

MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH
Wednesday, October 17, 2018 – 5:00pm
1 Grove Street, Peterborough, New Hampshire

Present: Barbara Miller, Karen Hatcher, Tyler Ward

Also Present: Rodney Bartlett, Nicole MacStay, Brenda Fox-Howard, Alison Kreutz

Chair Miller called the meeting to order at 4:55pm.

Peggy Shaughnessy - Heritage Commission

100th Anniversary Celebration Update

Ms. Shaughnessy said the Heritage Commission and Monadnock Center For History and Culture are continuing to collaborate on events centering on the 100th anniversary of the building of the Town House and Historical Building. During the Veteran's Day celebration on November 11th, cake will be served in the Town House and there will be a recreation of a historical group photo taken on the steps of the Town House during the first community event that took place there.

Chair Miller asked how the Select Board could be involved in the Veterans Day celebration and Ms. Shaughnessy said she hoped all members would participate in the recreation of the historical photo.

Chair Miller suggested that a poster advertising the Veterans Day Celebration be displayed in the Community Center on Election Day to raise community awareness of the planned events.

Pop Up Museum and Walking Tours

Ms. Shaughnessy was asked about the Pop Up Museum, and explained that 22 historic photographs of different town locations, many of them businesses, are hanging at the pictured locations throughout town, so visitors would find a photo of the same place taken decades or, in some cases, more than a century earlier. Participants have been asked to leave the photos up through November. Peter Robinson at Roy's Market has expressed desire to have ongoing display at Roy's through February. Ms. Shaughnessy will contact merchants about having the Pop Up Museum photos remain up past November.

Ms. Hatcher said Kyle Sullivan, owner of Cooper's Hill and head of one of the EDA subcommittees, might want to collaborate with Heritage Commission regarding a continuation of the project.

Chair Miller inquired about promotion of walking tours. Mr. Ward stated Mr. Tracy Messer put together the current mobile app walking tour and could be contacted about enhancing the existing tour with new locations/details.

There was a brief group discussion about how the construction of the Main Street Bridge should be documented. Suggestions included a live-broadcast feed of construction that could potentially be compiled into time-lapse footage.

Update on Town House Renovation

Chair Miller asked for an update on the Town House renovation project. Ms. MacStay said that only 4% of the funds for renovations have been utilized as of June. Mr. Bartlett said approval was recently granted for the slate roof work, with an eight week lead time, and work for the new floor would be starting Monday, 10/22. More information is needed for the brick work. Mr. Bartlett said the delay in the roof approval was partially due to debate about 'racking' system for new roof (racking is an efficient tactic for upkeep and repair of slate roofing, but was not available in early 20th century).

Fiscal Year 2018 Financial Review - Brenda Fox-Howard, Finance Director

Ms. Fox-Howard informed the board that the documents provided do not feature final numbers for the 2018 fiscal year, as there are still 50-70 adjustments that need to be made through the audit. Ms. Fox-Howard explained that adjustments are costs that have not yet posted, often due to payment scheduling, such as insurance & payroll, but even with those remaining adjustments she does not expect the Town will be over budget.

Ms. Hatcher asked Ms. Fox-Howard to explain the 13th period. Ms. Fox-Howard explained that the 13th period functions as a holding area for costs that occur towards the end of a fiscal year and for which it is yet to be determined into which fiscal year they will ultimately be placed (examples include invoices that come in late and ambulance bills). Chair Miller asked if 13th period be eliminated at some point. Ms. Fox-Howard said the 13th month could be eliminated if new software is obtained and went on to explain the challenges with the current software, Pentamation - mainly that it is not configured in the standard general ledger format and is outdated.

Financing Software

Finance and IT are collaborating in reviewing 3 choices for new software. Ms. Fox-Howard and the IT team are scheduled to watch a demonstration of software by Edmunds & Associates on Friday, October 19th. Ms. Fox-Howard spoke with director in Hookset regarding BS&A, another software option, and the feedback was positive. BS&A would only handle accounting, and the tax and utility side would need to be handled separately. Ms. Fox-Howard explained that 'one-stop shopping' is good in theory but has not been effective in practice, as is the case with Pentamation. Support is very expensive, costing the town roughly \$58,000 annually.

There is \$150,000 in the budget for financing software in the CIP. Ms. Fox-Howard assured the board that she is being very thorough in exploring all the options, and she feels confident about finding a solution that will be up-to-date, efficient and cost-effective.

Chair Miller asked what towns similar in size to Peterborough are using for their accounting software.

Ms. MacStay said most smaller town are using Quickbooks. Keene is using Pentamation but has three staff members devoted to making the program work for them.

Mr. Ward asked if the town could employ less people once the new software is in place. Ms. MacStay replied that both she and Ms. Fox-Howard were both spending 40-50 hours a week dealing with budgets last winter because everything had to be done manually. With new software, the process would be more streamlined and would therefore allow for more regular, day-to-day work to be done by existing staff even during times of high work-load in the Finance department.

Review of FY 2018 Revenue Status Report

The Board was provided with Pre-Audit Expenditure Status Report (*scan of report is attached*). It was noted that there were several sources of revenue positives including:

Large check from Concord for highway work

More vehicle registrations than anticipated

Community Development issued more building permits than anticipated

Police Department performed numerous special details.

Ms. Fox-Howard invited the Select Board to reach out to her with any questions.

Mr. Bartlett said the goal in past years was to *not* spend money in order to build up the fund balance. Last year the goal for unrestricted fund balance was achieved at 8%. Current goal is to spend as needed while remaining close to that 8%.

MS1 Form

Ms. MacStay said the MS1 Form, regarding value of all property in town, was complete and, once signed by the Select Board, would be submitted to DRA (Department of Revenue Administration). Once submitted, the form will be uploaded to DRA's website and will be available to the public. Members of the Select Board will receive a copy.

Overall assessment was up by \$70 million. The abatement process does not start until after tax bills have been sent out to residents. Ms. MacStay said the tax rate will go down. When the specific numbers are determined they will be sent to the Select Board.

Mr. Ward said Planning Board has decided to table zoning until 2020 town meeting. Ms. MacStay said there had more of an inclination in the last 15 years towards town growth. Many people who came to recent planning board workshops have voiced desire to see the town level-off growth, in essence “putting a bubble over the town.” Restrictive zoning has stalled growth in the past. There was a brief group discussion about the balancing act of preservation and progression in small towns, and about how opinions of residents vary due to differences in philosophy and culture.

Other Business

Election Day Shift Assignments

7:00 AM -11:00 AM - Ms. Hatcher

11:00 AM – 3:00 PM – Chair Miller

3:00 PM – 7:00 PM – Mr. Ward

Ms. Hatcher informed the group that the Peterborough Welcome Team has planned their next Meet & Greet event for November 8th, to be held from 7:00 PM – 8:30 PM in Ball Hall of the Monadnock Center. All residents, new and established, are encouraged to attend.

There will be a Community Conversation on 11/13 at 7:00 PM at the Monadnock Center. The topic will be ‘Fair Funding for Public Education.’

Ms. Hatcher had heard from Dawn Wivell of Firebrand International, who is working as a consultant for the EDA, that a reporter from WMUR program ‘New Hampshire’s Business’ will be coming out next Wednesday, 10/24, to put together a story about our town.

Chair Miller informed the group that Conservation Commission has an open meeting scheduled for Monday, 10/22. Rick Van De Pol will be there to speak about NRI (National Resources Inventory).

Ms. Hatcher reported that the Peterborough Food Pantry is going to take over the garden at the Community Center from Cornucopia.

Ms. MacStay will send an updated list of Boards and Committees to all board members via email.

Ms. Hatcher recommended a discussion of best practices for Boards and Committees, and Ms. MacStay said the manual is due to be updated. The upcoming meeting on December 4th could be a good opportunity to implement improvements to the manual. All members of Boards and Committees will be informed ahead of time of the intent to update the manual, and provided with an outline of expectations. Chair Miller said she felt attendance of various board and committee meetings might improve if meetings were able to be “more social and less educational.”

The next Select Board meeting is scheduled for Tuesday, November 13th.

Chair Miller made a motion to adjourn the meeting at 6:18 p.m. Mr. Ward seconded. All in favor. Motion carried.

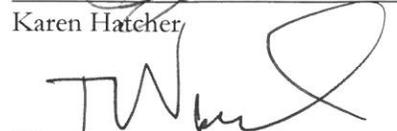
Respectfully Submitted,

Alison Kreutz, Department Assistant

PETERBOROUGH
SELECT BOARD:


Barbara Miller, Chair


Karen Hatcher


Tyler Ward

ACTION ITEM PENDING LIST

- 1.