

MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH
Tuesday, December 4, 2012 – 5:00pm
1 Grove Street, Peterborough, New Hampshire

Present: Joe Byk, Barbara Miller, Elizabeth Thomas

Gordon Kemp, Susy Mansfield, Donald Parkhurst, Paul Sullivan, Bob Lambert, Leslie Lewis

Also Present: Pamela Brenner, Carol Ogilvie, Nicole MacStay

Chair Miller called the meeting to order at 5:10pm.

Steven Yerardi – Request to Support Petition to NHDOT to Upgrade Crossing Signals at intersection of Routes 101 & 202

Mr. Yerardi addressed the Select Board saying that he requests that the main intersection of Route 101 and 202 have some kind of audible signal. We request a letter to come from the Select Board to the Department of Transportation. **Jim Orr** reported that the Department of Transportation said it would be a simple thing to add on the beeper. **Mr. Byk** said unless it has changed since PlanNH did its charrette, you have to cross the right turn lane to get to the island where the partners. The select board agreed to write a letter to be included with Mr. Yerardi's petition to the DOT.

Rodney Bartlett-NEA Grant

Mr. Bartlett said we did receive a grant to study the arts and Peterborough. We have developed an RFQ for a consultant to perform a needs assessment. We received three packages and did two interviews; the group discussed the ranking of the two, and it was a strong consensus to recommend Webb Management to the Select Board, and then discuss the scope and fee. They are focused on the needs assessment and feasibility and sustainability piece, which we felt was important to identify. Before building and arts Center we need to identify if that is something that the town needs.

Ms. Thomas said I attended that interview process and had a question about costs and he had a wide range, she asked **Mr. Bartlett** if he had gotten more specific. **Mr. Bartlett** said if we go forward with Webb Management we would negotiate a scope of the project, and the fee that matches it. **Mr. Byk** said that he was disappointed that the committee did not go with the local candidate, but that he understood that the committee was unanimous in their choice, and spent a lot of time coming to this decision. It would be difficult to find people to take the time to go through this process as volunteers if we didn't take the recommendations.

Motion:

Ms. Thomas made a motion to move forward with Webb management, and to authorize **Mr. Bartlett** to negotiate a scope and fee; **Mr. Byk** seconded.

Vote:

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

Heritage Commission Regarding Request to Support Land Donation Proposal

Debbie Kaiser, chair of the Heritage Commission, reported that the commission had been working with both Habitat for Humanity and the real estate management company employed by Stop &

Shop to preserve the rowhouses on Grove Street. Unfortunately, those houses were demolished before any agreement had been reached. The man from the real estate management company said that he would speak to the person who has the authority to decide the properties can be donated to Habitat for Humanity. They see this as a very positive, good feeling project. Habitat for Humanity has been looking for properties that they could afford. **Mr. Byk** asked what would be the approximate purchase price of the finished house. **Ms. Kaiser** said that Habitat for Humanity charges for the materials, and the prospective owner has to put in the sweat equity **Mr. Byk** asked if anyone has considered that the property be donated to the town; if the town owned it we could keep it as a nice green space as another option. **Ms. Kaiser** said that it never occurred to the Heritage Commission since we would like to have saved the houses, and had started working with Habitat for Humanity to that end.

Motion:

Chair Miller made a motion to write a letter to Stop & Shop in support of the donation of land to Habitat for Humanity; **Ms. Thomas** seconded.

Vote:

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

Review and Approval of Select Board Meeting Minutes of November 20, 2012

Motion:

Ms. Thomas made a motion to accept the minutes as written; **Chair Miller** seconded.

Vote:

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

As there was no further business, the Board recessed until 6:00pm.

Joint Select Board and Budget Committee Meeting

The Board was joined by **Susy Mansfield, Donald Parkhurst, Bob Lambert, Roland Patten, Gordon Kemp, Leslie Lewis, and Paul Sullivan.**

CIP Committee Presentation

Ms. Lewis said that we came in at 3% over last year's budget, and passed around worksheets for fiscal year 2014 and reviewed a PowerPoint presentation [presentation attached]. There were brief discussions about the proposed dispatch center and recreation minibus, particularly in regards to the use of Isabelle Miller funds. **Ms. Lewis** also noted that they removed the placeholder figure for the Public Works facility. From fiscal year 2017 on a large percentage of the CIP budget will be dedicated to debt service; 45% in fiscal year 2017 the CIP is level funded.

Police Budget

	FY 2013	FY 2014	% Inc. or Dec.
Net Operating	\$1,499,819	\$1,593,103	4.8%
Net Capital	\$23,000	\$37,500	63.0%
To be raised through taxation	\$1,413,886	\$1,494,527	5.7%

Ms. Brenner stated that retirement increases alone are a 3% increase on the police department budget. **Mr. Sullivan** asked if she is concerned about money for the Main Street bridge. **Ms.**

Brenner said that so far the state has left alone. **Ms. Vaihinger** said that the state is returning the flood control money, and we will get meals and rooms. **Ms. Brenner** says we are already with our state legislators saying that they cannot continue to do this; we are working with the town of Jeffrey on the wastewater treatment plant funding.

Chief Guinard said that there are essentially seven line items driving the budget up. He noted that there are increases to special details, but those are offset in revenue. The dispatch study is being shared with Fire Rescue. Because of changes in cruiser designs equipment that used to be transferred from old cruisers to new must be replaced. And as salaries increase so do overtime rates. **Chief Guinard** then reviewed the dispatch center PowerPoint presentation [presentation attached].

Ambulance 911 (Revolving Fund)

	FY 2013	FY 2014	% Inc. or Dec.
Operating Expenditures	\$546,896	\$559,191	2.2%
Revenue	\$546,896	\$559,191	2.2%
To be raised through taxation	\$0	\$0	0%

Chief Lenox stated that the increases are all in utilities and dispatch lines, things which the department has no control over. Salaries to go up, and we added a few more hours into storm coverage and special details for events. Other increases were in electricity and fuel. There is a decrease in overtime which is split with the ambulance transfer program, you will also see a line item for the dispatch center and each budget.

Ambulance Tax Supported

	FY 2013	FY 2014	% Inc. or Dec.
Net Operating	\$67,876	\$52,208	-23.1%
Net Capital	\$0	\$0	0%
To be raised through taxation	\$67,876	\$52,208	-23.1%

Ms. Brenner said our shortfall is shared with our communities. We expect our shortfall to drop to \$105,216 due to her transfer program. **Chief Lenox** said we have been able to provide a higher level of service and reduce or tax burden. **Mr. Byk** asked if our insurance policy covers the difference between the coverage we did before; **Chief Lenox** said that it did. **Mr. Parkhurst** asked at what point do you think we will need a fourth ambulance to keep up with the activity; **Ms. Brenner** replied that they are looking at sprinters which are \$80,000 as a fourth ambulance to do transfers. **Chief Lenox** said we are checking on some of those options, replacing chassis and engine, etc. but we have nowhere to park a fourth ambulance.

Ambulance Transfer Program (Revolving Fund)

	FY 2013	FY 2014	% Inc. or Dec.
Operating Expenditures	\$584,051	\$559,155	-4.3%
Revenue	\$584,051	\$559,155	-4.3%
To be raised through taxation	\$0	\$0	0%

Ms. Lewis said I don't see the \$200,000 for capital reserve for a new ambulance. **Ms. Brenner** and **Ms. Vaihinger** replied that our revenues are exceeding our expenses by about \$200,000 a year; this is a revolving fund, so the money is sitting in the bank when we need it. **Ms. Brenner** said when we started the transfer program and **Mr. Byk** asked me why do we want to do this I stated that my goal was to reduce our tax supported portion which at the time was \$91,000. The town is now paying \$51,000, and we have also moved a lot of the cost onto the transfer program, so they are not supported by taxation. When those ambulances come due, we will paying cash. My goal is to get the \$54,000 down to zero. **Mr. Byk** said if you make that happen and we buy a new vehicle from the

accumulated funds, we still pass on a share of that cost to the other towns; **Ms. Brenner** replied that we talked about that, and the other communities costs are going down to, but were doing all the heavy lifting. We think that this summer we need to look at another way to fund the ambulance. We have no ambulance that right now.

Fire Department

	FY 2013	FY 2014	% Inc. or Dec.
Net Operating	\$459,969	\$485,812	5.6%
Net Capital	\$20,000	\$29,166	50%
To be raised through taxation	\$479,969	\$514,978	7.3%

Chief Lenox said that again heating oil, water and sewer and electricity have gone up. General supplies went up because we consolidated the couple of accounts. Salaries increased a little. **Ms. Brenner** said there was an error with the Fire Inspector position, it should have been budget last year at 15 hours a week; it went through the entire budget process at 15 hours for the entire year.

Emergency Management

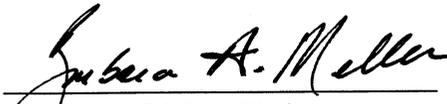
	FY 2013	FY 2014	% Inc. or Dec.
Net Operating	\$20,727	\$20,728	0%
Net Capital	\$0	\$0	0%
To be raised through taxation	\$20,727	\$20,728	0%

Chief Lenox explained that some of his and **Ms. McClusky's** salary and some of the telephone costs are in this budget. If we had a big storm we put our expenses here which makes it easy to track expenses for FEMA reimbursement.

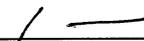
As there was no further business **Mr. Kemp** adjourned the meeting at 7:38 PM

Respectfully Submitted,
Nicole MacStay, Assistant to the Town Administrator

PETERBOROUGH
SELECT BOARD:



Barbara A. Miller, Chair



Joe Byk

Elizabeth M. Thomas

CIP Presentation

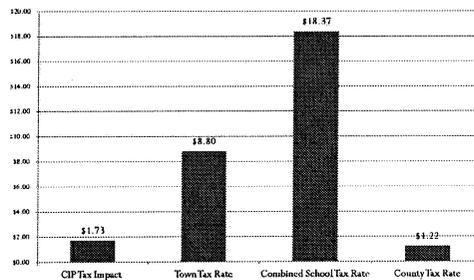
Worksheet for FY14

<u>Department</u>	<u>Project</u>	<u>Gross</u>	<u>Rev. Offset</u>	<u>Adjustment</u>	<u>Net</u>	<u>Dept Total</u>	<u>Notes:</u>
OCB	GIS Maintenance	\$15,000			\$15,000	\$15,000	Contribute to Capital Reserve
Finance	Tax/Utility Software	\$50,000	\$17,750		\$32,250	\$32,250	Contribute to Capital Reserve
Fire	Engine 1 Lease/Purchase	\$85,750			\$85,750	\$85,750	Final Debt Payment
	Portable Radios/ SCBA Cylinders	\$25,000			\$25,000	\$25,000	Necessary Upgrades
Information Technology	Technology Plan	\$56,000			\$56,000	\$56,000	Ongoing Technology Updates
Police	Cruiser Replacement	\$55,000	-\$8,000		\$47,000	\$47,000	Ongoing Program
	Dispatch Center Study	\$25,000			\$25,000	\$25,000	Necessary to Determine Scope
Recreation	Mini-Bus Purchase	\$30,000	\$15,000		\$15,000	\$15,000	New for CIP
Public Works	Roadway Repaving	\$450,000	-\$164,877		\$285,123	\$285,123	Ongoing Program
	Downtown Sidewalks	\$40,000	-\$20,000		\$20,000	\$20,000	Ongoing Program
	North Dam Study	\$70,000			\$70,000	\$70,000	Necessary to Determine Scope
	Grove Street Bridge Lighting	\$30,000	-\$10,000		\$20,000	\$20,000	Needed for Safety
	Equipment Replacement	\$185,000			\$185,000	\$185,000	Ongoing Program
Debt Service	Road Bond	\$53,403			\$53,403	\$53,403	
	Adams Pool Bond	\$107,328			\$107,328	\$107,328	First Payment on Pool
		\$1,277,481	-\$235,627		\$1,041,854	\$1,041,854	

Comparison of FY13 and FY14

	FY13	FY14
Grand Total	\$2,820,512	\$1,279,881
Minus Revenues	\$1,808,627	\$235,627
Total after Revenues	\$1,011,885	\$1,041,854
Impact on Tax Rate	\$1.68	\$1.73
% Increase		3%

Tax Rates Comparisons



Ongoing Programs

- Land Acquisition Capital Reserve*
- GIS Maintenance
- Technology Plan
- Fire Apparatus
- Cruiser Replacement
- Roadway Repaving
- DPW Fleet Replacement

* Not being funded this year

New This Year

- 24-Hour Dispatch Study at the PD
- Portable Radios and SCBA Cylinders for Fire
- Grove Street Bridge Street Lighting
- Recreation Department
 - Equipment Capital Reserve
 - Mini-Bus
 - Removed CR for Athletic Fields
- Removed Public Works Facility from the Plan

Significant Projects – Current and Upcoming

- Main Street Bridge/Retaining Wall/Sidewalk (and Transcript Dam) – Deferred until 2016(?). Bridge and wall will have offsetting state and federal funds.
- Union Street Bridge
- Roadway Repaving - annual
- North Peterborough Dam Study
- Fleet Management
- Tax and Utility Software Packages
- Establish Capital Reserve Fund for Fire Department Equipment in FY15
- The bond for the pool beginning in FY14

Challenges

- Trying to maintain necessary infrastructure and equipment in difficult economic times
- Trying to level-fund against steadily increasing bonded debt
- Balancing deferred expenditures against increased future costs

Impact of Debt Service

	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Existing Debt Service							
Road Construction Bond	\$ 54,491	\$ 53,403	\$ 52,315	\$ 51,227			
Adams Pool Bond	\$ 39,000	\$ 107,328	\$ 105,376	\$ 103,424	\$ 101,472	\$ 99,520	\$ 97,568
Sub-Total	\$ 93,491	\$ 160,731	\$ 157,691	\$ 154,651	\$ 101,472	\$ 99,520	\$ 97,568
Impact on Taxes	\$0.16	\$0.27	\$0.26	\$0.26	\$0.17	\$0.17	\$0.16
Proposed Debt Service							
Combined Bond for 20% Main Street Bridge/Pine Street Sidewalks, Dams					\$ 200,000	\$ 200,000	\$ 200,000
Union Street Reconstruction			\$ 125,000		\$ 240,856	\$ 240,856	\$ 240,856
Sub-Total	\$ -	\$ -	\$ 125,000	\$ -	\$ 440,856	\$ 440,856	\$ 440,856
Impact on Taxes	\$0.00	\$0.00	\$0.21	\$0.00	\$0.73	\$0.73	\$0.73
Combined Debt Service	\$ 93,491	\$ 160,731	\$ 282,691	\$ 154,651	\$ 542,328	\$ 540,376	\$ 538,424
Combined Impact on Taxes	\$0.16	\$0.27	\$0.47	\$0.26	\$0.90	\$0.90	\$0.90
Impact on Taxes of Total CIP	\$ 1.68	\$ 1.74	\$ 2.12	\$ 2.24	\$ 2.02	\$ 2.28	\$ 2.25
% of Debt Service vs. Total CIP	9%	15%	22%	11%	45%	39%	40%

Revenue Sources

- Taxes
- Capital Reserve Funds (mostly funded by taxes)
- State and Federal Grants and Loans – Primarily for Public Works Projects
 - NH Department of Environmental Services
 - NH Department of Transportation
 - US Rural Development
 - US Environmental Protection Agency
- Tax Increment Finance Funds – Applicable only within the three TIF Districts

Dispatch Center Presentation

Dispatching Today

- Police has dispatching 1st and 2nd shift, weekends & holidays contracts 3rd
- Fire/Rescue contracts all dispatching
- In FY 2013 – Contracted Dispatch Services - \$101,877
- Costs are anticipated to increase by approximately 5% in FY 2014 and do so every year for the foreseeable future
 - Projected Contracted Dispatching Costs (Police and Fire/Rescue):
 - 2014 \$105,575
 - 2015 \$110,938
 - 2016 \$116,594

Benefits of Shared Dispatching

- Provide additional level of service
 - Open 24/7 for emergencies & non-emergency business
 - Will be able to provide additional services, i.e. permits, applications and other assistance during off hours
- Better use of Records management and Computer Automated Dispatch Software
- Increased ability to monitor building, people and monitor alarms of local buildings
- Full access to SPOTS terminal at Police Department
- Improved access to resources – no need to fax documents
- Improved interoperability with Peterborough services:
 - Closer relationship between services and dispatchers
 - All departments can be dispatched with immediate sharing of information
- Direct Control over policy/procedures/personnel
- Full familiarity with the community, equipment and manpower
- **Overall better service for about the same cost**

Current vs. Shared Dispatching

Recurring Cost under Current Set-up

Item	Cost
Two Full-Time Clerk/Dispatchers (salaries & benefits)	\$130,000
Two Part-time Clerk Dispatchers	\$9,800
Sheriff's Department Dispatch Service	\$34,433
Southwest Mutual Aid Service	\$72,538
Local Staffing during Specific Events	\$3,500
TOTAL	\$250,271

Recurring Cost After First Year Set-up

Item	Cost
Three Full-time Clerk Dispatchers (salaries & benefits)	\$190,000
Overtime	\$18,000
Part-time Clerk/Dispatchers	\$55,000
TOTAL	\$263,000
Difference:	\$9,729

Project Timeline

- Special Warrant Article for needs study and design - \$25,000
- RFQ - June 2013
- CIP – September 2013
- Budget Committee/Select Board – December 2013
- Town Meeting – April & May 2014
- Construction – Summer/Fall 2014
- Operational by Winter 2014