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APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
July 16, 2019
APPROVED – July 23, 2019

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CALL TO ORDER - approximately 6:30PM

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

ABSENT: Mr. Doug Viger

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PLEDGE OF ALLEGIANCE

MINUTES REVIEW

July 2, 2019:

MOTION: (Cote/Lynde) To approve the July 2, 2019 meeting minutes as amended.

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

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ANNOUNCEMENT

None.

OPEN FORUM

No one came forward.

APPOINTMENT(S)

Hobbs Community Director Sara Landry – Improvements to Hobbs Community Center (Senior Center)

Ms. Landry came forward with a request for an expenditure of funds that she recently learned were available funding through an impact fee specified for ‘Senior Recreation Program’. She provided the Board with a list of needs: 1) carpeting for thrift store, travel office and director’s office; 2) electric handicap access door between the dining room and big hall; 3) sign for thrift store; 4) two office desks (for newly renovated area); and 5) stair railings for upstairs storage area. The two priority items she was seeking funding for was the carpeting and electric handicap access door.

Mr. McCarthy suggested asking the Board to approve the entire list since it was all work that needed to be done. Ms. Landry noted that she added an Automated External Defibrillator (‘AED’) to the list. The battery for the existing unit is dead. She said because the AED is such an old unit a replacement battery would cost \$400. Other AEDs have been switched to newer units that used regular batteries. Ms. Landry told the Board that the Fire Chief recommended updating the existing unit to a new unit; however, the cost of doing so would need to come from her budget. Mr. McCarthy noted that the

BOARD OF SELECTMEN MEETING/July 16, 2019

45 Joint Loss Safety Committee held a meeting to discuss safety related items and inspected the Hobbs
46 Community Center. As a result of that inspection they discovered there was a set of wooden stairs
47 located at the back of the thrift store expansion that needed replacement (estimated at \$500). The
48 total cost for all items contained on the list totaled \$17,239.

49

50 Mr. Lynde asked for additional information about the (thrift store) signs. Ms. Landry replied they
51 were looking to have a small sign similar to the current center sign. The Council on Aging was in the
52 process of coming up with a name for the store. They wanted people driving by to realize there was a
53 thrift store. They would also like to have a small sign over the door (where the new windows were
54 installed) so people know where the entrance is located. These signs will be located on the thrift store
55 section of the buildings. The submitted costs for the signs are estimates.

56

57 Mr. Cote inquired if the funds were in the community center's budget. Mr. McCarthy explained there
58 is an impact fee for Senior Recreation paid from new homes being built. He said over the course of
59 the past two years they've accrued approximately \$25,000. He stated the fee was collected
60 specifically to maintain the (community center) property. The funding for the list of items was being
61 requested from this impact fee fund and not from the community center's budget or from the Town
62 building's budget.

63

MOTION: (Lynde/Forde) To approve an amount not to exceed \$17,239 to be removed from
the Senior Recreation (impact fee) fund to pay for the list of items (presented by
Ms. Landry)

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

64

65 **Police Chief Joseph Roark – Introduction of new Police Officer**

66

67 Chief Roark came forward and introduced new Police Officer Gilberto Brown who will be added to
68 the patrol compliment which will allow one officer to be transferred to the second School Resource
69 Officer position. He spoke about Officer Brown's education and training accomplishments.

70

71 Deputy Town Clerk Linda Newcomb came forward to swear in Officer Brown. The Selectmen
72 welcomed Officer Brown and extended their congratulations.

73

74 **DISCUSSION**

75

76 **Board of Selectmen meeting schedule change**

77

78 Mr. McCarthy confirmed the Board would delete the August 13th review of Town budgets and shift
79 that review to August 27th

80

81 **Review – Highway Building Site Plan: version 2**

82

83 Mr. McCarthy provided the Board with a new version of the Highway Building site plan which
84 showed the proposed building repositioned to face north/south. This position will allow the sun to be
85 on the building for most of the day which will be good during winter months for the melting of snow.
86 He pointed out that the office area would be close to the street for easy/efficient customer access. He
87 said if the Board voted to approve the plan, he would give it to the Building Inspector (Roland Soucy)
88 to begin reviewing cost estimates. Mr. McDevitt confirmed the proposal was a 'preliminary' plan.
89 Mr. McCarthy stated that was correct.

90

MOTION: (Lynde/Cote) To authorize Town Administrator Brian McCarthy to oversee the process for a new highway garage at the new location (presented to the Board).

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

91 **Tree replacement review/proposal**

92

93 Mr. Cote told the Board he didn't have an update at this time.

94

95 **PUBLIC HEARING – Congestion Mitigation Air Quality ('CMAQ') – VHB alternatives to**
96 **traffic congestion issues (intersection of Sherburne Road/Mammoth Road and Mammoth**
97 **Road/Marsh Road)**

98

99 Mr. McDevitt called the public hearing to order. He explained the public hearing process and stated it
100 would remain open until everyone had an opportunity to ask questions. At the end of public input,
101 the Selectmen will make a decision as to which of the options to choose. Photocopies of the
102 presentation were provided to the public.

103

104 Planning Director Jeff Gowan introduced Mr. Greg Bakos and Karen Huberdeau of VHB. Mr. Bakos
105 explained VHB was brought on to address the deficiencies of the intersections (Sherburne
106 Road/Mammoth Road and Mammoth Road/Marsh Road); however there had previously been studies
107 done by the Nashua Regional Planning Commission ('NRPC'), specifically a traffic study that was
108 relied upon for data and analysis. The New Hampshire Department of Transportation ('DOT') was
109 also involved and jointly presented recommendations with NRPC. VHB has picked up the project
110 through the CMAQ (federal funded) program and will bring it through design and construction. Mr.
111 Bakos stated this was their second public hearing; the first was called 'Local Concerns' meeting. At
112 that meeting they asked questions and learned about issues/concerns from the Town and public.

113

114 Mr. Bakos reviewed a power point presentation that outlined the following (detailed information
115 available on-line) (Pelham CMAQ project – State #41751):

116

1) Meeting purpose

117

2) Project Development Purpose

118

3) Project Background

119

4) Program Requirements

120

5) Existing Conditions: Traffic

121

6) Existing Conditions: Safety

122

7) Project Considerations: General

123

8) Project Considerations: Cultural Resources

124

9) Project Considerations: Natural Resources

125

10) Project Considerations: Right-of-way

126

11) Project Purpose and Need

127

12) Design Alternatives: No-build

128

13) Design Alternatives: Roundabout

129

14) Design Alternatives: Traffic Signals

130

15) Result Summary Evaluation Matrix: Traffic Operations AM peak / PM peak

131

16) Result Summary Evaluation Matrix: Right-of-way impacts / Wetland impacts / project costs

132

17) Additional Considerations: Safety

133

18) Additional Considerations: Air Quality

134

19) Additional Considerations: Cultural Resources

135

BOARD OF SELECTMEN MEETING/July 16, 2019

136 The immediate next step is for the Town to select a preferred alternative. Subsequently an
137 engineering study would be completed followed by a complete resource documentation and advanced
138 preliminary design. Mr. Bakos summarized the project schedule.

139

140 Mr. McDevitt wanted to know if the Sherburne/Mammoth intersection was signalized and the
141 Mammoth/Marsh had a roundabout if the traffic would backup into the other intersection. Mr. Bakos
142 replied their analysis showed it wouldn't. He said it could be done but they don't normally
143 recommend mixing control types. He noted roundabouts tend to free-flow and a traffic signal
144 interrupts flow.

145

146 Mr. Lynde inquired if the Mammoth/Marsh roundabout could be pulled further east by 20ft-40ft. Mr.
147 Bakos replied potentially they could; however, they were already getting into property impacts. He
148 noted they encourage deflection of vehicles entering the roundabout to slow speed.

149

150 In connection with the traffic signal alternative, Mr. Cote questioned if the road between Sherburne
151 and Marsh would be expanded. Mr. Bakos replied there was a short piece in between that would
152 remain but, on the north, and south they have tapers for entering/exiting turn lanes. Mr. Cote wanted
153 to know why there was a greater impact on land with the signals versus the roundabout. Mr. Bakos
154 replied (based on the computer module) Marsh Road would have three lane approaches with the
155 corner being more severely impacted. Sherburne would be increased from two lanes (proper) to three
156 lanes.

157

158 PUBLIC INPUT

159

160 Mr. Dana Rescine, 8 Chestnut Lane (first house at corner of Sherburne Road) stated he was new to
161 the community and had witnessed (first-hand) the traffic conditions. He felt a rotary made more
162 sense especially from the perspective of vehicle speed. He questioned if consideration had been
163 given to noise mitigation. Mr. Bakos replied noise mitigation was typically done on a higher category
164 roadways (i.e. interstate highways). He noted there were Federal Highway guidance on thresholds
165 that had to be met before noise mitigation is done. He anticipated a reduction in noise with the
166 roundabout because traffic would have slower speeds and vehicles wouldn't be starting up at a signal
167 light. He believed it would be difficult to get the Federal funding to pay for mitigation.

168

169 Mr. David Vott, representing his mother-in-law (Barbara Everhard) who owns 73 Mammoth Road
170 came forward. He stated their concerns were safety and loss of property. He wanted to know the
171 extent of encroachment into the existing right-of-way. Mr. Bakos replied there would be zero
172 encroachment and would likely re-pave the driveway up to the right-of-way as part of the project.
173 Mr. Vott wanted to know how much of the driveway would be taken. There was further discussion
174 regarding the existing driveway; Mr. Bakos clarified that they weren't 'taking' anything, the portion
175 of the driveway (apron) within the State right-of-way would be rebuilt. He noted if there was a need
176 to go beyond the right-of-way they would work with the owner. Mr. Vott discussed the safety
177 concerns when he backs his vehicle into the existing driveway, which is currently steep. He
178 confirmed the situation (driveway grade) wouldn't be made any worse. Mr. Bakos stated that was
179 correct.

180

181 Mr. Dave Silva, 400 Sherburne Road reference the traffic count for the intersection of
182 Sherburne/Mammoth and stated his opinion that a roundabout was the best option. He wanted to
183 know how the two proposed roundabouts compared to the two roundabouts near the Town center
184 regarding traffic volume during rush hours. Mr. McDevitt recalled a traffic count was done in 1996
185 (in front of the old fire station, now Meeting House Park) that reported 11,000 cars per day. Mr. Silva
186 was concerned about the volume of traffic during peak hours with Mammoth Road dominating the

BOARD OF SELECTMEN MEETING/July 16, 2019

187 traffic count. He agreed that something had to be done but was afraid vehicles wouldn't flow
188 properly during peak times. He questioned if there would be any traffic calming measures (i.e.
189 reduction of speed limit) prior to vehicles entering the roundabouts. Mr. Bakos replied they could
190 recommend a reduction of speed. He said it was typical to reduce speeds on approach to an
191 intersection. Mr. Gowan noted the speed limit in the existing roundabouts (Town center) was 20
192 mph. Mr. Bakos added that the proposed roundabouts would be designed to be slightly larger than
193 those in the Town center which would give more room for vehicles to find gaps and enter the flow.

194
195 Mr. Chuck Greenwood, 199 Marsh Road (corner of Mammoth Road) stated the project was virtually
196 in his front yard. He wanted to know if the mark on the plan (in front of his home) was a guardrail.
197 He also wanted to know how much of his parking lot would be taken. Mr. Bakos replied they showed
198 a raised median across the frontage to control where vehicles come in and out; however, it was
199 conceptual, and they would work with the owner. He indicated all three approaches
200 (Mammoth/Marsh) would have splitter islands in the middle of the road. Mr. Greenwood wanted to
201 know how he would get into/out of his parking lot. Mr. Bakos replied they could shorten the median
202 or eliminate it. Mr. McDevitt wanted to understand how they would make sure the discussion with
203 the owner happened. Mr. Bakos stated once they were through the study phase, picked an alternative
204 and did a preliminary design, they would meet with each of the property owners to show the plans
205 and discuss possible impacts.

206
207 Mr. John Masterson, 212 Marsh Road (center of Mammoth/Marsh intersection) told the Board his
208 property will be the most affected by the project. He was in favor of either a roundabout or traffic
209 signal. He pointed out that with either plan half his front yard would be taken. He felt moving the
210 roundabout towards the wooded area should be more of an option than taking property from
211 homeowners. Mr. Masterson commented that his house and another were approximately two hundred
212 years old. Although they aren't listed on the historic registry, he felt they should have consideration.
213 He will be researching how to get included on the registry. Mr. Masterson called attention to the fact
214 that his septic tank is in the front yard area that the project proposes to take (both permanent and
215 temporary). Mr. Bakos stated the septic was a serious concern; if needed they would move it to an
216 alternate location.

217
218 Mr. Cote clarified which alternative took more property. Mr. Bakos replied more property would be
219 needed for the traffic signal alternative. Mr. Masterson believed when it came to that point in the
220 project, they could work something out. He reiterated his house would be affected the most. He
221 noted his brother owned the house and had to remain involved throughout the process. He spoke
222 about safety concerns with construction equipment and the fact that his four nieces resided in the
223 home. Mr. Masterson told the Board he was in favor of fixing the situation, but wanted his concerns
224 heard. Mr. Gowan noted the construction time to build a roundabout was less than a year.

225
226 Mr. McCarthy wanted to know if the roundabout could be moved toward the wooded area. Mr.
227 Bakos replied it would diminish the deflection on the northbound approach to Marsh Road. Currently
228 it's balanced; if the roundabout is moved toward the west it creates a smooth movement from
229 Mammoth to Marsh with no deflection.

230
231 Mr. Cote inquired if 212 Mammoth Road had the only septic issue. Mr. Bakos replied it was the only
232 one they knew about. He noted they were still in the conceptual design phase which allows for an
233 opportunity to adjust the plan.

234
235 Mr. Masterson confirmed that his brother would be contacted and stay involved with the process. Mr.
236 McDevitt understood VHB would be in contact with landowners. He said if they don't get contacted,
237 they should inform the Selectmen.

BOARD OF SELECTMEN MEETING/July 16, 2019

238

239 Mr. Silva questioned if pedestrians had been taken into consideration. Mr. Bakos replied they had
240 thought about it; however, neither of the alternatives had accommodations for pedestrians; there were
241 no crosswalks or sidewalks. He said if sidewalks were built, they could accommodate pedestrian
242 crossings at the delta islands. Mr. McDevitt felt pedestrian crossings should be clearly delineated
243 even if there are no sidewalks. Mr. Gowan cautioned lawsuits occur in areas where pedestrians are
244 directed to cross and there are no sidewalks. He said the State wouldn't pay for sidewalks. Mr.
245 Lynde commented that the Mammoth /Marsh intersection didn't lend itself to any pedestrian traffic.
246 He said there may be a desire to put a cross walk at the Sherburne/Mammoth intersection and would
247 address it later. Mr. McDevitt discussed the State's decision to remove crosswalks and how the Town
248 pushed back to retain the crosswalk near St. Patrick's Church. He said there were certain
249 requirements for crosswalks to be ADA compliant. He also understood that the State (in the next two
250 years) will require flashing beacons at all crosswalks. He believed they would need to take the same
251 action in all areas with crosswalks. Mr. Silva stated safety was paramount.

252

253 Mr. Valmont Boyer, 68 Mammoth Road echoed the previous testimony regarding driver behavior.
254 He said there was no reason to believe that someone would yield to vehicles within the roundabouts,
255 which he didn't feel would help with the traffic delay. Regarding sound, he believed people would
256 'gun it' whether they were going around a corner or coming to a stop sign. Mr. Boyer was concerned
257 with the roundabout at Sherburne as it related to visibility and safety. He stated rotaries were bad for
258 motorcycle riders. He questioned if any study had been done to installing a traffic signal at
259 Sherburne/Mammoth and not doing anything at the Mammoth/Marsh intersection. Mr. Bakos replied
260 the level of service wouldn't change at Mammoth/Marsh and vehicles would have difficulty entering
261 Mammoth Road. Mr. Boyer suggested the traffic signal at Sherburne could be timed to allow for
262 entering traffic at Marsh Road. Mr. Lynde noted it was a Federally funded project (\$1.2 million) with
263 the understanding that they would do both intersections. Mr. Boyer didn't understand why they had
264 to do both intersections. Mr. McCarthy stated they were both identified as being problems; if they
265 don't do both intersections the Town won't receive the grant money. Mr. Boyer questioned the cost
266 of having a Police Officer at the Sherburne intersection. Mr. McCarthy replied it cost approximately
267 \$26,000-\$28,000 per year. Mr. McDevitt discussed the issue of having an officer was if something
268 else happened in Town the officer had to leave the intersection and respond to incidents; it wasn't a
269 permanent assignment.

270

271 Mr. McDevitt asked everyone in attendance to add their name and address to the sign-in sheet.

272

273 Mr. McCarthy announced if anyone had questions after the public hearing, they could contact him or
274 the Selectmen's office. His email is: bmccarthy@pelhamweb.com office #: 603-508-3074

275

276 There were no further comments offered by the public. Mr. McDevitt closed the public hearing. He
277 said the next step was for the Selectmen to pick an alternative. He understood from Mr. Bakos'
278 earlier comments that refinements had not been made. The representations were as accurate as
279 possible for what the Town would do. Mr. Bakos mentioned the public comment was extremely
280 helpful and raised their awareness of certain concerns which they would take with them as they went
281 to the next step. Once the Selectmen decide on an alternative, VHB will record the decision in the
282 feasibility study that is reported to DOT; once DOT 'blesses' the alternative VHB will continue with
283 the design.

284

285 Mr. Cote questioned if there was a reason the Board had to vote. Mr. Gowan explained the project
286 had to be advertised by fall 2020 to be sure that funding was still available. He said it was important
287 to have a vote so they could go to the next step. The next deadline was August (2019) for the
288 submission to DOT. Mr. McDevitt understood as long as the Town kept things moving the DOT

BOARD OF SELECTMEN MEETING/July 16, 2019

289 would continue forward. He added that the Selectmen were on notice that a vote would be taken
290 during the meeting.

291 Mr. Cote stated there were some issues that had come up, such as moving a septic system which in his
292 opinion was a huge issue. He noted pedestrian access was also discussed. He wanted to know how
293 the process worked and if they would try to figure out the issues later. Mr. McDevitt believed the
294 Selectmen were being asked to approve a conceptual solution. He understood there were issues about
295 a septic system that would be resolved (not at the owner's expense). He said they would have to
296 figure out pedestrian access and noted they wouldn't have an answer for it next week or the week
297 after; unless they keep moving they would run the risk of having an officer at the intersection for the
298 next year or so.

299
300 Mr. McDevitt stated he would like the Board to take a vote but felt it was fair to have discussion
301 around it because the matter was important.

302
303 Mr. Lynde made a motion to authorize VHB to proceed with Alternate Two: Roundabout for the
304 Congestion Mitigation Air Quality project. Ms. Forde seconded.

305
306 Mr. Lynde pointed out the process of getting to the final details would include discussions and
307 accommodating property owners. Mr. McDevitt stated VHB was the Town's consultant and hired to
308 represent Pelham's interest through the process. Ms. Forde added one reason VHB was selected was
309 for their history of effectively working with the Town and property owners. She noted that the plan
310 was preliminary. Mr. McDevitt brought up surveys that citizens have taken which indicate their
311 desire to keep Pelham rural.

312
313 Mr. Cote stated between the two projects he liked the roundabouts for safety reasons concerning
314 distracted drivers. He believed there would be issues no matter what was done; however, with regard
315 to safety and slowing traffic down he felt the only way to do it was with roundabouts.

316

MOTION: (Lynde/Forde) To authorize VHB to proceed with Alternate Two: Roundabouts for
the Congestion Mitigation Air Quality project.

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

317
318 Mr. McDevitt thanked the public for attending and coming forward to speak. He said the Selectmen
319 and Town Administrator were approachable and should be informed of any problems when the
320 project moves forward.

321
322 Mr. Gowan questioned when the next public forum would be conducted. Mr. Bakos replied they
323 typically held a public meeting at the conclusion of the preliminary plans. That meeting will be
324 scheduled for late fall. Mr. Gowan commented that in this case they did a courtesy mailing to a wider
325 scope than a typical abutter notification. He said those who were notified of the current meeting and
326 anyone who signed in would be included with the next notification.

327

328 **DISCUSSION CONTINUED**

329
330 **2020 Budget Review**

331
332 Town Finance Director Jean Olson and IT Director Brian Demers were present for budget
333 presentation.

334
335 ***Library – Presented by Library Director Rita Gavelis and Library Trustee President Rose Ann Cares***

BOARD OF SELECTMEN MEETING/July 16, 2019

336

337 Mr. McDevitt noted the Library Trustees were a separately elected body and not required to answer to
338 the Board of Selectmen; they were presenting their budget as a courtesy, so everyone had an
339 opportunity to know what was going on.

340

341 Ms. Gavelis told the Board this year the Library was asking for an increase of \$21,000. They have set
342 up a five-year plan to get the Library salaries up to the median figure of similar libraries in New
343 Hampshire. The Pelham Library 2018 salaries are lower than the average in New Hampshire for
344 2016. She summarized the increase structure and indicated they would be at the median by 2024.

345

346 Ms. Gavelis stated they had a warrant article last year that concerned a renovation that didn't pass;
347 however, they still have issues with noise and receive frequent complaints. They have filed papers
348 with the Capital Improvement Plan committee to incorporate noise abatement and are looking to set
349 up a capital reserve fund to request funding over the next four years. They may consider having a
350 phased approach and budget a set amount for noise abatement and subsequently have two warrant
351 articles for the remainder of the project.

352

353 Mr. McCarthy asked if they intended to submit a warrant article for improvements. Ms. Gavelis
354 answered no; not this year. Mr. McCarthy noted a capital reserve item wouldn't be included in the
355 budget. He said they will instead draft a warrant article asking the voters to create a capital reserve
356 fund for a specific purpose and then ask that they approve placing a specified dollar figure into that
357 fund. Ms. Cares believed it made sense to do the stairwell (glass for noise abatement) this year and
358 try to pass a warrant article for a capital reserve fund. Mr. Demers was relabeling the budget line
359 under projects for stairwell noise abatement. At the time for warrant article submission, Mr.
360 McCarthy will create a draft for a capital reserve. Ms. Cares spoke about the problems they were
361 dealing with at the Library and the difficulty they had reaching the public to inform them of such.
362 Mr. Lynde recalled there was no one present at Deliberative Session to speak to the warrant article
363 (on the 2019 ballot). Ms. Cares replied they were present but didn't realize they speak about the
364 articles during those sessions. Mr. McDevitt said doing so was another opportunity to speak to
365 articles.

366

367 Ms. Gavelis said when the article failed, they reviewed people's comments (positive and negative)
368 and made the decision to focus on noise abatement. Going forward they won't hesitate to stand up
369 and inform people of the issues to hopefully be successful in having their article pass.

370

371 Mr. McCarthy noted that the heating system replacement at the Library was included on his project
372 list for 2020. The unit is eighteen years old. He had it evaluated by two vendors and understood it
373 had gone beyond it's 'end of life' and was now a problem. Ms. Gavelis asked that the proposal
374 include 'humidity' which was specifically a problem for libraries. Mr. McCarthy said when they
375 refine the numbers, he'll make sure the vendor understands the issues.

376

377 Ms. Gavelis told the Board that the budget increase, without the \$42,000 noise abatement, was less
378 than a 5%. She said with the noise abatement in the budget the increase was approximately 14%.

379

380 The Board thanked Ms. Gavelis and Ms. Cares for meeting with them.

381

382 ***Planning Department – Presented by Planning Director Jeff Gowan***

383

384 Mr. Gowan stated most of the increase within the department's budget was contractual. He noted
385 they were in the third/final year of the phased salary increase for inspectors (total increase \$9,600).
386 He then spoke about a proposed salary increase (approximately \$.50/hr.) for the Code Compliance

BOARD OF SELECTMEN MEETING/July 16, 2019

387 official; the current contract ends in August 2019. If the Selectmen agree to a new contract the
388 proposed increase will already be incorporated.

389
390 Mr. Gowan reviewed the minor increases contained in the proposed budget. He then told the Board
391 he was requesting \$60,000 under the projects for the MS4 mandate. Mr. McDevitt noted that the
392 MS4 is a municipal stormwater project being required by the Department of Environmental
393 Protection Agency. Mr. Gowan stated the Town's consultant was doing a very good job; they are
394 currently in year two. He provided the Board with a spreadsheet showing the items that are year two
395 obligations and discussed the details of work that was required to be done. Mr. McDevitt questioned
396 if the proposed budget number would be further refined prior to the March Town Meeting. Mr.
397 Gowan thought it would be reasonable to do so.

398
399 Mr. Gowan pointed out that the Planning Department budget had a 3.5% increase; however, with the
400 required/mandated MS4 funding it showed an increase of 13.76%. He ended by providing an update
401 of the Capital Improvement Plan ('CIP'). The committee will hold their final meeting Thursday, July
402 18th. They plan to present the CIP to the Planning Board August 5th, after which it will be presented
403 to the Selectmen.

404
405 The Board thanked Mr. Gowan for presenting the Planning Department budget.

406
407 *Cable Department – Presented by Cable Director Jim Greenwood*

408
409 2019 operating budget: \$136,741

410 2020 request: \$145,365

411

412 Mr. McDevitt informed the public that funding for the Cable Department comes from fees paid by
413 cable television subscribers.

414

415 Mr. Greenwood told the Board he had included a 10% performance increase for his salary. He
416 explained he was in his twentieth year. He said through the years he was receiving a cost of living
417 increase. Mr. McDevitt said the Selectmen were made aware of the request and would discuss at the
418 appropriate time. Mr. Greenwood informed he had increased certain tech assistant's salaries to
419 \$10.50.

420

421 Mr. Greenwood provided a summary of the budget increases/decreases, all of which were minor in
422 nature. He noted he added a line for an annual cookout; in the past funding was taken from supplies.
423 Mr. McDevitt asked who attended. Mr. Greenwood replied they had a cookout for PTV technicians
424 at Pelham Veteran's Memorial Park. He noted three of the technicians were leaving for college and
425 the cookout would be their sendoff.

426

427 Mr. Greenwood noted that the cable franchise contract was due to begin in 2020 for the expiration in
428 2021. Mr. McCarthy asked what was remaining in the comcast account for new equipment. Mr.
429 Greenwood replied there was \$13,122 remaining; he didn't use any money last year. The last check
430 (\$20,000) was received two years ago; at that time the account had money which was used to create
431 the cable tv office. There was a brief discussion regarding the franchise fees the Town was
432 receiving. Mr. Greenwood noted that the trend was flatlining. He said they had received \$130,000 to
433 date and expected another check in August. He noted his estimate of \$267,000 was high based on the
434 latest trend and believed it would be closer to \$262,000.

435

436 The Selectmen thanked Mr. Greenwood for the presentation.

437

438

439 **Fire Department** – Presented by Chief James Midgley

440

441 2019 operating budget: \$2,381,577

442 2020 request: \$2,401,034

443

444 Chief Midgley reviewed the proposed budget and summarized the increases/decreases. It was noted
445 they were currently in contract negotiations. He informed that the fleet was getting older and they
446 would come forward in 2021 to replace the ambulance; the ambulance capital reserve contained
447 enough so there will be zero impact. He stated that the apparatus was also beginning to age out and
448 they had large dollar figure repairs pending.

449

450 Chief Midgley discussed their portable batteries and told the Board they needed to be replaced. They
451 currently go ‘end of life’ December 31, 2019. This means if they break and go to Motorola and they
452 don’t have parts, the unit won’t be fixed. He said that line may be Affected depending on what
453 happens by the end of 2019. Mr. McCarthy questioned if the radios could be leased. Chief Midgley
454 replied Motorola didn’t lease because they were a proprietary company. Mr. McCarthy recalled the
455 Police being able to lease all their portables. Chief Midgley discussed how the Fire Department used
456 their portable radios in a different manner and environment than the Police. He said that’s why the
457 standards had changed so drastically since the last generation version. Mr. McCarthy asked about the
458 mobile radios. Chief Midgley replied he had taken a project over the last four years to have a phased
459 replacement (3 per year) because the version they were using had gone out of service in 2013.

460

461 Chief Midgley noted the savings they experienced by working with Londonderry Fire Department’s
462 services. He moved on to discuss hydrant fees, which historically increased approximately 7%-12%
463 each year. The budgeted fee amount is nearly \$86,000 for roughly seventy hydrants.

464

465 The Fire Department budget showed an increase of \$19,458 representing .8%

466

467 **Emergency Management** – Presented by Chief James Midgley

468

469 Chief Midgley informed the budget was level funded. He discussed the equipment repair line, which
470 is where cistern maintenance is budgeted. He said during a bad winter they hired a company (two
471 contractors) to push the snow back; the cost was approximately \$3,500. Mr. Cote questioned if the
472 Highway Department could do the work. Mr. McCarthy replied they didn’t own a front-end loader.
473 He said they leased one for approximately five months. Mr. Cote didn’t understand why snow
474 removal couldn’t be done by the Highway Department given that it snows approximately 15-20 times
475 per year. Mr. McCarthy replied the Highway Road Agent would have to answer.

476

477 Chief Midgley discussed the department’s priority (‘wish’) list. He understood there were different
478 manners to fund apparatus, therefore he was informing the Board of the following that needed
479 replacement and detailed the maintenance issues: 1) Engine 1 (21 years old) estimated replacement
480 cost \$605,000-\$622,000 ; 2) Hydraulic tools (from mid-1990s) to be replaced with E-Draulic tools.
481 Mr. McDevitt suggested Chief Midgley come back to the Board at the end of the year to determine if
482 a purchase should be made this year.

483

484 The Selectmen thanked Chief Midgley for presenting the Fire Department budget.

485

486 **Review draft Town Ordinance for Pelham Veteran’s Memorial Park (‘PVMP’) / Pelham**
487 **Resident**

488

BOARD OF SELECTMEN MEETING/July 16, 2019

489 Mr. McCarthy provided the Board with a revised draft incorporating their comments. He said if
490 anyone had questions, they should contact him. The Board will set an agenda item to vote at their
491 next meeting.

492

493

494 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

495

496 Mr. Cote informed that he reached out to ReVision Energy regarding solar power and spoke with a
497 representative that does municipality buildouts. He will set up a meeting and include the
498 Conservation Commission Chairman and possibly a Planning Board representative to walk parcels
499 and start the review process.

500

501 **REQUEST FOR NON-PUBLIC SESSION**

502

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

ROLL CALL: Mr. Lynde-Yes; Mr. McDevitt-Yes; Ms. Forde-Yes; Mr. Cote-Yes

503 It was noted that when the Board returned, after the non-public session, the Board would not take any
504 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
505 meeting. The Board entered into a non-public session at approximately 9:47pm.

506

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

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

507 The Board returned to public session at approximately 10:17 pm.

508

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

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

509

510

511 **ADJOURNMENT**

512

513 The meeting was adjourned at approximately 10:17pm.

514

515

516

517

518

Respectfully submitted,
Charity A. Landry
Recording Secretary