

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
August 7, 2018
APPROVED – August 21, 2018

CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Hal Lynde, Mr. William McDevitt, Ms. Heather Forde, Ms. Amy Spencer
(arrived after the meeting commenced), Town Administrator Brian McCarthy

ABSENT: Mr. Doug Viger

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

July 31, 2018

MOTION: (McDevitt/Forde) To approve the meeting minutes of July 31, 2018 as written.

VOTE: (3-0-0) The motion carried.

ANNOUNCEMENTS

There will be no Board of Selectmen meeting on August 14, 2018. The next meeting will be August 24, 2018 beginning at 6:30pm.

OPEN FORUM

No one came forward.

APPOINTMENTS

Attorney David Groff – Liability Waiver Request

Representing Mr. and Mrs. Malapan was Attorney David Groff. He explained they were seeking a liability waiver approval for 15 South Shore Drive where they have an accessory dwelling unit. The liability waiver is needed because South Shore Drive is a private road. Mr. Lynde understood that that the liability waiver would limit the Town's responsibility. Attorney Groff told the Board he forwarded a copy of the waiver to Mr. McCarthy who in turn was having Town Counsel review. He believed the Highway Safety Committee would also need to review and provide clearance. He asked that the Board approve the liability waiver subject to review by Town Counsel and the Highway Safety Committee.

MOTION: (McDevitt/Forde) To approve liability waiver subject to the Highway Safety Committee concurring with the waiver.

VOTE: (3-0-0) The motion carried.

Hobbs Community Center Director Sara Landry – Electronic sign discussion

Hobbs Community Center Director Sara Landry came forward with Council on Aging Chairwoman Yvonne LaGarde to discuss the requested sign for the community center. Ms. Landry told the Board she met with Chuck Raz of Signs Now to acquire further information and see a demonstration of a color sign with animations. Personally, she felt the amber lighted option was sufficient. The price was significantly reduced by limiting the number of pixels; initially the cost was \$32,000 and now it's been reduced to \$24,600. An updated schematic was provided to the Board. Ms. Landry reminded the Board that the Council on Aging offered \$6,200 toward a message board and Pelham Community Spirit offered to donate \$1,000. She spoke about the importance of having a message board sign to get information and announcements about the center out to the public. Ms. LaGarde advocated in favor of having an electronic messaging sign. She felt they had a problem with visibility and many of the residents were unaware of the services offered. She provided a summary of statistics favoring a message sign. She noted they intended to meet the requirements of the Sign Ordinance Section 309-72-1 for signs within a Business District. They are requesting to waive the sign requirements under the Town's Mixed-Use District. Ms. LaGarde believed an electronic message sign would 'shine a spotlight' on the senior center and increase the utilization of the excellent services and activities offered.

Mr. Lynde asked how the center would accomplish getting information to people that only drove by once per day. Ms. Landry said it would depend on the message being displayed on a particular day. Mr. Lynde asked how many of the approximate 4,000 seniors in Town drove by the center. Mr. Landry commented that Nashua Road was one of the more highly traveled roads in Town. She said they could obtain traffic count information by utilizing the Police Department's sign. She explained the age of the people seeing the sign didn't matter because anyone who drove by may know a senior to share the information with.

Ms. Forde questioned if the center knew who the 4,000 people were. Ms. Landry obtained the number from the census data; she didn't have names and addresses. Ms. Forde asked if they could print a monthly calendar. Ms. Landry replied they have a newsletter that is sent out to four hundred households every other month. She commented that a message board would have the ability to show several messages so people driving by would see different information each time they passed by. Ms. Lagarde said currently when people drive past the center they barely knew it was there. A message sign would increase its visibility.

Ms. Spencer commented when she drives by the center the parking lot is usually full. She doesn't get the sense that there's an under utilization of the facility. Ms. Landry didn't feel the programs were under-utilized, but believed they weren't reaching all the seniors that needed to be reached. She said when someone walks into the center its important for people to feel welcome. Ms. Spencer mentioned the cost of the sign. Ms. Landry reiterated they would receive \$7,200 of the cost from the Council on Aging and Pelham Community Spirit. She said if they need to raise additional funds, they would do so. Ms. Spencer stated she had a problem with the waiver issue and was concerned with the Town setting a precedent. Ms. Landry noted that the center wasn't a business, they were a Town department that provided community/public service that were paid for through taxes. Ms. Spencer reiterated that she had a problem with the Town not being subject to its own regulations. Although Ms. Landry understood that the Selectmen's decision was difficult, as a department head, she felt she would be remiss if she didn't make a passionate plea for the seniors. She discussed the fact that the senior population was growing and stated it was important for them to be progressive when it came to getting information and resources out to them. Ms. Lagarde felt the senior center was underutilized and spoke of her concern for the center's lack of visibility in the community.

BOARD OF SELECTMEN MEETING/August 7, 2018

Mr. Lynde disagreed with the comments about the sign being a great way to reach out to people. He said if they wanted to reach the seniors they should do a mailing. Ms. Landry replied they already did mailings. Mr. Lynde suggested reaching out to the residents in the 55+ developments. Ms. Landry said she was concerned about seniors who lived in their own homes; seniors in a community or apartment home were less at risk for social isolation. She discussed the cost of doing mailings. Mr. Lynde believed the visibility came from the Senior Center name and people should drop in. He was familiar with the Old Home Day mailings and felt it would be cost effective.

Mr. McDevitt felt he had made his comments during the last meeting. He asked that they don't compare themselves to the Fire Station, as he regretted their sign.

Ms. Forde commented about the elementary school sign, which is changed manually. She said she hardly gave it a glance for information. She suggested the possibility of having a community service project for high school students to conduct outreach to get information to Pelham's seniors.

Mr. McDevitt noted there was a local printer that assisted the Town with printing and mailings that they may want to approach. He stated the Selectmen deal with the same issue all the time regarding how to reach people.

Mr. Lynde spoke about sign placement and difficulties with interfering with sight distance. He understood the need and appreciated Ms. Landry's passion, but didn't feel the proposed sign was the path to take. He felt a mailer would work.

Mr. McDevitt made a motion to approve the message center sign for the Hobbs Community Center. There was no second; the motion failed.

Ms. Landry asked if the Selectmen could discuss a regular sign with no messaging system. Mr. Lynde said they would have the Highway Safety Committee review sign placement. Mr. McCarthy said he would work with Ms. Landry. He asked the Selectmen if they were in favor of the rendition. Ms. Spencer questioned the cost of the regular sign (no messaging). Ms. Landry said the original estimate was approximately \$7,000. She said under the Hobbs name, they would add 'Home to Pelham Senior Programs'. She will contact the sign company for update pricing and renditions and submit photographs of the proposed area the sign would be placed for the Highway Safety Committee to review.

The Board thanked Ms. Landry and Ms. LaGarde for the discussion.

2019 Budget Review

Finance Director Dan Ramgopaul was present for any questions.

	2019 Proposed Budget
Cable Department	\$ 136,838
Library	\$ 474,848
Parks & Recreation	\$ 248,850
Police Department	\$3,027,197

Cable Department – Coordinator Jim Greenwood

Mr. Greenwood provided the Board with a summary overview of the areas within the budget that had changed from the previous year. Salary increases were a combination between contractual increases and an increase to in hours for board meetings/productions/functions. With the budget he provided a comparison breakdown from the last five year of the number of subscribers which continued to increase. He also included a list of the revenues from the last ten years. Mr. Greenwood noticed that revenues were starting to decline. He noted the Town didn't receive revenues through the franchise fees for internet. They only received revenues for people with televisions.

The Board thanked Mr. Greenwood for presenting the proposed budget.

Library – Director Rita Gavelis and Trustee Roseann Cares

It was noted that the Selectmen had no responsibility for the Library budget; however, they appreciated the presentation. Library Trustees are an elected body independent from the Board of Selectmen.

Ms. Gavelis discussed the increase to the salary line. She provided the Board with statistics of similar sized communities that showed Pelham was the lowest paid. Because of this the Library was losing their professional staff to other libraries. They are trying to increase their base salaries to stay competitive.

Mr. McDevitt asked for information about the Library usage by patrons. Ms. Gavelis spoke about the various programming and types of usage, including community space for meetings. Ms. Cares noted they added a counter this year to be able to get statistics on the amount of traffic into the Library.

Ms. Gavelis and Ms. Cares went through the proposed budget. The Board thanked them for the presentation.

Parks and Recreation – Director Brian Johnson

Increase to salaries was all contractual except for an increase for the Office Manager, additional maintenance assistance and a raise for lifeguards. He reviewed the remainder of the budget. The Board thanked Mr. Johnson for his presentation.

Police Department – Police Chief Joseph Roark and Office Manager Celia Lingley

Chief Roark explained that the overall increase was 9.1%; of which 3% went toward the two new officers authorized last year, 3% went toward the Collective Bargaining Agreement and the remaining 3% went toward the overtime rate. He said the budget contained decreases because they finished paying for a lease vehicle, dash board camera lease and cruiser tablets. The only thing added into equipment was the replacement of tasers based on the replacement schedule.

Chief Roark went through the budget and explained the CALEA recertification, which the department will seek in the coming year.

Mr. Lynde said the Board appreciated the work of the Police and felt they were a well-rounded department that excels at community involvement. Chief Roark stated he would convey those thoughts to the women and men in the department.

Chief Roark circulated proposed budget expenditures for 2019 that people had requested of the department:

- 1) A second School Resource Officer to split time between Memorial School and the High School;
- 2) Body worn camera protection and 20/hr. per week records clerk/video evidence technician;

BOARD OF SELECTMEN MEETING/August 7, 2018

3) Animal shelter

He provided supporting documentation and asked the Board for consideration. Mr. McDevitt asked Chief Roark to review the department and see if there are internal changes that could be made to make it easier to approve the SRO.

The Board thanked Chief Roark and Ms. Lingley for presenting the budget.

OTHER BUSINESS

Change order request for the boiler/fire suppression system project totaling \$3,980

Mr. McCarthy explained they had to change the materials used behind the Police Station. Initially they were going to use PVC but because the area is classified as 'storage' the fire rules indicate they must use black iron pipe at a total cost of \$3,980.

MOTION: (Forde/Spencer) To approve a work order change for the boiler/fire suppression system totaling \$3,980 to change the piping required. Amount to come out of the Town Building Projects budget.

VOTE: (4-0-0) The motion carried.

Board to vote on the boiler lease agreement approved by Town Counsel.

Mr. McCarthy provided the Board with the boiler lease agreement with MLC Leasing for their vote. He noted it had been reviewed and approved by Town Counsel and the Finance Department.

Mr. Lynde understood it was a \$400,000 expense put over ten years, with 3.69% interest. The annual cost being \$48,558.27. Mr. McCarthy noted the amount was added to the Debt Service budget.

MOTION: (Spencer/Forde) To approve the lease agreement with MLC Leasing.

VOTE: (4-0-0) The motion carried.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Ms. Forde informed that Alan Aulston from Goats to Go will be in Town to review the Knotweed issues. He will assess a test patch. She noted that Conservation Chairman Paul Gagnon will be present for the meeting.

Mr. McCarthy stated he met with the new School Superintendent and gave him a tour of the Town and introduction to department heads. He felt he would be an asset to the schools.

ADJOURNMENT

MOTION: (McDevitt/Forde) To adjourn the meeting.

VOTE: (4-0-0) The motion carried.

BOARD OF SELECTMEN MEETING/August 7, 2018

226

227 The meeting was adjourned at approximately 8:20pm.

228

229

Respectfully submitted,

230

Charity A. Landry

231

Recording Secretary

232