

MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH
Tuesday, February 5, 2019 – 5:00pm
1 Grove Street, Peterborough, New Hampshire

Present: Barbara Miller, Karen Hatcher, Tyler Ward

Also Present: Rodney Bartlett, Nicole MacStay, Corinne Chronopoulos, Jeff King, Alison Kreutz
Budget Committee: Ronald Patten (chair), Richard Clark, Ronnie McIntire, Paul Sullivan, Carl Mabbs-Zeno, Bob Hanson, Mandy Sliver, Ed Henault, Donald Parkhurst

Chair Miller called the meeting to order at 5:02 PM

Appointments

Corinne Chronopoulos, Library Director – Burbio Events Platform Overview

Ms. Chronopoulos spoke about Burbio, a cloud-based community events platform that allows residents to customize/create a calendar or feed sourced from calendars provided by community organizations.

It's free for municipalities, libraries, and non-profits, and business can be added for \$20-25 monthly.

Ms. Chronopoulos informed the group that Merrimack's Burbio went live last week, and was the 6th town in New Hampshire to do so. She showed Merrimack's Burbio page as an example.

Ms. Chronopoulos stressed that the privacy of users is protected, as the only information needed to create an account is a username, email address, and password. All organizations involved still maintain their own sites, but the information is consolidated for users. The individual user can then customize and create a calendar for themselves, based on their interests. If an organization makes changes to an event, an email is sent out to users following the event, to inform them about the change. Anyone can sign up as a user, and organizations that want to be featured communicate with Burbio directly; Burbio onboards new organizations and provides them with training. There is a two-minute video explaining the platform for organizations that are interested. Burbio would also provide a 'button' for the Town website, so visitors who were interested would have a one-click path to the Peterborough Burbio.

Chair Miller asked how Burbio is funded and Ms. Chronopoulos explained that there are advertisements on the platform and in the emails they send out. The ads will generally be local, and relevant to the community. Chair Miller said the calendar could be helpful for organizations that are scheduling events, as it could help ensure their event date wouldn't conflict with events of other organizations. Ms. Chronopoulos said she could create a master calendar (by following all organizations) for her staff to refer to, which would provide a complete picture of local scheduled events.

Mr. Ward asked if the library act as the recruiter for the Burbio platform. Ms. Chronopoulos said the library would recruit the Town and the schools, and from there interest would be generated after the launch.

There was a discussion about the way to best keep a 'clean copy' calendar of events taking place at the Town House, as the current calendar includes information about paperwork, set-up times, status of payment, etc. A work flow will need to be established.

Mr. Ward shared that MxT Makerspace already has a calendar on Burbio.

Mr. Ronnie McIntire asked if there was a limit to the number of organizations that can participate. Ms. Chronopoulos said she did not believe there was.

The Board expressed their support for the project, and encouraged Ms. Chronopoulos to move forward.

Mr. Jeff King, Recreation Director – Cunningham Pond Non-Resident Fees

Mr. King informed the Board that all 100 non-resident beach stickers for Cunningham Pond were sold before June 30th in 2018. The Town did not see significant impact in terms of beach usage (parking lot was never full,

staff was never overwhelmed). Recommendation is to increase the fee to \$125 per sticker, and increase the amount available from 100 to 125. Mr. King said he had considered increasing the number to 200, but the Recreation Committee wanted to be more conservative. The Recreation office has already had calls from non-residents inquiring about the stickers. Mr. King said the additional revenue generated from the increased fee could help offset budget needs.

Ms. Hatcher asked if Recreation had a waiting list for the stickers last year and Mr. King confirmed.

Mr. Ward asked if non-resident pool passes were affected by non-resident access to Cunningham Pond. Mr. King replied no, not noticeably – “There’s pool people, and there’s pond people.” He went on to say that the amount of rain can impact visitation to both ponds and pools, as people generally don’t go on rainy days.

There was a discussion about the correct protocol for approving changes recommended by the Recreation Committee. Mr. Bartlett recommended that the Select Board approve the Recreation Committee’s recommendation of increasing the cost the of passes to \$125, and then Mr. King would return to the Rec Committee with that outcome and see if there was any additional flexibility regarding the number of passes.

Audience member and resident Ms. Christina Reichl voiced her support of having the amount of passes available increased prior to increasing cost, as the increase in cost could dissuade people from getting passes.

Chair Miller and Ms. Hatcher both said that \$25 seemed like a large increase in the fee, rather than a ‘gradual’ increase. Mr. Ward voiced the importance of figuring out ways to cut the budget, rather than relying on an increase of revenue, and asked why not increase the number of passes and keep the fee the same, rather than increasing the fee? Mr. King said there was potential of increased revenue by doing both.

Ms. Hatcher said she felt the Select Board should trust that the Recreation Committee had done their homework regarding the recommendation. Mr. Ward and Chair Miller agreed.

Motion: Ms. Hatcher made a motion to approve the recommendation to increase the fee for Non-Resident Cunningham Pond Pass to \$125 each for 100 passes, pursuant to additional information.

Vote: Chair Miller seconded. All in favor. Motion passed.

Review and Approval of Select Board Minutes of January 22, 2019

Motion: Ms. Hatcher made a motion to accept the minutes from Select Board Meeting held January 22nd, 2019.

Vote: Mr. Ward seconded. All in favor. Motion passed.

Other Business

Chair Miller called a twenty-minute recess prior to the start of the Joint Budget Committee portion of the meeting. In that time, the Select Board entered a non-public session regarding RSA 91-A:3 II (personnel).

Roll call vote to enter non-public session pursuant to RSA 91-A:3 II (personnel).

Vote: Chair Miller, Mr. Ward and Ms. Hatcher voted in favor. Motion passed.

Motion: Chair Miller made a motion to exit the non-public session at 6:00 PM.

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

Motion: Chair Miller made a motion to seal the minutes of the non-public session.

Vote: Mr. Ward seconded. All in favor. Motion passed.

The Joint Select Board and Budget Committee meeting resumed at 6:04 PM

Town Clerk, Recreation, Library Budgets

Chair Roland Patten introduced the present members of the Budget Committee.

Town Clerk

Town Clerk Ms. Linda Guyette said revenues are up from FY19, mostly due to motor vehicle registrations. Expenses are relatively flat with the exception of two elections (one of which is the presidential primary), and printing is up from last year, as it is unclear what to expect for zoning ballot. Postage is up due to increase in postage and absentee ballots. Two new credit card chip readers are needed for security purposes and compliancy with banks. The Town Clerk's Office is also seeking a full-time deputy town clerk starting in FY2020. As it's a complicated position (motor vehicles, elections, constantly changing laws, etc.), the Office hasn't been able to adequately train part-time deputy who will remain for any helpful length of time. Ms. Guyette said she hasn't been able to take a vacation in years.

Chair Miller said she was concerned about increasing a part-time position to full-time. Ms. Guyette explained the difficulties of finding a part-time deputy clerk, and training.

Ms. Hatcher asked how many hours the current part-time deputy clerk works. Ms. Guyette answered that Mr. Robert Lambert is there 20 hours a week. Ms. Guyette explained that, because of his past experience, the current deputy didn't need a lot of training, but he can only work a maximum of 26 hours a week and is grandfathered in. Currently the office is open 37 hours a week, but that doesn't include the hours worked in the office prior to opening, and the hours required for the closing out processes.

Mr. Mabbs-Zeno asked if the issues were perhaps temporary, and Ms. Guyette replied that no, this has been a 25-year challenge.

Audience member and resident Christina Reichl voiced that she felt it would much harder to find a part-time employee versus a full-time one.

Deputy Clerk Mr. Lambert said that he went through six deputy part-timers in his 15 years as the full-time clerk. He said he had the same problem that Ms. Guyette is having, and agreed with Ms. Guyette that it would be much more beneficial to find a full-time deputy. He said it takes one-to-two years to get someone up speed enough to be left alone.

Ms. Hatcher asked if there were similar problems state-wide that have been solved, and if there is a standard in other towns our size regarding staffing and the number of operating hours. She said everybody should be able to take time off. Ms. Guyette said most towns have a full-time deputy. The Town Clerk's office brought in \$1.6 million in revenue this year: "It's a lot of money to generate, and it's a lot of work."

Chair Miller asked if the current part-time position would be eliminated if a full-time deputy was hired. Ms. Guyette confirmed.

Mr. Donald Parkhurst said that it is a very complicated position. Ms. Mindy Sliver said cutting hours was discussed last year at budget time, and it was determined that wasn't an option. She said to Ms. Guyette that she appreciated that she had given it another year of consideration, and "it sounds like a problem that's been going on for a long time."

Recreation

Mr. Jeff King introduced himself and Mr. Andrew Dunbar, Chairman of the Recreation Committee. He explained that he presents Recreation budget needs to the Recreation Committee first, then the Town Administrator, and then to the Budget Committee.

Mr. King said the budget overall, after revenues, is down about a 1/10th of a percent on operating side. Including capital, after revenues, it's up about 2.1%. Items of note include security camera cost, with increased cost of about \$1,600. It was deemed necessary to add cameras to Adams Playground, Community Center, and Cunningham Pond due to incidents of vandalism and general security issues over the last few years.

There is a \$24,000 expenditure as transfer to the Revolving Fund to subsidize position of playground supervisor and Summer Teen Challenge counselors. The subsidy ensures the programs are affordable. Another staff member was added to Summer Teen Challenge last year, which was unbudgeted, so it has been added to the budget this year.

Large ticket item for CIP is sand-blasting and repainting the pool. Recreation had hoped to get it done a couple of years ago to head-off sandblasting, but was unable. A trusted past vendor has recommended full sand-blast for best, most long-lasting results, as there is already peeling, chipping and bubbling. If done correctly it could last a decade, though average is 5-7 years for a chlorine pool.

Mr. Mabbs-Zeno said it appeared that the revolving fund subsidy had not been entered into the synopsis. Ms. MacStay said she would investigate.

Mr. Ward inquired to the price of the non-resident user fees, and how many are generally sold. Mr. King replied that the daily walk-in is \$5. Season pass is \$53 for an individual or \$143 for a family. Mr. King said the amount sold varies from year to year, and he didn't have the exact number on hand. He said Recreation was down in revenues for the pool this year due to rainy days in July and August. He said he does not recommend self-funding the pool because weather can affect participation.

Mr. Ward asked about pool attendance Mr. King replied that on a good day there are about 180 people, and there are roughly 62 swimmable days in a given season (season opens the day school gets out, and stays open as close to the start of school as possible).

Mr. Ward asked what other ideas had been considered to raise the funds, and if prep work could be done in-house. Mr. King: "We did paint it ourselves once. I would not recommend doing it again."

Mr. Ward said Recreation should find more creative ways to pay for this going forward. Mr. King said there could be sponsorships sold, but he was wary of sign pollution. He said Recreation is always looking for new ideas and off-setting revenue.

Ms. Hatcher said perhaps the customer satisfaction survey that would be going out from the Recreation Department could be used to gain insight into how many families use the pool, how they rate it, and how important is in the scheme of the summer. Mr. King said the survey doesn't mention pool specifically, but it does ask about facilities.

There was a group discussion about public enthusiasm about the pool, and the importance of its availability to residents and local families, and how there are other Recreation programs that may not generate a lot of funds, but are still important to offer.

Mr. Henault pointed out that there was nothing under the Isabelle Miller Program, but it was listed under assets. Mr. King explained that the Isabelle Miller Fund provides about \$20,000 a year and so it's gross-budgeted, but it is not always spent every year so it can be saved up for larger projects. It is used to create new programs, and can't be used for normal operating purposes. This year Rec would like to use the funds to create regulation basketball court, but climate control is needed, and the floor Rec already has for the project needs to be resized, sanded, and refinished.

Mr. Ward asked if the rates for use of the Community Center could be raised to help pay for the pool. Ms. MacStay said that income would stay in the Community Center's fund, and couldn't be used for the pool. Mr. King said it has been a long since the rental rates had been raised, and it might be time to reevaluate.

Mr. Clark asked if the bond for the pool had been paid off yet. Mr. King said not yet, as it's a 15-year bond and we're seven years in. Mr. King said Capital Reserve for future pool renovation should be considered once the bond is paid off.

Mr. Dunbar commented that the Recreation Commission welcomes anyone to attend their meetings, and would be especially glad to have Budget Committee members involved.

Library

Ms. Chronopoulos presented the Library's mission, explained the importance of its services, and shared some of its achievements, including large increase in attendance for Early Literacy programming, 27 tech classes attended by 187 attendees this past year, and 10% increase in circulation and 44% increase in program attendance since 2016. This past year the Library had an average of 215 visits per day, and the data shows the Library is being utilized now more than ever. Ms. Chronopoulos said Library staff is highly skilled and continues to expand on their development.

Capital Campaign Update

The Library has raised a little more than 80% of what's required in private funding, and has less than a million dollars to raise. There is a plan to raise remaining money and, once fully funded, construction will move forward.

Budget

Only increases in Library budget are salary (due to cost-of-living), and in outside services due to a raise in custodial fees. There was a decrease in revenue due to the loss of Town of Sharon, though some individuals from Sharon have been getting individual cards. The need for temporary quarters due to construction and the potential loss meeting room rentals required conservative estimates for revenues for the upcoming fiscal year.

Ms. Hatcher asked about allocation of funds for rent for temporary quarters. Ms. Chronopoulos explained that the Trustees had decided the existing operating budget would be used to pay for temporary quarters.

Resident Ms. Reichl asked what would happen if the Library didn't secure the remaining private funding. Ms. Chronopoulos said the efforts to raise funds would continue until the goal was reached and there was "very high confidence we'll get the last million dollars."

Ms. MacStay asked the Budget Committee to review all materials over the next few days, and requested they let Administration know as soon as possible if they see any changes or corrections that need to be made. The Budget Overview will be held next Tuesday, February 12th.

Mr. Clark asked if there was a way to review the last four years of the Town's operating budget. Ms. MacStay said that information could be found in copies of the annual reports, which she could send out.

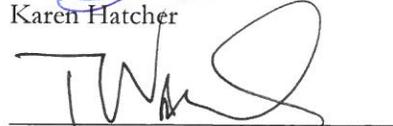
Mr. Clark made a motion to adjourn the meeting at 7:17 p.m. Mindy Sliver seconded. All in favor. Motion carried.

Respectfully Submitted,
Alison Kreutz, Administrative Assistant

PETERBOROUGH
SELECT BOARD:


Barbara Miller, Chair


Karen Hatcher


Tyler Ward

ACTION ITEM PENDING LIST

1.

