

**MINUTES**  
**SELECT BOARD**  
**TOWN OF PETERBOROUGH**  
Tuesday, January 20, 2015 – 5:00pm  
1 Grove Street, Peterborough, New Hampshire

**Present:** Barbara Miller, Tyler Ward

Paul Sullivan, Ed Henault, Steve Jones, Don Parkhurst, Gordon Kemp, Roland Patten, Leslie Lewis

**Also Present:** Pam Brenner, Rodney Bartlett, Nancie Vaihinger, Leo Smith, Nicole MacStay

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

**Proposed Modification to the Downtown Tax Increment Finance District**

Mr. Bartlett explained that the property being considered for inclusion in the TIF District is directly south of the Petersons Realty property, which is itself south of the GAR Hall. He explained that when he and the engineers began to look at parking concepts behind the GAR Hall, they quickly realized the difficulties of getting to the back of the property. During the conceptual process he met with the owner of the property at 44 Grove Street since it appeared that the property could provide better access to the proposed parking lot. The property is now included in a purchase and sales agreement, along with a portion of the Peterson Realty property.

Mr. Bartlett said that he has worked with HTA and looked at the maximum potential impact on the property; this concept has minimal, if any impact on the GAR Hall property. The proposed location is behind the Peterson's Realty property and the apartment building at 44 Grove Street, and will be accessed by a driveway along the southern edge of the 44 Grove Street property. There will be a buffer between the paved area and the rivers and an extension of the Common Pathway over a footbridge will span the Nubanusit River and connect to Grove Street along the same access point at the southern edge of the 44 Grove Street property.

Mr. Bartlett said that a key aspect of this project is that it will be funded by the Downtown Tax Increment Finance District; the proposed warrant article is to modify the TIF district to include 44 Grove Street. He met already with the EDA, who have voted to support the proposal, and will be meeting with the TIF Advisory Committee Friday morning. He added that the cost estimates have not been updated yet, but he expects that the project will be in the \$1 million range.

Mr. Ward asked if the concept shows the maximum size the parking lot could be; Mr. Bartlett said that it does. Mr. Ward asked if there have been any parking studies done that estimate how much parking the downtown needs; Mr. Bartlett said that there have been a study done in the late 1990s which said that at full capacity the downtown would need an additional 300 spaces. He said that there isn't much available flat land in the downtown suitable for a development like this, particularly not with the pedestrian access that this would provide. One of the keys to the long range resolution of the parking problem is for the Board to look at how parking in the entire downtown is managed; how long people can park and where, and leased parking. A true management plan needs to be put in place before going forward with construction. Mr. Ward asked if there would be any green islands with trees; Mr. Bartlett said that there has been no effort or funds expended on the landscaping plan yet, however there is interest by others to have a very attractive path from Depot Park to Grove Street, with quiet places to sit and enjoy the river. Mr. Ward asked how much has been spent so far; Mr. Bartlett said less than \$10,000.

As there was no further business, the Select Board meeting was adjourned at 5:24pm.

**Joint Select Board/Budget Committee Meeting**

**Public Works Reorganization**

Mr. Bartlett said that to begin he would like to look at all three budgets as once to review a possible reorganization. This would bring staffing back to where it was in 2012. These 3 proposed budgets, particularly Water and Wastewater, reflect a major change in operations. Presently we have an Operations and Maintenance Contract with Woodard & Curran for operations of the wastewater treatment plant (WWTP) and some operations in water. This contract costs are shared by both utilities. The 3 permanent municipal employees are also cost shared between water, wastewater, and highway. This O&M contract was initiated primarily for the operation of the new WWTP that came on line in March of 2012. The new facility required a NHDES Grade 4 license to operate and the municipal employees at that time did not possess a Grade 4 license or the necessary experience to operate the new facility. The FY13 budget reflected an organizational change that reduced water and wastewater municipal employees from 6 to 3 and initiated the O&M Contract with Woodard & Curran. Since that time Woodard & Curran employees have operated the WWTP with excellent performance and effluent quality. Operations by the municipal employees have been of high quality but the work load stresses the overall performance. I clearly recognize the need for additional personnel to accomplish both NHDES required programs as well as necessary operations and maintenance.

The proposed change in operations is to return to municipal employees managing all aspects of the water and wastewater divisions, eliminating the O&M Contract with Woodard & Curran. This proposed change incorporates 3 new municipal employees to the staff of the divisions and returns staffing levels to previous FY12 level of 6 employees. The 3 positions would include Assistant Utilities Superintendent, Chief Wastewater Treatment Plant Operator, and a truck driver/laborer. Financially the proposed change in operations for water and wastewater is neutral. The estimated cost of the Woodard & Curran O&M Contract for water and wastewater for FY16 is \$259,000. The proposed change with the 3 new municipal employees is estimated at \$263,000. The proposed overall cost share between water and wastewater is 38% water and 62% sewer, approximately. The ratio has been reviewed several times since March of 2012 and reflects the required man hours to operate the new WWTP as compared to the wastewater lagoons of previous years. Mr. Bartlett explained that he included Highway in this plan because some portion of salaries has included in Highway Operations, and has allowed us to reduce contracted winter operations down to one subcontractor. With this new position, we may be able to complete winter maintenance with all municipal employees, except for downtown pick-up and snow removal when the snow blower is down.

Mr. Sullivan asked if salaries for the affected positions would increase because of the required certifications; Mr. Bartlett said that he has reviewed the grades, and said that the current salary ranges are still appropriate today. Mr. Parkhurst asked if any of our present employees have interest in these positions; Mr. Bartlett said that they may in the future.

**Highway**

	<i>2014-2015 Budget</i>	<i>2015-2016 Budget</i>	<i>% Change</i>
Net Operating	\$1,459,496	\$1,412,049	-3.3%
Net Capital	\$120,000	\$205,000	-2.2%
Net Special Articles	\$90,000	\$0	-100%
To be raised through Taxation	\$1,669,496	\$1,617,049	-3.1%

Mr. Bartlett said that operating is down 3.09%, but the overall budget is skewed by the Union Street Bridge Project. The computer services line is new in this budget; this reflects the growth with GIS services. Ron and Dave have access to the infrastructure on their phones, which helps with regular operations, for instance during a recent water main break they were able to quickly look up the nearest gate valve without having to find the paper plans which sped repairs. The next GIS app will include the entire Stormwater system, including catch basins and other drainage.

Mr. Bartlett said that engineering services has been reduced to services – that \$75,000 represented the final engineering of the North Village Dam. When that work is completed we will have bid documents ready to bid out the work to make sure that it is safe and stable. This work will be bonded with the Main Street Bridge and Transcript Dam in 2017. Ms. Lewis asked if any roads would be closed or partially blocked by this work; Mr. Bartlett said that Route 202 would not be affected, and that access could be gained without closing roads. The goal will be to do the work from both sides of the dam while the dam is in place.

The increase in electricity is due to PSNH's increase in its rate to over 10.5 cents per kilowatt hour. Our 2016-2017 electricity contract is a combination of electricity sourced from Integris and PSNH, which will increase our costs by 8%. Ms. Lewis asked why we are using PSNH at all; Mr. Bartlett explained that it was difficult to find another supplier for electricity over next winter, and PSNH charges market rate to users who go on and off service. Mr. Bartlett said that he is actively seeking an alternative. He then gave an update on the progress of construction on the solar array. Ms. Lewis asked how the completion of the solar array will affect the budget; Mr. Bartlett said that they are not sure yet. There will not be any distribution charge at the WWTP, but we don't yet know how the virtual net metering will impact the budget. Before moving on, Mr. Smith added that vehicle equipment and repair expenditures are down as a result of a new program to retrofit vehicles.

### Water

	<i>2014-2015 Budget</i>	<i>2015-2016 Budget</i>	<i>% Change</i>
Operating	\$893,402	\$902,664	1.0%
Capital	\$105,000	\$93,250	-11.2%
To be raised through Fees	\$998,402	\$995,914	-0.2%

Mr. Bartlett said that operating is up 2.61%. The overall budget shows a \$700,000 appropriation for the Summer Street Well project which begins next month. There is an increase in salaries which reflects the reorganization presented earlier, and is mirrored by a reduction in the other professional services line. One of the programs moving forward next year will be radio meter reads; Jaffrey has a radio meter reading program and is able to complete reads of every meter in town in one or two days with just one employee, rather than the week that it takes three or four of our employees to complete.

### Wastewater

	<i>2014-2015 Budget</i>	<i>2015-2016 Budget</i>	<i>% Change</i>
Operating	\$1,207,291	\$1,183,962	1.9%
Capital	\$105,000	\$78,250	-25.5%
To be raised through Fees	\$1,312,291	\$1,262,212	-3.8%

Mr. Bartlett said that the proposed operating budget is down 2.84%, and the total budget is down 3.82% overall. He said that in revenues the state aid grants have been delayed; the reimbursement that was promised has been pushed out thirty years as the Governor and House attempts to balance

the State budget. Chair Miller said that Representative Leishman has spoken on the Town's behalf to the Finance Committee and DES, but the Governor is not in support of restoring the funds. Mr. Bartlett said that there is an increase in equipment for the radio meter readers and an increase in telephone. Mr. Smith said that they did project a decrease in electricity when the solar array comes online.

As there was no further business, Mr. Patten made a motion to adjourn; Ms. Lewis seconded. All in favor, the meeting adjourned at 6:15pm.

Respectfully Submitted,  
Nicole MacStay, Assistant Town Administrator

PETERBOROUGH  
SELECT BOARD:

  
Barbara A. Miller, Chair

  
Elizabeth M. Thomas

  
Tyler Ward

**ACTION ITEM PENDING LIST**

1.