

**MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH**
Tuesday, June 3, 2014 – 5:00pm
1 Grove Street, Peterborough, New Hampshire

Present: Barbara Miller, Liz Thomas, Tyler Ward

Also Present: Pamela Brenner, Rodney Bartlett, Nicole MacStay, Seth MacLean

Ms. Miller called the meeting to order at 5:00pm.

Ms. Miller introduced those in attendance and thanked the public for participating and viewing the meeting on television.

Appointments

Kath Allen, a resident of Peterborough, petitioned the Select Board for support on a "Social Security Proclamation". The intent of this proclamation is to seek an immediate change to the formula used to calculate social security disbursements. Ms. Allen stated that the current calculation is not valid for seniors, and that an immediate increase was required to individual disbursements. Ms. Allen handed out the proclamation and supporting documentation, titled "Boost Social Security Now", to the Select Board for their review.

Ms. Miller questioned what is meant by a "boost". Ms. Allen replied, "Our plan is to get a \$70 boost, per person per month, right off the bat".

Mr. Ward stated that he had previously reviewed the website, and agrees that an increase is necessary.

All three members of the Select Board agreed to sign the petition, and did so as the Peterborough Select Board, as opposed to individual Select Board members.

Election of Select Board Chair

Motion:

Ms. Thomas made a motion to nominate Ms. Miller as Select Board Chair; Mr. Ward seconded.

Vote:

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

Ms. Miller thanked the other members of the Board for the nomination, adding "I really enjoy my work on the Select Board and will continue to do my best to represent you well".

Department of Public Works: Project Update

DPW Director Rodney Bartlett provided an update on a variety of projects that he and public works staff are currently working on. He presented them in order, with the most active projects first followed by those recently approved at town meeting.

Wastewater Treatment Facility – Final Phase:

Mr. Bartlett indicated that the town has received approval from NHDES and USDA Rural Development to advertise and potentially award for the closure of lagoon 1, with the award subject to an Alteration of Terrain permit from NHDES. He added that the closure effort has become much more complex than originally conceived in 2007 by the consulting engineers Woodard & Curran; the two lower lagoons have a considerable volume of sludge in the bottom which seems to be primarily organic matter left in place during the

construction of the lagoons 30 years ago. He indicated that this circumstance may create greater resource demand. Anticipated closure for lagoon 1 is scheduled for June 5th, 2014.

Solar Project at the Wastewater Treatment Facility:

Mr. Bartlett indicated that since the award of the NHPUC \$1.22 million grant towards the \$2.8 million construction of a 1 megawatt solar facility, DPW has been busy negotiating with Borrego Solar relative to many details which pertain to the land lease and the power purchase agreement. Several meetings have been held with PSNH regarding the details and cost of an interconnection to their power grid. He added that the project will follow on the heels of the lagoon 1 closure. Operation of the array is anticipated for spring 2015.

Union St. Reconstruction:

Mr. Bartlett informed the Board that the project bid opening was June 3rd. Four construction companies had taken out bid packages, with the company SUR West submitting the only completed bid documentation in the amount of \$2,136,589.75. Mr. Bartlett added that with design and construction administration costs, the total project cost was expected to be \$2.65 million, which is \$150,000 under the estimate provided and approved at the May 2013 Town Meeting. Mr. Bartlett recommended that the Board move forward with approval on the SUR West bid after administrative procedures are complete.

Ms. Thomas questioned why the project did not receive many bids. Mr. Bartlett replied that projects such as this typically do draw much more attention, but that he couldn't be certain as to why so few bids were placed. He added that it may have something to do with the recent economic downturn.

Chair Miller asked whether SUR West is a local firm, and whether Mr. Bartlett was familiar with their work and reputation. Mr. Bartlett responded that he believed they are out of Swanzey, NH, that they have a good reputation, and that the town was comfortable working with them on this project.

Kathleen Allen asked whether there needed to be a second round on the bidding process. Mr. Bartlett responded that it was a competitive bid that was placed in numerous papers, construction trades, and received plenty of notice, but that there was not substantial interest in the project. He added that if the town were to go through this process again, the project would likely be pushed into 2015 even though it was currently scheduled for completion in October of this year.

Ms. Thomas added that she was comfortable with moving ahead with SUR West if Rodney felt this was appropriate. Mr. Bartlett added that the budgetary numbers look good, and that he recommends that the Board move forward with contracting with SUR West subject to supporting administrative documentation such as payment in lieu, and workers compensation.

Motion:

Chair Miller motioned that the contract for the Union St. reconstruction project be award to SUR West, subject to receipt of the necessary supporting documentation; Ms. Thomas seconded.

Vote:

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

Safe Routes to School Project

Mr. Bartlett indicated that the town is in the process of finalizing this \$15,000 grant, which is focused on two pedestrian/bicycle routes to the elementary and middle school. He added that the town is taking the lead relative to elementary school, where the five way intersection of Main St., Union St., Elm St., High St., and Vine St. converge. Using simulation software, the task force working on this project has looked at several options for improving pedestrian and bicyclist safety through this intersection. He mentioned that the town is looking to further explore the options during the Union St. reconstruction to judge if safety can be improved at the intersection. He concluded this topic by letting the Board know that ample notice and signage will be incorporated into this test.

Chair Miller asked if additional public meetings were necessary. Mr. Bartlett responded that at three public hearings the intersection and the grant had been discussed at length.

Ms. Brenner added that this is a great way to figure out how to manage what has been a long term issue in the community.

Chair Miller asked if this project will aid in traffic calming in that section of town, and what such traffic calming measures would look like. Mr. Bartlett responded in the affirmative, mentioned that "speed tables" would be used, and described what "speed tables" look like and how they function.

Main St Bridge and Rt. 202 Retaining Wall Project

Mr. Bartlett explained that the town is finalizing the design contract with Hoyle Tanner Associates and NHDOT. He added that the town had been approved for funding on June 3rd, shortly before the start of this Select Board meeting. He indicated that this project is presently scheduled for construction 2016-2017, with federal dollars scheduled for fiscal year 2016. He also stated that a process to re-familiarize the public with this project will start up again later in the summer this year, as no engineering had been done since 2010. Mr. Bartlett stressed the importance of this projects timeframe, being as the Rt. 101/202 bridge is scheduled for the year after, and the town does not have the ability to do both projects simultaneously.

Union St. over the Nubanusit River Bridge Project

Mr. Bartlett informed the Select Board that design is complete, and funding for construction is in place via the NHDOT Municipal Bridge program and the West Peterborough Tax Increment Fund District. This project will start after the reconstruction of Union St. is complete, and the construction is estimated to start between 2015 and 2016.

Mr. Ward asked about how long the town can expect the newly renovated bridge to last. Mr. Bartlett responded that the town can expect the bridges to last approximately 50 years.

Ms. Allen asked Mr. Bartlett if the bridge was going to be totally taken down as part of this project. Mr. Bartlett responded that the abutments are staying in place, the bridge tech will stay in place, but that the newly replaced bridge, upon completion, will essentially remain aesthetically the same as it is today.

Emergency Management Performance Grant - Awarded

Mr. Bartlett next spoke on a grant of \$40,125 that will support 50% of the project cost to install town owned fiber from the police department, to the town house, to the fire department. He indicated that this will improve the speed of disaster recovery, facilitate backup of town electric systems, and will support of the relocation of the EOC to the police department. Per Mr. Bartlett, also included in this work is the rehab of a generator that the town owns, which was replaced by a new generator during the wastewater treatment facility upgrade. This will replace the generator that is presently at the police department that is undersized for the space and over 20 years old. Mr. Bartlett stated that the total project cost is \$80,250, of which the grant will cover 50%. Generator work has started, the town is working with PSNH on the install, and it is anticipated that the work will be completed this summer.

Chair Miller asked if funds for this project were made available via the town's CIP. Mr. Bartlett responded that the DES asset management grant is covering 50% of the costs, with the remaining town match coming from emergency management funds, IMF funds, and DPW funds.

Kitchen at the Peterborough Community Center

Mr. Bartlett indicated that the town has advertised for a construction manager to assist in the final design and construction of a new kitchen at the community center. To-date, two local firms have taken out bid packages. Mr. Bartlett is confident that the town will receive a qualified bid to move forward on the project soon. He also indicated that fundraising has continued to grow, and that the town hopes to start the project this fall.

Chair Miller asked how long this project will take, and whether it would be ready for winter. Mr. Bartlett responded that the project is expected to take about three months to complete. With a target start date of August, it is anticipated that the project will be complete in October or November of this year.

North Village Dam Engineering Assessment

Mr. Bartlett pointed out that this project, funded in FY2014 and FY2015, will complete an engineering assessment of the dam and abutments. Part of this includes a water drawdown behind the dam to assess the spillway, which will result in a drop to the water level of approximately 4 feet. Mr. Bartlett indicated that there are no good dates for the work to be completed prior to July 4th, so the project is currently slated to start mid-July. He also informed the Board that it was possible that there may be some odors emanating from the site as a result of the exposure of mud and silt.

Ms. Brenner noted that it is important that the community be notified of this project, as it will be unsightly. Mr. Bartlett responded that his department will do all necessary and appropriate public relations to ensure the community is made fully aware.

Mr. Ward asked if the draw-down would present an opportunity to clean up debris. Mr. Bartlett responded that this would be an opportunity to clean up debris that is close to shore, but that there is a concern that if the mud is not compacted the surface cannot be easily traversed. He added that staff will do their best to clean debris as they are able to.

Legacy Woods Conditional Layout and Acceptance

Mr. Bartlett indicated that funding was approved in 2014 for improvements to Robbe Farm Rd. and Legacy Ln., and that survey work is nearly complete. He added that once survey work is complete, the town will be able to finalize determinations relative to the necessary improvements, with a goal of reconstruction this fall.

Summer St. Well Replacement

Mr. Bartlett stated this project will begin later this summer and continue till late 2015. He also added that much work needs to be done before a new well is in place and operational.

Technical Assessment Parking Options

Mr. Bartlett informed the Board that town staff has had organizational meetings with the prospective buyers of the GAR property in an effort to identify any issues as the process moves forward. He indicated that this project requires a lot of coordination to get it to come together before moving forward with engineering. He also added that updates will be provided at each Select Board meeting.

Mr. Ward asked if the assessment was going to include access through the GAR property, and if the option of going through the already curb-cut Peterson's parcel had been explored. Mr. Bartlett responded that access through the GAR would be part of the assessment, but that as of the last meeting with the GAR property abutters, indications are that they do not have interest in access going through their property. He noted that although they are not interested in access at this time, they have been cooperative during the process.

Chair Miller asked what the first step in this process is. Mr. Bartlett responded that the first step is working with the prospective buyers. Ms. Brenner added that part of that first step is making sure they want to go forward with the project, and that this is a complex process with a lot of moving parts.

Chair Miller inquired about what would happen if the DES says the project is encroaching on shore-land protection, and whether looking at this should be the first step. Mr. Bartlett stated that in meetings with the prospective buyers, abutters, and DES, the biggest concern was the footings for the footbridge and how that would impact the riverbank during construction. Mr. Bartlett added that the town understands that there are number of aspects of the project that need to be sorted through. Mr. Bartlett cited flood mitigation and substantial grade change from Grove St. to the site as examples of the types of issues being researched and discussed.

Ms. Thomas asked whether lowering the driveway to the site would be a viable option. Mr. Bartlett responded that until many of the project complexities are worked through, he is unable to affirm whether this is a viable option or not.

Wood Pellet Boiler Installation at the PCC

Mr. Bartlett informed the Board that this project is supported partially through a 30% grant from the NHPUC. Total project cost is approximately \$55,000 and will begin this summer so that it's operational before the winter of 2014/2015. The existing oil-fired boiler will be left in place for peak demand and backup. He added that funding will be included in the FY15 budget.

Moose Plate Grant Application

Mr. Bartlett next discussed the submission of an application to the Division of Cultural Resources to support the rehabilitation of the Town House cupola. The project would entail wood repairs, painting the cupola, and restoring the dome. Total project cost is \$35,318; grant request is for \$10,000, with town funds of \$25,318 –approved at least years town meeting–included in the FY15 budget. It is the town's hope to restore, as opposed to replace, any features of the cupola that need attention.

LCHIP Grant Application (combined Planning & Community Development and Public Works effort)

Mr. Bartlett indicated that this application, due later this month, is focused on a Historic Structure Assessment (HSA) of the Town House. The estimated project cost is \$20,000 and the town is requesting a grant of \$10,000. The intention is to begin preparing a renovation/restoration plan for the centennial celebration of the structure in 2018. Mr. Bartlett added that a HSA is a very appropriate first step to start this effort, as it will develop a detailed roadmap for the Town House's future. Mr. Bartlett added that the HSR will complement the Webb Management study, in that it is a next step in enhancing the upper hall as a performance center. A goal being discussed would be to use the renovated upper hall to celebrate the Town House's 100th birthday.

Ms. Miller complimented Mr. Bartlett on incorporating the LCHIP grant into the renovation plans.

Peterborough Park and Ride

Mr. Bartlett next made mention of an application for NH DOT's Inner City Bus Grant that would aim to bring a "Park and Ride" to Peterborough for connection with Boston. This grant funds a variety of bus related activities, such as capital improvements to existing parking lots to create a bus stop. Several months ago a committee was formed with Southwest Region Planning Commission to take their park and ride toolkit for a "test drive"; and, it was during this process that NH DOT advertised for the Inner City Bus Grant. Both Thomas Transportation and Greyhound have since expressed interest in the project, and the town is pursuing these options further although nothing has been formally agreed to at this point. There are three potential sites for a park and ride currently being looked at; the Monadnock Plaza, the Peterborough Plaza, and the Peterborough Community Center.

Ms. Miller inquired about when we can expect to hear back about this. Mr. Bartlett responded that it he thought it would be in the next couple of weeks.

Ms. Thomas asked for more detail regarding what the town's grant application requested. Mr. Bartlett responded that the application requested lighting, landscaping, signage, striping, and a bus shelter for those wanting to utilize the service.

Mr. Bartlett added that the town is hopeful that this project will move forward. He also mentioned that the biggest concern in selecting a potential site is making sure the bus will have enough clearance to safely turn around and maneuver.

Ms. Thomas commented that the Peterborough Plaza is never filled with cars, and stated that maybe this could be a suitable site for the bus stop. Ms. Miller also added that this site is being utilized for informal carpooling. Mr. Bartlett responded that it's formalizing such agreements that can be challenging.

Aqueduct Update and Request for Release of Easement

Mr. Bartlett informed the Board that this update is in regard to the development that has been or will be approved at the old Lobacki egg farm site off of Rt. 101 and 161 Wilton Rd. Part of the unforeseen impact of that development is that a water-main dated 1897—which has not been in use for many years—was found running through the site. Working in conjunction with the town's attorney John Ratigan, a release of easement was drafted, and was presented to the Board on June 3rd. Mr. Bartlett added that while the existing water-main will not be in use, part of the new development includes a brand new water-main being installed which will service the church and the 30 homes that will be built as part of the project.

Mr. Ward questioned whether or not this removal will be financed by the developing parties or the town. Mr. Bartlett responded that removal will not be financed by the town, but that the developers will bare this cost.

Motion:

Ms. Miller made a motion that the town releases the easement document as it relates to the parcel U019000100, also known as 161 Wilton Rd.; Mr. Ward seconded.

Vote:

Mr. Ward, Ms. Thomas, and Ms. Miller voted in favor of the motion; the motion carried. The members of the Select Board signed the release of easement.

Borrego Solar Land Lease Update & Request for Special Town Meeting

Mr. Bartlett reminded the Board that selling the lagoons at the wastewater treatment facility was initially explored as part of the solar array deal, but that they may recall that this turns out not to be a viable option for financing the project. Instead, a 20 year lease of the property is now the most attractive option for the project to move forward with financing. Mr. Bartlett added that negotiation schedules and the timeline of discussions made it difficult for this to make last month's town meeting, so a request is now being made for a single item, special open session meeting to discuss and vote on the land lease. Mr. Bartlett informed the Board that RSA 41:11-A stipulates that any lease longer than one year requires ratification by vote by the town. He also added that because there is no appropriation involved in this request, the Board has authority to schedule this special town meeting. Based on the timing of administrative work and negotiations between the relevant parties, July 22nd is being targeted as the date to hold the special town meeting.

Ms. Miller asked why the lease couldn't be shortened to 5 years so that a town meeting isn't necessary. Mr. Bartlett responded that any lease longer than 1 year requires town meeting approval; and, that a 5 year lease with a renewable clause is not attractive to financiers.

Motion:

Ms. Thomas motioned to hold a special open session town meeting on July 22nd at 7:00pm to discuss and vote on a 20 year land lease agreement relative to Peterborough's solar lagoons; Ms. Miller seconded.

Vote:

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

Ms. Miller questioned whether the meeting could be held in the Select Board meeting room, or whether it should be scheduled for the upper hall. Ms. Brenner responded that in light of the meeting protocols, it would be appropriate to hold the meeting in the upper hall. Mr. Bartlett added that the Select Board meeting room can hold 40 people, is not of much comfort when hosting over 30 people, and so the town should plan for the upper hall.

Board and Committee Reappointments

Ms. Miller questioned whether it was necessary to go through each individual member; Ms. Thomas and Mr. Ward agreed that this was unnecessary. Ms. Miller followed with a question of whether there was anyone in particular that the other members of the Select Board felt should not be reappointed. Mr. Ward responded

that it was great to have all the members volunteering their time, and that all of the reappointments should be honored.

Ms. Miller added that the town has many vacancies on various Boards and committees, and that the Select Board should actively engage with the community to increase participation. Mr. Ward suggested that the Select Board spend a day at the recycling center, to which the other members of the Select Board agreed. Ms. Brenner indicated to the Select Board that they should schedule firm dates, as this would be considered a public meeting and would require that the town post official notice. Ms. MacStay commented that the town has a volunteer handbook, and that copies would be made available to the Select Board for their recruitment efforts. Ms. Brenner suggested handing out the invasive species pamphlet at this time as well. Ms. Miller suggested June 21st and 28th as possible recruitment days; Ms. Thomas and Mr. Ward agreed.

Motion:

Ms. Miller made a motion to approve all Board and committee reappointments; Ms. Thomas seconded.

Vote:

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

Ms. Miller suggested that the Select Board review the list of committees and divide them up based on interest and availability. Ms. Miller indicated her preference for the SAC Committee, the Planning Board, Downtown TIF, and the Recreation Committee; Mr. Ward indicated his preference for the Heritage Commission, Maker Space, Conservation Commission, the Master Plan Steering Committee, and the Agriculture Commission; Ms. Thomas indicated a preference for the Library Commission and the Water Resource Committee.

Conference Call Options

Ms. MacStay informed the Board of research she had recently completed relative to free conference calling options. She mentioned that in the past the town had looked into Skype and Google+ for video conferencing, but that this focus is on teleconferencing without the use of video. After researching many companies that provide this service, Ms. MacStay indicated that she had narrowed the search down and would report on two options; Instant Conference, and Free Conference Calling. Instant Conference allows five free conference calls per month, with a straight forward tier structure thereafter. Free Conference Calling reports itself as offering unlimited conference calls; however, Ms. MacStay informed the Board that this company did not provide additional information about tiers and fee structures without first setting up a physical account via the company's website.

Ms. Miller questioned what the equipment would look like to make a connection to the conference call service. Ms. MacStay responded that connection could be established via a basic phone setup which includes a speaker-phone setup; a feature that town phones already have capability for.

Mr. Ward asked how this conference line would be made available to the public. Ms. MacStay replied that if a member of the public is interested in dialing in, that person would simply need to get in touch with the town to be provided with a phone number and an access code.

Ms. Miller commented that she felt that the town needs new and better ways of communicating with the public. Ms. Brenner responded that the town has looked into various options, including live streaming the meetings via the internet. She added that there is a cost associated with doing so, that a proposal has been submitted by the town's IT department, and that this proposal may go before the Board for consideration in the future.

Mr. Ward offered for consideration the idea of a "Yankee chalkboard"; a board that could be easily updated at very little cost, and in a convenient location where passing traffic could quickly see important town notices. He added that this idea had come in up in multiple committees, and was well received by other volunteers. He questioned who would take on this responsibility. Ms. Brenner responded that she hoped, without putting too much responsibility on a town employee, that someone on the staff could take on the

responsibility of calling out to the recycling center to provide updates for the Board. She indicated that staff will look into this further can get back to the Board at a later time.

Approval of Select Board Minutes

Motion:

Ms. Miller made a motion to approve the Select Board minutes from 2/19/14, 2/24/14, and 3/4/14; Ms. Thomas seconded.

Vote:

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

As there was no further business, Ms. Miller made a motion to adjourn the meeting at 6:43pm.

Respectfully Submitted,
Seth MacLean, Intern

PETERBOROUGH
SELECT BOARD:

Barbara A. Miller, Chair

Elizabeth M. Thomas

Tyler Ward

ACTION ITEM PENDING LIST