

MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH
Tuesday, February 15, 2011 – 6:00pm
1 Grove Street, Peterborough, New Hampshire

Present: Barbara Miller, Elizabeth Thomas

Gordon Kemp, Roland Patten, Steve Jones, Leslie Lewis, Bertha Harris, Robert Lambert

Also Present: Pamela Brenner, Nancie Vaihinger, Christine Lavery, Leo Smith, Jeff King, Nicole MacStay

Ms. Miller called the meeting to order at 6:00pm and announced that since Mr. Byk was home sick the Carbon Challenge Update would be postponed.

Water Resource Advisory Committee

Dick Freeman began giving the Board an update by first reviewing the history of the committee and its activities. He then explained to the Board that the WRAC would like to begin testing the quality of the groundwater by creating a program to test private well water. He explained that according to the Code Enforcement Officer, to get an occupancy permit, a well need only pass a test for bacteria which leaves other contaminants untested for, including arsenic and radon, and there is no requirement to test the water before a property is transferred to a new owner. The committee went through the CIP process to have the testing program in the budget for FY 2012, however it was pushed out to FY 2014 due to budget constraints, and because the CIP Committee felt that it was important for WRAC to educate people on the importance of well testing. **Mr. Freeman** concluded by saying that the committee was originally set up for seven members, however there have not been seven members in a number of years, which has sometimes made achieving a quorum difficult.

Randy Brown and **Jim Orr**, also members of the Committee spoke to the importance of conserving water. **Ms. Thomas** asked if the town's utility bills had been converted from cubic feet to gallons; **Ms. Vaihinger** said that it would cost \$1,500 to write code that would allow the town's software to do that, so instead a message is now printed on every bill which shows the formula and allows people to make the conversion themselves. **Gil Duval** spoke, saying that he had heard **Mr. Freeman** talk about the need to have your well tested, and so tested his well and found that he had e coli in the water. He agreed that it was important, and said that he also thought the Select Board should look into educating people about testing private wells.

Motion:

Ms. Thomas made a motion to authorize the expending of \$1,500.00 to modify the town's utility billing software to show gallons used; **Ms. Miller** seconded.

Vote:

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

Armory Update

Rick Monahon began by explaining that his office was selected to complete a study of the armory and determine its usability as a community center. At this time they are in the middle of the study, and have engaged electrical and mechanical engineers to assist in the assessment of the building. **Mr. Monahon** said that he intends to give a verbal description of what has been found in the building, and **Mr. Drasba** will describe how the building can be reused in several phases. **Mr.**

Monahon described the structure as a very rugged, heavy construction in very good condition. The roof has been replaced within the last six years. The windows are all steel, single paned and a source of significant air infiltration. They have been asked to look at the potential for sustainable renovations, but they are only about halfway through the process and cannot yet report on that. Regarding the interior space, **Mr. Monahon** said that they will probably recommend a rubber gym floor in the assembly hall which can be rolled out and provide good playability without high maintenance costs. The space could then be used for soccer, volleyball and basketball games, and could hold up to 600 people for assemblies once renovations have been made. At this time the building is limited to no more than 300 people.

Mr. Drasba then began to review the two proposed phases. Phase one would include renovations to the restrooms, improving exits, a new emergency lighting system, smoke detectors and portable bleachers. Phase two would include the construction of an elevated mezzanine with a walking/jogging track. Other rooms would receive upgraded lighting, electricity and insulated walls. The heating system would be made more energy efficient, and the south side would receive a renovation that would house the main entrance, a control room and stairs to the mezzanine level.

Mr. Monahon then reviewed the phased parking build-out and the segregation of the public works portion of the site from the community center. They then reviewed all of the work proposed for phase one, and estimated that the cost of those first renovations would be approximately \$130,000. **Ms. Thomas** said that the estimate seemed low. **Ms. Brenner** reminded the Board that there is a commitment to not use any tax dollars to renovate the community center; **Mr. King** said that he and the Recreation Committee intend to complete the project without any impact on the tax rate. **Ms. Miller** asked how they planned to do that. **Mr. King** said that they have committed the Isabelle Miller Fund income to the project, and will explore any grant funding available.

Ms. Miller asked if the Armory is a historic building. **Mr. Monahon** said that it is old enough to be, however it would not be a good idea to treat it as such because there are restrictions having to do with maintaining the building as it was originally intended. **Ms. Lewis** asked if it has been tested for lead. **Mr. Drasba** said that they automatically assumed that there is lead present. There was further discussion of how to make the building more energy efficient. The Board thanked **Mr. Monahon** and **Mr. Drasba** for their presentation.

Minutes of November 9 and December 7, 2010

Motion:

Ms. Thomas made a motion to accept the minutes as presented; **Ms. Miller** seconded.

Vote:

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

Part-time Employee Benefits Proposal

Christine Lavery, Public Works Administrative Assistant and Human Services Director, explained that she is a permanent part time employee. She explained that she is proposing a pro-rated medical premium for all permanent part-time employees which would be based on the number of hours they work a week. She said that the average part-time employee works twenty-five hours a week, which is 62.5% of a forty hour week. Under this plan, the premium paid by the town would be 62.5% of the 80% of the premium paid for a full time employee, and the part-time employee would pay the balance. **Ms. Lavery** then presented a PowerPoint slideshow which outlined the details of the

proposal. If the plan were implemented, the town's exposure would be \$59,700 in total, \$45,100 of which would come from the general fund. However a survey of current part-time employees showed that only about half of the part-time employees were interested in health insurance, and so based on that response the town would spend approximately \$23,600 with \$15,400 coming from the general fund.

Ms. Miller asked how many of the part-time employees were taking advantage of the town's coverage at full cost; **Ms. Vaihinger** said only one employee at the Fire Department was doing that. **Mr. Lambert** asked if the Select Board decided to implement this proposal would they do it for the FY 2013 budget, or would they add it to the FY 2012 budgets. **Ms. Brenner** said that it would be the decision of the Select Board in consultation with the Budget Committee, and should it be decided to implement this proposal for FY 2012 then she and **Ms. Vaihinger** would amend all the budgets to reflect the change. **Ms. Miller** said that she would like to take the proposal under advisement until both **Mr. Byk** and the Budget Committee could have a chance to weigh in. **Ms. Thomas** agreed.

As there was no further business, **Ms. Miller** made a motion to adjourn the Select Board meeting; **Ms. Thomas** seconded. All in favor, the meeting adjourned at 7:35pm.

Joint Select Board and Budget Committee Meeting

The Select Board was joined by Gordon Kemp, Roland Patten, Bob Lambert, Steve Jones, Leslie Lewis and Bertha Harris. **Chair Kemp** called the meeting to order at 7:37pm.

Human Services

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$157,380	\$157,989	0.4%
Net Capital	0	0	0
To be raised through taxation	\$157,380	\$157,989	0.4%

Ms. Lavery said that the direct aid budget has stayed the same, and the increase in salaries reflects the increased number of hours she has been working. **Ms. Brenner** said that **Ms. Lavery** has done and is continuing to do a stellar job; there has been an increase in traffic and cases that she has managed admirably. **Ms. Brenner** said that **Ms. Lavery** has started a work assistance program, and works closely with other agencies to provide the assistance that is needed while at the same time keeping her budget in check. **Ms. Lavery** said that there have been an increased number of people applying for the Keep Peterborough Warm fund since it was in the paper. **Mr. Kemp** asked where the money for that fund came from; **Ms. Brenner** said that it is a combination of private donations, a Goyette Grant and donations from local service clubs.

Recreation Tax Supported

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$361,685	\$375,006	3.7%
Net Capital	\$15,000	0	-100%
Net Special Articles	\$10,000	0	-100%
To be raised through taxation	\$386,685	\$375,006	-3%

Jeff King, Recreation Director, reported that the Recreation Department's tax supported budget is down 3% and represents the second year in a row of reductions totaling 13%. **Ms. Thomas** asked what were the biggest reductions. **Mr. King** said that pool supplies and general supplies were

reduced. **Ms. Lewis** said that there are large increases projected in the revenues, and asked for an explanation. **Mr. King** said that percentage wise the increases are large, but dollar-wise they are not. There is an anticipated increase in building rental fees which will help to offset expenditures.

Recreation Department Revolving Fund

	FY 2011	FY 2012	% Inc. or Dec.
Operating Expenditures	\$196,855	222,862	13.2%
Operating Revenues	\$196,855	222,862	13.2%
Special Articles/Capital	0	0	0
To be raised through taxation	0	0	0

Mr. King said that most of the Recreation Department’s programs are operated out of the revolving fund, with some minor exceptions such as the Easter Egg hunt and the Trail of Terror; the rest of the programs are fee-based. **Mr. King** said that they anticipate some growth in their programming, as well as an associated increase in revenues. He also noted that the Armory is included in the revolving fund, with its own set of codes.

Adams Pool

Mr. King said that the town has talked about the pool for a number of years now. In 2007 a study was completed which highlighted a number of deficiencies. For the last few years most of the money intended for the capital reserve has been used to make “band-aid” repairs. Last year he and the Recreation Committee asked the Select Board and Budget Committee for advice; it had been the Recreation Committee’s feeling that this was a worthwhile project but the Select Board and Budget Committee decided that it was better to put it off one more year. They are asking to put it to the voters and let them decide what should be done with it. **Mr. King** felt that they would be remiss to assume that something like this would not pass. In the past the town has been very supportive of the Recreation Department, and there are a lot of memories at that pool.

Leo Smith, CIP Chair, asked if the \$1.2 million estimate was still a good number. **Mr. King** said that he has checked with the consultant recently, who felt that the number was still good. **Ms. Miller** said that at one time there was discussion about enclosing the pool so that it could be a year-round facility, and asked what that impact would be. **Mr. King** said that it would dramatically increase the cost, and also added that given the location of the pool on a hill and away from parking, the site did not lend itself to winter use. In addition, the costs of staffing and maintenance would dramatically increase. **Ms. Miller** asked if there is any way that fees would allow the operation to pay for itself; **Mr. King** said that he didn’t see how it would be possible without tax subsidies.

Finance

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$186,184	\$218,230	17.2%
Net Capital	0	0	0
To be raised through taxation	\$186,184	218,230	17.2%

Leo Smith spoke as the Assessing Clerk about taxes the town receives other than property taxes. He explained that payments in lieu of taxes are made by qualifying non-profit organizations. In the past year some organizations have decided to pay less than the agreed payment, thus PiLOT receipts have decreased. The land use change tax which is assessed when a property is taken out of current use is also flat, but there is a hope that it may change when Rivermead begins construction on Rivermead II. Land use change penalties which come from the development of land which had

been in current use are split 50/50 between the general fund and the Conservation Commission; those have been flat. The gravel tax is very small and has never been a big money maker for the town. **Ms. Brenner** said that Mr. Smith has been a great addition to the staff.

Ms. Miller asked if there was any change to the Meals and Rooms revenue; **Ms. Brenner** said that in his speech earlier in the day the Governor said there would be no change. **Ms. Lewis** asked if the decline in revenue is due to unpaid taxes. **Ms. Vaihinger** said that at the end of the year there was approximately \$942,000 that remained uncollected, around 7% of the total levy, however interest is up. She explained that once a property is liened the town has an opportunity to take it by deed, and usually at that time the mortgage company, if there is one, will pay the taxes or a forbearance agreement will be made. The town has not been forced to take any homes that people were living in. **Ms. Brenner** said that town staff spends a lot of time working with residents to avoid that.

Ms. Vaihinger said that other items are essentially the same, with the exception of miscellaneous fees, which includes the fees charged to tax services for information requests. Investment interest and dividends have gone down substantially. Regarding expenditures, originally the budget was nearly flat, but one employee is taking health insurance with family coverage. Filing fees have gone up with the increased number of tax liens being filed. Tuition reimbursement has gone up due to one employee who is in graduate school to get her MBA; the town will pay 50% of her tuition in a year. **Mr. Lambert** asked if the budget is up 17.2%; **Ms. Vaihinger** said that expenditures are up 3.3%, however revenues are down.

Debt Service

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$3,941	\$189,989	4720.8%
Net Capital	\$13,284	\$14,000	0
To be raised through taxation	\$17,225	\$203,989	1084.3%

Ms. Vaihinger said that it appears that debt service has gone up substantially, however the loans associated with the West Peterborough TIF improvements and the construction of Parmalee Drive come out of this line, and those have offsetting revenues from TIF funds. Additionally, the loan payments on the repaving project, the pumper truck, the Police Department's photocopier and the cruiser are also in this budget.

General Government

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$199,454	\$230,657	15.6%
Net Capital	0	0	0
To be raised through taxation	\$199,454	\$230,657	15.6%

Ms. Brenner explained that the salaries line is a placeholder for merit increases. This year, rather than merit increases she is asking for \$25,000 as a pay adjustment for any positions whose pay is found to be less than it would be in other communities. She said that she has asked Mr. Kemp and Ms. Miller to complete a salary survey and determine which if any salaries need to be adjusted. To put it in perspective, the Town's overall payroll is about \$3 million, making this request less than 1%.

Ms. Brenner continued, explaining that legal fees are the same, and has stayed flat for more than ten years. Property and liability insurance has increased slightly. Other things included in this budget are patriotic services, DocStar digital filing system maintenance, and approximately \$5,000

for other things that come up over the course of the year, including, for instance, the change to utilities bills which was passed earlier.

Heritage Commission

	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$4,500	\$4,500	0
Net Capital	0	0	0
To be raised through taxation	4,500	\$4,500	0

Ms. Brenner explained that this is same request as last year, and covers the costs of the historic inventory and other projects the Commission may choose to undertake.

PEG Station

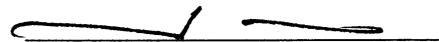
	FY 2011	FY 2012	% Inc. or Dec.
Net Operating	\$18,440	\$22,072	20%
Net Capital	0	0	0
To be raised through taxation	0	0	0

Ms. MacStay explained that PEG stands for Public/Education/Government, and is Peterborough's Government Access station that can be seen on Comcast channel 22. She said that this revolving fund was established to collect franchise fees paid by Comcast customers as a surcharge on their bills. The money collected is used to purchase equipment, pay a portion of Alex Oakes' salary, and pay for other miscellaneous expenses. Mr. Oakes and Mr. Farashahi have been exploring a number of potential upgrades to the equipment which will allow the town to schedule multiple programs in advance and run them off of a video server. They will also be looking into a number of other upgrades, including potentially better cameras and additional microphones.

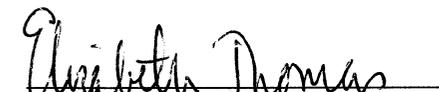
As there was no further business, **Chair Kemp** adjourned the meeting at 8:36pm.

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.

