

**MINUTES**  
**SELECT BOARD**  
**TOWN OF PETERBOROUGH**  
Tuesday, March 19, 2019 – 5:00pm  
1 Grove Street, Peterborough, New Hampshire

**Present:** Barbara Miller, Karen Hatcher, Tyler Ward

**Also Present:** Rodney Bartlett, Nicole MacStay, Kristin Bixby, Alison Kreutz

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Chair Miller called the meeting to order at 5:00 PM.

*Francie Von Mertens, Conservation Commission, and Anne McBride, Monadnock Conservancy: Request for Funding from Monadnock Conservancy regarding Cunningham Pond*

Francie Von Mertens said the property on Cunningham Pond has been considered for high-priority conservation land for the last 15 years. Typically the Conservation Commission is very conservative with their Land Acquisition Capital Reserve Fund, but the Commission met with the Open Space Committee and both groups voted unanimously to ask the Select Board to support the project. The current balance in the Capital Reserve Fund is \$390,000. In a questionnaire sent out during the drafting of the Open Space chapter of Master Plan, Cunningham Pond scored #1 as favored natural/recreational area in Peterborough. The overall goal is to purchase the property as conservation land.

Mr. Jim Callahan (formerly of Cunningham Pond Road) said this project has been discussed since the end of 2015. He thanked Liz Thomas, who originally acquired and gave Cunningham Pond beach to the Town, and he introduced other present members of the Cunningham Pond Neighbors Group, who launched the project; Marilyn Kennison, Sue Callahan, Judy Blake, and Libby Reinhardt. Mr. Callahan outlined the extensive work the group has done to raise funds and awareness, and said the project is a “citizen-supported endeavor.” They are currently working with The Petersons, who have been very cooperative, to acquire the land and have until December 31<sup>st</sup> of this year to complete the acquisition.

Ms. Von Mertens said Monadnock Conservancy is one of the more impressive land trusts in the State, and they recognize the value of the project.

Ms. Anne McBride said that when the Cunningham Pond Preservation Alliance reached out to the Monadnock Conservancy, the project “hit all the marks” on the types of projects they want to work on. The Conservancy already owns a small piece of the land. Features of the property include long frontage on Route 101 and the Pond; aquifer; forested wetlands; great recreation potential; and field to be used as agricultural resource. The goal is to acquire the property, develop a parking area, and put in trail system using existing carriage road. She recognized that the price tag was daunting, but said it would be worth it. She explained that buildings are a liability long-term and cost a lot of money to maintain, and so an existing lodge in a field on the property would be removed. There is a stone boathouse along the shore that “many people hold dear”, so the plan is to sub-divide that off from the property and sell it. Restriction against residential development. \$15,145 in taxes currently, which would probably not be possible for the Conservancy. Hoping for a collaborative solution, getting the property into Current Use in April.

Ms. Hatcher asked if anyone has expressed an interest in purchasing the area with the boathouse. Ms. McBride confirmed, and said the Conservancy was confident a buyer could be found. The boathouse is a well-kept stone building with decent space.

Mr. Ward reminded Monadnock Conservancy that they will need 30-60 days to go through Demolition Review Committee regarding the removal of the lodge.

Ms. Hatcher asked how much of the \$1.5 million has been raised. Ms. McBride said \$1.1 million has been raised (that number includes the \$250,000 they are requesting from the Land Acquisition Fund).

Mr. Ward shared an anecdote about how his teenage son preferred Cunningham Pond over Walden Pond.

Resident Ms. Libby Reinhardt said Cunningham Pond is one of the reasons she moved to Peterborough, and this project would allow for expansion of the Town's recreational offerings.

Resident Ms. Liz Thomas remarked that the wildlife on Cunningham Pond is very diverse, including unusual butterflies and otters: "It's a very rich place," and "good for both people and wildlife."

Mr. Bill Kennedy asked for confirmation that there would be no access to the conservation land from beach, as the beach is surrounded by private land. Ms. McBride confirmed.

Mr. Kennedy asked if there was any sign of encroachment issues from current landowners. Ms. McBride said no, and that they seem supportive. Mr. Callahan said there may be potential to allow public access to the conservation land from the beach.

Chair Miller read the motion that was passed by the Conservation Commission at the November 15, 2018 meeting:

*Move to recommend to the Select Board, as co-agent to expend, approval of \$250,000 from the Land Acquisition Capital Reserve Fund for the Cunningham Pond land protection project with the requirement that, in keeping with the conservation goals of the project, in the event a boathouse parcel is subdivided off, there be a permanent deeded restriction on residential development of the subdivided parcel.*

*Motion:* Ms. Hatcher made a motion to expend \$250,000 from the Land Acquisition Capital Reserve Fund to the Monadnock Conservancy for the purchase of the land on Cunningham Pond for conservation purposes.

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

The audience applauded upon the approval of the motion.

Mr. Callahan said donations to benefit the project can be made at [Monadnock Conservancy.com](http://MonadnockConservancy.com).

#### *Introduction of New Peterborough Recycling Center Advisory Committee Members*

Mr. Eddie Gomez introduced the new appointees to the PRCAC; Brenna Morss-Fish, Laura (LJ) Blackmer, and Emma Shapiro-Weiss. Ms. Morss-Fish and Ms. Blackmer briefly told the Board why they were interested in joining the PRCAC, and Mr. Gomez read a statement from Ms. Shapiro-Weiss, who was unable to be there.

Mr. Ward said he was impressed with the Committee's addition of three new members, and Ms. Hatcher said she was glad to have new, younger faces involved.

Mr. Ward made a motion to appoint Brenna Morss-Fish, Laura (LJ) Blackmer, and Emma Shapiro-Weiss to the Peterborough Recycling Center Advisory Committee.

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

#### *Review of Current Protocol for Select Board Email List, and Potential for Town Outreach via Burbio*

Ms. Hatcher explained that there had been some questions about what the Select Board Email list was, and should be, utilized for.

Chair Miller said that previously residents have said they were not even aware about the list. It can be a great resource, but should be used carefully to avoid bombarding people with emails.

Ms. Hatcher suggested a regularly scheduled monthly or bi-monthly newsletter to help keep recipients informed without sending out too many emails. She asked Mr. Bartlett what his recommendation was, and he said he recommended the Board consult Kristen Bixby and Alison Kreutz, who have been reviewing and collaborating on outreach efforts.

Ms. Kreutz reviewed the digital applications for outreach and communication that the Town currently has at its disposal, including the official town website, Select Board Email List, Facebook, Twitter, NIXLE Alert System (used at the discretion of the Department of Public Works to notify users of things like water main breaks, closed roads, etc.), and the relatively new but promising Burbio community calendar platform.

There are currently 350 subscribers on the Select Board Email List, 53 of which were recently added. The list is managed via Mailchimp marketing platform, which provides metrics on how many recipients open sent correspondence. The average is about 40%, which Ms. MacStay pointed out is much higher than the typical industry average of 8-10%.

Ms. Kreutz explained that the Select Board Email List has generally only been used to distribute the agenda for upcoming select board meeting, with exceptions for Town-wide need-to-know zoning information, Meet & Greet events (which happen twice annually) and, in the past, a quarterly newsletter. The average is about an email a week.

Chair Miller asked if other committee meetings or calendars were sent out via the list. Ms. Kreutz said no, they are not. Ms. Bixby said that Burbio is potentially a great way to get town meeting and event information into email inboxes. Burbio sends an automated email to users twice-weekly about the upcoming events they have indicated are important to them personally.

Ms. Bixby went over current protocol for disseminating information via social media or online sources. Generally she or Ms. Kreutz are contacted about additions or changes, and will update calendar and other sources accordingly. Ms. Bixby, who is the Assistant Planner, handles items pertaining to the EDA, Planning Board, Zoning Board, CIP, Master Plan Steering Committee, and things relevant to the Office of Community Development, while Ms. Kreutz handles items pertaining to the Select Board and other boards and committees not previously mentioned by Ms. Bixby, and general town information sourced from Administration, Department of Public Works, Assessing, etc. Ms. Bixby said it would be a good idea for the Select Board to let other board and committee chairs know the importance of letting herself or Ms. Kreutz know about meeting updates or cancelations so that the posted information is correct.

Ms. Hatcher asked if a monthly newsletter sent via the Select Board email list could be an option. Ms. Kreutz explained that newsletters require a lot of collaboration, and conformance from all contributors to deadlines, which can be a challenge when there are many departments or sources involved. There are also months that could be very content-heavy and others that are sparse, so her opinion was that a quarterly newsletter would be the most practical option.

Ms. Hatcher said the quarterly newsletter idea made sense, as the other web-based postings would be adequate sources of information. Chair Miller said it would be important to establish policies on what would be accepted for the newsletter. Ms. Bixby suggested that perhaps the Select Board could be involved in the approval process to ensure that everything included in the email was appropriate and relevant.

Ms. Bixby and Ms. Kreutz spoke about the capabilities of Burbio, which enables admins to include full descriptions and links with their event information, and makes it easy for residents to see what's coming up and add events to their calendars. Burbio provides interested residents flexibility and options regarding the information they receive in their email inbox. Like Mailchimp, Burbio will provide metrics about public utilization so we can gauge efficacy

Ms. Bixby said an email list sign-up sheet with options to sign up for Select Board, Library, and Rec email lists was made available at School District voting and there was a good response. Ms. Hatcher asked it could be made available at Deliberative and Open Sessions of Town Meeting, and Ms. Bixby confirmed.

Ms. Hatcher asked Ms. Bixby and Ms. Kreutz for a recommendation regarding the best use of the Select Board Email List.

Ms. Kreutz, with Ms. Bixby's agreement, recommended retaining the current protocol of use for the Select Board Email List: Select Board meeting notification with agenda, important voting and zoning information,

Meet & Greet event notification, and quarterly newsletter. Other potential items for distribution could be reviewed by the Select Board on an as-needed basis.

Ms. Hatcher said that, in Constant Contact, there's a feature that's enables admins to resend an item only to recipients who have not yet opened it, and Mailchimp may have a similar feature. Ms. Kreutz said she would look into it.

There was a discussion about the pros and cons of Facebook, appropriate practices for responding to comments and direct messages, and how Facebook could be utilized to inform and educate followers about municipal topics. Ms. Hatcher suggested a post for each of the warrant articles in preparation for Town Meeting voting.

Ms. Kreutz said she spends between five and twenty minutes a day updating the various web-based platforms, though occasionally it can be much more than that, depending on what's going on. She said that social media, if used carefully, could be a useful tool for informing and educating residents.

Chair Miller said the Board was all in favor, and supported Ms. Bixby and Ms. Kreutz in their efforts.

Ms. Ward shared that there were 1389 followers on the Town's Facebook page, which was a "good reach."

#### *2019 Employee Handbook Updates*

Ms. MacStay presented updates to the 2019 Employee Handbook. She said there were extensive updates, majority of which stem from changes in state, federal, and case law. FMLA chapter had significant changes.

Ms. MacStay said there needed to be a discussion regarding the addition of Pets in the Workplace policy. Pets were allowed by previous the Town Administrator. To date there have been no incidents of harm to people, animals, or town property, but if Select Board would like to continue the policy, there needs to be something in place to limit liability as much as possible. There has been a growing overall trend of allowing people to bring well-behaved animals to work.

Ms. Hatcher asked Mr. Bartlett what he has seen in other towns. Mr. Bartlett said other towns typically have not been as progressive as Peterborough in regards to allowing pets in the workplace, but he has noticed the recent uptick in the trend in general.

Ms. Hatcher asked under what conditions would a supervisor deem bringing a pet appropriate or inappropriate. Ms. MacStay said it would be at the discretion of the Town Administrator and Department Director, and would depend entirely on the situation.

Chair Miller recommended the Pets in the Workplace policy remain as is, allowing a pet with approval of Town Administrator with an appeal process to the Select Board . Ms. Hatcher and Mr. Ward agreed.

Ms. MacStay said there were updates to computer and device use policy. Staff has been declining town-provided phones and using their private phones for work purposes. Policy allows staff to use their own devices, making sure that employees know they are still subject to Right to Know laws, HIPA, etc. and should there be a lawsuit, they may be required to turn over their personal device.

Ms. MacStay passed out a memo with an update to Training and Career Development chapter. In an effort to promote training and certification and reward those who continue to expand and improve their skill and education, the policy would grant all employees .2 bonus hours per hour of completed training.

Chair Miller asked if the new copy will be sending electronically. Mc MacStay said it will be made available both electronically and as a hard copy, and all employees will need to sign saying they have received and reviewed the handbook.

*Motion:* Chair Miller made a motion to adopt the 2019 Employee Handbook as presented.

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

*Review and Approval of Minutes of February 26, 2019*

*Motion:* Chair Miller made a motion to accept the Minutes of February 26, 2019

*Vote:* Ms. Hatcher seconded. Mr. Ward abstained as he had yet to read the Minutes. Motion passed.

*Review of Articles to be Moved to Ballot at Deliberative Session*

The Select Board went through the Articles to be deliberated at First Session of Town Meeting on April 2<sup>nd</sup> and decided who will motion to move to ballot, and who will second.

Article 3: BUDGET FOR FISCAL YEAR 2020 - \$16,142,345

Chair Miller will move to ballot.

Mr. Ward will second.

Article 4: CAPITAL RESERVE FUNDS - \$95,000

Ms. Hatcher will move to ballot.

Chair Miller will second.

Article 5: TRANSFER FROM CEMETERY FUND - \$3,000

Mr. Ward will move to ballot.

Ms. Hatcher will second.

Article 6: POLICE DEPARTMENT FLEET CAPITAL RESERVE FUND - \$18,100

Mr. Ward will move to ballot.

Chair Miller will second.

Article 7: FIRE DEPARTMENT APPARATUS AND EQUIPMENT CAPITAL RESERVE FUND - \$40,000

Chair Miller will move to ballot.

Ms. Hatcher will second.

Article 8: FIRE DEPARTMENT UTILITY ALARM TRUCK PURCHASE \$75,000

Mr. Ward will move to ballot.

Chair Miller will second.

Article 9: VETERANS TAX CREDIT

Ms. Hatcher will move to ballot.

Mr. Ward will second.

Article 10: SERVICE-CONNECTED TOTAL DISABILITY TAX CREDIT

Chair Miller will move to ballot.

Ms. Hatcher will second.

Article 11: ELDERLY TAX EXEMPTION ASSET LIMITS

Mr. Ward will move to ballot

Chair Miller will second.

Article 12: BLIND TAX EXEMPTION

Ms. Hatcher will move to ballot

Mr. Ward will second.

Article 13: RENEGOTIATE CONTOOCH VALLEY SCHOOL DISTRICT ARTICLES OF AGREEMENT (BY PETITION)

Petitioner will move to ballot

Article 14: CALL TO PREVENT NUCLEAR WAR (BY PETITION)

Petitioner will move to ballot

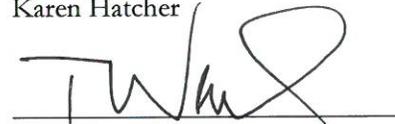
Mr. Ward made a motion to adjourn the meeting at 6:38 p.m. Ms. Hatcher seconded. All in favor. Motion carried.

Respectfully Submitted,  
Alison Kreutz, Administrative Assistant

PETERBOROUGH  
SELECT BOARD:

  
Barbara Miller, Chair

  
Karen Hatcher

  
Tyler Ward

**ACTION ITEM PENDING LIST**

1.