MINUTES
SELECT BOARD MEETING
TOWN OF PETERBOROUGH
Tuesday, July 7, 2026 – 5:00 PM
1 Grove Street, Peterborough, New Hampshire

Present: Tyler Ward, Bill Kennedy, Bonnie Tucker
Also Present: Nicole MacStay, Justine Hanson, Ed Walker, Seth MacLean, Danica Miller, Trisha Cheever-Wolfe

This meeting was broadcast live on Ustream, YouTube, and Channel 22 (Comcast)

Chair Ward welcomed everyone to the meeting and introduced the other members of the Select Board, Bonnie Tucker and Bill Kennedy, along with Town Administrator Nicole MacStay. He then reviewed the agenda for the meeting.

PUBLIC HEARING- 5:00PM

Motion: Chair Ward motioned to open the Public Hearing. Mr. Kennedy seconded the motion.
Vote: All in favor. Motion carried.

CDBG Housing Grant Proposal

Chair Ward opened the first public hearing to discuss a proposed CDBG application to the New Hampshire Community Development Finance Authority (CDFA) for up to $1,000,000. Jack Ahern, representing the Southwest Region Planning Commission, explained that these funds are available on a competitive basis to benefit low-to-moderate-income persons. Specifically, the town proposed to sub-grant these funds to Catholic Charities New Hampshire for the acquisition and renovation of 10 Vose Farm Road. This project aims to convert the existing building into 32 units of affordable housing with permanent support services.

Jeff Lefkovich, Executive Director of Real Estate Housing Development for Catholic Charities, provided a detailed overview of the project, which is identified as Phase 2 of the Vose Farm Road development. He noted that while Phase 1 is functioning well, Phase 2 had faced previous funding challenges and rising construction costs. The renovated facility will include 32 apartments, community recreation spaces, and a resident advisory council to give occupants a voice in managing the property. Mr. Lefkovich detailed a $14 million project budget, utilizing low-income housing tax credits, loans from New Hampshire Housing, and $500,000 of Catholic Charities' own funds alongside the CDBG grant.

During the board's inquiry, Ms. Tucker requested clarification on the proportionality of the income levels served. Mr. Lefkovich explained that they follow HUD-defined income limits and area median income (AMI) calculations. For Phase 2, the units will be stratified across several tiers, including three units at 30% AMI, three units at 50% AMI, and several others at 60%, 70%, and 80% AMI, with 10% of units held at market rate (which Catholic Charities sets at 10% below actual market value). Ms. Tucker expressed that including the 30% AMI tier was crucial for the town.

Regarding environmental concerns, Mr. Ahern explained that the environmental review documents in the board's packet were largely standard to allow for initial administrative costs, but a full federal environmental clearance would be required before construction funds are released. Mr. Kennedy inquired about the current occupancy of Phase 1, which Mr. Lefkovich stated was successful with 59 of 64 units occupied since February. Kate Foley of Catholic Charities added that the CDBG application is due July 27, 2026, with construction projected to start in late summer 2027. Resident Sue Martin asked if the grant was assured, to which Mr. Lefkovich responded that it is a highly competitive process with no "Plan B" if the funding is not awarded.

As there was no further public input, Chair Ward closed the first public hearing.

Motion: Mr. Kennedy motioned to approve the submittal of application and authorize Nicole MacStay as the Authorized Designee to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Authorized Designee to execute any documents which may be necessary to effectuate the CDBG contract.. Ms. Tucker seconded the motion.
Vote: All in favor. Motion carried.

Review and adoption of Peterborough's Residential Anti-displacement and Relocation Plan.
Chair Ward opened the second public hearing concerning the town's Residential Anti-Displacement and Relocation Assistance Plan. Mr. Ahern explained that federal law requires a plan to be in place to ensure that any household or business displaced by a project using federal funds is provided with comparable housing or space at a comparable price. While the building at 10 Vose Farm Road is currently empty and no displacement is anticipated, the town is still required to formally adopt the plan as part of the grant application process.

As there were no public comments, Chair Ward closed the second public hearing.

Motion: Mr. Kennedy motioned to adopt the Residential Anti-Displacement and Relocation Assistance Plan. Chair Ward seconded the motion.
Vote: All in favor. Motion carried.

Review and adoption of Peterborough's Housing and Community Development Plan.
Chair Ward opened the third public hearing for discussion of the Housing and Community Development Plan. Mr. Ahern noted that the plan must be reviewed and readopted every three years to remain eligible for CDBG funding. The updated plan reflects the town's current Master Plan goals, specifically aiming to expand safe, affordable, and diverse housing options.

As there were no public comments, Chair Ward closed the third public hearing.

Motion: Ms. Tucker motioned to adopt the Housing and Community Development Plan. Mr. Kennedy seconded the motion.
Vote: All in favor. Motion carried.

Motion: Chair Ward motioned to close all the Public Hearings at 5:37pm. Mr. Kennedy seconded the motion.
Vote: All in favor. Motion carried unanimously.

OLD BUSINESS
Review and vote to approve minutes from June 2, 2026, and non-public meeting minutes from June 25, 2026, Select Board Meetings

Motion: Chair Ward motioned to approve the meeting minutes from June 2, 2026 and June 25, 2026. Ms. Tucker seconded the motion.
Vote: All in favor. Motion carried.

NEW BUSINESS

Consider Greater Downtown TIF District Advisory Committee Recommendations

The discussions regarding the Downtown Tax Increment Financing (TIF) District Advisory Committee recommendations were centered on a motion to pause the implementation of a previously designed "parklet" beautification project. Anna Von Mertens, Chair of the committee, explained that because adjacent businesses—including Roy's Market, the Diner, and the Toadstool Bookshop—had all changed ownership since the project's 2022 inception, the current design no longer reflected the needs or desires of those properties. Furthermore, the committee argued that it was illogical to proceed with surface beautification before addressing critical subsurface infrastructure needs, property line delineations, and topographical assessments.

Fire Chief Ed Walker shifted the focus toward the immediate safety hazards at the intersection of Summer, Depot, and Main Streets, describing it as virtually impossible to pull out of Summer Street safely due to obstructed sightlines and an awkward, angled crosswalk. Ivy Vann proposed a "tactical urbanism" approach as a low-cost, immediate trial, suggesting that $150 in green paint and flexible bollards could be used to "daylight" the corner and improve safety before a permanent, expensive solution is engineered.

Property owner Chris Anderson expressed significant concern over the loss of prime parking spaces, arguing that while safety is important, the most challenging maneuver is actually the left turn from Depot Street onto Main Street, which he felt the parklet design did not adequately address. Resident Elizabeth Little echoed concerns about the intersection's danger but highlighted a major technical flaw in the parklet plan: the area is prone to heavy stormwater runoff that could be blocked by the proposed structure, leading to drainage issues. She further questioned the safety of encouraging people to sit on benches in such a high-traffic, high-risk area.

Sarah Steinberg-Heller strongly advocated for traffic calming, stating that the safety of children and pedestrians should take precedence over a few parking spaces. She expressed concern that "delaying" the project might lead to "derailing" essential safety improvements entirely. Conversely, Melanie Neily and Willard Williams emphasized the necessity of nearby parking for elderly customers using canes or walkers to access the Diner and Roy's Market.

Town Administrator Nicole MacStay provided technical context, noting that the current crosswalk placement was chosen specifically to avoid dangerous ice sheets that fall from the Unitarian Church roof in winter. She suggested the board separate the "visioning" or beautification aspect of the project from the urgent safety concerns of the intersection. DPW Director Seth MacLean clarified that the parklet design was intended to deliberately narrow the road to slow traffic and that a realigned crosswalk would minimize the time pedestrians spend in the roadway.

Ultimately, the board reached a consensus to take two distinct actions: pausing the broader beautification visioning while instructing town staff to prioritize engineering concepts for the dangerous intersection. It was clarified that the necessary subsurface evaluations would be funded through existing Downtown TIF funds, which are held in an expendable trust fund overseen by the Select Board

Motion: Mr. Kennedy motioned to delay the visioning project. Ms. Tucker seconded the motion.
Vote: All in favor.

Motion: Mr. Kennedy motioned to focus on safety at that intersection. Ms. Tucker seconded the motion.
Vote: All in favor.

Vote to approve naming of Pocket Street
Chief Walker requested the board name a new private roadway serving a 14-unit development at 35 High Street. Following a suggestion from the original developer, the name "Pocket Street" was proposed as a tribute to the "pocket development" style of the neighborhood. It was noted that this new road will be a private way and is not town-maintained.

Motion: Chair Ward motioned to authorize the naming of Pocket Street. Mr. Kennedy seconded the motion.
Vote: All in favor. Motion carried.

Vote to Expend from Fire Department Apparatus and Equipment CRF
Chief Walker requested $31,216.76 from the Fire Department Apparatus and Equipment Capital Reserve Fund to repair the pump on Tanker 1. He explained that the repair involves installing high-durability ceramic packing, which should last the remaining 25-year life of the vehicle.

Motion: Chair Ward motioned to approve the expenditure of up to $31,216.76 from the Fire Department Apparatus and Equipment Capital Reserve Fund. Mr. Kennedy seconded the motion.
Vote: All in favor. Motion carried unanimously.

Review Responses to Municipal Electricity Supply RFP
Trisha Cheever-Wolfe, Energy Community Planner, presented the results of a recent Request for Proposals (RFP) for the town's electricity supply, as the current contract was set to expire on August 1. The board discussed offers from several providers, including Constellation and BP. A major point of discussion was the DASI initiative (Day Ahead Ancillary Services Initiative), which has introduced significant volatility into electric rates. Bruce Tucker explained that some providers offer a lower rate but leave the town vulnerable to DASI price spikes, while others offer a fixed rate that absorbs that risk.

The board also discussed the town's commitment to 100% renewable energy. Ms. MacStay noted that while BP offered a competitive green rate, she had previously found their customer service to be problematic, whereas Constellation was more responsive. Ms. Tucker advocated for a 24-month fixed-rate contract with Constellation for 100% "Green-E" power, arguing that the predictability was better for town budgeting given the current unpredictability of the Public Utilities Commission..

Motion: Ms. Tucker motioned to select the 24-month Constellation contract, 100% Green-E and a fixed DASI. Mr. Kennedy seconded the motion.
Vote: All in favor. Motion carried.

Vote to Appoint Sue Martin as an alternate to the Inclusive Community Committee

Motion: Chair Ward motioned to appoint Susan Martin to the Inclusive Community Committee as an alternate member. Mr. Kennedy seconded the motion.
Vote: All in favor. Motion carried unanimously.

Vote to accept Highway Safety Grant
Ms. MacStay overviewed the Highway Safety Grant, stating that it helps cover the costs of traffic stops that the Town conducts on state roads. Ms. Tucker inquired about the documentation of the time and locations of the traffic stops and if there are certain target areas. Ms. MacStay stated that the Police are not required to set up in specific locations, it is more of a continuous patrol along State Routes 101, 123, and 136, and US Route 202. Ms. Tucker also inquired about the Town match portion of the grant and if it is in the budget. Ms. MacStay confirmed that 24/7 Police coverage in the budget.

The Select Board, in a majority vote, accepted the terms of the Highway Safety Grant as presented in the amount of $8,500.00.

Motion: Chair Ward motioned at accept the Highway Safet Grant in the amount of $8,500.00. Mr. Kennedy seconded the motion.
Vote: All in favor. Motion carried unanimously.

Consider Proposed Revisions to Welfare Guidelines
Ms. MacStay reviewed the proposed revisions to the Welfare Guidelines, noting that recent changes to RSA 165 prompted the updates. Ms. Hanson and the Town attorney assisted with the revisions. Ms. Tucker asked for clarification regarding Section IX, Non-Resident Assistance, specifically the provision for returning an applicant to their place of residence. She suggested adding language to clarify that the applicant is the one requesting this assistance. Ms. Tucker then asked for clarification on Section XV, Recovery of Assistance. Ms. MacStay stated that most of the temporary assistance applicants are renters and will not have the means to pay back assistance that is provided but The Town can place a lien on property if the applicant is the property owner. Mr. Kennedy asked about Section VIII.B, Legal Standard and Interpretation, item 1, which stated that "an applicant cannot be denied assistance solely because he or she is not a resident." He noted that this appeared to conflict with the following eligibility section, where residency is listed as the first requirement. Ms. MacStay and Ms. Hanson explained that item 1 had been crossed out during the first round of edits but did not carry over into the final version. They confirmed that the item would be corrected.

Motion: Chair Ward motioned to accept the revisions to the Welfare Guidelines as amended. Ms. Tucker seconded the motion.
Vote: All in favor. Motion carried.

Vote to use GDTIF Expendable Trust Fund for bond payments

Motion: Chair Ward motioned to approve using the Greater Downtown TIF Expendable Trust Fund for the FY2027 Riverwalk parking Bond payment of $71,043 and the FY2027 Main Street Bridge Bond payment of $122,805. Mr. Kennedy seconded the motion.
Vote: All in favor. Motion carried.

ADJOURN
Motion: Mr. Kennedy motioned to adjourn at 6:47pm. Ms. Tucker seconded the motion.
Vote: All in favor. Motion carried.

Respectfully Submitted,
Justine Hanson, Administrative Assistant

PETERBOROUGH SELECT BOARD:

Chair Ward

William Kennedy

Bonnie Tucker