

**MINUTES**  
**SELECT BOARD**  
**TOWN OF PETERBOROUGH**  
Tuesday, February 3, 2011 – 6:00pm  
1 Grove Street, Peterborough, New Hampshire

**Present:** Joe Byk, Barbara Miller, Elizabeth Thomas

Gordon Kemp, Roland Patten, Steve Jones, Susy Mansfield, Robert Lambert, Leslie Lewis

**Also Present:** Pamela Brenner, Chief Lenox, Rodney Bartlett, Nicole MacStay

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**Chair Byk** called the meeting to order at 6:05pm.

### **Proposed Changes to Peterborough Fire and Rescue's Fee Schedule**

**Chief Lenox** explained that the fee schedule for sprinkler and fire alarm plans has not changed since September 2004. He explained that under the current schedule, both Monadnock Community Hospital and the single store renovation at the Peterborough Shopping Center are paying the same fee, even though they are much different in scale. The proposal is to break-down the fee into square feet. All inspections at health care facilities will be at twice the regular fee because the inspector not only has to do the review for the fire department, but also the Health Inspector's, Building Code Inspector's and Welfare Inspector's reports. Wood stoves and oil burner inspections will change from \$20.00 to \$40.00. **Ms. Miller** asked if these changes were based on the estimated time spent on these inspections. **Chief Lenox** said that was correct, and added that they are not looking to cover all costs.

#### **Motion:**

**Chair Byk** made a motion to approve the proposed revisions to the Peterborough Fire and Rescue fee schedule; **Ms. Miller** seconded.

#### **Vote:**

**Chair Byk, Ms. Miller** and **Ms. Thomas** voted in favor of the motion; the motion carried.

### **NH Bureau of Emergency Communications – E911 Recommended Changes**

**Chief Lenox** said that in 2004 the town requested that E911 do a survey of the town. A number of streets have similarly sounding names, even and odd numbers were not consistently on one or the other side of the road, and spans between numbers were not correct. He said that the town is working to get these things in line. After getting on the 911 system they came out again to survey the town, and are here to make their recommendations. At some time down the road the Board should decide if they would like to accept their recommendations, either in whole or in part.

**Tim Scott** from the Bureau of Emergency Communications explained that his bureau assists municipalities with developing and maintaining addressing systems, collecting and maintaining GIS data, and using the data to assist 911 calls. The standardized addressing system can help to eliminate possible confusion of emergency responders. These are national standards, and they apply them to every town. It is a lot of work to change addresses and road names. The goal is to make the changes in such a way that there will not be a problem with addressing in the foreseeable future.

**Mr. Scott** said that the data has already been collected and verified by the town, and a map book has been generated. The next step is for the board to accept the data and sign a letter which says that to

the best of your knowledge the data is correct. There is also a non-standard addressing letter, which says that you understand that there exists addressing which is non-standard, and then there is a data release letter. Once all three letters are signed, then the town received a copy of the maps. Mr. Scott then explained what qualifies as non-standard addressing, particularly same sounding road names and inconsistent numbering. He also added that all data collected and produced by his bureau is exempt from the RSA 91-A (Right to Know law). There was then a discussion about addressing conventions and some of the addressing issues in Peterborough.

**Ms. Thomas** said that she can think of very few things that get people more distressed than changing their road names and street numbers. She said that she lives on a road that has changed its name, and there are residents who still refuse to use the new name. **Mr. Scott** said that most are resistant because there is a lot of paperwork, but they understand the safety reasons to do it. He said that they would not do the whole town at once, but would focus on geographic areas and make changes in groups. **Mr. Scott** then reviewed the formal public process. **Ms. Brenner** said that it is her recommendation to ask **Chief Lenox** and his department to put together a priority list.

#### **Motion:**

**Chair Byk** made a motion to establish a workshop procedure to address the recommendations set forth in Lt. Sawyer's memo to the board dated January 4, 2011 which sets out the priorities of the master list; **Ms. Miller** seconded.

#### **Vote:**

**Chair Byk, Ms. Miller** and **Ms. Thomas** voted in favor of the motion; the motion carried.

#### **Main Street Bridge Update**

**Mr. Bartlett** said that he did provide the board with a letter that outlines where the town is with regards to the bridge and retaining wall. C.R. Willike is our new contact at DOT, and he is very familiar with the project. Some of the time frames moving forward are very slow. The amendments we submitted for the north crossing and historic review have not been approved; to illustrate how long it is taking to get a response from DOT, **Mr. Bartlett** said that he just received approval to begin engineering on the Union Street Bridge – he had made that request in April, 2010. He added that the Main Street Bridge project will probably move to the federal highway program, which is not a seamless transition. Until some additional federal funds are allocated, NH DOT cannot submit the project for federal funding. All together, it seems unlikely that this project will be ready to go before Town Meeting in May. **Ms. Thomas** asked how long the bridge will remain safe. **Mr. Bartlett** said that the design is very strong; the bridge was only intended to carry fifteen tons. If this project were to be pushed off for another year, we may have to reduce the weight limit, but it unlikely that the town would have to close the bridge in the near future. He added that the NH DOT bridge group recently completed an inspection of the bridge, and that report should be out soon.

#### **Heritage Commission Petition**

**Sheila Kirkpatrick**, Chair of the Heritage Commission, said that this petition was set out in October for five days. During that time 264 signatures were gathered in opposition of a roundabout at the intersection of Route 202 and Main Street. **Ms. Thomas** asked if, as traffic increases at that intersection, would the Heritage Commission rather see a traffic light installed there. **Ms. Kirkpatrick** said that they have not discussed that, but in her opinion, the simpler the better, for both aesthetic reasons, and for protection of the Smith House and the Library. **Ms. Miller** said that

she believes that maintaining the integrity of the buildings is important, but thought it was a bit premature to gather petition signatures before any designs or assessments were done. **Mr. Bartlett** said that the design team has only looked at the level of service at that intersection, and the only potential configuration that appeared to increase the level of service was a roundabout. A traffic light would only increase the level of service if the number of lanes were increased, which would require widening the road. Leaving it a “T” intersection will only make it more difficult to get out of Main Street as Route 202 traffic speed increases. He said that this is a long process which has only barely gotten underway. **Ms. Kirkpatrick** said that she agreed that it is a bit premature, but the Commission wanted to inform the Board of the feeling regarding that intersection. **Chair Byk** said that the Board agrees, and that it is well noted, however it is difficult to oppose a plan that has not yet been designed. He said that if “Courtesy Corner” were to be recreated, it would include big steel light poles, which would ruin the aesthetics. He said that he would encourage the petitioners to walk over the bridge and up the sidewalk, because it is terrifying. He believes that a “r-oval” would slow traffic and make it safer for pedestrians. **Chair Byk** added that the corner did originally include an oval. **Dick Estes**, Heritage Commission member, said that he couldn’t see how an oval at that intersection could help traffic getting out of Main Street.

**Authorization of Expenditure – Expenses Related to Wheeler Babine and Lowe Conservation Easement**

**Motion:**

**Chair Byk** made a motion to approve a payment not to exceed \$5,000 to the Monadnock Conservancy for conservation related expenses for the Wheeler, Babine and Lowe properties, the amount to be drawn from the Land acquisition Capital Reserve Fund; **Ms. Miller** seconded.

**Vote:**

**Chair Byk, Ms. Miller and Ms. Thomas** voted in favor of the motion; the motion carried.

**Payment to Peterborough Area Youth Soccer**

**Motion:**

**Ms. Miller** made a motion to authorize payment of \$12,602.50 to Peterborough Area Youth Soccer for 2009/2010 Soccer programs; **Chair Byk** seconded.

**Vote:**

**Ms. Miller, Chair Byk and Ms. Thomas** voted in favor of the motion; the motion carried.

As there was no further business, **Chair Byk** made a motion to adjourn; **Ms. Thomas** seconded. All in favor, the Select Board meeting adjourned at 6:58pm.

**Joint Select Board and Budget Committee Meeting**

The members of the Budget Committee joined the Select Board; **Chair Kemp** called the meeting to order at 7:01pm.

**Cemetery**

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$39,973	\$39,488	-1.2%
Net Capital	0	0	NA
To be raised through taxation	\$39,973	\$39,488	-1.2%

**Mr. Lambert** thanked **Mr. Bartlett** and **Mr. Croumie** for keeping the budgets flat. **Ms. Miller** noted that salaries and Workers Compensation are both down. **Ms. Mansfield** asked if there was less business. **Mr. Lambert** said that there were not as many burials, and not as many sales. **Ms. Brenner** said that there has been an increase in the number of people choosing to cremate.

#### Water

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating (user fees)	\$952,253	\$1,033,469	8.5%
Net Capital (user fees)	\$47,500	\$30,000	-36.8%
To be raised through taxation	\$0	\$0	NA

**Steve Rheume**, Utilities Superintendent, said that they have streamlined as much as they could operationally. Engineering Services have been cut a bit. Contracted Services for water operations has jumped to cover the costs of rehabilitating the Cunningham Pond Road tank to remove the graffiti. Electricity is the same, and the cost of chemicals have increased. Chair Kemp noted the increase in property and liability. **Ms. Vaihinger** said that is based on the value of the property which includes trucks and tanks. **Mr. Bartlett** said there was also an increase in the general obligation bond. **Ms. Vaihinger** said that she recently spoke with DES – there was an agreement that they would pay off 50% of our loan, but they changed those terms and notified us of the change this week. Under the new terms the town will not receive reimbursement until the bond is paid off.

**Ms. Brenner** said that they are asking for a special meeting of the Select Board and Budget Committee next Tuesday to address the Wastewater budget. She explained that she, **Mr. Bartlett**, **Ms. Vaihinger** and **Mr. Rheume** would like to go through it in detail, since this is the first budget year where the town will see the impact of the new plant and the electricity costs that go with it. The meeting was scheduled for February 8<sup>th</sup> at 6:00pm.

#### Parks

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$61,263	\$62,578	2.1%
Net Capital	0	0	NA
To be raised through taxation	\$61,263	\$62,578	2.1%

**Mr. Bartlett** said that the operating budget is up 6.23%. Most of that is an increase in general supplies and a contracted services account. **Ms. Mansfield** asked way the general supplies line went up. **Mr. Bartlett**, pointing to the revenues budget, explained that money was transferred from the Downtown TIF for additional plantings, which accounts for the increase in costs.

#### Buildings and Grounds

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$280,538	\$281,824	0.5%
Net Capital	0	0	NA
To be raised through taxation	\$285,538	\$281,824	-1.3%

**Mr. Bartlett** said that the operating budget is up 0.45% which reflects the break-out of the Community Center maintenance costs and general operating costs, 10% of which are in this budget to support the Food Pantry. The only change is the cost of heating oil; the original estimates were short, and the additional cost is reflected in this and the Recreation Department's budget. The first

startup on the heat was expensive, but with most of the routine things and controls squared away, it is now down to what should be affordable. **Chair Byk** asked the age of the boiler. **Mr. Bartlett** said it was installed in the early 2000s, but they ran it so infrequently that they system had to be taken apart and cleaned. There are three zones, and all the radiators have been dampened manually, except for those in the Food Pantry. As the renovation moves forward they will be looking to change it to a more effective green system. **Ms. Mansfield** asked if this was the first year that the Community Center was in the budget. **Mr. Bartlett** said that while this is the third year that it has been talked about, but the acquisition dragged on for so long that this is the first time it has been a full winter with it in the budget.

**Mr. Lambert** asked if the town will have problems with oil given the way it is going up in price. **Mr. Bartlett** said that one of the things that the town has done for the last few years is to pre-buy the oil. Last week the town used up the 2009 pre-buy. We will go into the 2011-2012 heating season with 10,000 gallons already bought and paid for. Hopefully as things settle down in the Middle East, hopefully this summer, the town will be able to get a better price. **Ms. Lewis** asked if **Mr. Bartlett** was planning to under-buy this year. **Mr. Bartlett** said that would depend on the price.

**Ms. Lewis** asked how much the Community Center costs to run. **Mr. Bartlett** said about \$30,000. As the project moves forward, many things will change. He said that he is optimistic that by next winter that building will be in greater operation for the public. **Ms. Lewis** asked how that will be paid for. **Ms. Brenner** said that the commitment to the Board is that it would be fee supported except for the costs associated with the Food Pantry. **Mr. Patten** said that there were also two grants for renovations. **Ms. Brenner** added that the town also has an account called the Noone Fund that may be used to supplement the "green" renovations. But already people are knocking down our doors to get into the facility.

### Recycling

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$176,155	\$179,192	1.7%
Net Capital	\$17,000	\$2,000	-37%
To be raised through taxation	\$193,155	\$181,192	-6.2%

**Chair Kemp** said that the decrease in overtime is largely due to **Ms. Mansfield's** efforts. She found a glitch in the union contract. **Ms. Brenner** was able to negotiate through a side letter of agreement changes to the contract which eliminated the overtime. **Ms. Mansfield** said that she was proud of the Union; **Ms. Brenner** said that they have been great this year.

**Mr. Lambert** asked about the change in the revenue from the Town of Sharon. **Ms. Brenner** explained that she had made an error in calculating the revenues they generate last year, and it was corrected in this budget. She then explained the calculation. **Ms. Mansfield** asked if there is any capital for the replacement of the glass building. **Mr. Bartlett** said that they are proposing an additional \$25,000 for building improvements. He explained that it is mostly structural work for the wooden storage buildings. Since they buildings will not be open to the public, they will shore-up the timbers and replace them as necessary, and make floor and roof repairs for secure storage.

### Pay as You Throw

**Ms. Mansfield** noted that the program has gone on for twelve years without an increase in the price of the bags.

**Highway**

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$1,259,706	\$1,419,278	12.7%
Net Capital	\$210,000	\$120,000	-42.9%
To be raised through taxation	\$1,518,101	\$1,614,278	6.3%

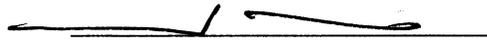
**Mr. Bartlett** said that the most dramatic change in the Highway budget was the additional \$150,000 for roadwork, giving the Department a total of \$450,000. That extra money will allow the department to do more than they have in the past. There is only a 2% increase in the budget overall. The other additional expense is in vehicle replacement; they had planned to replace six six-wheel dump trucks at between \$110,000-\$120,000, but the estimates are now in the \$140,000 range. He said that they now recommend replacing only one six-wheel dump truck and one one-ton truck this year. Doing that will get us back to the dollar value projected in the program. He said that they also need to replace the chipper this year for \$35,000.

**Ms. Mansfield** asked if they have been able to keep on schedule with road maintenance. **Mr. Bartlett** said that when the fiscal year was changed there was a long discussion of how to spend the Highway money because winter expenses would now be all in one year. What is being done now is to spend two-thirds in beginning of the fiscal year, and hold over one-third as a buffer if snow removal runs over. The snow removal budget is not bad right now, but that could change if the snowy weather drags on. **Ms. Lewis** asked how much, on average, of the road budget gets spend on snow removal. **Mr. Bartlett** said that he is not sure, but approximately \$65,000 was spent in salt and \$25,000 was spent on sand. The impact to us is the overtime pay and maintenance on the vehicles. Each snow pickup costs on average about \$20,000 between staff time and contracted time.

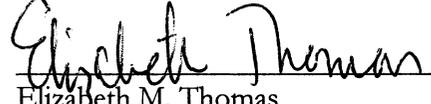
As there was no further business, **Chair Kemp** thanked everyone for their good work on the budgets and adjourned the meeting at 7:54pm.

Respectfully Submitted,  
Nicole MacStay, Assistant to the Town Administrator

PETERBOROUGH  
SELECT BOARD:

  
Joe Byk, Chair

  
Barbara A. Miler

  
Elizabeth M. Thomas

**ACTION ITEM PENDING LIST**

1.

