

1
2
3
4
5
6
7
8
9
10

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
August 21, 2018
APPROVED – September 4, 2018

11
12
13
14
15
16
17

CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Hal Lynde, Mr. William McDevitt (via conference telephone), Mr. Doug Viger,
Ms. Heather Forde, Town Administrator Brian McCarthy

ABSENT: Ms. Amy Spencer

18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

August 7, 2018

MOTION: (Forde/McDevitt) To approve the meeting minutes of August 7, 2018 as written.

VOTE: (3-0-1) The motion carried. Mr. Viger abstained.

OPEN FORUM

No one came forward.

APPOINTMENTS

Police Chief Joseph Roark – Introduction of new Police Officers

Chief Roark came forward and introduced the Police Department's three new officers: Cody Halliday, Cody Russo and Michael Simes. He informed that Officers Halliday and Russo completed the academy and Officer Simes would be attending the August academy for full-time certification. He spoke about their education and felt all three would serve the Town well.

The Selectmen welcomed the new Officers.

Japanese Knotweed

Ms. Forde spoke about the Japanese Knotweed, which the Board had discussed during previous meetings. She previously suggested contacting the company Goats to Go and scheduled a discussion with the Board.

Ms. Michelle Aulson and her father Alan from Greatrock Farm told the Board that they have over 105 goats that they use for various activities, one of which is for removing invasive species from backyards, playground areas etc. Mr. Aulson stated he had been doing an experiment with Knotweed and explained his findings. He commented that the Knotweed grows approximately two inches per day.

45 He understood the Town had a patch they were going to cut down and mulch in the area of Lyons Park,
46 which he felt would be reasonably successful. Once it begins to grow again it will be soft vegetation
47 that the goats could eat back down. Photographs were circulated for the Board to see the growth of the
48 Knotweed and what their goats could do to keep it cut back.

49

50 Ms. Forde said once the Town knocked the Knotweed down, they could bring the goats to the location
51 in the spring to keep it from overgrowing. Mr. McDevitt felt bringing the goats in would be a good
52 idea. Mr. Viger believed having the goats come in would be a lot less labor intensive than other
53 solutions.

54

55 Mr. McDevitt asked how long it would take the goats to eat the Knotweed. Mr. Aulson said it was an
56 experimental approach but believed it would take the goats approximately two days; however, it would
57 grow back to approximately twelve inches in height within ten days. He discussed how they approached
58 Knotweed areas by installing a fence around the perimeter of the area and kept a trailer for the goats to
59 have shelter. It was suggested to possibly tie-in the goats with a Spring event, such as Earth Day event.
60 The cost to fence the goats in was approximately \$1,500, but Mr. Aulson said he would do it for
61 approximately \$800. He wanted to be part of the program because he was interested in information
62 pertaining to Knotweed. He noted that the Town would have work prior to the goats arriving.

63

64 Ms. Forde will be the lead on the project and create a schedule in coordination with Mr. McCarthy and
65 Goats to Go.

66

67 **Planning Director Jeff Gowan – Highway Safety Committee Recommendations**

68

69 Mr. Gowan discussed the recent Highway Safety Committee ('HSC') recommendations as follows:

70

71 1) Electronic speed limit signs on Willow Street – unanimous consensus that the signs are useful
72 and recommend that the Highway Road Agent recommend their location.

73

74 Mr. Lynde asked if the sign would be on a trailer or mounted on a pole. Mr. McCarthy replied the signs
75 would be mounted to a regular speed sign. They are solar powered and will flash a vehicle speed. Ms.
76 Forde questioned if there would be enough sunshine to power the signs or if they would have to punch
77 a hole in the canopy. Mr. McCarthy said the trees would be cut back during the Willow Street Bridge
78 project so the signs would be located in the sun. The Town purchased the signs last year; the cost for
79 both was approximately \$8,000. Since complaints have been received about speeding on Willow Street,
80 they've decided to install the signs at this time.

81

MOTION: (Forde/Viger) To approve the Highway Safety Committee's recommendation
regarding the installation of electronic signs on Willow Street.

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

82

83 2) Citizen request for a) No Outlet sign on Brunswick Circle because the road was long and hard
84 to see that it didn't go through, and b) Stop sign at the intersection of Jericho Road and Currier
85 Road. The HSC voted unanimously to recommend placement of the No Outlet sign with
86 placement being at the Highway Road Agent's discretion. The HSC did not support placing
87 the stop signs at the Jericho Road intersection.

88

MOTION: (Forde/Viger) To approve a No Outlet sign for Brunswick Circle.

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

89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139

- 3) Permission to issue a single-family Building Permit for 18 Smith Road (Map 30 Lot 11-253) with indemnification of the Town for liability of the private road. Consensus of the Highway Safety Committee that any such permit approval be conditioned upon Town of Pelham being relieved of all road maintenance, including snow plowing and all liability resulting from the dwelling being constructed on a private road. Any such notice of municipal responsibility should be reviewed and found satisfactory by Town Counsel prior to the document being recorded at the Hillsborough Registry of Deeds. Any resident of the subject structure must be responsible for communicating directly with the school district to resolve any student transportation issues.

Mr. McDevitt questioned if the Selectmen usually receive more detail. He thought the discussion was about the HSC's opinion and the public would then receive notice that a building permit may possibly be approved. Mr. Lynde thought the Board may have already gone through that process. Mr. McCarthy said once the Board accepts the HSC recommendation the requesting party will come in front of the Board and give a presentation. The Board would then decide whether they wanted to issue the permit.

- 4) Placement of any new sign at the Hobbs Community Center. Unanimous opinion by the HSC to recommend placing a new sign in the same location as the existing manually changed message sign between the parking lot and Nashua Road. Hobbs Community Center Director Sara Landry indicated to the HSC that there was no intention to run power to the sign for its illumination. It was noted if power is eventually connected for sign lighting it should be directional or under the pavement with close supervision of the Highway Road Agent to avoid damage to the newly paved parking lot and any underground infrastructure.

The Board was provided with a rendition of the proposed sign. Director Sara Landry came forward and told the Board the existing location would be the best placement of the sign and it would not need electricity brought to it. Mr. Lynde confirmed that the sign would be consistent with other signs in Town. Mr. McCarthy answered yes.

Mr. McDevitt was concerned with vehicles exiting the driveway and wanted to ensure that the sign wouldn't block sight distance. Mr. McCarthy recalled that the stop line is almost at the edge of the pavement and forward of where the sign would be located and not create any kind of an obstruction. Ms. Landry replied they reviewed to make sure that the sign would be placed far enough back that it wouldn't obstruct any view to the right or left.

Mr. Lynde recalled that the Board was in concurrence with a sign the only issue was determining the best place for it to be located. He said the HSC recommended the existing location; there was no objection by the Selectmen.

- 5) The Board previously discussed Map 30 Lot 11-211 and allowed a conditional approval for a Building Permit to be issued waiting for HSC recommendation. The Board had a previous presentation of the documents, which were now with Town Counsel and the applicant for review. Mr. Lynde didn't believe that the Board needed to take any further action since they had given a previous approval subject to HSC recommendation.
- 6) Citizen request for reduced speed sign on Noela Ave and Honey Lane. Unanimous vote of the HSC to decline support of the proposed speed reduction and felt it was a Police enforcement matter.

2019 Budget Review

140
141
142

Finance Director Dan Ramgopaul was present for any questions.

| | 2019 Proposed Budget |
|-----------------------------|-----------------------------|
| Planning Department | \$ 420,901 |
| Fire Department | \$2,259,025 |
| Emergency Management | \$ 8,644 |
| Town Buildings | \$ 758,540 |
| Selectmen | \$ 513,716 |
| Town Insurance | \$2,410,396 |
| Retirement | \$1,757,918 |

143
144
145

Planning Department – Director Jeff Gowan

146
147
148
149
150
151

Mr. Gowan stated his position had a contractual increase. The union employees don't have an increase in 2019. He proposed a percentage increase, as he had done the previous year given that the inspector salaries whose salaries have been underfunded. He was seeking the remaining percentage raise that was proposed last year. He pointed out that the increase was modest because if the Town had one person performing all inspections the cost would be significant. Mr. Lynde asked that last year's meeting minutes be reviewed to understand the Board's previous discussion.

152
153
154
155

Mr. Gowan told the Board he was requesting a part-time office assistant. He noted last year he was cleared for basically two-days per week and given the work would like to increase that position to three-days per week.

156
157
158
159
160
161
162
163

Mr. Gowan reviewed the remainder of the proposed budget; most lines had no increase from the previous year. Minor increase for mileage reimbursement for trainings, meetings and site visits. There were decreases in the areas of 1) NRPC assistance with CIP because the process has smoothed out and become easier, 2) GPS unit for MS4 process. In working with NRPC, they had a GPS unit and iPad process that was less costly than originally anticipated, and 3) MS4 Consultant-Gary Webster line reduction. There will still be a need for funding to prepare a storm water management document, the total cost of which was unknown.

164
165
166
167

The Master Plan update process remained in the budget; however, if the Planning Board doesn't get the subcommittee going the funds in that line won't be used. Mr. Gowan told the Board that the Town was behind with updates.

168
169

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

170
171
172

Fire Department – Fire Chief James Midgley and Deputy Fire Chief Paul Leischner

173
174
175
176
177
178
179
180
181

Chief Midgley and Deputy Chief Leischner came forward to discuss the proposed budget. To begin, Chief Midgley told the Board that the ambulance revenue for 2017 was \$360,000, the year-to-date 2018 revenue was \$219,000 which put them on a path of a \$20,000 increase. The increase was due to an increase in call volume. He explained that ambulance billing is broken out into three types of bills: 1) Base rate bill (BLS) approximately \$600 plus mileage, 2) ALS I (with one medication)– approximately \$900, and 3) ALS II (with two medications) – approximately \$1,100. The cost is derived from reimbursement rates set by insurance companies; however, the Town has some flexibility. Chief Midgley noted that their rates were far lower than a private ambulance rate. He noted that a private ambulance rate for ALS II was between \$3,000-\$4,000 or higher based on mileage.

182

183 The Board continued their review of the budget. Salary increases were contractual. He noted they had
184 a potential for a long-term injury going into 2019, which resulted in the position being back-filled with
185 an increase to FLSA. The call department line was level funded until they receive an answer regarding
186 the SAFER Grant. If they receive the grant the call department will attrition out. As discussed/explored
187 last year, it was Mr. Viger's opinion to see the call department slowly end and use the money in the
188 line to continue to invest into more officers beyond the grant. Chief Midgley said if they were
189 successful, Mr. Viger's suggestion was a reasonable direction to go.

190

191 There was a slight increase in medical supplies. He noted there were some medications they weren't
192 able to obtain because of drug shortages. Fire supplies was increased to factor in turnout gear, which
193 was required to be replaced per NFPA. Each firefighter has two sets of turnout gear, which is the
194 standard across the nation.

195

196 Mr. Viger asked for a status update on the Chief's vehicle. Chief Midgley replied the rocker panels
197 were in the process of being replaced, once completed the vehicle will be given to Deputy Chief
198 Leischner. The Chief's vehicle will be outfitted in mid-October.

199

200 There was an increase in Fire apparatus for a T-1 hose bed divider that will allow for loading of
201 structural fire attack lines. Portable equipment lines had a slight increase for stretcher and chair
202 maintenance, which require certification. Also, portable radio repair and maintenance was increased
203 as they were having difficulty keeping them in service. There was a brief discussion regarding dispatch
204 times. Deputy Chief Leischner explained the types of calls and how the department was dispatched so
205 in a multiple call event an ambulance would be available. The new software allows the department to
206 track statistics. Chief Midgley spoke about the increase to hydrant fees. He was told by Pennichuck
207 Water that there was a 19% rate increase currently in front of the Public Utilities Commission ('PUC');
208 they've already come out with a temporary 13% increase at the beginning of the year. It was unsure
209 when the additional increase would come into effect.

210

211 With the move of dispatch to Londonderry, the line for radio tower rental was decreased. Chief Midgley
212 reviewed the new equipment line which begins as a zero-based budget each year.

213

214 In summary the non-contractual increase was 0.39%.

215

216 Mr. McDevitt wanted to know the rule for new developments regarding having a hydrant or cistern.
217 Chief Midgley explained that Pennichuck Water's fee structure had changed approximately 4-5 years
218 ago to have a hydrant fee and an inch/foot fee for underground lines. He believed they were currently
219 paying approximately \$150 per hydrant with the bulk of the cost being the infrastructure underground.
220 The cost of the line was based on the size of the line. Mr. McDevitt asked if it would be less expensive
221 to install cisterns. Chief Midgley replied cisterns required a lot of maintenance the Town ends up
222 owning them and being responsible for them. Currently there are approximately 78 cisterns in Town.
223 He said it was better to have a hydrant.

224

225 The budget review concluded. The Board then reviewed the Emergency Management budget.

226

227 **Emergency Management - Fire Chief James Midgley and Deputy Fire Chief Paul Leischner**

228

229 Chief Midgley explained that the budget was comprised mainly of his and the office manager's salary,
230 so the Department could submit for reimbursement through FEMA.

231

232 The Board thanked Chief Midgley and Deputy Chief Leischner for their budget presentation.

233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282

Town Buildings – Town Administrator Brian McCarthy

The overall budget showed a decrease of 7.96%. The Board reviewed the budget.

Mr. McDevitt questioned if toilet tissue and paper towels were purchased directly or through the cleaning company. Mr. McCarthy replied they purchased it directly because it was less expensive.

The utilities lines for electricity and heat showed an estimated rate. Nashua Regional Planning Commission was in the process of researching and obtaining bids as they had done in previous years. Mr. Viger wanted to know if there had been an increase for water (Pennichuck) since the municipal building had gone onto the line. Mr. McCarthy replied that side of the building didn't use a lot of water.

Under Town building repairs, the budget listed the 2018 projects and the proposed 2019 projects. Mr. McCarthy told the Board that the back classrooms would be cleaned out and organized. One of the spaces will be converted into a workshop for use by the maintenance person. He spoke about the need for the Hobbs Community Center restructure of office space, so the Director would have their own office. The municipal building will have the carpeting removed and replaced with non-slip office flooring. This will be easier to clean and maintain. He noted that the roof over the Police Department, Planning Department and classrooms were on the 'radar' for the future. He ended by discussing the HVAC maintenance contract that allowed for immediate alerts and monitoring for efficient heating/cooling. The Town is listed on a 24/7 priority response.

The budget review concluded.

Selectmen – Town Administrator Brian McCarthy

Mr. McCarthy reviewed the salary lines and explained that the bulk of the increase was the restructure of the administrative position (previously at the Highway/Transfer station) being converted into an IT Tech support position. Another area of increase was in the Human Resources coordinator position based on the information contained on the New Hampshire Municipal Association's website for comparable positions. He suggested splitting the cost of the increase over the next two years. He discussed the importance and increased responsibilities of the position. He noted that the position could also assist with responsibilities in other departments (such as the Fire Department) when needed. There was a brief discussion about cross-training office positions. Mr. McCarthy then explained briefly the reasons for requesting the IT Tech position and noted the Town would still have support from an IT company (such as Rockport) for software programs.

Insurance – Town Administrator Brian McCarthy

Some of the figures are place holders once the updated rates are received. There was a reduction in Workman's Compensation as a direct result in cases being diminished with the work of the Human Resources coordinator.

Retirement – Town Administrator Brian McCarthy

The budget is a fixed percentage of salaries.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

BOARD OF SELECTMEN MEETING/August 21, 2018

283 Mr. McCarthy reported that the Fire Department boilers were up and running. He noted that the HVAC
284 project was nearing completion.

285

286 **ADJOURNMENT**

287

288

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

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

289

290 The meeting was adjourned at approximately 8:46pm.

291

292

293

294

295

Respectfully submitted,
Charity A. Landry
Recording Secretary