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

**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

**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.

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

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

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

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

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

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

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

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

**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.

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

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

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

- 89  
90 3) Permission to issue a single-family Building Permit for 18 Smith Road (Map 30 Lot 11-253)  
91 with indemnification of the Town for liability of the private road. Consensus of the Highway  
92 Safety Committee that any such permit approval be conditioned upon Town of Pelham being  
93 relieved of all road maintenance, including snow plowing and all liability resulting from the  
94 dwelling being constructed on a private road. Any such notice of municipal responsibility  
95 should be reviewed and found satisfactory by Town Counsel prior to the document being  
96 recorded at the Hillsborough Registry of Deeds. Any resident of the subject structure must be  
97 responsible for communicating directly with the school district to resolve any student  
98 transportation issues.  
99

100 Mr. McDevitt questioned if the Selectmen usually receive more detail. He thought the discussion was  
101 about the HSC's opinion and the public would then receive notice that a building permit may possibly  
102 be approved. Mr. Lynde thought the Board may have already gone through that process. Mr. McCarthy  
103 said once the Board accepts the HSC recommendation the requesting party will come in front of the  
104 Board and give a presentation. The Board would then decide whether they wanted to issue the permit.  
105

- 106 4) Placement of any new sign at the Hobbs Community Center. Unanimous opinion by the HSC  
107 to recommend placing a new sign in the same location as the existing manually changed  
108 message sign between the parking lot and Nashua Road. Hobbs Community Center Director  
109 Sara Landry indicated to the HSC that there was no intention to run power to the sign for its  
110 illumination. It was noted if power is eventually connected for sign lighting it should be  
111 directional or under the pavement with close supervision of the Highway Road Agent to avoid  
112 damage to the newly paved parking lot and any underground infrastructure.  
113

114 The Board was provided with a rendition of the proposed sign. Director Sara Landry came forward  
115 and told the Board the existing location would be the best placement of the sign and it would not need  
116 electricity brought to it. Mr. Lynde confirmed that the sign would be consistent with other signs in  
117 Town. Mr. McCarthy answered yes.  
118

119 Mr. McDevitt was concerned with vehicles exiting the driveway and wanted to ensure that the sign  
120 wouldn't block sight distance. Mr. McCarthy recalled that the stop line is almost at the edge of the  
121 pavement and forward of where the sign would be located and not create any kind of an obstruction.  
122 Ms. Landry replied they reviewed to make sure that the sign would be placed far enough back that it  
123 wouldn't obstruct any view to the right or left.  
124

125 Mr. Lynde recalled that the Board was in concurrence with a sign the only issue was determining the  
126 best place for it to be located. He said the HSC recommended the existing location; there was no  
127 objection by the Selectmen.  
128

- 129 5) The Board previously discussed Map 30 Lot 11-211 and allowed a conditional approval for a  
130 Building Permit to be issued waiting for HSC recommendation. The Board had a previous  
131 presentation of the documents, which were now with Town Counsel and the applicant for  
132 review. Mr. Lynde didn't believe that the Board needed to take any further action since they  
133 had given a previous approval subject to HSC recommendation.  
134

- 135 6) Citizen request for reduced speed sign on Noela Ave and Honey Lane. Unanimous vote of the  
136 HSC to decline support of the proposed speed reduction and felt it was a Police enforcement  
137 matter.  
138

139 **2019 Budget Review**

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

**Planning Department – Director Jeff Gowan**

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.

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.

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.

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.

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

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

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.

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

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

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

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

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

In summary the non-contractual increase was 0.39%.

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

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

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

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

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

**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

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

**ADJOURNMENT**

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

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

The meeting was adjourned at approximately 8:46pm.

Respectfully submitted,  
Charity A. Landry  
Recording Secretary