

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

Present: Barbara Miller, Tyler Ward, Liz Thomas

Also Present: Pamela Brenner, Rodney Bartlett, Nicole MacStay

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

Appointment of Brian Pickering as Alternate Member of the Economic Development Authority

Mr. Pickering said that he is excited to work with the EDA, and is looking to support projects and partnerships. Currently he is exploring connecting students and teachers to work on a marketing website.

Motion:

Chair Miller made a motion to appoint Brian Pickering as an alternate member of the EDA; Ms. Thomas seconded.

Vote:

Chair Miller, Ms. Thomas and Mr. Ward voted in favor of the motion; the motion carried.

Public Hearing – Code Book Amendments – Section 86 Recycling Facility

Mr. Ward opened the public hearing by stating that several months ago it was brought to the Board's attention that some practices at the Recycling Center needed to be put into writing. A request for volunteers to join the Recycling Center Task Force to work on these policies brought out over twenty people. The group was organized into subgroups, which each chose a representative to sit as a voting member of the Task Force. Mr. Ward thanked all those who volunteered and gave of their time and their expertise, and also thanked the employees of the recycling center, noting that it is clear that people's affection for the recycling center is paramount. Mr. Ward said that through the process they learned that there were policies that needed to be put in place so that staff can operate the facility safely and fairly. After several months of meetings the Task Force voted on several motions that set the guidelines that Town Administration used to pull together a great policy. This policy still gives the Recycling Superintendent the discretion he needs to maintain the health and safety of the users of the facility.

Chair Miller asked if any of this policy existed, or is this something that the Task Force created; Mr. Ward said that Town Administration created it based on the discussion and motions made by the Recycling Task Force. Ms. Brenner added that Mr. MacLean met with Mr. Bradford many times to turn their regular practices into policy.

Geoffrey Taylor, member of the Recycling Task Force, said that there has been a section of the Code Book which relates to recycling. He said that it was the Task Force's expectation that the Select Board would put what it feels is most appropriate in the Code Book, and leave those things subject to change within the power of the Select Board or Recycling Advisory Committee.

Ms. Laurenitis, member of the Recycling Task Force, noted that the terms "manager" and "supervisor" were being used interchangeably. She also noted that they had never discussed a website form as part of the picking policy. Ms. Brenner said that they felt an obligation to incorporate the younger generation into the hold policy, which is why the words "or website" were included in the policy. Mr. Taylor said that one of the things that came out of their discussions and voting was to have a policy for picking, but that they also felt that this was an item that the advisory committee could be involved with. Ms. Brenner said that just because this policy is being voted on tonight, it does not mean that it is set in stone; the advisory committee can come back to the Select Board with recommendations for changes in the future. Ms. Laurenitis asked how Mr. Bradford felt about the hold policy; he replied that they would give it a try.

Ms. Laurenitis said that on page 14 where the steps for a special exception were laid out that the DPW Director or Town Administrator must sign off on the exception; she said that she felt that it was an unnecessary step. Mr. Bartlett said that there needs to be some mechanism of notification of the special exception that is being made, and a check should be in place to make sure that any special exception does not violate some other part of the policy.

Ms. Laurenitis said that other towns have a student member of their advisory committee, and she thought that having one might draw members from the high school community.

Susy Mansfield, member of the Task Force, said that there are many nonprofits in town who may request materials; this may add to the work of the staff at the recycling center, but thought that the advisory committee could perhaps take on the drafting of a program that may help to serve those groups.

Mr. Bradford noted corrections to the policy, and said that he would provide updated language.

Ms. Laurenitis asked if food composting was still permitted at the recycling center; Mr. Bradford said it was.

Motion:

Mr. Ward made a motion to approve the Peterborough Recycling Center Site Operations Plan and Guidelines for Facility Use with amendments; Ms. Thomas seconded.

Vote:

Mr. Ward, Ms. Thomas and Chair Miller voted in favor of the motion; the motion carried.

Public Hearing – Code Book Amendments – Drug and Alcohol Testing Policy

Chair Miller noted that on March 3rd the Select Board voted to adopt a revised Alcohol and Drug Testing Policy as part of the Town's Employee Handbook. Since this policy has no direct impact on the general public, its inclusion in the Town's Code Book is unnecessary. There were no comments on the proposed removal of the section from the Code Book.

Motion:

Chair Miller made a motion to remove Section 131 – Drug and Alcohol Testing from the Town of Peterborough Code Book; Ms. Thomas seconded.

Vote:

Chair Miller, Ms. Thomas and Mr. Ward voted in favor of the motion; the motion carried.

Asset Management

Mr. Bartlett explained that Asset Management is becoming a required program for funding through DES. Asset Management evaluates your systems and lifecycle costs of components, and is a living document that is updated with each budget cycle. DES wants communities to establish capital reserve programs to displace bonding programs. This is a paradigm shift in how municipalities look at and respond to replacing infrastructure. Mr. Bartlett then reviewed a PowerPoint presentation that provided further detail on the program.

Motion:

Mr. Ward made a motion to establish a level of service to provide an adequate supply of water that is free of health hazards, aesthetically acceptable, and of adequate quality and quantity for household, commercial and industrial use; to provide prompt, courteous, reliable service and minimize losses to persons and property by helping reduce losses to fire that occur; Chair Miller seconded.

Vote:

Mr. Ward, Chair Miller and Ms. Thomas voted in favor of the motion; the motion carried.

Riverwalk Parking Lot Engineering Study

Mr. Bartlett said that this report ties together the information that we have gathered over the last several months while evaluating the site. One of the first things we did was to have a wetlands scientist assess the site; it was determined that there were no wetland issues. If the project is approved of by Town Meeting, the next steps will be to go through a Planning Board review of the site plan and to do a formal survey and a detailed design. He said that he has met with DES and has gone to the Southwest Region Planning Commission's Brownfields Committee; they have agreed to do a Phase 1 site assessment if the project passes at Town Meeting. DES's primary interest is in the impact of the abutments of the pedestrian bridge in the Nubanusit Brook. The concept plan does have the fifty-foot shoreland protection setbacks drawn in, and all of the parking lot is designed outside of those buffer areas. Other things of note in the plan is an area dedicated to the infiltration of stormwater collected on the site, the driveway and from a portion of Grove Street. The landscaping plans also improve the corridor. We also looked at the flood plain, and found that the proposed

parking lot is outside of the floodway, meaning that it is unlikely that we will be required to do any flood plain mitigation on the site. Also included in this report is a cost estimate of the parking lot, bridge and a 20% contingency. Land acquisition is estimated at \$250,000.

Ms. Thomas recalled that the Board had once proposed putting a temporary bridge near AW Peters, but there was a flood problem there; Mr. Bartlett said that the problem with that proposal was that the steel stringers needed to support the bridge were too low, not the surface of the bridge. Chair Miller asked if Mr. Bartlett will be presenting this report at Town Meeting; Mr. Bartlett said that all this information would be covered. Ed Juengst asked if this had to be voted on in the Open Session; Mr. Bartlett said that yes, the Town's Charter requires that all bond issues are discussed at the Open Session, and voted on by ballot there.

Mr. Ward asked if there would be any solar installations at the parking lot; Mr. Bartlett said that he wasn't sure, because there would need to be batteries to store the electricity to run the lights at night. He said that they would look into what the costs might be. Mr. Ward asked if there were any alternatives to traditional paving; Mr. Bartlett replied that because we are infiltrating the stormwater on site, we need to ensure that the water gets to the catch basins. Hot top is the least expensive to maintain on site. On the sidewalks, we could potentially use pervious concrete or pervious hot top, but we haven't made a decision on materials yet.

Peggy Shaughnessy of the Heritage Commission asked what would happen if there was no sale of the GAR Hall to offset the cost of the bridge; Mr. Bartlett said that if there is no participation from the sale, the bond payments would be roughly \$83,000; if the full amount from the sale of the GAR Hall is allocated to the bridge, then the payments drop to \$68,000. If the contingency drops, the payment also drops. Mr. Ward asked how much of the \$80,000 approved by last year's Town Meeting has been spent; Mr. Bartlett replied roughly \$10,000. Mr. Bartlett then spent some time with the Board reviewing the report and preliminary design.

Review and Approval of the Minutes of January 20, February 3, February 17, and March 3, 2015

Motion:

Chair Miller made a motion to accept the minutes as presented; Mr. Ward seconded.

Vote:

Chair Miller, Mr. Ward and Ms. Thomas voted in favor of the motion; the motion carried.

As there was no further business, Chair Miller made a motion to adjourn; Mr. Ward seconded. All in favor, the meeting adjourned at 6:19pm.

Respectfully Submitted,
Nicole MacStay, Assistant Town Administrator

PETERBOROUGH
SELECT BOARD:


Barbara A. Miller, Chair

Elizabeth M. Thomas


Tyler Ward

ACTION ITEM PENDING LIST

1. Amend Peterborough Recycling Center Site Operations Plan and Guidelines
2. Establish Recycling Advisory Committee