lister referred to page 88, IS-IT-01: Information Technology Upgrades and Replacements – asking if there is any place for consolidation between departments. City Manager Bohenko stated that there already is unified IT communications within the city, including Police and Fire, except for the schools.

Councilor Lister concluded by recommending that the City work with the Safe Routes to School Committee for grants etc. in relation to the bike paths.

Councilor Coviello referred to page 47, VE-LB-10: Outside Perimeter Cameras-Library – asking what is driving the need for this request. City Manager Bohenko stated that there was a specific incident that occurred and that they want to balance the need to not have cameras within the building but to have something outside that will help in instances of vandalism, theft or locating an individual who may have been in the library prior to an incident. Library Director List explained that a few years ago they did an assessment with the Police Department regarding various activities that had occurred and ways to make the patrons and building safer. Chief Ferland clarified that this is meant to be used as a reference if there were an incident and will not be used for surveillance inside the building or for ongoing monitoring of patron activity.

Councilor Coviello referred to page 59, BI-TT-09: Prescott Park Facilities Capital Improvements – asking if this is a policy decision to be made by the Council. City Manager Bohenko stated that this was actually a policy decision made by the Trustees of the Trust Fund and that this is to get the Rest Room and Snack Bar facility on the radar to be addressed. He stated that there are substantial upgrades that need to be made to the facility as they are currently below regulations. Councilor Coviello stated he is asking more about the maintenance of the historic facilities because it is coming out of the general fund. City Manager Bohenko stated that 4 years ago they began addressing this in the CIP because this is city property and we are responsible for the upkeep of these facilities. Councilor Coviello asked if this is the first year they will be actually funding the improvements. City Manager Bohenko stated it is the first year that they will be doing direct improvements to the buildings.

Councilor Coviello referred to page 78, BI-PW-26: Reclamation of Former Stump Dump for Recreation – asking if this is a requirement of the Department of Environmental Services (DES). City Manager Bohenko stated that this is to prepare the site for potentially using it as a ball field as it can not be used as a building lot. Steve Parkinson stated this area was last used as a stump dump over 30 years ago and the State wants to make sure that it is properly backfilled as further decay of the stumps can occur, so this is to grade the area to get it ready for potential future use.

Councilor Hejtmanek referred to page 56, BI-SD-06: Elementary School Upgrade – asking why the assessment is being done at least 4 years ahead of the project itself. City Manager Bohenko stated that Councilor Dwyer asked for this to be done last year to get the preliminary discussions started. School Business Administrator Bartlett stated that this is the first step in a long process of working on a long range plan for elementary school reconfiguration. He stated it takes a lot of time for analysis, public input, etc.

Councilor Kennedy referred to page 46, VD-PD-09: Automated Fingerprint Identification System (AFIS) – asking if we already do fingerprint employees. Police Chief Ferland stated

yes they do, as well as prisoners, but currently it can take up to 2 years to merge the information with the State system and the new system will allow for same day cross-referencing. City Manager Bohenko asked if this technology can be shared with any other departments. Police Chief Ferland stated yes, but they would have to share the expense and no one can do that at this time.

Councilor Kennedy referred to page 63, BI-PL-12: Master Plan Planning Process – stating that there is \$25,000.00 in FY2011, but asked when the public will be involved to give their input on what they want to include in the Master Plan. Planning Director Taintor explained that they would start with gathering preliminary data. Councilor Kennedy stated she would want to encourage public involvement early on in the process.

Councilor Kennedy referred to page 95, TSM PDA/CITY/COAST-02: Public Transportation: Greater Portsmouth Transportation Management Association (GPTMA) – stating that the C&J Terminal is already overloaded and wants to know what other options people will have for parking with this program.

Councilor Kennedy referred to page 111, TSM-CITY-17: Intersection/Signal: Woodbury Ave Turning Lanes and Traffic Operational Improvements – asking how much is the contribution from the developer that is mentioned. City Manager Bohenko stated that was the \$250,000.00 from the Christmas Tree Shop.

Councilor Kennedy referred to page 18, asking how much is being used to match State/Federal funding. City Manager Bohenko referred to page 17, FY 11 Distribution summary, which shows the breakdown of these figures and explained that the funds have to be bonded first and then we get reimbursed and that most of these are in relation to transportation projects.

Council Dwyer referred to pages 38-42, VE-FD-01-05 – Vehicle Replacements – asking if these vehicles are specific to any one station or if they can be housed at any of them. Assistant Fire Chief Achilles explained the purpose of each vehicle and that most of them are able to serve any station with the exception of the aerial ladder truck which is too big for Station 3. He stated the only specialized unit is the Rescue Unit in FY12 and that will serve a specific purpose.

Councilor Dwyer referred to page 54, BI-SD-05: School Facilities Capital Improvements – The 6 years prior funding accumulated for School Facilities CIP, those are the monies being spent this year. City Manager Bohenko replied yes.

Councilor Dwyer referred to page 66, BI-CD-15: Paul A. Doble Army Reserve Center Reuse – asking why this field was not a part of the presentation held at the February 5, 2010 goal setting session. City Manager Bohenko stated that this was added to the CIP a few years ago, but has not yet become available but they want to keep it identified in case it does, explaining we are at the mercy of the federal government as to when they will be disposing this property. She said she was also expecting to find in the CIP the Peverly Hill Road fields that were discussed at the goal setting session. City Manager Bohenko stated that this was a timing issue as we are still in negotiations with the Stokels and shouldn't put that property in the CIP without some comfort factor that it will be secured.

Councilor Dwyer referred to page 67, BI-CD-16: Jones Avenue Conceptual Master Plan – stating that this may be a project that we can spend conservation funds. City Manager Bohenko stated he can check into that. Councilor Dwyer asked if we are finally starting the design process for the wayfinding. City Manager Bohenko stated hopefully.

Councilor Spear asked about the sidewalk replacement and how it is decided which will be brick and which will be concrete as well as what is the cost difference between the two materials. City Manager Bohenko explained that 7 years ago the Council decided to replace sidewalks in the historic district with brick and anything outside of that, will be concrete. Public Works Director Parkinson stated the cost difference is \$5.00 more per square foot for brick.

Councilor Spear then referred to the laptop computers for police cruisers, asking if there had been any thought in using smart phone technology instead. Police Chief Ferland stated there has been some exploration of this technology, but the screens are not big enough for the information that the officers are utilizing and not well lit and the “tough book” computers are specifically designed to hold up for this purpose.

Councilor Spear referred to the total debt bonded in FY16 is slightly over the 10% limit asking if this will be addressed closer to that time. City Manager Bohenko stated yes and reiterated that this document is a planning tool that can be adjusted.

Assistant Mayor Novelline Clayburgh asked why the middle school is no longer in the CIP document. City Manager Bohenko explained that this has already been bonded and there will be an amortization schedule. He explained the federal requirements of the spending on this project.

Councilor Coviello referred to page 64, BI-CD-13: Implementation of Peirce Island Master Plan – stating that this seems to be a lot of money for signage. Assistant Community Development Director Moore explained that this is for signage at various areas and includes the installation, hardware, etc. City Manager Bohenko stated this includes other things besides signage and that the Peirce Island Committee utilizes many volunteers and this is in support of their efforts.

Councilor Coviello referred to page 67, BI-CD-16: Jones Avenue Conceptual Master Plan, asking what are we trying to get from this plan. City Manager Bohenko explained that Councilor Spear had asked that this be included and will include identifying areas of land and possible uses i.e. conservation, recreational etc. and will include public input.

Councilor Spear explained that is similar to the Master Plan developed by the Peirce Island Committee which was a valuable tool for the Committee.

Councilor Coviello referred to page 96, TSM-City-03: Parking: Free Public Parking/Shared Lot Agreements – asking specifically about the Masonic Lot. Parking Manager Frederick stated there is currently a 45% occupancy rate.

Councilor Smith referred to page 111, TSM-City-17: Intersection/Signal: Woodbury Avenue Turning Lanes and Traffic Operational Improvements – stating that he has heard that other

towns have had a problem with LED lights as they do not get hot enough to melt the snow that covers them and asked if that has been a problem here. Public Works Director Parkinson stated we have had LED traffic lights for quite some time and this has not been an issue.

Councilor Kennedy stated the overriding question is what the impact to the tax rate will be for the proposed FY11 CIP. City Manager Bohenko stated 39 cents per thousand for \$1,500,000.00.

Councilor Coviello referred to page 98, TSM-City-05: Parking: Replacement of Parking Meters – asking if there would be a loss of revenue if this was not done. Parking Manager Frederick stated that the single space meters are already beyond their life span and feels there would be a loss of revenue but can't specify the amount. Councilor Coviello asked if we are getting a bulk rate price for these meters for a better deal. Parking Manager Frederick stated we have a 3 year contract at a set price.

Mayor Ferrini stated that we can have a presentation for the new councilors on how we procure and spend the CIP funds.

City Manager Bohenko stated that this document is on the city website and reminded everyone that the public hearing will be held March 1, 2010 and the adoption is scheduled for March 15, 2010, with the budget to be presented after that per City Charter.

Mayor Ferrini stated that the upcoming budget season will be challenging but asked the Council to consider that sometimes the worst decision in hard economic times is to cut capital spending because there are long term impacts to those cuts i.e. the Middle School.

City Manager Bohenko asked that if there are any substantial changes that anyone wants to make, that they submit those to him in writing. He stated that the FY11 portion has been reviewed and submitted, but is not locked in place for funding.

## **V. Adjournment**

At 8:00 p.m., Mayor Ferrini closed the meeting.

Respectfully submitted by:

Valerie A. French,  
Deputy City Clerk I