

**MINUTES**  
**SELECT BOARD**  
**TOWN OF PETERBOROUGH**  
Tuesday, December 6, 2016 – 5:00pm  
1 Grove Street, Peterborough, New Hampshire

**Present:** Ed Juengst, Barbara Miller, Tyler Ward

**Also Present:** Rodney Bartlett, Nicole MacStay, Vanessa Amsbury-Bonilla, Brenda Fox-Howard, Peter Throop, Doug Ward, Leslie Lewis

Budget Committee: Roland Patten, Ed Henault, Donald Parkhurst, Mandy Sliver, Bob Hanson, Ron McIntyre, Richard Clark, Steve Jones, Paul Sullivan

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Chair Juengst called the meeting to order at 5:03 pm.

**Charles Levesque NH Wood Energy Council Presentation**

Mr. Levesque explained that the NH Wood Energy Council was set up in 2014 from a USDA Forest service grant. It is a group of public and private members advocating for modern wood heat, both commercial and residential. There are 116 commercial and institutional facilities that collectively save about 10 million dollars a year by using wood pellets instead of fossil fuels. They've been visiting locations that use modern wood heat, the Town of Peterborough being the leading facility using local wood pellets. He presented plaques to all the town departments that have installed wood pellet boilers and commended the Town for being a leader in this area.

**Brenda Fox-Howard –Incoming Finance Director**

Brenda introduced herself to the Select Board. She mentioned that she is getting acclimated to the town's financial system, working with Ms. Vaihinger and the rest of the finance department staff and is looking forward to her job here, realizing there is a learning curve at the inception.

**Proposed Resolution for New Purchasing Card Program**

Mr. Bartlett explained some of the details regarding the purchasing card. Bank of America was the least costly, already has a relationship with the state of New Hampshire, providing some additional benefits and more control. Using a credit card has become the precedent in today's society. Ms. Miller asked about the difference between a purchasing card and a debit card. Mr. Bartlett explained the purchasing card is different, in that we can manage the credit limits on each card. Mr. Juengst asked if it would be used primarily by staff. Mr. Bartlett assured that it would be used exclusively by staff. Mr. Ward asked about the interest rate. Ms. Macstay responded that she did not know the exact interest rate but we would not accrue interest, since it would be paid off at the end of the month so the interest rate is not imperative. Ms. Miller asked about internal checks and controls. Ms. Macstay admitted that it is something we are looking to improve. Currently everything must be done through the purchase order system, which does not give us the ability to break this down into expenditure lines. The purchasing card will allow us to directly tie all purchases to the card and can give us more control, because each card will have an identity to it. This creates more accountability as well as gives the town the ability to increase and reduce limits on demand, turn on and off cards on demand as well. There is no monthly charge, the bank makes money from the merchant's fees. Because they have the state contract, they are able to give us a better deal by joining this program. The high volume of being attached to the state program gives us the discount.

As a side note, Mr. Ward remarked about the injustice of the Dakota Pipeline and that the Bank of America is one of the banks that is funding this and wanted to know if we have a policy regarding our decision making in choosing a bank. He asked how are we reviewing these businesses that we are doing business with? How are we considering the bigger picture? Mr. Bartlett remarked that it is raising global concerns. Citizens Bank and Bank of America, both who are funding the Dakota Pipeline, are the two banks that were able to offer the best banking services, and admitted that often these businesses have far reaching involvement that is beyond the scope of awareness. Mr. Doug Ward asked which banks we use to finance our projects, such as the wood pellet systems and the solar array. Mr. Bartlett responded that these projects received federal funding but the

remainder of the funds could have been Lake Sunapee, TD Bank or People's Bank, the banks that we were using at that time of each project.

*Motion:* Ms. Miller made a motion to authorize the Town Administrator, Deputy Town Administrator and Finance Director to enter into a purchasing card agreement with Bank of America.

*Vote:* Mr. Juengst seconded. Mr. Ward opposed. Motion approved.

### **Select Board Minutes from November 1 and November 15, 2016.**

*Motion:* Ms. Miller made a motion to approve the minutes from November 1 and November 15, 2016.

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

### **Other Business**

#### *Voting Venue*

Mr. Juengst mentioned from the consent agenda to continue the conversation regarding the new venue for voting. Mr. Bartlett explained that he reached out to several key players about their experience and comments on the success of the voting venue and that overall it was a positive change.

#### *Route 123/202 Intersection*

Also briefly discussed was the recent meeting with DOT's Mike Dugas, regarding the Route 123/101 intersection and the surrounding issues concerning high speeds and traffic accidents in that particular area.

#### *Main Street Bridge*

Mr. Bartlett updated the Select Board on the status of the Main Street Bridge Project. It has received NEPA approval and is in a good position to bid the project in February 2018. Pedestrian bridge has received particular attention. A meeting is planned with the Library Trustees to further discuss this aspect of the project.

Ms. Miller asked about safety issues with regard to the pedestrian bridge. Mr. Bartlett explained the crosswalk at the end of Main Street will have pedestrian actuated flashing yellow lights to control the traffic on Route 202. Ms. Miller asked who would design the bridge. Mr. Bartlett responded that Hoyle & Tanner would be the architects for this and further explained the complexities of the bridge, including incorporating a 12 inch water main and conduit which affects the structural integrity at the thinnest part of the bridge at the top of the arch. Mr. Bartlett continued from the financial standpoint that the budget has been capped. Any additional items outside of this budget the town would have to fund. The CIP has captured a \$460,000 cost that would not be covered, including additional sidewalks, pedestrian lighting, benches, etc. The present sidewalks have been included in the budget that the federal government and DOT will pay for. The proposal is to use these additional funds to put the utilities underground in this area.

#### *Union Street Bridge*

Mr. Bartlett continued to update the Select Board on the Union Street Bridge, which is essentially done. The closeout process will allow us to apply to DOT for remaining funding. They fund 40% at the beginning and then 40% at the end.

#### *North Dam*

Mr. Bartlett said we are to the point where we have a reasonable approach to the repairs which would be around \$750K. This includes aesthetics repairs, concrete repairs, and to stabilize the spillway. The goal is to bond it when we bond the Main Street Bridge and will be done most likely in 2018.

#### *Transcript dam*

Mr. Bartlett commented that there is \$300K earmarked for the repair, visually it will remain unchanged. Issues include concrete repairs and stabilizing the spillway.

#### *Summer Street well*

Mr. Bartlett explained that much of the work has already been accomplished yet the piping didn't provide a secure connection. Addressing this issue is in progress, meter is in place, the electrical work is done and the

pipng is in place. Ms. Miller asked about a grand opening. The existing building is being used until we can resolve what the new building will include. The new building was estimated at \$1 million, twice what had been estimated. \$750K was appropriated, \$350-400K will be spent on the repairs.

*Drought update*

Mr. Bartlett continued by addressing the drought situation. We've had a fair amount of rain lately; surface conditions have improved, but will take more to get water table back to where it should be. We could use more rain and the winter months will help to support the water table. Mr. Juengst mentioned that we are still 12 inches below normal. If we have an average winter, it will most likely lift the drought.

## **JOINT SELECT BOARD BUDGET COMMITTEE**

### **CIP Committee**

Mr. Patten introduced the committee. Mr. Patten explained that the projected CIP budget would almost double by year 2022, compared to last year's debt service figures. This is based on prospective projects, not committed projects. The key issues affecting FY2018 are a new DPW bailer, sidewalk plow, a Fire Department command vehicle, SCBA (Self Contained Breathing Apparatus) and utility/bucket truck.

Last year there was an 11% drop in the CIP due to the purchase of a 6-wheel dump truck being postponed to 2019, and \$100K left over from a bond from the Union Street reconstruction. There was a 50% reduction in the sidewalk budget, and a reduction in OCD capital reserve contributing to GIS mapping. Some of these projects are being presented again. Debt service will increase in the years to come. CIP is a six-year program from FY2017 to 2022.

He continued to show a chart showing department requests, with the largest piece from Public Works requesting \$600K in FY2017, to close to a million in FY2022. He then showed a chart showing both the department requests and the corresponding debt service, showing an increase from one million dollars to \$1.8 million over the course of six years. He continued, showing a subsequent chart reflecting the possible debt service in the future, including projects that are projected but not committed to.

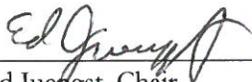
Ms. Leslie Lewis asked about the library project. Mr. Patten responded that the Library is committed to a \$5.5 million library, with \$3.5 million needing to be raised [through fundraising], but the project still must be voted on by the town taxpayers. Chair Juengst mentioned the impact on the tax rate, and that is only including debt service. Ms. Lewis remarked on necessary spending, versus unnecessary spending, analyzing the real impact on the town. Mr. Patten reminded Ms. Lewis that 60 cents out of every dollar in taxes goes toward the school district and he confirmed that the Budget Committee is committed to analyzing what is actually necessary spending.

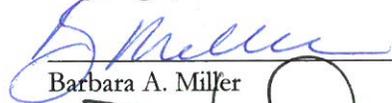
Richard Clark asked about interest rate on debt service. Mr. Throop replied that it is for the most part 3% or less and gave examples of the different projects with their corresponding interest rates.

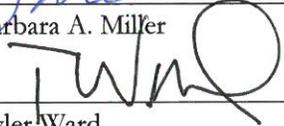
As there was no more business to discuss Mr. Patten made a motion to adjourn the meeting at 6:33 pm. Ms. Miller seconded. All in favor. Motion carried.

Respectfully Submitted,  
Vanessa Amsbury-Bonilla, Department Assistant

PETERBOROUGH  
SELECT BOARD:

  
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Ed Juengst, Chair

  
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Barbara A. Miller

  
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Tyler Ward