

**MINUTES**  
**SELECT BOARD**  
**TOWN OF PETERBOROUGH**  
Tuesday, February 4, 2020 – 5:00 PM  
1 Grove Street, Peterborough, New Hampshire

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

**Also Present:** Rodney Bartlett, Nicole MacStay, Alison Kreutz, Leo Smith

*(Starting at 6:00 PM)* Budget Committee: Ronald Patten (Chair), Ed Henault, Bob Hanson, Richard Clark, Ron McIntire, Mandy Sliver, Carl Mabbs-Zeno, Donald Parkhurst, James Long

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Chair Ward opened the meeting at 5:00 PM.

Ms. Hatcher made a motion to enter a Non-Public session, required pursuant to RSA 91-A:3 II (d) - Property.

Roll call vote to enter Non-Public Session:

Chair Ward: YES

Ms. Hatcher: YES

Mr. Taylor: YES

Roll call vote to exit Non-Public Session:

Chair Ward: YES

Ms. Hatcher: YES

Mr. Taylor: YES

Public meeting resumed at 5:45 PM

*Motion:* Ms. Hatcher made motion to seal the minutes of the Non-Public Session.

*Vote:* Chair Ward seconded. All in favor. Motion passed.

*Appointment of Michael Wolinski as Police Officer*

Officer Wolinski and Chief Guinard were unable to attend. Ms. MacStay explained that Officer Wolinski will be going to Police Academy, to be followed by training with another officer, and then will be on his own around October/November of 2020.

Ms. Hatcher asked if the appointment should wait until Officer Wolinski had the opportunity to meet the Select Board, and Ms. MacStay explained that he needed to be appointed in order to attend the Academy.

*Motion:* Ms. Hatcher made a motion to appoint Michael Wolinski as a Peterborough Police Officer.

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

*Appointment of Mark Leuschner and Brian Wall to West Peterborough TIF Advisory Board*

Chair Ward, Select Board Liaison to the West Peterborough TIF, said he has met both Mark and Brian and would be happy to make the motion to appointment them as members.

*Motion:* Chair Ward made a motion to appoint Mark Leuschner and Brian Wall to the West Peterborough TIF Advisory Board.

*Vote:* Ms. Hatcher seconded. All in favor. Motion passed.

*Discussion of Proposed MOU with Children and the Arts*

*Note: Prior to the meeting, the Select Board received emails from Peterborough residents Janine Lesser, Terry Reeves, and Kim Taylor, who all wrote in support of Children & The Arts.*

Tina Kriebel, chair of the Children & The Arts Festival Committee, said the Town of Peterborough and Children & The Arts have a long-term working relationship of 26 years. She said that about a year and a half ago she had a discussion with Town Administration about making Children & The Arts a separate non-profit (presently it operates under the Town's tax ID). Ms. MacStay explained that within the last few years there have been changes in government accounting standards that require a group is either a part of the Town (with the Select Board functioning as administrators) or a separate non-profit entity; arrangements where it isn't purely one or the other are no longer allowed.

Ms. Kriebel said she put together the MOU to be as transparent as possible as they put the structure in place to become a 501C-3. She said they run the Festival at their current small budget of a cost of \$12,000-\$16,000 a year and have no paid staff, and don't plan on changing that.

Chair Ward praised the work of Children & The Arts and said that most people in Town have brought their children or attended the festivities. He said, considering expenses and what's happened in the past, the Board would like to agree to cover Fire and Police Detail for this year (one-year term) and as Town polishes the policy, "we can then have something firmer for next year."

Ms. Hatcher explained that the Town doesn't currently have an application process for 501-3 events and recognized that one is needed. One is being worked on, but for this year, "we want to ensure we support the Festival." She said that as Children & the Arts doesn't charge admission of any sort and is run by volunteers, it's an "easy yes." She said she hoped a policy could be put together within the next six months.

Ms. Kriebel said she's concerned that, without a long-term agreement, the Committee risks becoming a non-profit and then assuming those extra costs going forward – "It does not put us in a position to show a long-term commitment." She said she could understand the concern of setting a precedent, but Children & The Arts Festival Committee have been doing this for a long time and has a long-term working relationship with the Town. She said that, as part of a compromise, the Committee would be assuming additional costs that they don't have right now, and that she is disappointed.

Resident Serena Berube said the Festival is a "critical thing" that draws people downtown. She asked if there could be any concessions or grandfathering in for an organization that's been operating for 25 years and helps the Town in a positive way. "From a citizen's perspective...I think they deserve a long-term commitment."

Mr. Taylor said he didn't want Children & the Arts to get the wrong impression – the Select Board will continue to appreciate, consider, and support Children & the Arts beyond this year, but "we need to work on how we handle it."

Ms. Hatcher added that the commitment the Board agrees to is both for the Children & the Arts Festival in May and the Lantern Parade in December. She emphasized that the Select Board recognizes the great value that the Festival has brought to Town over twenty-five years and said, "We love the Festival." She continued that the Board needs to ensure they have criteria in place so they can provide an answer to other organizations that question the funding. "Please don't think we don't support you - We do."

Ms. Kriebel said the application to become a separate 501C3 has to be filed by this summer. She said her understanding is that this commitment is for next festival cycle (through May 2021) and then they would determine what the next steps are. Ms. Hatcher and Chair Ward confirmed.

Chair Ward said he wanted to reiterate that this is not a non-support step, and "it's fantastic what you guys are doing...and our hearts are with you all."

Ms. Kriebel asked the Board to let them know if there's anything they can do on their side of things.

Mr. Taylor said the Board needs to be careful that they aren't setting a precedent. Ms. Kriebel agreed criteria is needed but said she doesn't think long-term support of the Festival would set a precedent.

Ms. Berube asked if there was a way to institute a policy only for Children & the Arts vs. a policy "made to apply across the board."

Ms. Hatcher said "We're asking you to trust us. We want to support good work. We have to be responsible to make sure we do that well."

Audience member Chris McCall, who said she used to be on the Festival Committee, said the Festival contributes positively to many "little facets" of the community, and asked that the Board take that into consideration.

Ms. Hatcher invited community members to contact the Board with their thoughts about what should be considered as part of the policy for non-profit events.

*Motion:* Ms. Hatcher motion to authorize Town Administrator to sign the Children & the Arts MOU for one year.

*Vote:* Chair Ward seconded. All in favor. Motion passed.

*Review and Approval of the Minutes of Joint Select Board Budget Committee Meeting of January 21, 2020*

*Motion:* Mr. Taylor made a motion to approve the minutes of the January 21<sup>st</sup> Joint Select Board & Budget Committee meeting.

*Vote:* Chair Ward seconded. All in favor. Motion carried.

### *Joint Select Board and Budget Committee Meeting*

At 6:14 pm, Budget Committee Chair Roland Patten introduced the present members of the Budget Committee.

#### *Recreation and Recreation Revolving Fund*

Mr. Smith provided update for bottom line for Recreation & Revolving Fund budget. They had previously talked about a new dump truck for \$65,000, with \$11,000 coming from the Isabell Miller Fund. Rec decided to take that out and instead spend \$10,000 to repair an existing Highway Department vehicle to use as a good work utility vehicle. In general, the net increase for Recreation is about 3.2% over last year.

Mr. Bartlett added that the vehicle that will go over to Rec has 58,000 miles on it, is about 4 years old, and is still in good shape. It will be repaired and then delivered to Recreation. He said it has a good engine, and will be good for five years or so.

New Recreation Director Lisa Koziell-Betz introduced Senior Program Specialist Gloria and then presented a PowerPoint.

Recreation has four main facility sites: Adams Park North, Adams Park South (Rec Office, ball fields), the Community Center, and Cunningham Pond.

Adams Park North is on the right side of Union Street heading out of town, and includes the playground, tennis outlet and courts, pool, pavilion, basketball courts, Henderson building, fire pit, and pump track (which is under construction).

- The playground was built in 2005 and kids use it year-round. There are two sections – one for smaller children and one for bigger kids.
- Tennis courts were refurbished in 2016. A maintenance fee of \$3500 for repainting has to be built in to the budget every year until the courts are resurfaced. Eight pickleball were courts added to the tennis courts.
- Gazebo has a lot of wood rot and needs replacement. Pavilion roof also needs to be repaired.

- Gaga pits were built in 2017/18 (gaga is a modified version of dodgeball). Summer Playground and Summer Teen challenge love them.
- Fire pit on the far side of the tennis courts is rented out for events, and generates revenue.
- Basketball court has cracks in it that need to be repaired annually, and the \$3,500 mentioned previously includes repair for those courts. There are some issues with heaving, and it's been suggested we dig a drainage ditch and put in stone.
- There's a trail that leads to the Secum Cemetery behind Arts & Crafts building that we're in charge of maintaining.
- The skating rink has been difficult to maintain this year. There are two rinks, one very small for little kids and the larger rink. DPW and Buildings & Grounds coordinate with Recreation to establish the rink and maintain it every year. Town grader used to be used to level it, but we don't have it anymore, so we may need to look into other options.

Chair Ward asked what was used for a Zamboni, and Ms. Koziell-Betz said they use a Bambini, which attaches to the Gator. Chair Patten said it's a remanufactured lawnmower and explained more about how it works.

- Morgan's Garden was built in 2007 by the Girl Scouts, who had been maintaining it, but most of those girls are in college now, so Rec will be taking over the maintenance.

### *Pool*

Ms. Koziell-Betz said the pool, which was refurbished in 2013, "is the highlight of the summer." A slide and shade awning have been added. Splash pad has a zero clearance water area and so is safe even for babies.

There are ongoing maintenance issues, including

- There are constant chlorination control panel issues. Greeno's Pool Service balances it every year, so that's an annual expense. Control panel was not communicating with chlorinator so it had to be monitored manually.
- A new pump was needed after an electrical storm.
- A long crack has developed on the walkway next to the pool. Hoping when they sandblast and paint that those cracks will be filled in.
- Of the 6 diving stands, four are good and two are not. The pool functions as the swim meet practice pool in the summer. Ms. Hatcher said the contractors should fix the issues since the 2 faulty stands were due to a repair issue, and Ms. Koziell-Betz said that was hopefully the plan. Bathhouse has bathrooms, showers, changing room, and staff room.
- Piping is getting very old and will need to be addressed.
- Life jackets are provided free of charge, and need to be replaced.

### *Pump Track*

Ms. Koziell-Betz explained that the Pump Track, which has been under construction since fall of last year, is like a BMX track, and will be a huge draw for bikers. Friends or Peterborough Bike Group is raising funds and wants to bring in a designer, who they will pay for. \$5,000 came out of Isabell Miller Fund, as it's a new program. Track is located just behind the tennis courts. Should be a minimal expense for Rec.

Chair Ward asked if our insurance liability will be affected. Ms. Koziell-Betz said no, there are several other towns in the area who use Primex and have similar tracks.

### *Adams Park South*

Adams Park South is across Union Street from Adams Park North.

### *Rec Offices & Roland A Patten Maintenance Building*

Roland Beaver Jutras Recreation Building was built in 1995. There are three offices, a conference room and small kitchen. When PRD programs use the conference room there's no charge, but there is a charge for outside organizers. New bike storage racks have been added outside. There are public restrooms accessible from a new door facing Union Street. The door to the restrooms is locked in the winter when Rec office isn't staffed, but is open 24-7 in the summer.

Ms. Koziell-Betz said the Roland A Patten Maintenance Building houses all the rec maintenance vehicles, tools, and equipment, and is “very packed.”

The Rec Department vans are highly used. They are used every day in the summer during Summer Teen Challenge, and also used by PFR and the Planning Board.

#### *Ballfields*

Ms. Koziell-Betz said the Town is adopting Kal Ripken as a program this year.

- Lights for the fields are “archaic,” and last year the fields were used four weekday nights a week by eleven softball teams.
- Field require constant maintenance because of the constant use. Ms. Hatcher asked when the season begins. Ms. Koziell-Betz answered that the season begins as soon as mud season ends. Adult softball ends middle of August, weather-dependending. And there are tournaments in late-September/early-October, so fields are used then, too.

Ms. Sliver asked about the adoption of Kal Ripken. Ms. Koziell-Betz answered that “they are coming under our auspices.” She continued that Kal Ripken had been paying to use the fields until now, and had been running out of volunteers. She said attendance in baseball/softball has been going down, while Lacrosse and spring soccer have been increasing. Ms. Sliver said, considering the earlier conversation about Children & The Arts, she would have thought we would have been moving those programs out rather than funding them. Ms. Koziell-Betz said the softball model is being used. There are multiple towns, including Peterborough, involved in the Monadnock Youth Softball League, which is its own entity. They hold fundraisers to offset costs of various towns. We take only registrations for Peterborough, and pay for Peterborough; “That is how we envision Kal Ripken going forward.”

- Skateboard park needs work – some poles are sunk and heaving.
- The Russell Field is between Echo and Picard Field. Youth lacrosse is played there, but it’s a very wet area. Players have to wait longer to get on the field because of the conditions.

Mr. Taylor asked what happened to Jerry Morris Field. Ms. Koziell-Betz answered that it used to be next to Echo Field, but is now a parking lot. Mr. Patten said it was “way too small,” even for T-ball, and was made into a parking lot back when Beaver Jutras was the director.

#### *Cunningham Pond*

The Pond and beach were given to the Town in 1997. “People love the Pond,” and are very protective of it. Police patrol the parking lot. Residents get one sticker for free each year, and additional vehicles are \$10.00 more. There were 116 non-resident stickers sold last year, and those stickers will cost \$130.00 this year (125 available for sale).

The beaches are supervised Memorial Day through Labor Day. After Memorial Day it’s supervised just on the weekends until school gets out, then it’s supervised 7 days a week until the lifeguards, many of whom are college students, go back to school themselves, and then it’s a ‘swim-at-your-own-risk’ facility. Lifeguards are paid out of General Fund when guarding and are paid out of Revolving Fund when teaching swim lessons.

Features include

- A cottage that houses lifeguard equipment and break room, and dressing rooms and bathrooms
- Beaches on both sides of the cottage
- Walkway, which enables accessibility
- Stone retaining wall, which was built a couple years ago
- Raft, which was rebuilt a couple years ago and is taken in and out of the water every year
- Camping site with bonfire pit. The Playground Program uses it a lot, and there has been talk about having it be available for rent
- Boat ramp with seven kayaks that were bought in 2006. The kayaks are developing microleaks and parts are breaking. Fleet should be replaced by 2024. There are also six stand-up paddle boards bought in 2015. There was \$3,600.00 made from boat rentals last year.

Dogs are allowed to swim at Cunningham Pond, but dogs are not allowed on beaches.

Chair Ward said he has heard discussions about the need for a dog park, and asked if there’s room at Cunningham Pond. Ms. Koziell-Betz said perhaps it could be extended into the campsite.

Mr. Parkhurst asked where the campsite was located. Ms. Koziell-Betz said it's accessed through a slight opening in the trees, to the left shortly after the parking lot entrance.

### *Community Center*

The Community Center is not taxpayer supported. Rental fees are charged to anyone who reserves space. The building needs a lot of work – a 'building envelope' will be going out to assess where the building stands. The Rec Committee appropriated \$95,000 out of Isabell Miller Fund for re-do the floor and lights, and in order to put the floor in and not have it fall apart again, humidity control is needed, and that would need to be installed on a roof that is already leaking, which is where the need for the building envelope comes in.

- The gym has old lights and piping, and the floors, which were bought used from New England College, have cracks that need to be repaired.
- In addition to the gym, the Community Center has a kitchen, dining room, conference room, and also houses the food pantry. The whole building is wi-fi enabled. The Farmer's Market uses front lawn in summer and gym in the winter.
- The kitchen, which was renovated in 2014/15, is started to be rented more. A Hancock resident has reserved it for a whole day in April to make orange marmalade.

Chair Ward commented that people who make their own maple syrup at home could instead use the kitchen to avoid "steaming their wallpaper off."

Chair Patten asked if the kitchen appliances were bought or donated. Ms. Koziell-Betz answered that it was a combination of the two.

Mr. Hanson asked how much it would be to rent the kitchen and the dining room. The kitchen is rented for \$35 an hour (and can be rented in 4-hour blocks), as is the dining room. The gym/dining room/kitchen can be rented for two hours for \$90.00.

### *Senior Program*

Gloria explained the Senior Program is housed at the Community Center, and there are activities on Mondays, Wednesdays, and Fridays for people aged 50 and over. About 260 seniors frequent the program. They welcome seniors from the Monadnock area, and there are about 12 towns represented, but 85% of attendees are from Peterborough.

Activities include:

- Kraft Korner, which is occasionally taught by volunteer crafters and artisans
- 12-15 people meet weekly to play Mahjong, which has become very popular, and twice a year 'Mahjong-Madness' is held – 24 people played at the last event. The fee is \$10 a person, and the event features lunch and raffles.
- Cribbage is held on Monday afternoons, with regular attendance of about 20 people
- Bingo, a \$2 activity, is on Wednesdays
- Senior Lunch is \$8 per person, catered by Tony from The Grill
- Holidays are celebrated with a meal for \$10 a person.
- First Friday of each month has an installment of the Enrichment/Entertainment Series. Very popular program.
- 'Explore New England' Trip and Ethnic Food Trips are offered monthly for 10 months out of the year.
- Pinochle will resume when instructor returns from Florida.

Ms. Hatcher asked how long Gloria had been running it the Senior Program, and she replied four and half years.

Ms. Koziell-Betz gave examples of other year-round Rec programming, including:

- African drumming every Sunday night
- Dog obedience classes
- Portable crafts, which meets every other Tuesday

- The Voyager Ski Program for elementary school kids, which is a 5-week program, starts in January.
- Skating events are scheduled when weather allows
- Daddy Daughter dance didn't happen this year due to short staffing. It was determined the name needs to be more inclusive, so the name will be changing. There will be a Family Spring Fling Dance in May, with a DJ and pizza.
- Pickleball is played year-round indoors. There are about 120 people on the mailing list.
- Indoor walking happens three times a week. \$2 donation.
- Men's Futsal (35 and older) is similar to soccer, and the group meets every Sunday from 8:30-9:30 AM from December to the end of March.
- Stroll and Bowl – Kids are picked up at PES and 'stroll' down to the Bowling Alley and bowl a couple strings in teams.
- Easter Egg Hunt, which is a free event, usually takes place the Saturday before Easter. More than 1,500 eggs are put out. Kiwanis Club is a huge help, and some Depot Square merchants have activities.
- Pickleball 'Fundament' (tournament for fun) is held twice a year
- Youth Lacrosse just opened and is offered to both boys and girls in first through eighth grade. 87 kids signed up last year. Field space is tight.

Due to schedule constraints, Mr. Bartlett suggested the presentation be wrapped up.

Chair Ward said he enjoyed hearing about all the programming. Ms. Hatcher said Ms. Koziell-Betz bends over backward to make everything happen, and thanked her for her work. Mr. Patten added that he worked with Lisa for 13 years and she does a "really great job... If I needed something, I'd go to Lisa."

#### *Overall Budget Analysis - Proposed FY 2021 Operating Budget*

Mr. Smith said Bond Article, Article 3 would be reviewed, and doesn't include warrant articles.

Article 3 Total Net Appropriations is \$7,317,662, up 6.1% with a \$418,000 increase over last year's budget. Operating Budget (\$5,760,305) is up 1.3% over last year. Operating Budget CIP (\$330,000) is up 59.8%. Debt Service (\$960,607) is up 11.9%.

#### Major Highlights

- Overall Expense Reduction and Improved Revenues of approximately \$200,000 over last year
- Salaries reflect increases for COLA and Merit-Combined Average of 3.2%
- Health insurance costs are planned to increase by 5.7%
- IT/GIS expenses has increases for software/internet (\$11,000) and payroll and related costs due to allocation changes (\$40,000)
- Police expenses include increases for payroll and related costs at \$41,000; the new canine program at \$15,000; and building repairs at \$5,000
- Highway has increases for payroll and related costs of \$42,000, of which \$25,000 is for consulting. There have been reductions in revenues primarily related to West Peterborough activities – net \$43,000.
- CIP Program has next expenditure increase of \$123,000 from last year, mostly due to new front loader/snowblower at \$220,000 and new software for Code Office at \$40,000.
- Debt Service has increased \$166,000 (8%) over FY2020. Offsetting revenue reduced the increase to \$102,535. Most of the debt comprises of the Town House Renovation, Main Street Bridge Project, Library, Transcript Dam, and new DPW Facility. Increase is primarily related to the DPW Facility, projected at \$91,977 for half a year, and also a change to the debt term for the Town House Renovation of 49,708 - Term was decreased from twenty years down to ten years, saving the Town about \$300,000 in interest.
- Overlays and Credits saw an increase of \$116,750, attributed to changes in the Veteran's Tax Program voted in at last year's Town Meeting.

Ms. Hatcher asked what the process is going forward. Mr. Bartlett said tonight's goal was to recap changes that have been made to date. Process remains open through February 18<sup>th</sup>, so any items that need to be reviewed or require further clarification should be sent to Mr. Bartlett, Ms. MacStay, or Mr. Smith. There will be no meeting next week, but the discussion of Warrant Articles will happen on the 18<sup>th</sup>, and the Public Hearing is scheduled for March 3<sup>rd</sup>.

Mr. Clark voiced his displeasure at the growth of the debt service. Mr. Smith said he will be really evaluating the bonds that come up to see if there are ways to save interest. Mr. Clark said, "we've got to get this under control" and spend money we already have, and make cuts. "For the best interest of the town, we've got to suffer just a little bit."

There was a discussion about debt service schedule and offsetting revenue. Ms. Hatcher said Mr. Smith was trying to figure out how to save money on interest for bonds we already had, which Mr. Smith confirmed. Mr. Clark asked if he could see "just what we owe." Mr. Smith said it's in the CIP Plan and "might be quite a few pages." Mr. Clark said he just wanted "the total number" and Mr. Smith said yes, that could be put together and provided to the whole group.

Mr. Mabbs-Zeno asked about the process that was underway to package bonds together to reduce interest rates. Ms. MacStay said that while that was being explored it was unfortunately determined that the terms for bonds from the Municipal Bond Bank cannot be renegotiated; because of the way the Bond Bank operates, once you sign an agreement, you commit to paying the full amount of the principal and interest, so there's no value to paying early as you have to pay that full amount, regardless.

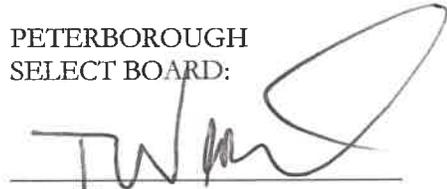
Chair Patten asked what the interest rate is for the bond bank, and Mr. Smith said it varies based on the terms, but they range from 3.25% - 1.25% .

Ms. MacStay said they're "really good rates." Sometimes there is more flexibility to be found in institutions outside of the Bond Bank, but the interest rates aren't as low.

Mr. Hanson made a motion to adjourn the meeting at 7:30 PM. Ms. Sliver seconded. All in favor. Motion carried.

Respectfully Submitted,  
Alison Kreutz, Department Assistant

PETERBOROUGH  
SELECT BOARD:



Tyler Ward



Karen Hatcher



Bill Taylor

**ACTION ITEM PENDING LIST**

1.

