

## SELECT BOARD MEETING AGENDA

### TOWN OF PETERBOROUGH

Tuesday, August 6, 2013 – 5:00 PM  
1 Grove Street, Peterborough, New Hampshire



#### APPOINTMENT

5:00pm – Primex Recognition Ceremony

5:05pm – Shawn Reynolds re: Water bill issues;

Nancie Vaihinger, Finance Director, August 23, 2013 Memorandum

5:15pm – Rodney Bartlett – Director DPW - Legacy Wood – Road Discussion

#### OLD BUSINESS

Review and Approval of Select Board Minutes and Non-Public Minutes of July 2, 2013

August 29, 2013 – Rodney Bartlett – Parking Studies Update

#### NEW BUSINESS

August 23, 2013 – Library Trustees Board request to appoint Debra Caplan as an Alternate Trustee

August 29, 2013 – Rodney Bartlett – Collective bargaining with Teamsters Local 633, DPW Contract

August 29, 2013 – Rodney Bartlett – NH Homeland Security and Emergency Management Grant Application

#### CONSENT AGENDA

##### *Correspondence:*

July 31, 2013 – Recycling Tonnage Report

August 12, 2013 – Thank you letter from Governor Margaret Hassan for hosting the Governor & Council meeting

##### *Minutes:*

June 27, 2013 – Peterborough Conservation Commission Meeting and Trail Walk off Evans Road

July 24, 2013 – Peterborough Conservation Commission Meeting

##### *Building Permits:*

1. BP13-71 - Lee & Susan Dunholter; 15 Lookout Hill RD; Convert garage to artist studio, front & side porch
2. BP13-80 - Vose Farm LLC; 49 Vose Farm RD; Remodel and move demising wall
3. BP13-81 – Brennan Vuocolo; 60 Contoocook LN; Deck
4. BP13-82 – Margaret Eisenbach; 39D Kaufmann DR; Relocate stairs
5. BP13-83 - Leonard Pagano; 93 Grove ST; Create dwelling unit
6. BP13-84 - Leonard Klein; 109 General Miller RD; Attached 2 car garage & mudroom addition
7. BP13-85 - Felix Tarango; 28 Kaufmann DR; 12'x18' porch on back of house
8. BP13-86 – John Moyer; 31 Kaufmann DR; Rebuild deck
9. BP13-87 – Martha Dahl; 46 Pine ST; Electrical service and panel
10. BP13-88 – Patricia Lange; 12 Vine ST; Electrical service and A/C
11. BP13-89 – RiverMead; 80 Treeline DR; Finish second floor
12. BP13-90 – Monadnock Community Healthcare; 452 Old Street RD; Convert 3 boilers to #2 oil & propane
13. BP13-91 – New High Street LLC; 49 High ST; Cell tower radio heads

#### ADJOURN

*\*\*Unless a Public Hearing is scheduled, all times should be considered approximate\*\**

**MINUTES**  
**SELECT BOARD**  
**TOWN OF PETERBOROUGH**  
Tuesday, August 6, 2013 – 4:30pm  
1 Grove Street, Peterborough, New Hampshire

**Present:** Joe Byk, Barbara Miller

**Also Present:** Pamela Brenner, Rodney Bartlett, Chief Scott Guinard, Nicole MacStay

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**Chair Byk** called the meeting to order at 4:30pm.

**Motion:**

**Chair Byk** made a motion to enter into a non-public session as allowed by RSA 91-A:3 II(a) (personnel); **Ms. Miller** seconded.

**Vote:**

**Chair Byk**      **Yes**  
**Ms. Miller**     **Yes**  
**Ms. Thomas**   **Yes**

**Motion:**

**Chair Byk** made a motion to exit the non-public session at 5:10pm; **Ms. Thomas** seconded.

**Vote:**

**Chair Byk**      **Yes**  
**Ms. Miller**     **Yes**  
**Ms. Thomas**   **Yes**

**Parking in the Downtown**

**Ms. Miller** said that she had recently spoken with Jane Cartnell of Morgan's Way, who suggested that parking in the downtown should be increased from two to three hours to give shoppers time to eat and shop. Chief Guinard said that there are approximately 80 parking spaces in the downtown that are time regulated as outlined in the Code Book. Typically officers are only able to enforce parking a couple of days a week, and never enforce parking after 4:00pm or on Saturdays. The objective of the time limits is not to create a revenue source, but to create turnover for the local businesses.

**Chair Byk** said that he went to Steeles, Roys, the Toadstool and Harlows and spoke with the business owners, who each had a different take on the parking situation. The theme was that we need more parking, but no one was concerned about the time limit. There is a mindset that walking a short distance to and from parking is a problem. **Ms. Miller** said that she does not feel ready to make a decision at this time, and suggested putting a public hearing on the agenda for the September meeting. **Chair Byk** agreed, and said that the Board should look at both short-term and long-term solutions. **Ms. Brenner** said that by that time the parking lot at the Fire Station should be completed. **Ms. Miller** asked if there was a way to make the spaces smaller or reconfigure them; **Mr. Bartlett** said that we have looked at these spaces a half a dozen times, they have been studied, and they have been maximized.

**Trail at Evans Flats Cul de Sac**

**Swift Corwin** said that the Conservation Commission is proposing to build a trail in the wetlands from Evans Flats along the river, similar to the Cranberry Meadow Pond Trail. He then showed a map of the proposal. **Chair Byk** asked if this project would discourage the wildlife living in that corridor/habitat; **Mr. Corwin** said that he can't say that it wouldn't make the wildlife unhappy, but he said he didn't think that there would be a tremendous amount of foot traffic down there. Debbie Keiser of the Open Space Committee

asked if it would only be accessible to pedestrians; **Mr. Corwin** said that it would only be a walking path. **Mr. Byk** said that he supports the proposal, however he has some reservations in regards to the impact on the wildlife.

**Motion:**

**Ms. Miller** made a motion to support the effort to create a walking path from Evans Flats Road along the Nubinusit River; **Chair Byk** seconded.

**Vote:**

**Ms. Miller** and **Chair Byk** voted in favor of the motion; the motion carried.

### Information Technology Policy Update

**Fash Farashahi**, IT Coordinator, said that he, Ms. MacStay and Alex Oakes periodically review the IT Policy to ensure that it continues to reflect the town's technology infrastructure and how it is being utilized by the staff, volunteers and the public.

**Motion:**

**Chair Byk** made a motion to amend Chapters 24 and 25 of the Employee Handbook as proposed; **Ms. Miller** seconded.

**Vote:**

**Chair Byk** and **Ms. Miller** voted in favor of the motion; the motion carried.

### IT and GIS Update

**Mr. Farashahi** then reviewed recent changes in the IT department:

- New VoIP Phone System – **Mr. Farashahi** said that with the exception of the Library, the phones at all town facilities are now connected to the Town House via voice over internet protocol (VoIP), with redundant servers at the Police and Fire stations. This allows staff to transfer calls between buildings amongst many other benefits.
- Mobile Units – Staff members who have been issued smart phones were migrated to iPhones in the fall of 2012. iPhones provide better management than Android and more software options than Blackberry or Windows Phone. There are also eight iPads which have been issued to DPW, Administration, Fire & Rescue and IT staff.
- Helpdesk and Asset Management – new software helps IT to track assets and tickets, and gives staff an easy to use trouble reporting system. This software also makes it easy for IT staff to distribute software and software updates to all town computers.
- Remote Help Software – IT staff can now take control of a town computer from their office, cutting down on the number of site visits and providing prompt assistance to staff, all of which saves a great deal of time.
- Internal Security Policies – the password policy has been updated, administrative rights have been restricted on most town computers, which minimizes malware attacks

**Mr. Farashahi** then reviewed a number of GIS and GPS accomplishments which he credited **Christa McGaha**, GPS/GIS Tech Intern, with completing:

- Hard copy scanning of engineering plans, road profiles surveys and other public works and planning documents
- Linked scanned plans and files on GIS maps to properties and DPW infrastructure
- Updates to GIS database using the linked plans

**Ms. McGaha** then demonstrated the integration of the data that she and high school intern Chelsea collected and entered into the database, including the location of all utility poles, stop signs, speed limit signs, catchbasins and culverts, hiking trails and updates to the DPW, Town-Owned Lands and Commercial Atlases. **Ms. McGaha** also perambulated the town, recovering boundary markers, taking GPS points of their

locations and photos, and then linked them in the GIS database. She also noted how each monument was accessed and any other location information. The Select Board thanked **Ms. McGaha** for her hard work, and **Mr. Farashahi** for his informative presentation.

### **Rodney Bartlett – Brush Disposal Fee**

**Mr. Bartlett** explained that Scott Bradford, Recycling Superintendent, is concerned about the volume of brush coming in from landscaping companies. It has been the practice to allow landscapers to bring brush from Peterborough sites at no cost, however the volume has increased substantially. **Mr. Bartlett** said that they are looking to impose a fee of \$0.05 per pound to chip and recycle brush brought in by contractors. This fee would not apply to residents who bring in their own brush by pickup or trailer.

#### **Motion:**

**Ms. Miller** made a motion to charge a brush disposal fee of \$0.05 per pound effective immediately; **Chair Byk** seconded.

#### **Vote:**

**Ms. Miller** and **Chair Byk** voted in favor of the motion; the motion carried.

**Allen Zeller** resident of Legacy Woods, said that he has come to the Select Board as the spokesman for the Legacy Woods neighborhood - the last time we met was in April, and **Mr. Bartlett** said that he would generate a petition that would be vetted by a lawyer and go to the Board to move forward. **Mr. Bartlett** said that he has been working with Victor King who said that he was the representative from the neighborhood, and that he did update Mr. King last week. He said that he did speak with the town attorney, and we are working to get Mr. Hicks to sign the conditional layout petition, if he is in fact the sole owner of the property; the deed research is in progress. Larry Jones, resident of Legacy Woods, said that we don't want to wait on Craig, and asked where did you get the idea that he was the sole owner? He then stated that he feels that Mr. Bartlett has been dragging your feet on this petition commiserating with Mr. Hicks, and that Mr. Zeller doesn't think you need to have an attorney draft the language. **Robert Gordon** said that one of the primary concerns is the plowing - the concern is that because of the controversy with Mr. Hicks who has been doing the plowing, if the town does not take it over, then we are up the creek. Our understanding is that this could be done in time, and we are concerned now.

**Chair Byk** said that it is his understanding is that if this had been dedicated, we could have accepted it as a matter of course by this Board. However it was not dedicated to be a town road, it was laid out as a private road. We now have to follow state law, which requires a petition from the property owner to lay it out. **Ms. Miller** said that **Mr. Bartlett** does not drag his feet - if he says he is going to do something he does it - we have to work through the process, and follow the steps. **Chair Byk** said that his suggestion is that a single person is designated as a spokesperson, who speaks to **Mr. Bartlett** and then disseminates the information to all the residents. Mr. Gordon said that he spoke with Victor, and he said that he had not heard yet from **Mr. Bartlett**. He then asked what happens if Mr. Hicks doesn't sign the petition, and when will it happen; **Mr. Bartlett** replied that we have to notify all property owners, go through deeds, mortgages, etc. if we cannot identify Mr. Hicks as the owner of the road. He added that he has no money to do that process until the Town accepts the conditional layout. Getting the permission from Mr. Hicks is the easiest and least expensive way of doing this. It has been difficult because of vacations. I can update the Board at the September meeting. **Ms. Brenner** said that she took a call from Attorney Ratigan, and he outlined a very convoluted process if Mr. Hicks is not found to be the owner. We are confident that Mr. Hicks is the owner of the road; if not the process becomes infinitely more complicated.

**Ms. Miller** asked what happens if this is dragged out, and can we do the plowing; **Mr. Bartlett** replied that when last he spoke to Mr. King he asked the same question; I asked him to give me a couple of weeks to see where we are with the process in terms of the timing and go from there. **Ms. Brenner** said that we will have this on the agenda for the September meeting with a legal update.

### **Motion to approve Amendment to Agreement with NHDHHS**

**Motion:**

**Chair Byk** made a motion to, in accordance with appropriate local authority on August 6, 2013 and with Chapter 101 of NH RSA as amended, the Town of Peterborough makes application to the Chief Financial Officer of the Department of Health and Human Services to amend the agreement executed between the Town of Peterborough and the Commissioner of Public Welfare on January 1, 1952, to exclude from Social Security and Medicare coverage the services performed by election workers for a calendar year in which the remuneration paid for such services is less than \$1,600. Exclusion shall apply for the calendar year 2013 in which the remuneration paid for such services is less than \$1,600. The effective date of this agreement will begin with services performed in the year in which the modification containing this amendment is forwarded to the Social Security Administration, and is shown below. The \$1,600 limit on the excludable amount of remuneration paid in a calendar year for the services specified in this agreement will be subject to adjustment for calendar years after 2013 to reflect changes in wages in the economy without any further modification of the agreement, with respect to such services performed during the calendar years, in accordance with Section 218(c)(8)(B) of the Social Security Act. Ms. Miller seconded.

**Vote:**

**Chair Byk** and **Ms. Miller** voted in favor of the motion; the motion carried.

**GAR Hall Request for Proposals**

**Chair Byk** said that he has read the proposal from the Petersons, which is the only proposal, and it seems to be sound. The marketing piece is robust, and he believes that the town will be well served by them.

**Motion:**

**Ms. Miller** made a motion to accept the proposal from the Petersons Realty; **Chair Byk** seconded.

**Vote:**

**Ms. Miller** and **Chair Byk** voted in favor of the motion; the motion carried.

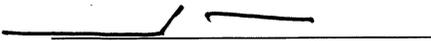
**Consent Agenda**

**Ms. Miller** noted that in the Revenue and Expenditure status reports for the year ending June 30, 2013, and noted that it looks like both revenues and expenditures were below expectations, however there appears to be a balance of \$574,000 which will go to the fund balance.

As there was no further business, **Chair Byk** made a motion to adjourn; **Ms. Miller** seconded. All in favor, the meeting adjourned at 6:44pm.

Respectfully Submitted,  
Nicole MacStay, Assistant Town Administrator

PETERBOROUGH  
SELECT BOARD:

  
Joe Byk, Chair

  
Barbara A. Miller

  
Elizabeth M. Thomas

**ACTION ITEM PENDING LIST**

- 1.