

**MINUTES**  
**SELECT BOARD**  
**TOWN OF PETERBOROUGH**  
Tuesday, February 4, 2014 – 5:00pm  
1 Grove Street, Peterborough, New Hampshire

**Present:** Barbara Miller, Liz Thomas

Roland Patten, Gordon Kemp, Leslie Lewis, Steve Jones, Bob Lambert, Paul Sullivan.

**Also Present:** Pamela Brenner, Nancie Vaihinger, Rodney Bartlett, Jeff King, Nicole MacStay

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

**Francie Von Mertens - proposed ordinance to ban driving while talking on cell phones**

**Ms. Von Mertens** explained that a number of states have banned driving while holding a cell phone in their hand. There is another bill in the NH House that would make driving distracted because of a cell phones; this has failed a couple of times, but there was a study which was recently published in the NY Times which has concluded that talking on a cell phone is very different from talking to a passenger or tuning a radio. The original though she had was to do a petition which we could then put in the town code book, similar to the ban on the transportation of nuclear materials through town. She said that she doesn't know what next steps are, but would like to encourage the town to take smart steps. **Ms. Von Mertens** said that she is not sure if NH has enabling legislation which allows towns to take smart steps, and thought that this would be a question for town counsel. I think that this could be interpreted as a health, safety and welfare issue, which is the purview of the town.

**Ms. Miller** said that you expressed concern that HB 1360 is too general and asked **Ms. Von Mertens** to explain; **Ms. Von Mertens** said that she felt that the legislation is too vague, and does not specify cell phones or handheld communication devices. She said that she has done some research and believes that the Transportation Committee would be open to amendment. **Ms. Miller** asked if she had reached out to our representatives; **Ms. Von Mertens** said that she had, and that the bill is now on their radar.

**Ms. Miller** asked **Chief Guinard** how the law against texting while driving is enforced; **Chief Guinard** said that it is very difficult to enforce. There is language in that law which allows someone to talk on a handheld device or dial a telephone number. If we choose to enforce the law we have to impound the vehicle and get a search warrant, and then find the device and get a search warrant to the device, but it is only a \$100 fine. Chief Guinard was not sure whether a town can enact such an ordinance, but if there was such a law which prohibits the use of a handheld device while driving it would be much easier to enforce. **Ms. Brenner** explained that without an enabling law then the town cannot enact such a law or code, and at this time there is nothing in the state law. This is something that has to be pursued through the New Hampshire legislature. The Select Board asked **Ms. Brenner** to follow-up on the question with Town Attorney.

**Union Street Road Reconstruction Update**

**Todd Clark** and **Stephen Haas**, engineers from HTA, gave the Board an update of the Union Street road reconstruction project via a PowerPoint presentation. They explained that the road was the original path of Route 101, and so was built to accommodate vehicles traveling at an average speed of 45 miles per hour. They reviewed plans to correct the grade of the road to better accommodate slower traffic, traffic calming measures and plans to upgrade the utilities under the road, including the stormwater system.

Upcoming project dates/milestones:

- February 25<sup>th</sup> – Public Information Meeting at the Town House
- March 1<sup>st</sup> – Public Information Day at the Recreation Department Office
- March 2014 – final plan submittal

- March/April 2014 – bid phase
- April 2014 – Award – notice to proceed
- April to November 2014 – Construction, paved to binder
- Spring 2015 – final paving

### **Chris Anderson, Borrego Solar – Solar Energy 101**

**Mr. Anderson** of Borrego Solar and resident of Peterborough, used a PowerPoint presentation to explain to the Select Board the basics of solar power generation, including the components of a solar power system, how it works, and how it will work in this project. **Mr. Anderson** reviewed the system that has been designed for the wastewater treatment facility, and the structure of the power purchasing agreement. The Board thanked **Mr. Anderson** for his very informative presentation.

### **Appointment of Samantha Rule and Alexandra Bass to the Agriculture Commission**

#### **Motion:**

Ms. Miller made a motion to appoint Samantha Rule and Alexandra Bass to the Agriculture Commission; Ms. Thomas seconded.

#### **Vote:**

Ms. Miller and Ms. Thomas voted in favor of the motion; the motion carried.

### **Joint Select Board/Budget Committee Meeting**

The Select Board was joined by Roland Patten, Gordon Kemp, Leslie Lewis, Steve Jones, Bob Lambert and Paul Sullivan.

### **Recreation Department**

	FY 2014	FY 2015	% Inc. or Dec.
Net Operating	\$406,209	\$426,476	5.0%
Net Capital	\$0	\$19,000	100%
To be raised through taxation	\$406,209	\$445,476	9.7%

**Mr. King** presented the proposed budget with Stacy Kulk and Andrew Dunbar, both members of the Recreation Committee. He pointed out the computer services includes a new software package; our current software was purchased in 2004 and has been a good program, but unfortunately the company has gone out of business. The package we purchase will allow the Recreation Department to take credit cards and take online registrations, facility registrations, pass card access for memberships and passes, and other modules that would allow us to better analyze our programs and usage.

**Ms. Lewis** asked for an explanation of the \$4,000 to \$5,000 in annual maintenance fees; **Mr. King** explained that each module has a separate maintenance package, which includes support and updates. **Ms. Lewis** asked about the fees for accepting credit cards and who would be paying for those fees; **Mr. King** said that they will be built into the program budget, which is ultimately paid for by user fees. **Ms. Lewis** asked **Mr. King** to provide a document which will explain the benefits that this package will provide. **Ms. Miller** asked why this software wasn't included in the IT budget; **Ms. Brenner** explained that department-specific software is always purchased by the department, and the hardware is purchased and maintained by the IT Department.

**Mr. King** noted that the increase in telephones is the added landline telephones for safety at Cunningham Pond and at the pool. Electricity, Water and Sewer have been under budgeted for the last few years. Vehicle Repair and Maintenance is up for the purchase of a new dump body on the dump truck. **Mr. King** said that he thinks they can get some more life out of the truck itself; this is also in the CIP.

**Mr. King** stated that this budget reflects a reduction in the Administrative Assistant's position down to 28 hours a week. We have proposed the creation of a second, summer administrative assistant position for forty hours a week for thirteen weeks. We have been doing more with less staff for many years now; there were more full time positions in 1996 than there are now. I am concerned about reducing the hours of the part-time administrative assistant position, and would rather see this position become full-time rather than add a seasonal position. To increase the Administrative Assistant position to full-time would be an additional \$18,000, and an overall increase of over 14% over last year's budget.

**Ms. Miller** asked if the new software package will help to compensate for the reduced hours; **Mr. King** said that it will, but there are some questions and assistance that only a person on the phone on in the office can handle. **Mr. Jones** asked why that additional amount was not included in the budget; **Ms. Brenner** said that she cut it, and said that because of the ACA all part-time positions are being cut to twenty-eight hours. **Mr. King** came up with the idea of the full-time seasonal assistant which I think is a great idea, but they need the software to support the smaller staff. **Mr. Sullivan** said that all departments have been kicking the can down the road, which will have a tremendous impact on the town. It is not a good position to be in, and the Budget Committee and Select Board will have some hard decisions will have to be made; this program may be caught up in that. There was a discussion of the toll that inflation has taken on the budget, as well as shifting of budget to and from the revolving fund, and a continued conversation about the costs and benefits of the proposed software program.

**Recreation Revolving Fund**

	FY 2014	FY 2015	% Inc. or Dec.
Operating	\$215,474	\$203,397	-5.6%
Capital	\$0	\$0	0%
To be raised through taxation	\$0	\$0	0%

**Ms. Lewis** asked why the program income will be flat; **Mr. King** said that there has been a reduction in youth sports and playground program largely due to a reduction in the local student population. The playground program particularly was designed to be all-day and accommodate working parents, but in 2008 many parents were laid-off and enrollment dropped. Other programs such as trips to the Red Sox were also dialed back. I have been conservative in my projections, but I hope that there is an increase in participation. There was a discussion regarding the difficulties of predicting revenues and program participation. **Ms. Brenner** discussed how much negative feedback she and **Mr. King** receive from **Mr. King** said that there has been discussion at the School Board about charging Peterborough for use of their facilities. **Ms. Miller** asked if the anticipated revenues from the new kitchen were included; **Mr. King** said that he did not include any estimates since he was not sure what the demand would be when the kitchen comes online. There was further discussion about the Community Center and the business plan

**Human Services**

	FY 2014	FY 2015	% Inc. or Dec.
Net Operating	\$160,043	\$153,770	-3.9%
Net Capital	\$0	\$0	0%
To be raised through taxation	\$160,043	\$153,770	-3.9%

**Ms. MacStay** presented the proposed Human Services budget. She noted that demand for assistance has shown a decrease over the last two years, however she did not believe that two years constituted enough of a trend to make her comfortable with reducing the direct aid line. She pointed-out decreases to the mileage line and staff development line which had been increased when she first took over the department. **Ms. MacStay** said that she has requested an increase to the other public assistance line, which goes to other organizations that serve the same people who would otherwise qualify for direct aid from the Human Services Department.

**Conservation Commission**

	FY 2014	FY 2015	% Inc. or Dec.
Net Operating	\$3,050	\$3,050	0%
Net Capital	\$0	\$0	0%
To be raised through taxation	\$3,050	\$3,050	0%

There were no questions about this budget.

#### Heritage Commission

	FY 2014	FY 2015	% Inc. or Dec.
Net Operating	\$1,000	\$1,000	0%
Net Capital	\$0	\$0	0%
To be raised through taxation	\$1,000	\$1,000	0%

There were no questions about this budget.

#### Financial Administration

	FY 2014	FY 2015	% Inc. or Dec.
Net Operating	\$201,320	\$203,223	0.9%
Net Special Article	\$67,500	\$0	-100%
To be raised through taxation	\$233,820	\$203,223	-13.1%

**Ms. Vaihinger** noted that Health Insurance has dropped due to Ms. MacStay moving off of the Town's plan, which balances out a change in staffing in the Finance Department. Computer services has a 10% increase due to the increased cost of emailing utility and tax bills, and the increase in Assessing and Financial Management software. There is also an increased cost in maintenance for the new copier. Postage has gone up. We have an increase in staff development for classes around the implementation of and compliance with the ACA. There is a reduction in assessing services because we will not be doing a full reevaluation of the town. In revenues, forest reserve lands and flood control reimbursement have both gone down; those revenues are controlled by the State. Interest and penalties on property taxes has gone down, due to the economy improving and people paying their taxes on time.

#### Other General Government

	FY 2014	FY 2015	% Inc. or Dec.
Net Operating	\$210,238	\$208,859	-0.7%
Net Special Article	\$0	\$0	0%
To be raised through taxation	\$210,238	\$208,859	-0.7%

**Ms. Vaihinger** directed attention to the PPACA Health Insurance line; this is to cover the anticipated unaffordable insurance penalties. Much of these penalties will be generated by ambulance employees, and so there is an offsetting revenue from the fee supported ambulance service. Other professional services have gone up to allow us to catch-up with the archiving of records. We are also required to do an actuarial evaluation of post-retirement benefits every three years. Contracted services and general supplies are up, but have offsetting revenues; this is for the 275th celebration.

#### Debt Service

	FY 2014	FY 2015	% Inc. or Dec.
Net Operating	\$266,784	\$310,771	16.5%
Net Special Article	\$0	\$0	0%
To be raised through taxation	\$266,784	\$310,771	16.5%

**Ms. Vaihinger** reviewed a detailed spreadsheet showing the increases in debt service, noting particularly the first payment of the Union Street construction bond.

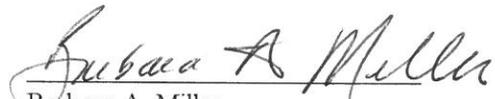
While **Ms. Vaihinger** handed-out the overall budget synopsis sheets, **Ms. Brenner** noted that the summary has been set-up differently than in the past. The next meeting will be on the 18th.

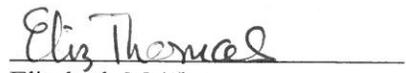
As there was no further business, **Ms. Miller** made a motion to adjourn; **Mr. Kemp** seconded. All in favor, the meeting adjourned at 7:54pm.

Respectfully Submitted,  
Nicole MacStay, Assistant Town Administrator

PETERBOROUGH  
SELECT BOARD:

  
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Joe Byk, Chair

  
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Barbara A. Miller

  
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Elizabeth M. Thomas

**ACTION ITEM PENDING LIST**

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