

MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH
Tuesday, January 5, 2016 – 5:00pm
1 Grove Street, Peterborough, New Hampshire

Present: Barbara Miller, Ed Juengst, Tyler Ward

Also Present: Rodney Bartlett, Nancie Vaihinger, Nicole MacStay, Vanessa Ambury-Bonilla, Dan Scully, Dave Drasba, Beth Marsh, Ed Walker, Leo Smith

Budget Committee: Ron McIntyre, Ed Henault, Bob Hanson, Steve Jones, Gordon Kemp, Roland Patten

Chair Miller called the meeting to order at 5:00pm.

Scully Architects and Associates -Town House Historic Building Assessment

Rodney Bartlett commenced by explaining that an application was made for an LCHIP grant to assess the historic structure of the town house with relation to renovation in anticipation for the townhouse's anniversary on November 11, 2018.

Dave Drasba started by explaining that the NH Preservation Alliance dictates the format of the report, the first section being the history and development of the property. He explained the interior and exterior views as well as the character defining features. The second part of the report covers the condition of the building and items that are in need of attention. Part three covers the recommendations and cost estimate of the renovation, which is estimated at \$800,000. The fourth part is required appendices. Rodney Bartlett added that this positions the town to acquire additional funding from LCHIP and makes us eligible for up to 50% toward the historical structure needs. It has opened doors to offset some of these costs.

Mr. Drasba added that they looked at a level two additional schematic design considerations including addressing improvements to the auditorium, including additional performance lighting instrumentation, curtains, updated rigging, blackout shades for the windows, portable ticketing station, and portable concessions cart. Also included are replacing light fixtures with energy efficient LED fixtures and replacing the outdoor condensing units for the air conditioning system. The cost for these level 2 considerations would be an additional \$600,000.

Level 3 addresses accessibility by adding an elevator and the considerations needed to make that addition. The cost involved is estimated at \$825,000 for level 3.

Level 4 addresses expanding the stage area of the auditorium with additional storage and a green room, as well as additional office space on the first floor and basement. The cost estimate for level 4 is \$1,425,000. Ms. Miller asked if the sound system had been included in the level 4 assessment. Mr. Drasba explained that it was, but not broken out separately. Ms. Miller opened the floor to questions. Bob Lambert noted that nothing was addressed with regard to the heating system in the building. He felt that the heating should be addressed since the building has issues with regarding to some areas of the building being too hot and others being too cold. Mr. Drasba explained that there's only one set of duct work feeding both north and south exposures. New ducts would have to be added in order to get some temperature control but that would be at level 3 scope of work. Mr. Bartlett agreed that the heating and air conditioning systems do not function well in the building due to north and south exposures. The primary goal is to maintain historic structure of the building and then look at additional considerations. There are no easy inexpensive solutions. Mr. Juengst asked what are the next steps and that we need to make the building comfortable as well as functional. Mr. Bartlett responded we need to get public feedback on what are priorities for the building as well as get estimates of these particular priorities and see how these numbers fit into the CIP plan. Mr. Juengst added that when he attended town meeting last year, he couldn't hear very well at the deliberative meeting. He wants to make sure we are fixing the problem and know how to operate the system. He noted inconsistency in the ability to hear at Town Meetings. Mr. Ward asked about revenue generation. Ms. MacStay added that it's about \$20,000 per year revenue in renting the hall. Mr. Ward asked if \$800,000 worth of renovations can balance the revenue of only \$20,000. Mr. Lambert added that the double doors were removed during the renovation that kept the cold out of the lobby. This could be returned and would help. Mr. Bartlett said this

is the first step and will begin the process of a biddable set of plans for preparing for the 100th birthday in 2018.

Beth Marsh – Tax Deeding – Update

Ms. Marsh explained that one property has not paid taxes since 2012, we have confirmed that the residence is empty and abandoned and her recommendation to deed this property. We are required to contact the owner the right to repurchase the property before putting it up for sale. The owner has 90 days to respond. Mr. Juengst asked if the law says that we have to take the property. Ms. Marsh says we have to deed the property, unless we can show a reason why it would be dangerous to do so. Ms. Miller suggested giving the owner the option of selling the property herself. Ms. Marsh said that the decision needs to be tonight since we are past the deeding date. Ms. Marsh said she did a rough estimate and the debt carried currently is about \$48K. Ms. Miller made a motion to accept this piece of property. Motion carried.

2016 Forest Fire Warden/Deputy Reappointments

Mr. Walker explained that the forest warden's task is extinguishing fires, fire permits, and working with forest ranger. Prescribed burns, slashing/cutting/logging. The Selectboard makes the recommendation on forest warden and the Forest warden makes recommendations on Deputy Warden. All the employees are issuing agents so they can issue fire permits at the fire department. He recommended Captain Brad Winters Jr. to be appointed as the deputy warden to fill in the vacancy of Deputy Chief Rodenheiser's resignation.

Review and approval of Minutes of December 1, 2015

Ms. Miller made a motion to accept minutes. Motion carried.

Joint Budget and Select Board

Cemeteries

| | FY 2016 | FY2017 | % Inc. or Dec. |
|-------------------------------|---------|--------|----------------|
| Net Operating | 42,108 | 46,774 | 11.1% |
| Net Capital | 0 | 0 | |
| To be raised through taxation | 42,108 | 54,430 | 29.3% |

Mr. Smith explained that the overall budget is up 29%. Increases are due to database software purchase, general supplies, replacement of water line supplies, and new budget line for equipment and tools instead of general supplies.

Parks

| | FY2016 | FY2017 | %Inc. or Dec. |
|-------------------------------|--------|--------|---------------|
| Net Operating | 68,723 | 66,958 | -2.6% |
| Net Capital | 0 | 11,888 | |
| To be raised through taxation | 68,723 | 78,846 | 14.7% |

The overall budget is up 15%. There is new revenue from NH Charitable Foundation of \$4000 that will be balanced out by expenditures including the purchase of a trailer.

Buildings & Grounds

| | FY2016 | FY2017 | % Inc. or Dec. |
|-------------------------------|---------|---------|----------------|
| Net Operating | 251,380 | 265,020 | 5.4% |
| Net Capital | 100,000 | 87,656 | -12.3% |
| To be raised through taxation | 351,380 | 352,676 | 0.4% |

The overall up .4% and revenues are down primarily because of lack of grant money. The department will try to apply for state grants but availability is limited. Expenses of building repair are in anticipation of the 100th anniversary of the town house. Mr. Ward asked about reduction in salary line. Ms. Vaihinger explained that it's a reallocation of funds since Rodney left the department and these salary funds are lower now that the operations manager is taking on these tasks.

Street Lighting

| | FY2016 | FY2017 | % Inc. or Dec. |
|-------------------------------|--------|--------|----------------|
| Net Operating | 43,600 | 50,500 | 15.8% |
| Net Capital | 0 | 0 | |
| To be raised through taxation | 43,600 | 50,500 | 15.8% |

Mr. Smith continued, explaining that the town owns about 50 street lights and Eversource owns over 300. Mr. Croumie further explained that we must replace the lights on the common pathway from vandalism in will anticipate replacement with a tamper proof style streetlights.

Landfill

| | FY2016 | FY2017 | % Inc. or Dec. |
|-------------------------------|--------|--------|----------------|
| Net Operating | 0 | 0 | |
| Net Capital | 0 | 0 | |
| To be raised through taxation | 0 | 0 | |

Revenue comes from NH Ball Bearing and Environmental Cost Trust Fund. Landfill Pollution abatement fund was put into an expendable trust fund.

Recycling

| | FY2016 | FY2017 | % Inc. or Dec. |
|-------------------------------|---------|---------|----------------|
| Net Operating | 230,556 | 223,399 | -3.1% |
| Net Capital | 40,000 | 40,000 | |
| To be raised through taxation | 270,556 | 263,399 | |

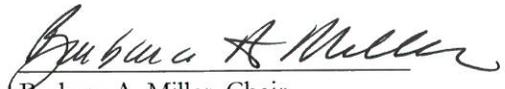
Scott Bradford presented the budget. The overall is down 3%. Expenditures up because of a need for a forklift lift platform and the purchase of a self-dumper for wood ash, also lighting behind the facility for people unloading debris after dark. In addition, chipping of brush/lumber prices keep increasing. The forklift was replaced for \$11,000 and a grant will be received for \$5,000 to offset this cost. The Load-all needs to be replaced. The trade in price was \$16,000 last year and he is hoping the trade in amount will be the same.

Ms. Miller commented about the complaint about the permitting fee and asked Mr. Bradford if he reviews those fees annually. He agreed that he does review them annually. Mr. Bradford said he has had about four complaints about the fees. The person who officially complained said he did not know about it. Ms. Miller asked how can we make people aware of the new fee? Mr. Bradford responded saying it's been posted at the recycling center and has been posted on the website. Mr. Kemp commented that he doesn't think it's worth the hassle on a budget that is almost flat. Mr. Juengst asked if Mr. Bradford would have to look a bit closer to enforce this revenue line. Mr. Bradford agreed that the enforcement time will bring more people to complain about the new fees.

Mr. Patten made a motion to adjourn the meeting at 6:45pm. Motion carried. Meeting adjourned.

Respectfully Submitted,
 Vanessa Amsbury-Bonilla, Department Assistant

PETERBOROUGH
SELECT BOARD:


Barbara A. Miller, Chair


Ed Juengst


Tyler Ward

ACTION ITEM PENDING LIST

- 1.