

**MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH**

Tuesday, December 4, 2018
1 Grove Street, Peterborough, New Hampshire

Present: Barbara Miller, Karen Hatcher, Tyler Ward

Also Present: Rodney Bartlett, Nicole MacStay, Alison Kreutz, Peterborough Board and Committee Chairs

A Meeting of the Chairs

Chair Miller called the meeting to order at 5:30 PM

Chair Miller introduced the Board and welcomed all attendees, many of whom were the chairs of Town Boards and Committees. Chair Miller said that Peterborough “was built on volunteerism.” Chair Miller shared that the federal government places a dollar value on volunteer work, and the current value of volunteerism is \$25.52 an hour. By those numbers, Peterborough’s volunteers are worth almost a million dollars annually: “We couldn’t do it without you.”

Committee-Related Business

Volunteer Handbook

Ms. MacStay said that the volunteer handbook was last revised in 2007. She asked all chairs to send the current handbook to their members for review, requesting that they share any insights as to what information that would be especially valuable to new members. Members should consider what vital information about their committee should be represented in the handbook, and chairs should send compiled ideas to Ms. MacStay.

Changes to Annual Report

Ms. MacStay said that the format for the Annual Report will be changing next year to streamline content. Every year the report gets more expensive to produce, and every year there are more left behind and ultimately recycled. The next Annual Report will focus mainly on the information required by law, as that way it can be produced in-house, much less expensively. That said, we still want to feature updates from all boards & committees. For publication in the report, Ms. MacStay asked chairs to submit:

- Role of committee
- Committee achievements
- Future projects/goals of committee
- And, if committee has a budget, what projects did/does the committee fund, and what projects will the committee fund next year.

Discussion of Select Board Liaisons and Committee Charters

Ms. Hatcher informed the group that each Select Board member is a liaison to 5 or 6 committees, meaning they attend committee meetings and review minutes produced at said meetings. Select Board members have noticed that there are many differences in meeting styles/formats (i.e. some are very informal, others are very structured). Ms. Hatcher asked the chairs if they felt their Select Board liaisons are checking in enough to ensure committees have what they need. It was asked if every committee have a charter, and revealed that no, some committees do not presently have a charter. Mr. Ed Henault, Chair of the Open Space Committee, voiced that he felt committee charters should be written with the long term in mind to avoid having to make frequent changes. He said he believed some committees have “lost the drift” of the town’s mission statement, which was last updated in 2014.

Ms. Hatcher said that the Select Board was curious if minutes were taken at and posted after all meetings, and if all new volunteers are given an orientation. Ms. Hatcher said she has heard from new residents who want to get involved that they aren’t sure how, and asked the group what their thoughts were about how can we

better recruit talent to committees. The Select Board would like to support committees in whatever capacity they can. Ms. Hatcher said there should be an easily accessible format for committee engagement via the website: "Let's raise the level of professionalism and make opportunities for involvement accessible and clear."

Board and Committee Updates

Board and committee chairs were asked to introduce themselves, list their current members, and briefly speak to the purpose of their board or committee, any accomplishments achieved in 2018, and any projects coming up in 2019.

BUDGET COMMITTEE

Presenter: Roland Patten, Chair

Members: Richard Clark, Ronnie McIntire, Paul Sullivan, Carl C. Mabbs-Zeno, Mandy Sliver, Donald Parkhurst, Ed Henault, Robert Hanson

Mr. Patten said he has been working on the Budget Committee since 1974. The Budget Committee serves as an advisory committee to the Select Board, advising them about town budget. The Budget Committee reviews the CIP annually, and generally feels very supported by Town Administration. Mr. Patten said that, over the last few years, he doesn't know of any budget that's been voted down by the town.

PETERBOROUGH PLANNING BOARD

Presenter: Ivy Vann, Vice-Chair

Members: Bob Holt (Chair), Ivy Vann, Dario Carrara, Alan Zeller, Jerry Galus, Joe Hanlon, Ed Juengst (alternate), Sarah Steinberg Heller (alternate)

Ms. Vann has been a vice-chair of the Planning Board for the last three years. The Planning Board has a statutory charge written into statutes of New Hampshire Rule Book. They work with staff on necessary zoning to further the Vision chapter of the Master Plan. They meet twice monthly, year-round, but will meet more often whenever there's been a big project. Ms. Vann put in about 750 hours last year, and many others on the Board also put in substantial hours. The Planning Board does their best to achieve all they are obliged to do by the Statute and the Town of Peterborough.

CAPITAL IMPROVEMENT COMMITTEE

Presenter: Bob Hansen, Co-Chair

Members: Alan Zeller, Johnathan Ericson, Sarah Steinberg Heller, Ed Juengst, Valerie Jenkins, Leandra MacDonald, James Kelly, Carl Mabbs-Zeno

The Capital Improvement Committee, managing the CIP (Capital Improvements Program), presents all capital needs for the Town to the Budget Committee. Every year, all department managers come in and present their needs to the CIP, which is the first step in a multistep process. The requests go into a summary report, and for each major item there's an in-depth info sheet that's reviewed, and then site visits are done to better understand needs. The Committee then follows up with department managers to clarify any questions. The Capital Improvement Committee then presents its recommendations to Budget Committee. There is an emphasis on planning in their work, as they try to minimize tax impact.

CONSERVATION COMMITTEE

Presenter: Frances Von Mertens, Co-Chair

Members: John Patterson (Co-Chair), Robert Wood (Vice-chair), Bryn Dumas, Swift Corwin, Matt Lundsted, John Kerrick, Jo Anne Carr (alternate)

The Conservation Committee is advisory, not regulatory. Ms. Von Mertens said the Committee is "pretty reactive, with amazingly qualified people." Projects this year have included Main Street Bridge project (shoreland impact), proposal to lease town land for cattle grazing (which required many site visits with different organizations, hearings, and meetings with neighbors), pollinator impact, and assessing the impacts of the wetland buffer of Stone Barn Agrihood project.

Mr. John Patterson, co-chair, talked about projects for the year ahead: In regards to the Cheney Avenue field, the Conservation Committee is going to conduct NRI (National Resources Inventory) on the four properties that the town owns in anticipation that the management plan will be tailored to each of those properties. The

Agrihood project at the Stone Barn has brought to light loophole in zoning for wetlands buffer ordinance, so Con Com is looking to “tighten that up” and increase protection.

ECONOMIC DEVELOPMENT AUTHORITY

Presenter: Adam Hamilton, Chair

Members: Christine Dennler, Jeanne Dietsch, Jerry Galus, James Kelly, Nate Morrison, Marth Schaefer, Charles Whitten, David Smith

The mission of the EDA is to strengthen the economic vitality of our town while retaining and enhancing it’s physical, cultural, social, recreational, and environmental character.

Accomplishments included starting a branding exercise with end objective to help market the town with the goal of attracting and retaining residents and businesses, the development of ‘Hub & Spoke’ model for local business collaboration, social media campaign to attract young professionals, families, and entrepreneurs, Work Force Development and Education Forums (there have been four so far this year), and the founding of Welcome Team (Mr. Hamilton noted Ms. Hatcher was a co-founder). Also, the broadband expansion workgroup was influential in getting bill in Concord passed (regarding bonding between multiple municipalities to pay for broadband expansion and other types of services), and town staff and volunteers have started conducting a timeline of inventory of cellular service.

HERITAGE COMMISSION

Presenter: Peggy Shaunnessy, Chair

Members: Peggy Van Valkenberg, Deb Kaiser, Melissa Stephenson, Doug Ward, Tina Rapp

This year the Heritage Commission was pleased to collaborate with the Monadnock Center on the Town’s Centennial Celebration. Ms. Shaunnessy described the Pop Up Museum project, in which historic photos were posted at 22 sites in downtown Peterborough. There was interest from both tourists and residents, Peter at Roy’s Market asked if the Heritage Commission could continue to use his windows to display historic photos into next year. The Commission’s biggest project for next year is to produce a pamphlet for residents with benefits of being on the Historic Register. Ms. Shaunnessy said there are lots of questions and misunderstandings about what it means to be on the Historic Register, and it would be good to clarify those for residents, and good for Peterborough to have many homes and buildings appearing on the Register.

LIBRARY BOARD

Presenter: Marcia Patten, Chair

Members: Laura Hanson, Karen Struthers, Ron Bowman, Jeanie West, Debra Caplan (alternate)

Ms. Patten said the members of the Library Board function as the Selectmen of the Library per state law. All elected members must learn and follow state laws pertaining to the library. They look at budget, trust funds, policy, and are in charge of hiring a director. The Library Board is well-integrated in the town. The New Hampshire Library Trustee Association provides all members with a handbook, as well as several orientations. The biggest project that trustees have been working on is a new library.

MASTER PLAN STEERING COMMITTEE

Presenter: Sarah Steinberg Heller, Co-Chair

Members: Cathy Langan (co-chair), Bath Alpaugh-Cote, Ivy Vann, James Kelly, Valerie Jenkins, Becky Sakellariou

The MPSC has been working on summarizing each chapter of the Master Plan to make it more accessible. They are trying make chapters more succinct, effective, and engaging. The Committee has also been discussing how they can improve mission statement. Currently they’re focusing on finishing the new Housing chapter, and in the future will be working on the Traffic and Transportation chapter, which hasn’t been touched since 2003 and is overdue for updating. Pete Throop and Kristin Bixby have been wonderfully supportive.

OPEN SPACE COMMITTEE

Presenter: Ed Henault, Chair

Members: Debbie Kaiser, Frances Von Mertens, Anne Huberman, Joel Huberman

The Open Space Committee is charged with assisting landowners who are interested in conserving their land but might not know how to go about it, and also with providing financial support. The Committee’s biggest accomplishment this year was the 76 acre parcel off of Old Town Farm Road, which will probably close

towards year's end. If fundraising goes through, next year the Committee's biggest project will be the support of Cunningham Pond acquisition.

PARKS COMMITTEE

Presenter: Maude Odgers, Chair

Members: Laura Trowbridge, Terry Reeves

The Parks Committee designs and maintains the 8 gardens within the Town's parks. They maintain the gardens once weekly, and often more. The Committee works closely with Mr. Bartlett. This year the Committee is most happy about the redesign of Four Corners flower beds. Next year the Committee will focus on fixing up Depot Square Park after bridge is fully operational, and the beautification of the parking lot entrance and the point where bridge meets parking lot. They are very concerned about aesthetics, and work very hard to have unusual plants and a very high standard of maintenance. Volunteers, gifts and grants are always needed. The Parks Committee wants to organize a walk through all the gardens in the Peterborough parks, with a brochure with information about the different plants, planning, and historical significance of the gardens.

RECREATION COMMITTEE

Presenter: Andy Dunbar, Chair

Members: Heather McClusky (vice-chair), Ryan Griffiths, Kate Coon, Chris Kotula

The Recreation Committee meets monthly, and serves an advisory committee to recreation director Jeff King. The Committee is a means of communication for residents who have something to convey to Recreation. Most committee members are new. The Rec Committee has a lot of new initiatives they've focusing on, including strategic planning, increased visibility, and improving relations with ConVal school district. Generous residents (all of them ladies) have donated their resources to fund things like Adams Playground, and Isabell Miller left an endowment to support recreation. Elizabeth Thomas and her husband gave Cunningham Pond land for town use. Mr. Dunbar said the Recreation Committee has been a lot of fun to work on and has a lot of very intelligent members.

TIF DISTRICT

Presenter: Jerry Galus, Chair

Members of West Peterborough TIF: Ed J. Juengst, Jr. (vice-chair), Todd Birkebak, Petar Krslovic, Adam Hamilton, Johnathan Ericson (alternate)

West Peterborough TIF (Tax Incentive). Mr. Galus said their new younger blood in members is evident in that they've met twice this year. The TIF is charged with advising EDA on their advising the Select Board on use of TIF funds. This year they reassessed financial viability of West Peterborough. The Committee approved allocation of \$71,000 in last two years, and \$10,000 towards staff. Friends and neighbors were asked to compile a list of potential improvement TIF funds could be used for.

Members of South Peterborough TIF: Bill James, John Morrison, Peter LaRoche.

Mr. Galus said the South Peterborough TIF met only once, last spring. Mr. Bartlett said at the spring meeting the goal was to determine what direction the South Peterborough TIF advisory committee should go in. At the time they didn't have a clear understanding of what the revenue would be for the district, and so are in the process of scheduling a meeting for next week to look at revenues generated in spring tax bill process, as well as additional revenue generated in the current tax bill process. The goal is to come up with timeline and financial plan. In the next several months it will be determined if there are budgeting opportunities in South Peterborough. South Peterborough TIF district is focused around RiverMead campus, and runs from Powers Bridge Road to Route 202 in some places, Route 101 in some places, and includes the Morrison Gravel Pit and Noone Falls.

TRUSTEES OF THE TRUST FUND

Presenter: Andrew Mann

Members: Russell Picard and Thomas Mullins, Alternate: Jack Neiskeens (alternate)

The Trustees of the Trust Fund are charged with fiduciary responsibility for monies given to town by bequests and capital reserves, and covers the town, some library and school funds, and cemeteries. They meet four times annually with an investment manager. Between meetings there's activity receiving funds, spending

money, and processing requests. They are perpetual and they attempt to spend wisely, but the Trustees don't dictate how to spend money, rather they receive requests from the Town and say yes or no.

The Select Board thanked all chairs for presenting, and encouraged them to share their ideas with the Board, who will support them in any way they can.

Review and Approve the Minutes of November 13th, 2018

Motion: Chair Ward made a motion to accept the minutes from Select Board Meeting held November 13th, 2018

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

Other Business

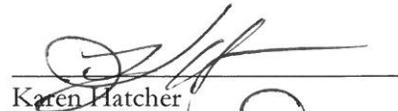
The next Select Board meeting is scheduled for Tuesday, December 18th.

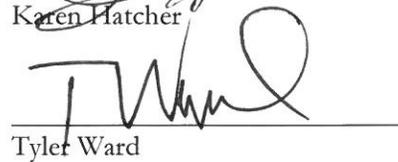
Chair Miller made a motion to adjourn the meeting at 6:39 p.m. Ms. Hatcher seconded. All in favor. Motion carried.

Respectfully Submitted,
Alison Kreutz, Department Assistant

PETERBOROUGH
SELECT BOARD:


Barbara Miller, Chair


Karen Hatcher


Tyler Ward

ACTION ITEM PENDING LIST

1.

