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APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
October 8, 2019
APPROVED – October 22, 2019

CALL TO ORDER - approximately 6:30PM

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

ABSENT: None

PLEDGE OF ALLEGIANCE

MINUTES REVIEW:

September 24, 2019:

MOTION: (Cote/Forde) To approve the September 24, 2019 meeting minutes as amended.

VOTE: (3-0-2) The motion carried. Mr. Viger and Mr. Lynde abstained.

ANNOUNCEMENT

None

OPEN FORUM:

No one came forward.

APPOINTMENTS

Lori Mather and Megan Dalton of Geo Insight ref. scope & fee amendment to the contract

Planning Director Jeff Gowan came forward with Lori Mather, Engineer and Megan Dalton, Compliance Specialist both of Geo Insight. He distributed to the Board two documents: 1) year two of MS4, and 2) scope and fee for next part of contract. He noted the contract elements reviewed by Town Counsel and signed by the Board would remain unchanged. He began by speaking about the form listing the work to be completed for dry weather screening. He said he checked all the boxes as if Geo Insight would be completing the work; however, there was an opportunity for the Town (and new MS4 compliance employee) to take pieces of it back.

Mr. Cote discussed the cost estimates and asked for clarification as to how they were calculated. Ms. Dalton replied they estimated completion of approximately three outfalls per hour over 13 days. Ms. Mather added the cost included other components and factors in the field; the cost was an average.

Mr. McCarthy questioned if there were outfalls associated with developments that haven't yet been accepted by the Town. Mr. Gowan replied those projects weren't included in the report. He said they

45 included anything that was currently in the ground; as time goes on and developments are accepted,
46 they will be added to the scope.

47
48 Mr. Gowan explained that the work would be concentrated during thirteen days. Mr. McDevitt asked
49 about the equipment and vehicle costs. Mr. Gowan believed the Planning Department's vehicle could
50 be used; the Code Compliance Officer will use his own vehicle for job duties during those times. With
51 regard to equipment Ms. Mather spoke about how the cost structure was formed. From the discussion,
52 Mr. McDevitt could see how the Town could save money by having someone on staff. Mr. Gowan
53 replied eventually they would like to have someone in-house to do as much of the work as possible.
54 They will be able to receive training from Geo Insight. The MS4 is an ongoing process. Ms. Mather
55 spoke about the timeline for work to be done. Mr. McDevitt asked if there needed to be Zoning changes
56 ready for the 2020 vote. Mr. Gowan said they could draft language. He noted the Planning Board, by
57 scheduling one or two public hearings could include things in its own regulations that could later be
58 augmented by Town vote and included in Zoning. Mr. McDevitt commented there were approximately
59 30 parcels the Town owned that were under five acres. He wanted to know if there was a cutoff, or if
60 every parcel the Town owned had to be included in the inventory. Mr. Gowan replied parcels with
61 facilities and materials had to be listed. Ms. Mather stated the Town could choose whether or not to
62 include a vacant lot. She didn't think it hurt anything to include it in the inventory; there were different
63 categories a vacant lot would fall under. Mr. Gowan added there was a lot of work to be done. He
64 noted some of the Hazard Mitigation Plan could be referenced as it focused on some of the areas to be
65 reviewed.

66
67 Mr. Cote inquired how many illicit discharge outfalls the Town had. Mr. Gowan replied they didn't
68 know yet. It would be reviewed/verified during the dry weather sampling process. It would depend on
69 the behavior of citizens and businesses. Ms. Mather explained illicit discharge was primarily driven
70 by sewer overflow; since Pelham doesn't have sewer it reduced the opportunity to have illicit discharge.
71 Mr. Cote asked for an explanation regarding the cost for outside services. Mr. Gowan looked at it as a
72 handling charge for managing the outside service costs. Ms. Mather described the types of items that
73 would cover, including the administrative costs. She said the Town would take on more of those pieces
74 as staff is trained regarding what to do with the data.

75
76 Mr. McCarthy understood the Town's Zoning Regulations would change as part of the process, which
77 would need to go on the ballot. He questioned what would happen if an article didn't pass. Mr. Gowan
78 hoped there would be a second opportunity to pass an article. He felt it would be a good question to
79 ask the Environmental Protection Agency ('EPA').

80
81 Mr. Lynde asked for an explanation of the term 'impaired' waterbody. Mr. Gowan replied Pelham's
82 impaired areas were at the Town beach, sections of Beaver Brook etc. Mr. McDevitt believed they
83 were waters that had different levels of different pollutants. Ms. Mather stated there was specific
84 guidelines the State puts forth (in the 303D and 305B lists) that are prescribed and not subjected to the
85 Town's determination. The impaired water designation comes directly from work the State identifies.
86 If there is an impairment the Town is required to take steps to correct it; those steps are outlined in the
87 stormwater program. Mr. Gowan noted they would have to include a fine schedule in the illicit
88 discharge ordinance. He said the goal was to get off the impairment lists and spoke about community
89 outreach and public education that would occur to help resolve issues.

90
91 Mr. Cote asked for clarification of what designates something an 'outfall'. Mr. Gowan interpreted it to
92 be the capture of water in a structure, which is then either treated or not treated and goes into a detention
93 pond (or other physical constructed mechanism) and eventually makes its way into a wetland. He said
94 counting those and knowing what water shed they were from has been perplexing for all the
95 communities. He noted even the experts were somewhat challenged in making determinations. Mr.

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Gowan hoped they could get Pelham's impaired waters off the list but understood it may take several years as it wasn't a quick/easy process.

Mr. McDevitt wanted to know the expectation. Mr. Gowan said ideally the Board would approve the two proposals. He spoke with Town Counsel and understood the terms of the contract would remain; the request was to approve just the 'scope and fee'. There were two proposals in front of the Board. /

Mr. Cote asked for clarification of the costs for certain tasks and equipment. Ms. Mather explained the equipment costs and staff time for testing. Mr. Cote asked if they had a cost from a lab for the actual dry weather cost. Ms. Dalton said their estimate was \$350. The sample kit included the testing. Mr. Gowan pointed out that different tests (for contaminants) had different costs. Ms. Mather stated they would test for everything; the cost would be based on actual time/material costs. There are currently 313 outfalls in Pelham.

Mr. Lynde asked if the budget would cover the associated costs of the program. Mr. Gowan believed it would. He added they would have an opportunity to make an adjustment in the next budget cycle if needed.

Mr. Viger questioned if the work had gone out for bid and if they had proposals from other companies. Mr. Gowan replied when they started the process, they used the same team as the CMAQ process and received several estimates/proposals from different firms to do the work. He said Geo Insight came out on top based on the team's comfort level with them, their expertise etc. He said it wasn't based specifically on cost as it wasn't a defined scope and fee. Mr. Viger reiterated his question if it had gone out to bid. Mr. Gowan stated the fees didn't go out to bid.

Mr. Cote inquired how many outfalls they would do each day. Ms. Dalton replied they would do 2-3 per hour; approximately 24 per day.

The Board discussed the wording of the motion. Mr. Gowan asked that it be specific to scope and fees). Mr. Lynde made a motion. Mr. Cote seconded. The Board reviewed the scope and fees to include a cost figure in the motion. The motion was amended by Mr. Lynde and Mr. Cote to include cost figures.

To accept and approve the proposal of August 26, 2019 (dry weather screening and sampling) at a cost not to exceed \$70,000 and to accept and approve the proposal of September 11, 2019 (MS4 proposal 2 – requirement assistance) at a cost not to exceed \$60,000.

Mr. Viger stated he wouldn't support the motion. He wanted additional time to review the information and clarify the numbers.

MOTION: (Lynde/Cote) To accept and approve the proposal of August 26, 2019 (dry weather screening and sampling) at a cost not to exceed \$70,000 and to accept and approve the proposal of September 11, 2019 (MS4 proposal 2 – requirement assistance) at a cost not to exceed \$60,000.

VOTE: (4-1-0) The motion carried. Mr. Viger voted in opposition.

It was understood if something came up Mr. Gowan would come back to the Board for further discussion.

Planning Director Jeff Gowan and Liberty Utilities ref. Marsh Road sidewalk project.

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141 Planning Director Jeff Gowan came forward with Steve Keach of Keach Nordstrom (Town's
142 engineering review firm), Bob Mastony Director Gas Operations Liberty Utilities and Shawn Fiore,
143 Construction Manager Liberty Utilities. Mr. Gowan informed Mr. Keach (working on behalf of Liberty
144 Utilities) had come up with a sidewalk plan and provided such to the Board. School Board member
145 Deb Ryan was seated in the public and provided with a copy of the plan.

146
147 Mr. McCarthy stated over a year ago Liberty Utilities approached Pelham and asked if they would be
148 in support of them expanding their gas operation in Pelham. One item at the forefront was the need for
149 a sidewalk along Marsh Road (beginning at Memorial School and traveled up to Willow Street), which
150 was included as a stipulation in the gas operation expansion. He noted he and Mr. Lynde recalled
151 discussion that the sidewalk would continue along Willow Street up to the bridge, it was not included.
152 Mr. McCarthy told the Selectmen that he met with the School Board, who was in full support of the
153 project.

154
155 Mr. Keach indicated Mark Chamberlin (from his office) was the engineer of record for the project but
156 was unable to attend. He said Mr. Chamberlin was a Selectman in another town and their meeting was
157 at the same time as Pelham's meeting. He spoke about the design and noted a majority of the frontage
158 was on School District property. The sidewalk surface will be bituminous with a typical width of 5ft.
159 He noted they worked around the variation of the right-of-way width and terrain as much as possible.
160 He said they didn't envision the need to encroach beyond the limits of right-of-way to do the
161 improvements; however, there may be some dealings (on an individual basis) with homeowners. Mr.
162 Keach defined the design as being approximately 90% complete and at the point it needed to be vetted.
163 That process has commenced. He had the opportunity to walk the entire length with Mr. Chamberlin.
164 The sidewalk was designed to be ADA compliant along the entire length. Because of the variations of
165 terrain, available right-of-way and obstructions there were areas where the sidewalk wandered a little
166 but designed to create the least amount of impact to public and private infrastructures along the way.

167
168 Mr. McDevitt understood there was one utility pole that had to be moved and recalled having it done
169 was a slow process. Mr. Keach said it would be coordinated. He pointed out that the utility company
170 was causing the project to occur and imagined there would be common courtesy with them. He spoke
171 about the right-of-way and told the Board they would endeavor to do their best to negotiate with
172 residents.

173
174 Ms. Ryan came forward. She told the Selectmen that the School Board had their questions answered
175 at a recent meeting; they had no concerns. She thanked the Board for making the project happen as it
176 was a good thing for the school district and community.

177
178 Mr. Viger questioned if the School Board needed anything from the Selectmen to move the project
179 forward. Mr. McCarthy stated he met with the School Board and answered their questions. He said
180 the chain of events is laid out and wanted to confirm the Selectmen agreed with such. He believed if
181 the Selectmen were in full support of the project the School Board would also be in support. He noted
182 a public hearing would be held at a Selectmen meeting for citizens to voice their opinion.

183
184 Mr. Lynde understood that the project didn't require any land taking. Mr. Keach anticipated that to be
185 true, although there were a couple things to validate. Mr. Lynde questioned when construction would
186 begin. Mr. Fiore stated he would like approval from the Town prior to putting the project out to bid.
187 He said from that point, whatever time worked for the Town they would like to get the project
188 completed. Mr. Ryan noted summer would be better, but the School Board was willing to work with
189 whatever needed to be done. Since the Town had waited a long time for the project, Mr. McCarthy felt
190 they should consider getting it done as soon as possible. He suggested beginning when the weather
191 breaks and the ground thaws in the spring. He said the Town handled projects along Marsh Road with

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Police assistance. Mr. Keach said when the bids are put forward, they will include dates that Liberty Utilities will require.

Mr. Cote saw there were items to be removed, such as a post and fence and granite posts which he assumed were placed on Town property. Mr. Keach replied some of those items would be reset and some may not be capable of resetting.

Mr. McDevitt understood the desire to move quickly with the project and wanted to know if the School Board was aware of that fact. Ms. Ryan answered yes, and stated spring was mentioned during the School Board meeting. Mr. McCarthy stated he spoke very clearly to the School Board about doing the project in the spring.

MOTION: (Lynde/Forde) To proceed with the process outlined during the meeting for the installation of sidewalks from approximately (Gibson) cemetery along Marsh Road to Willow Street.

VOTE: (5-0-0) The motion carried.

Planning Director Jeff Gowan - Highway Safety Committee ('HSC') recommendations

- 1) Sidewalk project from Gibson Cemetery along Marsh Road to Willow Street – unanimous vote in favor of project as it would be a significant improvement for pedestrian safety.

Mr. Lynde questioned if house numbers (along the project route) would change. Mr. Gowan explained that was included on the HSC agenda. There were a couple situations where they voted to recommend if the voluntary address changes weren't completed, they would be submitted to the Selectmen for a public hearing process. Subsequent to HSC meeting, residents had come forward with information that may satisfy the committee. Those residents will be meeting with the HSC for further discussion.

- 2) Citizen Request – streetlight at (or near) 84 Pelham Road. Citizen concern that roads are better lit before that location. HSC voted (4-0-0) to recommend against the additional streetlight; adding streetlights is costly and unnecessary. The requested streetlight was not seen as adding public safety.

Mr. Lynde questioned who received the request. Mr. McCarthy replied the request was sent to him and he forwarded it to the HSC.

MOTION: (Cote/Forde) To support the recommendation of the Highway Safety Committee to NOT install a streetlight (at or near 84 Pelham Road).

VOTE: (5-0-0) The motion carried.

- 3) Citizen Request – horse crossing sign at the intersection of Jericho Road and Meadow Lane. The HSC believed (and was confirmed by Road Agent) there was another horse crossing sign in the vicinity. HSC voted (4-0-0) against adding an additional horse crossing sign.

MOTION: (Cote/Lynde) To support the recommendation of the Highway Safety Committee to NOT install a horse crossing sign at the intersection of Jericho Road and Meadow Lane.

VOTE: (5-0-0) The motion carried.

Highway Department/Transfer Station Superintendent Frank Ferreira – Increase of plowing costs for this winter

Based on a previous discussion with the Selectmen, Mr. Ferreira came forward relative to whether the Town was charging enough for plowing private roads (pond road and roads within developments not yet accepted by the Town). He was in the process of sending notifications and requested the cost be increased from \$6,000 per mile to \$7,000 per mile. He said the increase would be until spring when he could review 'solid' numbers and have further discussion for how the Town wanted to proceed with plowing. He asked the Board to implement the cost increase as he was preparing to send out notices for plowing this season.

Mr. Viger recalled the Board asking Mr. Ferreira to provide them with the estimated costs for plowing roads. Mr. Ferreira replied he had reviewed the number of times the plows had been called back to locations. Mr. Viger understood Mr. Ferreira was asking the Board to approve the cost of \$7,000 per mile for the current season so people would have the opportunity to either hire a private contractor or pay the Town.

Mr. Lynde thought they weren't going to plow 'active development' roads (that hadn't been accepted by the Town). He said those were the bulk of the mileage and not plowing them would free up the plows to plow the rest of the Town. Mr. Ferreira stated during the previous discussion the Selectmen tabled the topic until spring.

Mr. McDevitt was concerned that residents (in newly constructed subdivision roads) may not know they live on a private road (even though signs are installed to inform residents). He believed taxpayers had an expectation for the Town taking care of the road. He noted the Town takes the resident's tax check and questioned if the Town owed it to the resident to ensure they were safe and had their road cleared out. Mr. Lynde believed there had been problems with obstructions in the roads that caused damage to equipment. He felt there should be some system to charge for those costs.

Mr. Cote inquired how long the Town had charged \$6,000 per mile. Mr. Ferreira believed three years. Mr. Cote recalled during the previous discussion the Selectmen decided it would be unreasonable to have people try to find a contractor. He also felt it was unreasonable to inform people that the cost would increase at this point. Mr. Lynde noted some of the roads were less than one mile so the increase would be a few hundred dollars. Mr. McDevitt believed the difficulty with the pond roads was collecting fees because residents may be seasonal and/or out-of-state at this time of year. He said it seems the Town should charge the increased amount but at the same time was too late. He said it was different with development roads. Mr. Lynde was okay not doing anything at this point because he felt they should have addressed it months ago (for the current season).

Mr. McDevitt heard from the Board that they should not do anything this year and have a discussion on the subject in the spring. Ms. Forde questioned if this year's notification should indicate a change for next year. Mr. Ferreira wanted to run solid numbers this season. In the notifications being sent this year, the Selectmen asked Mr. Ferreira to include language that informs they are considering increasing the rate or possibly eliminating plowing private roads for the 2020/2021 winter. Mr. Viger suggested the Board have a discussion in February 2020 and afterward post a public hearing. Mr. McDevitt asked Mr. McCarthy to schedule a public hearing for the first Selectmen meeting in April 2020. He then asked Mr. Ferreira to inform (residents of private roads) that it was the intention of the Selectmen to have further discussion in late winter and to schedule a public hearing of which they would be notified. He said developers should receive a similar letter, although worded slightly different. Mr. McCarthy

told the Board that he would work with Mr. Ferreira to draft a letter and have Town Counsel review prior to sending it out. He said they will make an announcement in February/March and hold a public hearing in April.

DISCUSSION

Re: Vote Fiscal Year 2020 budget

Mr. McDevitt stated it was brought to the Selectmen attention that there was an additional payroll period in the 2020 budget that was not originally anticipated when the budget was put together. This situation occurs roughly every seven years. Mr. McCarthy noted they originally budgeted for a 52-week pay period when in fact there were 53 pay period weeks in 2020. He noted all the (salaries within) budgets that were impacted had been adjusted accordingly.

For those employees with a contract, Mr. Viger inquired how the 'annual salaries' were calculated. Mr. McCarthy said rather than budgeting for thirty-nine weeks (after April 1st) they budgeted for forty weeks. Mr. Viger stated that was fine for hourly salaried employees. He questioned why an 'annual' salaried employee would receive an increase. He said an annual salary isn't based on the number of weeks; it was an annual amount (by contract).

Mr. Lynde noted he had been a Selectmen for at least three of the cycles but didn't recall the Board doing anything. He didn't know why they had to do anything now. Mr. McCarthy felt the Town go lucky (in the past) and didn't feel they could ignore it now. Mr. Lynde commented when the first of the year falls on a Wednesday a check is generated with part of it being credited to the new year. Mr. McCarthy stated they had spoken with a number of different people such as Government Finance Officer Association and received direct guidance for how to solve the problem. He said the proposed resolution was the recommendation of a number of entities and other towns faced with the same issue. He noted the Budget Committee would be reviewing the Town's budget on October 10th and vote October 17th. Mr. Viger asked when reconsideration was scheduled. Mr. McCarthy didn't have the exact date, but believed it was in February.

Mr. McDevitt suggested the Selectmen resolve their questions and tell the Budget Committee they would come back at reconsideration. Mr. Viger wanted to know the total amount being discussed. Mr. McCarthy replied \$144,000 (with retirement). Mr. McCarthy suggested the Board continue the discussion to their next meeting so he could have their questions answered.

Mr. Cote understood if the money was put into the budget it didn't really have to be spent. Mr. McDevitt replied they weren't under an obligation to spend it. Mr. Viger said he was looking at a bigger picture made up of small dollar amounts. He said if this year's salary contained an extra week; next year's salary would be that (increased) amount plus money added on to it. He said it might be semantics.

The Board postponed the discussion until their next meeting.

Preliminary discussion - Setting the tax rate

Mr. McDevitt informed the Board would only hold a discussion. Prior to announcing the rate, the Town had to submit numbers to the State for approval.

Mr. Lynde said they needed the school numbers before they could predict a tax rate. Given that all Town properties had their values increased, he felt the objective should be to reduce the tax rate based on the average increase (12%). He believed it was feasible based on the numbers he's looked at.

Mr. McDevitt questioned if the Town had heard from the State. Mr. McCarthy replied he hadn't heard from the Department of Revenue yet. He noted they historically set the tax rate in the second week of October. He believed they had all the numbers except for one from the school.

Willow Street Bridge opening ceremony

Mr. McCarthy informed with the Willow Street Bridge still (tentatively) being scheduled for November 1st he was looking to have a small ribbon cutting ceremony. A few dignitaries and people from the Town who put effort into the project would be invited. There was no objection.

Appointing Board of Selectmen Alternate to the Planning Board

Mr. McDevitt said Mr. Cote brought forward the suggestion of appointing an alternate to the Planning Board. He said after reviewing the Statutes found it allowed appointing an alternate. He said if anyone was interested, they should put their name forward.

Ms. Forde asked if they should consider other boards the Selectmen have a voting seat. It was noted the only other board was the Budget Committee; Mr. Viger had already been appointed as the alternate.

MOTION: (Viger/Lynde) To nominate Selectman Kevin Cote as alternate to the Planning Board.

VOTE: (5-0-0) The motion carried.

Proposed 2020 Warrant Articles

Mr. McCarthy stated the proposed articles were kept in the member packets to keep the subject in conversation. He noted an article had been added for review regarding elderly exemption.

Mr. McDevitt suggested increasing the exemption amount based on the percentage property values had increased. There was no objection. He said there was a request from the Assessor to increase the annual income amounts; however, he didn't know if they needed to be changed. Mr. McDevitt asked Mr. McCarthy to increase the exemption numbers by 12%.

Mr. Viger wanted if they anticipated any more money for the highway building. Mr. McCarthy replied he was waiting for additional numbers. Mr. Viger asked if the Selectmen would explore (for a later discussion) taking the remaining money out of the fund balance rather than raising it through taxes. There was no objection.

Water Commission expenses for Fiscal Year 2020

Mr. McCarthy stated he spoke with one of the Water Commissioners (not the board in its entirety) who asked if there was any money put aside for the water commissioners in the (fiscal year) 2020 budget to account for mailings or other notifications. He informed the commissioner the budgets were wrapped up; however, if they needed mailings/postings the funding would be taken out of the Selectmen's

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expenses budget. He said they could add a budget line for the water commissioners in the (fiscal year) 2021 budget. He didn't anticipate more than \$1,000.

Vote – Consolidated Communications Agreement

Mr. McCarthy stated during the Board's previous meeting Brian Demers, IT Administrator and a representative from Consolidated Communications gave a presentation on transitioning the Town's phone systems from three companies to one. Town Counsel has reviewed/modified the contract with Consolidated Communications and endorsed it with the (specified) revisions. He asked permission to have the authority to sign the agreement and move forward to work with Consolidated Communications as the Town's primary phone system.

Mr. McDevitt questioned if there was a number associated with the agreement. Mr. McCarthy answered no; as it was a service agreement. He commented the Town would save money beginning the first year. The Board was previously provided with the cost savings. He spoke about the difficulties with having three vendors and by having one vendor would improve the operational efficiency.

Mr. Demers came forward and told the Board he was assured by Consolidated that the regular phone line transition would be seamless because they owned the lines. He said converting from a T1 line to a PRI might have some adjustment to transition from two different services; however, afterward it should be seamless. He contacted the phone system vendor (Carousel) who indicated there may be some programming needed but the system would be able to handle it. There will be a minimum potential for service interruption during the transition.

MOTION: (Viger/Cote) To approve the phone contract and service agreement proposed by Consolidated Communications.

VOTE: (5-0-0) The motion carried.

Lane Road – Map 7 Lot 4-15

Mr. McDevitt explained there was a small slip of land that ran along the north end of Lane Road just before Mammoth Road that had been taken by the Town (in 1985) for non-payment of taxes. He informed he lived on Lane Road and had a daughter who lived on Lane Road; neither of them were direct abutters or had any interests in the parcel. He believed the abutting owner put a driveway across the strip years ago. He pointed out that the Selectmen were authorized to sell or dispose of the property as justice may require. Mr. McDevitt proposed they contact the (abutting) owner and offer to sell the strip of land for \$1.

Mr. Viger asked is someone lived on the abutting lot. Mr. McDevitt said it looked vacant; however, approximately once every three months someone comes by and cuts the lawn.

There was no objection to Mr. McCarthy sending the abutter a letter with an offer to sell the strip of land for \$1. The letter should also inform the abutter that they don't own the land they placed a driveway across.

Mr. Cote questioned if they needed a public hearing. Mr. McDevitt replied there was an agenda item indicating the Selectmen would discuss the land publicly.

Possible Senior Center revolving funds account

Mr. McDevitt deferred discussion to be scheduled for a subsequent meeting.

Zoning Board Alternate position opening

Mr. Cote understood a recently appointed alternate resigned from the Zoning Board leaving an opening on the Board. He felt the Selectmen should appoint someone to the position. Mr. McDevitt believed in the past they advertise for a period of time, accept applications and then interview and appoint someone to the position.

Ms. Forde felt as a courtesy people who originally applied for the position should be contacted. Mr. Cote believed the same number of people that applied were appointed.

Mr. Lynde suggested staggering the term. Mr. McDevitt referred to RSA 673:12, II relative to filling vacancies and membership of local land use boards. The Board is allowed to appoint someone to the position for the unexpired term.

Mr. McDevitt asked Mr. McCarthy to post the position.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. Cote informed that the Pelham Youth Council only received two applications for a 7-9 member group. Rather than have a council he proposed going to the school and hosting a meeting once per month. There was no objection. Ms. Forde noted the high school has a period of time in the morning called 'snake break' during which the council might be able to run. Mr. Cote said he would put something together and bring it back to the Board.

Ms. Forde told the Board they had made progress with setting up the accessible neighborhood (Blueberry Circle) for Halloween. Donation boxes will be located at the Police Station, Hannaford, Enterprise Bank and the Selectmen's office if people would like to donate extra candy or a non-candy item to hand out on Halloween. They are grateful for any donation.

Mr. McDevitt met with Senior Center Director Sara Landry and Yvonne LeGuard to discuss divesting work Ms. Landry was doing that belonged to the Council on Aging. He said doing this may take pressure off the director and eliminate the need for additional help. He then reported the Senior Center Thrift Store November 12th. He ended by stated he would attend a conference in Concord regarding affordable housing.

REQUEST FOR NON-PUBLIC SESSION

MOTION: (Lynde/Cote) Request for a non-public session per RSA 91-A:3,II, d
(Consideration of acquisition, sale or lease of property)

VOTE: (5-0-0) The motion carried.

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 8:54pm.

MOTION: (Lynde/Cote) To leave non-public session.

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VOTE: (5-0-0) The motion carried.

465 The Board returned to public session at approximately 9:39pm.

466

467 **ADJOURNMENT**

468

469 The meeting was adjourned at approximately 9:39pm.

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471

Respectfully submitted,

472

Charity A. Landry

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Recording Secretary