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5 **Stratham Planning Board**
6 **Meeting Minutes**
7 **February 6, 2014**
8 **Municipal Center, Selectmen's Meeting Room**
9 **10 Bunker Hill Avenue**
10 **Time: 7:00 PM**
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13 **Members Present:** Mike Houghton, Chairman
14 Bruno Federico, Selectmen's Representative
15 Jameson Paine, Member
16 Christopher Merrick, Alternate
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18 **Members Absent:** Bob Baskerville, Vice Chairman
19 Tom House, Member
20 Mary Jane Werner, Alternate
21 Steve Doyle, Alternate
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23 **Staff Present:** Lincoln Daley, Town Planner
24 Paul Deschaine, Town Administrator
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27 **1. Call to Order/Roll Call**

28 The Chairman took roll call.
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30 **2. Public Hearing(s)**

- 31 a. **Stratham 2014 – 2019 Capital Improvements Program (CIP)** – Presentation by
32 Town Administrator.

33 Mr. Deschaine started by explaining that for something to be included in the capital
34 improvement program; it will typically be something that is more than \$5000 or has
35 more than a 3 year life expectancy and a minimum of 6 year planning horizon. A CIP
36 is a sub section of the Master plan. The focus for the Planning Board is looking at the
37 next 5 year time horizon whereas the Budget Committee and Board of Selectmen have
38 their focus on the current year.

39 Mr. Deschaine talked the Planning Board through this year's CIP. He started with the
40 Land Conservation Fund and said the Conservation Commission continue to request
41 funding throughout the CIP term of \$25,000 a year and evaluate annually whether
42 additional funds are needed. The Conservation bond of almost \$400,000 has been
43 totally expended so the only money at their disposal is the Land Conservation Fund
44 which has about \$ 383,000, but there is fixed costs that come out of that.

1 Mr. Deschaine talked briefly about the Town office computer replacement plan. \$5000
2 is put in each year. This year all computers with the XP system will be replaced as
3 Microsoft will no longer be supporting it. The next subject was the police parking lot
4 lighting improvements. All the lighting in the police department parking lot will be
5 replaced with LED lighting reducing the energy consumption. At the same time this
6 will free up voltage for 3 lighting poles which will do the new upper parking lot behind
7 the building and illuminate the corner and middle sections better than the current
8 lighting.

9 Mr. Deschaine said the Town has to match 20% of the TE Grant that was awarded. The
10 Town needs to find \$62,000 to meet the match. He added that going forward each
11 year funds are put into the CIP for any future grants that may be awarded. Mr.
12 Houghton asked on whose authority the funds are released. Mr. Deschaine said that
13 authority lies with the Board of Selectmen. Mr. Deschaine commented that the money
14 can only accumulate for a 5 year period so if no grant was available to match, those
15 funds would no longer accumulate at that point.

16 The topic turned to revaluation. Mr. Deschaine said \$25,000 has been put away for
17 this. Properties have to be reevaluated in a 5 year cycle according to law and it has to
18 be done by another qualified assessor other than the Town's assessor to validate her
19 evaluations.

20 Mr. Deschaine referred to money put aside for a new HVAC system for the Municipal
21 building. One of the older systems has a heat exchange that is starting to rust out and
22 could stop working at any unforeseen date. The other 2 units should last somewhat
23 longer, but money has been put into the CIP fund for those units.

24 The Fire Department's Capital Reserve Fund was discussed next. \$6000 was put away
25 last year primarily for the department's oxygen balls as they have a certain life span.
26 They will need to be replaced in 2017. They cost \$3000 each. Mr. Deschaine then ran
27 through the other items the Fire Department needs and explained that sometimes it is
28 difficult to know the life span of certain items such as a fire truck. Mr. Federico said
29 the difference of funds in a capital reserve program is that the funds don't have to be
30 expended within a 5 year window. Mr. Daley asked if the Fire Department had
31 determined a need for a ladder truck that can handle taller buildings in Town. Mr.
32 Deschaine replied that it had been discussed extensively, but it's not included in the
33 Capital Reserve Fund. General consensus is it would be better for Stratham to
34 contribute some money towards a ladder truck to enable a Town like Exeter to buy one
35 and it could become a regional asset. Mr. Paine asked how much was in the Capital
36 Reserve Fund now. Mr. Deschaine said \$6000 as they purchased a tanker last year.

37 Mr. Deschaine talked about the replacement of the Fire Department's computer system.
38 Last year, they requested \$6000 for their operating budget to replace the server. Mr.
39 Wolf, the Town's I.T. person evaluated the situation. He discovered that what the Fire
40 Department has is ineffective and inefficient. A total replacement will be required
41 which will be a total of around \$20,000. Mr. Houghton observed money has been put
42 aside for the Highway Department also and said he advocates the budgeting of money
43 for computers every year. Mr. Deschaine agreed, but said it is difficult to know what

1 that amount should be. Mr. Daley asked how the costs for the Fire Department differ
2 from the Emergency Services office. Mr. Deschaine replied they are one and the same.

3 The Radio Communications Capital fund has \$83,000 in it. It was originally designed
4 when the Town went to a digital conversion from analogue. The radios are now into
5 their second generation plus there are some mobile radios that are almost 9 years old
6 and no longer supported by the manufacturer. Mr. John Scippa, Police Chief talked in
7 more detail about the radios.

8 Mr. Deschaine talked about the police vehicle replacement program. That was reduced
9 to \$0 and the \$5000 in the future is still being evaluated. Chief Scippa talked about
10 vehicles and said in his opinion that going forward they probably won't need to replace
11 a very large utility 4 wheel drive vehicle as the new vehicles are all wheel drive. Mr.
12 Merrick asked how much a new car would cost. Chief Scippa said with add-ons about
13 \$38,000.

14 Mr. Deschaine moved to Public Works and Highway. He said there has been a vehicle
15 replacement program in there as well, \$50,000 throughout and it seems to be working.
16 A replacement truck was bought last year which the Highway Agent anticipates getting
17 about 15 years of life out of. He feels \$50,000 a year seems appropriate. A dump truck
18 will need replacing at some point. A new dump truck costs around \$180,000. The
19 oldest truck in the fleet is about 25 years old.

20 Mr. Deschaine then referred to the signalization of Winnicutt Road versus Bunker Hill
21 Avenue. He explained that a business owner in town had offered to contribute \$50,000
22 toward a light at the Winnicutt Road/Route 33 junction and had talked of submitting a
23 warrant petition, but as the warrant petition no longer looked likely, the project is
24 currently in a hibernation situation. GPI, consultants had looked at the cost of a light
25 but Town staff feel the costs aren't that realistic and are somewhat low. Mr. Houghton
26 said in his mind these 2 line items should be part of the Warrant Articles and not the
27 CIP budget. The Town should vote on whether it wants to spend money on a signal
28 especially as there are no definitive facts. Mr. Daley asked if it was worth while
29 putting some money into the CIP to study the issue. Mr. Deschaine commented that
30 there was some validity in the cost for the project. He said also that he believes that it
31 will probably end up being taken out the CIP and put forward as a warrant article, but
32 until then it is probably good to keep it on the horizon so people know the Town is still
33 considering it. Mr. Merrick and Paine both agreed it should come before the public
34 once it is decided to proceed with it.

35 Mr. Deschaine asked which signalization project should take priority in the CIP. Mr.
36 Federico said he thought the Winnicutt Road signalization should be moved out to 2017
37 and the Bunker Hill Avenue signalization to 2016.

38 Mr. Deschaine moved to roadway construction and said they had put in \$300,000
39 arbitrarily for the last couple of years and the same amount is scheduled for this year.
40 They have real cost data now for Stratham Heights Road which did come out at around
41 \$300,000. The Highway Agent did an assessment of all the Town roads taking into
42 account various factors from pot holes to deficient drainage and assigned a number
43 between 1 and 100, the lower the number the more work a road needs. This will help to
44 prioritize which roads really need reconstruction. There is going to be \$230,000 in this

1 year's budget just for overlays. The goal is to get overlays on roads before they reach
2 stage of needing reconstruction. There are several roads that are earmarked for
3 reconstruction, the biggest one being Country Farm Road.

4 The Highway Department got a new mower last year and predict they will need another
5 one in 2016. They are moving towards another style that is more efficient to use and
6 easier to maintain. Insulation of the Highway garage was scheduled originally for
7 \$55,000, but due to the increased costs for reconstruction of the roadways, it has been
8 put off until next year. The budget committee felt it could be split over 2 years so left
9 \$10,000 for this year and \$45,000 for next year.

10 The next line in the budget referred to the sewer and water infrastructure, planning and
11 studies; this was a 3 year effort, this being the third year. This will be the year the
12 money will start to be used whether Stratham goes it alone or collaborates with other
13 towns.

14 The Highway department has requested an asset management system but to use it an
15 upgraded computer will be required. The first year costs are \$11,500 for the computer
16 and software.

17 Mr. Deschaine referred to the cemeteries next. He said the cremation garden has been
18 finished. The ground near Maple Lane have been cleared and is prepped and ready for
19 new burial sites.

20 Recreation was discussed next. Mr. Deschaine said \$80,000 is for the completion costs
21 for the field started behind the Municipal Center along with a new flat walking track.

22 \$250,000 has been pushed out for a stand-alone community center. The total projected
23 cost is around \$125,000,000 but the immediacy of the need is not that great. Mr. Paine
24 asked if a particular group was pushing the community center. Mr. Deschaine said the
25 seniors feel like they don't have a gathering place. The next item pertained to facilities
26 improvements for Stratham Hill Park such as siding, roof, windows, and water system
27 upgrades. The parking lot was reconstructed last year and is in good shape, but it
28 doesn't have the overlay which needs to be put down in the next 4 years so \$10,000 a
29 year will be allocated to pay for that. Tennis court maintenance was completed last
30 year and is due to be done again in 2018. There is a mower at the park which has over
31 2400 hours on it, the normal life cycle is 1800. The hydraulics are getting worn, but
32 they are going to try and use it for another year. Funds will be put in place this year so
33 it can be replaced when it finally stops working.

34 Mr. Deschaine talked about the computer replacement for the library. \$6500 has been
35 put away to meet the 4 year life cycle they have for their computers. Their need is
36 more patron driven.

37 Lastly, Mr. Deschaine talked about the reading garden at the Library. He said currently
38 there is no way to get to it without going through a ditch. A paver system has been
39 suggested so it's been pushed to next year to give the Highway Agent more time to
40 flesh out the details.

41 Mr. Federico asked when the computer replacement for the library was happening. Mr.
42 Deschaine said this year.

1 Mr. Federico made a motion to approve the CIP as presented and amended. Motion
2 seconded by Mr. Merrick. Motion carried unanimously.

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4 **3. Miscellaneous**

5 There were no miscellaneous items to report.

6 **4. Adjournment.**

7 Mr. Merrick made a motion to adjourn at 8:49 PM. Motion seconded by Mr. Paine.

8 Motion carried unanimously.

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