

MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH
Tuesday, November 21, 2017 – 5:00pm
1 Grove Street, Peterborough, New Hampshire

Present: Ed Juengst, Barbara Miller, Tyler Ward

Also Present: Rodney Bartlett, Nicole MacStay, Brenda Fox-Howard, Vanessa Amsbury-Bonilla, Linda Guyette, Peter Throop

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

Voting Location for Town Elections

Mr. Bartlett recommended to reach out to primary stakeholders to make a determination as to where the election should be held. He recommended consistency. Ms. Miller stated that she thought it had been discussed that the community center was the best place to hold the elections. Mr. Bartlett said he kept track of the responses of this discussion and would reach out to the stakeholders with regard to this decision. No final determination was set at this time.

Update on EDA Contract

Mr. Throop said that the EDA has entered into an agreement with Mary Lou O'Neil, in support of helping local employers address their concerns and needs around the topic of soft skills that include problem solving and group dynamics. This is a widespread issue for employers who are looking to the schools to instill these skills. The forum in December focused on employers explaining to the schools regarding the needs in the workplace. This is the initial phase. Also research into mentorship and internship programs is being done, in trying to streamline the path from graduation to employment. They are looking at certificate programs which could also be valued by a potential employer as well as next steps in this process. The other contract will be forthcoming, focused on strategic marketing and branding.

Board and Committee Appointments

The board spoke briefly about appointing Becky Sakellariou, Cathy Lanigan, and Sarah Steinberg-Heller to the Master Plan Steering Committee.

Motion: Chair Ward made a motion to appoint all three to the Master Plan Steering committee.

Vote: Mr. Juengst seconded. All in favor. Motion approved.

Review and Approve the Minutes of November 7, 2017

Motion: Ms. Miller made a motion to accept the minutes of November 7, 2017.

Vote: Mr. Juengst seconded. All in favor. Motion approved.

2018 Tax Rate Setting

Mr. Bartlett stated that the new tax rate has been received from the state, a rate of \$31.78 a 3.05 percent increase. At May 2017 town meeting, the anticipated municipal tax rate would be \$11.30. The Division of Revenue Administration set the rate at \$11.61. Our unrestricted fund balance has risen to \$2,252,375, 8.5% of the general operating costs. Recommendations have been set at 5-8%. He recommended that \$200,000 of the unrestricted fund balance be applied to the town's portion of the tax rate, reducing the impact to a municipal rate of \$11.30 and reducing the overall tax rate to \$31.47, which would be a 2% increase over 2017 and also maintains our unrestricted fund balance slightly over the 8% recommendation.

Mr. Ward asked about the new revaluation and if that was included in calculation. Mr. Bartlett said that it was. Mr. McIntyre asked when it goes into effect. Mr. Bartlett said it would be included on the tax bill that will be sent out in the next few days.

Motion: Mr. Juengst made a motion to accept the new tax rate as calculated.

Vote: Ms. Miller seconded. All in favor. Motion carried.

Consideration of Donation of Land – Property of Granite Street U018-054-000

Mr. Bartlett explained that he received letter from attorney Phil Runyon regarding the donation of this non-buildable land. Ms. Miller asked if there was any liability to the town. Mr. Bartlett said no and stated the next step in the process would be to contact the abutters, offering the land for sale. Mr. Bartlett stated that it would take only about \$248 off the tax rolls if we were to accept the land.

Motion: Ms. Miller made a motion to go through the process and deciding next steps with regard to accepting the donation of land.

Vote: Mr. Juengst seconded. All in favor. Motion carried.

Underground Utilities

Mr. Bartlett addressed the Route 202/Main Street project. He said that the town has agreed to be the municipal managers of this project. Route 202 is a federally owned highway, and scheduled to be funded by federal highway at 80%, NH state DOT at 20%. When this planning this project it was unclear as to what amenities would be funded. It is now known that the consideration of a cantilevered sidewalk is eligible, as well as consideration of overhead utilities to be put underground. Interest by Eversource to do that work could lower the cost as a cooperative effort was suggested. During the CIP process, underground utilities were discussed and allocated \$460K to this effort. Stakeholders have reviewed and it is hoped to have a new updated number. Mr. Bartlett asked if the Select Board was in agreement to put the \$460K toward putting the utilities underground. Mr. Juengst said he attended CIP meetings, and was sympathetic to finding a way to cut money out of the CIP, however he did agree that this is a logical time to make this upgrade and supports this, especially if there is a way to lower the cost. Chair Ward asked if there were any grants for historic beautification. Mr. Bartlett said he would inquire but was not aware of any. Mr. McIntyre said he was very interested in researching the history regarding collisions of vehicles with poles at that intersection and requested any history to be brought to the upcoming meeting.

Tracy Messer, Time Travel Tours – Proposed Maintenance and Expansion of Walking Tour App and 2018 Thornton Wilder Conference

Mr. Messer explained Peterborough is the first town to have a mobile app walking tour in New Hampshire. He gave highlights of the upcoming Thornton Wilder Conference, encouraging an exciting opportunity to showcase Peterborough in July of 2018. The Monadnock Center for History and Culture is hosting the conference, as well as the MacDowell colony, Peterborough players, Jack Daniels, Keene State College and Thomas Transportation, who is shuttling people between Keene State College and Peterborough. After over one hundred hours of volunteer work with organizing the conference, he hopes to update the mobile app so that those attending can utilize the app while they are here. He also hopes to get allied efforts with local businesses. Typically the conference draws about one hundred people. He referred to the metrics that were presented showing that most users were from Boston and New York, and the percentage of new users at 52 – 81%. The most popular pages are local landmarks. He referenced that the cost is currently \$100/month for hosting this app. Chair Ward stated that he would like to see the Chamber of Commerce embrace this project, support marketing and promote businesses with business sponsorship. Mr. Messer will give an estimate on immediate needs. Mr. Bartlett reminded all that the town has been supporting the Walking Tour App at a rate of \$100 per month.

The meeting was turned over to the Budget Committee and CIP Committee.

Budget Committee CIP

Present:

Budget Committee: Roland Patten, Donny Parkhurst, Rich Clark, Ed Henault, Ron McIntyre, Bob Hanson, Mandy Sliver, Paul Sullivan, Carl Mabbs-Zeno

CIP Committee: Alan Zeller, Leandra McDonald, James Kelly, Malcolm Rode, Bob Hanson, Roland Patten, Carl Mabbs-Zeno.

Mr. Patten introduced the committee members. The meeting was turned over to Bob Hanson, chair of the CIP Committee. He said they were focused on large projects that drive CIP increases over next 6 years. He addressed deteriorating conditions, increasing costs and interest rates and said they were focused on how, where and when to accomplish the projects, and how best to finance.

Mr. Hanson presented a graph showing the increase in cost over time, showing debt service and total department requests through FY 2024, including the impact on the tax rate. He presented large facilities and infrastructure projects, including the FY2019 Main Street Bridge project, North and Transcript dams, underground utilities, the Library of the Future project, municipal facilities site selection and design plans, ten year highway reclamation/rehabilitation project, fire and rescue facility project design and construction and DPW highway garage. Mr. Juengst expressed his support for the highway reclamation/rehabilitation project and explained that it's a capital expense, not an operating expense.

Key questions proposed included how important it is to the town to bury the utilities during the Main Street bridge project, how important to retain the Transcript dam, what if library project does not meet fundraising goal, is this the right time for this project, questions about the municipal facilities site selection, how best to finance the highway reclamation/rehabilitation project, and does it make sense to reuse the armory garage for the fire and rescue facility. Mr. Hanson presented a chart showing long term debt service projections representing the current debt load as well as some of the proposed projects, and a list of the proposed projects for FY2019.

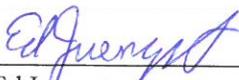
Mr. Bartlett spoke to the financial impact. This year the town coordinated with a financial advisor from PFM and needs a bond rating in order to reduce interest rates on new project and refinancing existing debt. Mr. Bartlett said the present debt is about 20% of the tax rate.

Rich Clark gave his opinion on spending on CIP projects and the debt load that it creates. Mr. Bartlett addressed the reason behind the list of the CIP projects, and why they are on the list. Mr. Juengst expressed his opinion on creating clarity and transparency to the taxpayers at town meeting.

Mr. Patten made a motion to adjourn at 7:15 pm.

Respectfully Submitted,
Vanessa Amsbury-Bonilla, Department Assistant

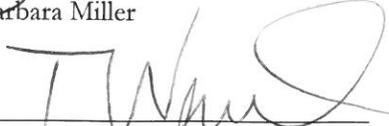
PETERBOROUGH
SELECT BOARD:



Ed Juengst



Barbara Miller



Tyler Ward, Chair

