

**MINUTES**  
**SELECT BOARD**  
**TOWN OF PETERBOROUGH**  
Tuesday, May 5, 2020 – 5:00 PM  
1 Grove Street, Peterborough, New Hampshire

**Present:** Tyler Ward, Karen Hatcher, Bill Taylor

**Also Present:** Rodney Bartlett, Nicole MacStay, Chief Ed Walker, Alison Kreutz

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Chair Ward opened the meeting, conducted via Zoom web conference, at 5:08 PM. The meeting was broadcast live on USTREAM, Facebook Live, and Channel 22 (Comcast). *Note: The late start was due to some technical difficulties.*

*Public Hearing: Acceptance of Unanticipated Monies*

Ms. MacStay explained this year's State Budget included some unanticipated revenues to municipalities. There are no restrictions, other than holding a public hearing to determine a purpose. Peterborough was granted \$82,362.57 back in October. A Public Hearing had not been held to accept the unanticipated funds, which we would like to use to offset some unanticipated expenditures we had this year. Costs for the Riverwalk Parking Lot Bus Shelter came in at \$70,000 more than expected; Flashing speed limit signs were \$12,500; and Grove Street Bridge engineering was \$11,200.

Chair Ward noted Senator Jeanne Dietsch commented via Facebook that "We worked hard to negotiate that into the budget!"

Ms. Hatcher asked about the source of the monies. Via Facebook, Senator Dietsch said there were enough revenues to do revenue sharing.

*Motion:* Ms. Hatcher made a motion to accept the unanticipated monies from the State.

*Vote:* Chair Ward seconded.

Ms. MacStay recommended a roll call vote for clarity, as there had been technical difficulties with the broadcast.

*Roll call vote:*

Chair Ward: Yes

Ms. Hatcher: Yes

Mr. Taylor: Yes

Motion carried.

Via Facebook, Senator Dietsch commented, "It was a goal of ours to return revenue sharing to towns."

Chair Ward closed the public hearing at 5:17 PM.

*Chief Ed Walker – COVID-19 Update*

New data indicates June may be the worst month for cases. Some things are starting to open up again, but there is concern about a second wave and increases in positive cases. There has been a big focus on social distancing. The Town continues to offer our critical services. Interestingly, now that people are required to go online for burn permits, more people are filling them out now than when they had to do it in-person.

The Town is continuing to communicate with MCH, including ambulances and rescue squads. The Chief said we have been very fortunate not to have personnel shortages. We've had the opportunity to assist some local health care facilities with PPE requests. As hospitals return to regular operations, please continue to call your primary care physician with symptoms that may be COVID-19 related, and call 9-1-1 for emergencies.

*School District*

Chief Walker said “ConVal continues to do phenomenal work.” He reported that Superintendent Dr. Saunders said ConVal is working on a seamless summer program continuation of the food service that has been offered. The Fire Department has an End 68 Hours of Hunger donation bin, and there are several others throughout the area.

*Retirement Communities*

It is very difficult to stay away from loved ones in retirement homes, and there have been more instances of family members coming onto retirement community campuses and casually visiting with residents outdoors. “Communities remind folks to respect the fact that they are trying to protect those residents.”

Stay At Home 2.0, which was rolled out on Friday, is allowing some businesses to open at various intervals. Non-essential retail outlets are allowed to reopen, and restaurants have the option to do some outdoor seating. We are working closely with businesses to help them do what they need to do. Some businesses must maintain 50% of their occupant count, and they may not have been aware what their occupant count was, so Fire Inspector Scott Symonds is working to help local businesses calculate that number.

Today’s Weekly Dispatch included links to business guidelines. The State has a webpage where businesses can request appropriate PPE for their employees and they should take advantage of that resource. Businesses are encouraged to reach out to the Town if they need help getting what they need.

Chief Walker said the CDC has “clear guidance” regarding cloth masks. Cloth masks should be cleaned on a regular basis to remain effective.

Chief Walker stressed that, as a community, we have taken good care of ourselves, and following those guidelines and recommendations has allowed us to keep our numbers low, so we should continue to take care as more places start to open up.

Ms. Hatcher said that currently masks are all that’s available from the State’s PPE resource for businesses, and she hadn’t heard anything about cleaning supplies or gloves. Chief Walker confirmed that masks are all that’s available at the moment.

Chair Ward thanked Chief Walker for the update. He said he had noticed many people out and about last weekend, and heard something about restaurants potentially using parking spaces to expand outdoor vendor space and seating. He asked, “How can we as the Town be supportive?” He noted that Harlow’s was recently allowed to close off some spaces to allow people to stand in line safely.

Ms. Hatcher said had a meeting with the EDA and they have a plan for contacting the restaurants in town to ask what their plans are about reopening. She said “there are some serious restrictions and the economics for some businesses might not work out.” The first part consists of asking restaurants what they need from us, and that will be considered by the team who is working on the logistics.

Bill Kennedy asked via Facebook if merchants can put a table outdoors with merchandise for display.

Chief Walker said he didn’t think retailers would have any issues with that, but tables will be allowed to have no more than six people, and, specific to restaurants, all patrons and servers must be able to be six feet apart. Links related to this are available in the Weekly Dispatch.

Stephanie Hurley asked via Facebook: Are workers in retail stores or restaurants required to wear masks? Chief Walker said yes, when it goes into effect, if they are in a space where they cannot social distance (6 feet), they have to have a cloth mask.

Ms. Hatcher said she believed it went into effect on May 11<sup>th</sup>.

Chair Ward said it would behoove us as customers to wear masks as well to help keep everyone safe. Chief Walker agreed.

Chair Ward asked who is going to police the establishments & their employees. Chief Walker said it's a public health matter; there's a state number that can be called, or the Chief can be contacted directly. Most of the time, when people aren't following guidelines it's because they aren't aware of them; there are rarely people acting maliciously, and those who are not following guidelines often immediately comply once they are given an education about the matter.

Ms. Hatcher said while there may be some loosening of the guidelines, June is going to be the worst month, so we must remain vigilant.

Ms. Hatcher asked if concerning symptoms were still needed in order to receive a test for COVID-19. Chief Walker said currently testing is only being done on those who are symptomatic due to limited access to tests. Testing starts with a primary care physician, who examines a variety of factors before they make the decision to recommend a test.

Via Facebook, Lisa Hall Sullivan commented: "It's our understanding, according to the Attorney General's office tables need to be 13 feet apart because a server has to be 6 feet away from a table (either front or back) So the way it is written is deceiving. Can someone clarify this?"

Chief Walker confirmed that was correct - a server has to be able to maintain a minimum of 6 feet of distance from everybody on both sides.

Mr. Taylor suggested a blanket order to allow restaurants to expand their outdoor seating where it was safe and possible, such as at the establishments in the Monadnock Plaza and at Kogetsu.

Ms. MacStay explained that it was complicated, but by using the minor site plan review process, which can be called by the Planning Board Chair and require public meeting, it "gets all the pertinent officials into the room all at the same time" so the process is expedited because all applications can be reviewed at the same meeting. The first meeting was held this week. Ms. MacStay encouraged restaurant owners to get in touch with Laura Norton or Tim Herlihy in the Office of Community Development to start the process. The application isn't too difficult, and we're trying to make the process as fast and easy as possible.

Chair Ward said the liquor commission hurdles could be difficult to jump for some businesses, and he was glad that was already being considered.

Ms. Hatcher added that there is an economic element for the restaurants as well, due to expanded need to clean and sanitize.

Mr. Taylor said every step that is added is more time establishments will have to wait, and he felt the Select Board should do something to expand temporary outdoor seating as quickly as possible, especially if they state had a lot of requirements: "We really need to do whatever we can to avoid a lengthy process."

Chief Walker said the restaurant opening isn't permitted until the 18<sup>th</sup>, so restaurant owners have two weeks to prepare. The State is allowing restaurants with current liquor licenses to expand to outside, and the process is relatively simple. The Town has to make sure public safety is not endangered, and that employees remain safe as well. Ms. Hatcher will be reaching out within the next day or two to make sure restaurant owners have the information and resources the need.

Mr. Bartlett added that the minor site plan review committee meetings can be called with 24-hour notice, so that should help expedite the process. The State Liquor Commission has also set up a dedicated email address and is only requesting notice from restaurants that have existing liquor licenses that they would like to serve outdoors, so that should help make things easier as well.

*Town Administrator Rodney Bartlett – Main Street Bridge*

There's a lot of activity around the Bridge. Cranes are onsite and starting a work on drainage improvements. Footings are in place for the pedestrian bridge and construction is scheduled to begin shortly. The traffic lights have been in operation for about a week: "So far so good."

*Library*

Harvey Construction provided a guaranteed maximum price and are still in the process of subcontracting. Hopefully we'll have an updated construction estimate by next week. So far, the subcontractors have come in below what was estimated, which is good.

*Riverwalk Parking Lot Bus Shelter*

The building permit has been drawn for Riverwalk Parking Lot bus shelter, and that project is on schedule to be done by June 30<sup>th</sup>.

A hard look was taken on the Grove Street Bridge (by the Post Office) as it is expected to see more traffic due to the Main Street Bridge project. It is the only bridge in town not on the NHDOT red list, and won't be eligible for state assistance until 2031.

Administration is working on updated operational policies including language on masks for Town House employees

Chair Ward asked about bus service. Mr. Bartlett said the NHDOT will get it on all their maps, RFQ's & RFP's for bus service. The Town has reached out to Greyhound and others in the past, and they asked that we let them know when we're ready for service. Perhaps by fall we'll have reasonable service.

Ms. Hatcher said the library is being packed up and moved over to 1 Jaffrey Road (Monadnock Plaza).

Chair Ward asked if outdoor seating needed only to have a temporary fence around the area. Chief Walker said it didn't need to be anything fancy, it could be even be snow fencing.

Chair Ward asked if we could make more trash cans available for people to discard their take-out trash. Chief Walker said the DPW always does a really good job to adjust their trash pick-up schedule as needed to make sure the downtown stays clean.

Ms. MacStay noted the new guidelines are part of a document that is more than 40 pages long, so it will take some time to determine how we're going to move forward.

Ms. MacStay shared that the New Hampshire Municipal Association has been working with the Governor's office to allow as much participation as possible at Town Meeting given the current circumstances. There are 20 towns that haven't completed Town Meeting, Peterborough included. The prohibition of gatherings of more than 10 people has not been lifted, and we're not expecting it to be lifted before the end of the fiscal year on June 30<sup>th</sup>. There are a lot of legal challenges, and NHMA is looking for relief in the form of an Executive Order. Bow has developed the following strategy for their town meetings (read aloud by Ms. MacStay):

*The governing body will hold a live virtual meeting and information session during which procedures would be reviewed and all warrant articles discussed. At least seven days before the information session, notice shall be mailed to all registered voters describing the optional town meeting procedures. After the live virtual meeting is adjourned, questions and comments from the public will be solicited and received via email, voice mail, text message, or other electronic means.*

*Within seven days of the information session the governing body will hold another live virtual meeting to consider and address the received comments. They will then discuss, debate, and be permitted to amend the*

*posted warrant. The final warrant, as amended, will then be made available electronically for printing by voters to be brought to the voting session to be scheduled by the governing body.*

*Voting on final warrant articles will be by secret ballot cast by voters through drive-up procedures to ensure appropriate social distancing. The first article on the warrant will ask whether voter approve of these optional town meeting procedures. If the optional procedures are not approved by simple majority, all other warrant articles will be deemed disapproved. If the procedures are approved, then all other votes on warrant articles be deemed the final action of the meeting. However, if the operating budget warrant article is not approved, the governing body may vote to convene a meeting before September 1, 2020 to adopt an operating budget or elect to have it be deemed that the meeting has adopted the 2019 operating budget article, not including separate warrant articles.*

Ms. MacStay added, "It's a lot to digest."

Chair Ward said there are emergency funds available for expenses that may be incurred by adjusting voting procedures, and asked how we would go about procuring that funding. Ms. MacStay said the CARES Act money released by the State has a complicated process for applying for that grant, which the Town is reviewing. Allocation has been done, and Peterborough to set to receive \$158,246.00 through that grant. On the Governor's Office for Emergency Relief and Recovery website there is a two-page summary on the program. Ms. MacStay clarified that it would not cover anything that FEMA does not cover, since it's all federal funds.

Chair Ward said those who hadn't participated in the Census yet should do so. The current response rate (provided by Kate Coon) is 63.9%.

*Appointment of Christopher Danksewicz as Police Officer*

*Motion:* Chair Ward made a motion to appoint Christopher Danksewicz as a Peterborough Police Officer

*Vote:* Mr. Taylor seconded. All in favor. Motion carried.

Mr. Taylor said that the Police Academy is now virtual.

*Review and Approval of Minutes from March 3<sup>rd</sup>, 2020*

*Motion:* Ms. Hatcher made a motion to approve the Minutes of March 3<sup>rd</sup>, 2020 and December 17<sup>th</sup>, 2019

*Vote:* Mr. Taylor seconded. All in favor. Motion carried.

Chair Ward noted there was some information about equalized valuations included in the consent agenda. Ms. MacStay said equalized valuation is very complicated so she will review and speak to it at a future meeting.

Chair Ward asked about the letter from Hoyle & Tanner (as seen in the consent agenda) regarding bridge work. Mr. Bartlett said the bridge on Route 202 North isn't scheduled for funding until 2025; the data collection is from now to 2022, and conceptualization will take a couple years, so it's "still out there a ways."

Ms. Hatcher made a motion to adjourn the meeting at 6:11 PM. Mr. Taylor seconded. All in favor. Motion carried.

Respectfully Submitted,  
Alison Kreutz, Department Assistant

PETERBOROUGH  
SELECT BOARD:

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**ACTION ITEM PENDING LIST**

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