

MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH
Tuesday, January 29, 2019 – 5:30pm
1 Grove Street, Peterborough, New Hampshire

Present: Barbara Miller, Karen Hatcher, Tyler Ward

Also Present: Rodney Bartlett, Nicole MacStay, Seth MacLean, Fash Farashahi, Leo Smith, Rob Dubois, Dave Croumie, Scott Bradford, Nate Brown, Alison Kreutz
Budget Committee: Bob Hanson, Richard Clark, Ronnie McIntire, Paul Sullivan, Carl Mabbs-Zeno, Mandy Sliver, Ed Henault. *Chair Ronald Patten was unable to attend.*

Chair Miller called the meeting to order at 6:03 PM

Mr. Bob Hanson introduced the present members of the Budget Committee.

Public Works Budget

Highway

Assistant Public Works Director Seth MacLean said there is 5% increase in operational expenses, driven mainly by salary expenses. Other notable line items include heating fuel (12% increase projected) and maintenance (11% increase). The primary driver in Capital Expenditures has been the voter-supported Road Program. ...Proposing to reinstate infrastructure line at \$20,000.

Mr. MacLean said the replacement of the 10 Wheeler truck, originally projected to be needed this upcoming fiscal year at a cost about \$160,000, was moved out a couple years after being assessed by the new fleet mechanic, so it can remain a CIP project with \$80,000 put away each year for the next two years.

Mr. Richard Clark inquired about the requested funds for Roadway Management. Mr. MacLean said those funds would be allocated to a project with CEI, where engineers are going pipe-by-pipe to determine where the storm drains lead.

Mr. Carl Mabbs-Zeno asked why overtime projections had increased by over \$7000. Mr. MacLean said it was forecast based on last year's numbers, and is trending upwards.

Mr. Ward asked if overtime was generated primarily from staff working holidays or from working more than 40 hours a week. Mr. Leo Smith said the estimate for overtime was calculated using the average over the last couple years. Mr. Bartlett added that Union contract stipulates that overtime is any time over 40 hours worked in a week. Overtime reflects extra hours worked regardless of what day, and most of overtime expenditure is from winter maintenance.

Mr. McIntire asked what the \$450,000 labeled 'NHDOT HWY CONST'/Outside Services covers, and Mr. MacLean said that money has been in the budget for a decade for road projects. Ms. MacStay added there is some offsetting revenue from the NHDOT, and the Town's portion of gas tax revenue goes toward preventative maintenance.

Ms. Hatcher asked if the \$450,000 in Outside Services and the \$400,000 in Special Articles were related, and Mr. MacLean explained that \$450,000 was determined to be inadequate for needed road repairs, and the Town requires significant investment over next ten years to catch up, hence the \$400,000 in Special Articles. \$450,000 kept in operation budget for preventative maintenance like crack-sealing and chip-sealing. The Town is roughly \$4,000,000 behind in costly repaving programs.

Chair Miller said she was surprised when she found out the cost of repairing a mile of road.

Mr. MacLean said the least expensive option of crack sealing runs about a dollar per square yard. At most expensive, repairs can be up to \$45 per square yard.

Mr. Ward asked Mr. MacLean where he would take 10% out of the Highway budget, if he had to, and Mr. MacLean said he “would rather not,” and thought it was a very responsible budget, and Mr. Bartlett said he and Mr. MacLean could talk about that at a later time.

Buildings and Grounds, Parks, Cemetery, Streetlighting

Buildings and Grounds Budget reflects a 12% decrease in operation expenses, mostly due to salary changes. Equipment, Furniture and Tools also had an 80% decrease.

Mr. Clark asked why heating oil cost for Buildings and Grounds was down by 31% while it was up for Highway. Mr. MacLean that a bad forecast was provided last year, and Mr. Smith said that they look at actual usage from previous year and pair them with projections from the Federal Government regarding increases in energy costs. Buildings and Grounds Superintendent Mr. Dave Croumie added that the Town House is also heated with pellets, while Highway building is heated purely with oil.

Mr. Mabbs-Zeno said that next year it would be very helpful to see the actual revenues and expenditures on the budgets. Chair Miller agreed.

Cemetery Budget is down 27%. Mr. Ward asked if the money paid of a plot pays for necessary maintenance. Mr. MacLean replied that it covers it for the most part. Mr. Ward asked if it was time to raise the rates, and Ms. MacStay said that was up to the trustees.

Parks Budget is down 25.3%. Last year Adirondack chairs for the parks were budgeted in, and that cost will not be incurred this year. The group agreed that invested volunteers help keep the parks beautiful.

Streetlight Budget is down 38%. This year the DPW moved forward with town-wide initiative to install LED bulbs in all street lights. The Town is working with Affinity Lighting to complete the project, projected to be done by end of February 2019. Mr. Ward asked if the lights will run on solar power, and Mr. MacLean replied no, streetlights are wired into existing grid. Mr. McIntire asked if replacement bulbs would be included under supplies. Mr. MacLean confirmed, and said there is a 2-year warranty on everything going in. Replacement of an LED streetlight bulb would be between \$70-\$300, and they are estimated to last 10-12 years.

Recycling

Mr. MacLean said the Recycling Budget has a .8% increase in operational expenses due in part to an increase in the cost of heating fuel. There is a 9.3% increase to sanitation and recycling services. Building maintenance is up due to request to replace leaking skylights over the Recycling Facility. Salary line is down 4.1% due to Cliff Monkton's retirement.

Mr. Mabbs-Zeno asked for clarification about “mixed office.” Recycling Superintendent Scott Bradford said it refers to mixed paper. He said it's no longer being sold and is “at a standstill.” The Recycling Center is paying to have it processed, rather than getting paid for the material. A load is shipped roughly every 4 weeks.

Ms. Hatcher asked about limitations on recyclable plastics, and if there might be any expansion in the future. Mr. Bradford replied there will most likely not be, and explained that even though some plastics (especially 3-7) have a recycling logo on them, it doesn't mean they can actually be recycled, and will most likely go to landfill due to high contamination rates. The #1 plastics were expanded several years ago to include clam shell and other packaging, but now it looks like it may need to be limited again to bottles and jugs. Chair Miller requested that Mr. Bradford send an email explaining the grades of different plastics.

Mr. Ward asked about glass. Mr. Bradford said glass recycling is “a thing of the past” due to the cost of shipping and high contamination rate. Glass is currently being stockpiled at the Recycling Center, and the hope is it will be used to fill in the last two lagoons at the Waste Water Treatment Plant. It could also be turned into processed glass aggregate.

Pay As You Throw

Mr. MacLean said there has been an increase of 4.6% for the PAYT Budget, based on an average of the last 16 months.

Mr. McIntire asked why PAYT revenues are slated to go up and Ms. MacStay replied it was due to the nature of the revolving fund, which has a very healthy fund balance. Mr. McIntire how one would find out what the fund balances are, and Ms. MacStay said they will be in the audit.

Landfill

Landfill Budget is down 24.2% due to less activity needed in the coming year. Ms. Hatcher asked why NHBB contribution is down from last year. Mr. Bartlett explained the arrangement is to split the cost 50/50 with NHBB, so, as the overall cost has gone down, so has their share.

Electricity Overview

Mr. Smith provided an electricity overview regarding the Waste Water Treatment Plan. He explained that the Plant generates electricity, and the Town sells some of it (Eversource purchases generated electricity for the grid) and retains some of it. He said that Nate Brown deserved recognition for working with Eversource, NHDES and the federal government to complete an energy audit, and had been able to cut kilowatt usage significantly.

Ms. Hatcher asked if the trend of dropping net-gain continue and Mr. Smith said, "It's a break-even situation." Mr. Bartlett added that it depends on what Concord does with net-metering rules, and that proposed legislation could improve the financial picture – "A reduction of demand is a savings of money."

Mr. Brown spoke about some of the energy saving changes that had been implemented at the WWTP, including the shut-off of an unnecessary electric duct heater, reducing the mixer to half-speed (which is still sufficient to move foul air and hazardous fumes out of the building), adjusting water mixer to shut off when air is on (as the water does not need to be double mixed), and changing the number of cycles per wastewater tank (2 tanks) from 4.5 cycles to 3.5, so it will run more efficiently.

Mr. MacLean said that Mr. Brown is great at finding ways to save money, and that the Utilities crew overall is very impressive. Ms. Hatcher noted there had been "continuous improvement."

There was a brief discussion of the ways Peterborough can keep it's "Greenest Town" status.

Water and Wastewater

The Water Budget had an 1.8% increase, mostly due to personnel related expenses, but also related to water meters. Mr. Brown explained the rules have changed regarding meters, and existing meters are being replaced with meters with plastic parts.

Mr. MacLean said there was a proposed capital expense of a new Ford F-450 labor truck, as the existing one has been having significant issues. Ms. Hatcher asked what the year the truck was and Chair Miller asked if there was a vehicle management plan. Mr. Brown said he would find out and report back. Chair Miller stressed for the audience that vehicle replacement and maintenance plans are always well-established and well-thought out.

Mr. MacLean said the Peterborough Projects Page was in the process of being revamped. Ms. Hatcher said the Peterborough Projects and efforts of the DPW would be a good thing to cover on social media – "We should make those services visible." Mr. MacLean agreed.

Sewer budget has a projected 2.72% increase. Largest contributing factor is the needed engineering services for EPA discharge permit. Current plan is to contract with Underwood Engineers for industrial pretreatment study, as the Town needs to lower the amount of lead in the treated water being sent to the river.

There is a Buildings and Grounds/Outside Services increase due to requirements concerning mowing around lagoons. Budgeting for new truck also seen on Sewer side (split between water & sewer). Also needed to budget for CMOM pipe and infrastructure part replacement.

Mr. Mabbs-Zeno asked why there was taxation going into water, and Ms. MacStay said that was due to an issue with that formula, which she would be isolating and fixing. Revised sheets will be sent out.

Ms. Sliver inquired about Main Line Extension permits. Mr. Bartlett said a fee is collected for water main line extensions, and the trend should continue more actively than in the past. Mr. MacLean added it will be considerably higher due to the RiverMead Extension.

Mr. Clark asked about the average fee for hook-up. Mr. MacLean said it's usually about \$3,600, but it depends on several factors, including size of the needed pipe and the meter, the number of needed inspections, and if it's both water and sewer.

Chair Miller asked where overtime expenses are incurred for Utilities. Mr. MacLean answered that it's usually staff responding to water main breaks and alarms on sewer infrastructure, which can occur at any hour.

In closing, Mr. MacLean said he believed Ms. MacStay deserved thanks and recognition for her extensive work on the budgets.

IT, GIS, and PEG Station Budgets

There was a brief group discussion about how Chesterfield is working with Consolidated Communications to extend fiberoptic lines. Ms. MacStay said Peterborough is going to continue to work with Comcast, which has a better network in town – “We're in a holding pattern.”

PEG Station

GIS/IT Director Fash Farashahi presented the budget for Public Education Government (PEG) Television. The Town's PEG station is viewable on Channel 22 and UStream. It is wholly dependent on Comcast franchise fees. Slight increase in equipment due to need for new microphones and hard drives. Mr. Clark pointed out the numbers don't add up at all and Ms. MacStay said she would look into that.

IT/GIS

Mr. Farashahi said the IT/GIS budget is relatively stable. Email/internet line has increased due in increased Comcast service costs. The decision was made to switch phone providers last year. There was a slight increase in webpage costs (hosting of town webpage and historic walking tour app). Capital cost fluctuates depending on CIP. Sometimes equipment fails before it's expected lifespan, so IT uses triage for fixing/replacing items. Mr. Farashahi said IT was hoping to add a new server - ten years ago the Town had 17 servers, which has since decreased to two (one in the Town House, one at the Police Department). Ideally there will be a third site out of town, or even out of state, at a secured facility, in case of something catastrophic like the Ice Storm of '08, for example. Mr. Farashahi said the 3rd host could potentially be in Massachusetts.

Ms. Sliver asked why the \$10,000 webpage redo appears in the Administration budget, rather than IT. Ms. MacStay said that the website redesign is primarily an Administration project.

Chair Miller asked if there was any way to reduce GIS expenses, assuming the technology will be less expensive in the future. Mr. Farashahi replied that the technology is getting better and less expensive, and it can be reduced, but “it may have an impact on what we can capture.” He said the next capture would most likely be in 2022 or 2024. He explained how more topographic detail (stonewalls, for example) is able to be seen using LIDAR technology.

Chair Miller said IT is very responsive . Mr. Farashahi expressed appreciation for his staff.

Bob Hanson made a motion to adjourn the joint Budget Committee portion of the meeting at 7:53p.m. Mr. Clark seconded. All in favor. Motion carried.

Board and Committee Appointments

Vote to appoint Elizabeth Reinhardt and Gregory Kriebel as alternate members of the Library Board of Trustees.

Motion: Chair Miller made a motion to appoint Ms. Reinhardt and Mr. Kriebel as alternate members of the Library Board of Trustees

Vote: Ms. Hatcher seconded. All in favor. Motion passed.

Motion to appoint Corinne Chronopoulos as a member of the Economic Development Authority

Motion: Mr. Ward made a motion to appoint Ms. Chronopoulos as a member of the Economic Development Authority.

Vote: Ms. Hatcher seconded. All in favor. Motion passed.

Review and Approval of Select Board Minutes of January 15, 2019

Motion: Ms. Hatcher made a motion to accept the minutes from Select Board Meeting held January 15th, 2019, with a single typographical correction on page 5.

Vote: Chair Miller seconded. All in favor. Motion passed.

Other Business

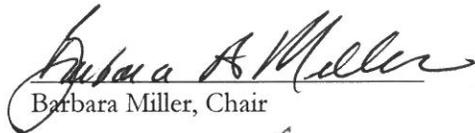
The next Select Board meeting, which will be a joint meeting with the Budget Committee, is scheduled for Tuesday, February 5th at 5:00.

Chair Miller made a motion to end the meeting at 7:57 PM.

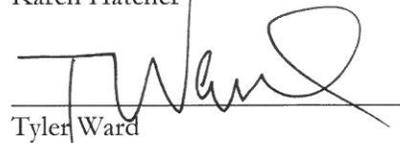
Ms. Hatcher seconded. All in favor. Motion passed.

Respectfully Submitted,
Alison Kreutz, Administrative Assistant

PETERBOROUGH
SELECT BOARD:


Barbara Miller, Chair


Karen Hatcher


Tyler Ward

ACTION ITEM PENDING LIST

- 1.

