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APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
December 18, 2018
APPROVED – January 8, 2019

CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Hal Lynde, Mr. William McDevitt, Mr. Doug Viger, Ms. Heather Forde,
Town Administrator Brian McCarthy

ABSENT: Ms. Amy Spencer

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

December 4, 2018

MOTION: (McDevitt/Forde) To approve the December 4, 2018 meeting minutes as amended.

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

OPEN FORUM

No one came forward.

APPOINTMENTS

There were no appointments

BUSINESS

Revision - 2018 Encumbrances

Mr. McCarthy provided the Board with a revised worksheet showing the revision made to the 2018 encumbrances. He pointed out the amendment on page 2 – Municipal Building/Police Roof replacement and informed the Board he obtained a quote from Melanson Roofing. The Town has worked with them in the past. The quote was \$195,000 to replace the Police Department roof. He noted when he first started his position the quotes had come in at the \$250,000 range. Mr. McCarthy hoped to encumber additional funds (total of \$200,000) from the Town Buildings project line in the event they run into unforeseen issues. He would like to replace the Police Department roof.

Mr. Lynde asked what was remaining. Mr. McCarthy replied there was \$64,000 remaining; he would over-expend the line item. Mr. McDevitt noted they could over-expend a line item if the bottom line of the budget wasn't overspent. Mr. Viger confirmed there was enough money in the budget to over-expend the line. Mr. McCarthy answered yes.

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Mr. McCarthy informed the Board he was told that the roof over Sherburne Hall was in good shape. He said the roof over the new Parks and Recreation office (and old classrooms) was leaking. He received a quote for that work (\$100,000) after he had written the memo regarding the Police roof. He didn't know if the Board would consider encumbering the funds for that as well.

Mr. Lynde asked if the proposal had gone out to bid. Mr. McCarthy replied it hadn't at this point. He was only making the request to encumber the funds.

Mr. McDevitt felt they should encumber the money, so they had it set aside.

Mr. McCarthy summarized that the original encumbrance was \$64,210 for the Planning Department and Fire Department. Tonight, he was requesting an additional \$300,000 for the purpose of addressing roof replacements at the Municipal Building.

MOTION: (McDevitt/Viger) To encumber an additional \$300,000 for the purpose of addressing roof replacements at the Municipal Building.

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

Mr. McDevitt noticed the proposal mentioned asbestos. He cautioned when the building was being renovated, they ran into a few places that had asbestos. He thought it would be wise to investigate before any bidding was put out. Mr. McCarthy was told when the building was renovated in 2003 everything was remediated except for the boiler room and the mechanical room. When the boiler room was redone the asbestos in that room was remediated. Mr. McDevitt couldn't recall if testing was done on the roof. He explained they had found asbestos in odd areas, which was the reason he suggested testing before they bid the work out. Mr. McCarthy replied he asked for a little extra money in the event unanticipated things came up. Mr. Lynde asked if \$5,000 would be sufficient. Mr. McCarthy replied if it was more than that amount, he would come back to the Board with information.

Mr. Lynde understood that they wouldn't touch the roof until the spring. Mr. McCarthy replied that was correct. He discussed that part of the problem were the roof drains not working efficiently.

Review- Default Budget

Mr. McCarthy told the Board he met with the Town's representative from Municipal Resources, Inc. ('MRI') who was contracted until such time as the Finance Director position was filled. He went through the budget with the person who will be working with the Town. They felt comfortable with all the numbers contained in the budget. It was their opinion that the reason for the default budget being higher (than the proposed budget) was attributable to the amount of warrant articles that were voted/accepted in 2018.

Mr. Lynde commented that they normally didn't include warrant articles in the default budget. Mr. Viger replied they had a lot of one-time expenses that they would be obligated to pay if the budget didn't pass. There was a brief discussion about the items that had contractual obligations.

Mr. McCarthy stated the Board had already voted on the figure; there was no further action required.

Review - Expense and Revenue Report

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91 Mr. McCarthy ran a report within an hour of the meeting and informed the percentage remaining in the
92 budget was 13.87%. There is approximately \$2.1 million remaining in the budget until the end of the
93 year.

94
95 Mr. McDevitt inquired what amount was budgeted in 2019 for Legal because he saw they over-
96 expended the budget in 2018. Mr. McCarthy replied they had some unusual expenses during the year
97 and had added additional funds toward the budget line.

98
99 Mr. Lynde asked if all the 2018 warrant articles had cleared the budget. Mr. McCarthy noted they were
100 listed at the bottom of the page. The Board reviewed the information and asked Mr. McCarthy to clarify
101 some of the amounts.

102 103 **Review - Citizen Petitions and Board of Selectmen warrant articles**

104
105 Mr. Lynde stated the Planning Board would hold a public hearing regarding the zoning articles.

106
107 Mr. McDevitt commented that the petition article didn't seem to be written the way it should be and
108 suggested having the Planning Department send it to Town Counsel to review the language. Mr. Viger
109 understood that a petition article couldn't bind the Town into something illegal.

110
111 Mr. Lynde read aloud one of the petition articles that asked voters if they wanted to modify a section
112 of zoning to allow light industrial manufacturing in the B5 zone. Mr. McDevitt suggested they check
113 with Town Counsel to make sure it was okay. Mr. McCarthy told the Board that he had already
114 forwarded both petition articles to Town Counsel.

115
116 Mr. Lynde then read aloud the second petition article that asked voters if they wanted to modify certain
117 articles with respect to raising livestock animals. Mr. McDevitt understood there had been complaints
118 made to the Planning Board regarding raising livestock. From what he understood the article wouldn't
119 be retroactive. He commented that Town Counsel may be able to clarify the definition of the article's
120 language. The Board reiterated that Town Counsel should review the language.

121
122 Mr. McCarthy noted that the Board of Selectmen articles were the same except for the Support Union
123 contract, because he didn't have additional numbers to change. The Board had no amendments to the
124 proposed articles.

125 126 **Review Draft Tree and Bench policy**

127
128 Mr. McDevitt stated that he had significantly revised the policy earlier in the day and suggested
129 including the amended version in the Board's packets to review/discuss at their next meeting. He said
130 the three major things he addressed were: 1) dedication other than a tree or bench, 2) elimination of the
131 list of specific trees and 3) elimination of costs for donations.

132
133 The Board will set a future date to review the revised policy.

134 135 **DISCUSSION**

136
137 Mr. McCarthy sent a request to the Board to consider building an electronic gate for the Pelham
138 Veteran's Memorial Park. He said there had been some discussions regarding doing so; therefore, he
139 obtained a quote for the Board to review.

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Mr. Lynde confirmed that the park had cameras. Mr. McCarthy confirmed it did. Mr. Lynde questioned where the gate would be located. Mr. McCarthy replied at the entrance beyond the memorial in the location of the existing manual iron gate. Mr. Lynde asked if there were other entrances for vehicles to get into the park. Mr. McCarthy answered no and added there was nothing they could do about dirt bikes and ATVs. He learned from the Parks and Recreation Director that the soccer fields had been destroyed by a vehicle doing 'donuts'. Parks and Recreation will have to incur the cost to repair the area.

Ms. Forde asked if they could install a camera that photographs the license plate of vehicles. Mr. McCarthy replied they would pull power to install a gate and the park now had internet. He said they could add a camera at the same time. He commented that the Police Chief was in favor of installing the gate because it would allow them to open/close it electronically.

Mr. McDevitt wanted to know if the gate would be sufficiently located near the front to be visible. Mr. McCarthy replied it would be plenty visible and believed he could install a camera at the same time. Mr. McDevitt questioned how 'vandal-proof' the gate would be. Mr. McCarthy felt they could take some measures to keep an eye on it and adjust accordingly. Mr. Lynde wanted to review a depiction of the gate. Mr. McCarthy replied it would be identical to Fish and Game. He would provide the Board with pictures of such. He will also provide a map marking the proposed location.

Mr. Lynde inquired if the Town maintained the road in the winter. Mr. McCarthy answered yes for emergency purposes.

Mr. McDevitt made the following motion, with the understanding that Mr. McCarthy would come back to the Board with additional information. He informed the public that over the years there had been unrelenting substantial vandalism at the park.

MOTION: (McDevitt/Forde) To encumber \$16,000 for the construction of an electronic gate for Pelham Veteran's Memorial Park.

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

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. McCarthy stated the Town's full-time IT employee, Brian Demers started yesterday and already there had been three IT crises that he quickly resolved. He informed all new employees (Fire, Highway and IT) would be formally introduced in January.

Mr. McDevitt said there had been correspondence requesting an easement over Town property for the cell tower that's planned to be built off Blueberry Circle. He believed it might be through Town forest and Town Counsel suggested the Selectmen might need to take a vote. It doesn't require Town Meeting vote. He had questions such as: 1) if they would grant the easement, 2) if they should charge for it and 3) is there a significant advantage to the Town (i.e. avoiding wetlands). He felt the Conservation Commission Chairman, who was also a member of the Forestry Committee should meet with the Board to discuss the request.

Mr. McCarthy reviewed the Town's holiday hours.

Mr. Lynde reported about the recent Planning Board meeting and the cases that were discussed.

REQUEST FOR NON-PUBLIC SESSION

MOTION: (Viger/Forde) Request for a non-public session per RSA 91-A:3,II,a (Personnel)

ROLL Mr. Lynde-Yes; Mr. McDevitt-Yes; Mr. Viger-Yes; Ms. Forde-Yes

CALL:

It was noted that when the Board returned, after the non-public session, the Board would not take any other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the meeting. The Board entered into a non-public session at approximately 7:31pm.

MOTION: (Forde/McDevitt) To leave non-public session.

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

MOTION: (McDevitt/Forde) To indefinitely seal the non-public meeting minutes.

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

The Board returned to public session at approximately 8:25pm.

ADJOURNMENT

The meeting was adjourned at approximately 8:25pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary