

**MINUTES
SELECT BOARD
TOWN OF PETERBOROUGH**

Tuesday, December 2, 2014 – 5:30pm
1 Grove Street, Peterborough, New Hampshire

Present: Barbara Miller, Liz Thomas, Tyler Ward
Paul Sullivan, Ed Henault, Steve Jones, Bob Lambert, Roland Patten, Leslie Lewis, Ron McIntire
Also Present: Pamela Brenner, Scott Guinard, Ed Walker, Nancie Vaihinger, Nicole MacStay

Chair Miller called the meeting to order at 5:30pm.

Motion:

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

Vote:

Chair Miller Yes
Ms. Thomas Yes
Mr. Ward Yes

Motion:

Chair Miller made a motion to exit the non-public session; Mr. Ward seconded

Vote:

Chair Miller Yes
Ms. Thomas Yes
Mr. Ward Yes

Joint Select Board/Budget Committee Meeting

Chair Patten called the joint meeting to order at 6:10pm.

Capital Improvements Plan Presentation

Ms. Lewis as Chair of the CIP Committee, presented the Board and Budget Committee with the FY 2016 plan, and began by stating that the Committee is recommending a 15% increase this year. Ms. Lewis explained that in past years cuts to the CIP have had had the effect of only moving costs down the road since the maintenance of infrastructure and equipment cannot be ignored forever. The presentation noted in particular the increases in debt service which were largely due to the bonding of the Union Street reconstruction project. Ms. Lewis then highlighted key issues effecting the CIP, including:

- Replacing Pumper #2
- Life safety upgrades to the Fire Station
- A program, needs and site assessment for a fire facility
- Town House 100th Anniversary refurbishment
- Police parking lot regrading and paving

She also highlighted longer-term capital issues:

- Fire or public safety facility which includes in-house dispatching
- Public Works facility
- Library
- Possible Town House renovations

Chair Miller asked if the CIP Committee discussed the Community Center; Ms. Lewis said that the committee had assumed that per the Select Board's dictate any work there would not come from taxpayer funds, so it has not been put into the plan. There was a discussion about large municipal facility projects.

Police

	FY 2015	FY 2016	% Inc. or Dec.
Net Operating	\$1,446,198	\$1,545,060	6.8%
Net Capital	\$53,000	\$123,000	132.1%
To be raised through taxation	\$1,499,198	\$1,668,060	11.3%

Chief Guinard said that the only significant change to his budget is a new staffing request. He explained that the level of staffing has not changed in twenty-two years, and additionally, one of the Police Department's existing eleven full-time officers also does the department's prosecution. Investigations and police procedures have become much more complex and labor-intensive over the years. Currently there is a former Nashua detective working part time, and is available to help up to twenty hours a week with the more complex investigations. He has helped with the Credit Union robbery, a child pornography investigation and a series of home break-ins. Chief Guinard is requesting that a new position be created to classify this detective as a regular, part-time employee. He also noted that there is an increase in the dispatch service of 4.5%, and that the cost of vehicle repairs, parts and supplies have gone up.

Chair Miller said that the Board and Budget Committee have been following the cost of dispatching closely each year, and asked how close it is to making more sense to create a 24/7 dispatching center; Chief Guinard said that he and Ms. Brenner have reviewed the costs associated with bringing dispatching in-house, and it is getting closer and closer to breaking even. Mr. Lambert asked about the dispatcher position that is listed as open in the budget; Chief Guinard said that as of Friday the Police Department will not have an evening dispatcher, but they will be hiring another. Mr. Sullivan asked what, aside from making economic sense, are the benefits of having in-house dispatching; Chief Guinard said that the Police Department would have a 24/7 facility. Currently there is a call box outside the building, and if for instance a domestic violence victim comes to the station at 3:00am the building is locked, and dispatch will radio the officer there – this has happened. Having a dispatcher there would keep the officers on the road. Ms. Lewis said that the CIP Committee has talked about this, and said that it almost went into the CIP last year. She said that dispatch should be part of the conversation as the needs of the fire station are discussed, and should be part of a twenty-year plan.

Fire Department

	FY 2015	FY 2016	% Inc. or Dec.
Net Operating	\$443,788	\$494,305	11.4%
Net Capital	\$17,500	\$13,000	
Special Articles	\$100,000	\$50,000	
To be raised through taxation	\$561,288	\$557,305	-0.7%

Emergency Management

	FY 2015	FY 2016	% Inc. or Dec.
Net Operating	\$18,929	\$17,707	-6.5%
Net Capital	\$0	\$0	0%
To be raised through taxation	\$18,929	\$17,707	-6.5%

Ambulance 911

	FY 2015	FY 2016	% Inc. or Dec.
Operating Expenditures	\$571,925	\$734,623	28.4%
Debt Service	\$30,000	\$23,766	
Revenue	\$601,925	\$826,089	37.2%
To be raised through taxation	\$0	\$0	0%

Ambulance Transfer

	FY 2015	FY 2016	% Inc. or Dec.
Operating Expenditures	\$598,275	\$511,641	-14.5%
Operating Transfer		\$62,300	
Debt Service	\$30,000	\$30,000	
Revenue	\$628,275	\$589,785	-6.1%
To be raised through taxation	\$0	\$0	0%

Ambulance Tax-Supported

	FY 2015	FY 2016	% Inc. or Dec.
Net Operating	\$39,488	\$37,500	-5.0%
To be raised through taxation	\$39,488	\$37,500	-5.0%

Chief Walker said that this year he and Town Administration took a much harder look at how we structure the breakdown of costs between the 911 service and the transfer service, as well as the fees for the communities we service with the 911 ambulance program. Initially we tried to approach the funding as a single ambulance service, but that was met with some resistance from the neighboring communities. In keeping it separate we made sure that the model going forward will accurately represent the costs of running the 911 service and making sure that the transfer service is not only not tax funded but can work to reducing Peterborough's tax burden. The transfer program has guaranteed paramedic-level ambulance service, but has also helped with our fire response time. This is one reason that the salaries have increased in the Fire Department budget; we now have higher paid paramedics responding to fire calls. However in the past the paramedics that were providing 911 service have been funded 100% from the transfer service, but with the new model we are now able to more accurately account for those costs to the 911 service where they are shared by all six communities. Chief Walker then reviewed the new model used to distribute the costs of the 911 service across the communities based on a blended formula of population and call volume, noting in particular that the changes in the model allow it to capture all of our costs going forward, including the capital costs which previously were billed to each community separately.

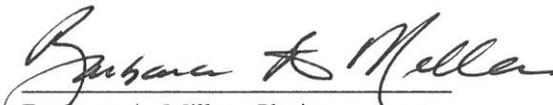
Chief Walker then reviewed a few other lines which may stand out, including the increase in engineering services which includes the program, needs and site assessment that Ms. Lewis discussed earlier and has an offsetting revenue associated with it. Equipment repair and maintenance is also up with the many more technical repairs requiring the equipment to be sent out for service. Staff development is also up 20% which reflects the department's program of providing a stipend to employees who commit to up to 200 hours of training as a fire fighter or EMT. Ms. Lewis asked what the transfer program is saving the town each year; Ms. Brenner said that the tax supported

budget has been reduced by \$60,000, and we are no longer using taxation to pay for the ambulances. There followed a discussion of the contracts that have been introduced between Peterborough and the other communities we provide ambulance service to, as well as the service fees and trends in the rate of reimbursement from insurance companies and Medicare. Ms. Lewis said that in the future it would be helpful to have a special report which combines all of Fire and Rescue. Mr. Lambert asked if when we send someone to school and provide a tuition reimbursement we risk losing them to another community; Ms. Brenner said that it happens with the Police Department more than anywhere else, and it is a risk. She added that we have sent a couple of paramedics to training and have had them sign a contract. Chief Guinard said that when it comes to Public Safety in general, investing in the officer and keeping them well trained is a good way to retain them.

As there was no further business, Chair Patten made a motion to adjourn; Ms. Lewis seconded. All in favor, the meeting adjourned at 7:30pm.

Respectfully Submitted,
Nicole MacStay, Assistant Town Administrator

PETERBOROUGH
SELECT BOARD:


Barbara A. Miller, Chair

Elizabeth M. Thomas


Tyler Ward

ACTION ITEM PENDING LIST

1.