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APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
July 30, 2019
APPROVED – August 6, 2019

CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. William McDevitt, Mr. Doug Viger (arrived after the meeting commenced),
Mr. Hal Lynde, Ms. Heather Forde, Mr. Kevin Cote, Town Administrator Brian
McCarthy

ABSENT: None

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

July 23, 2019:

MOTION: (Cote/Forde) To approve the July 23, 2019 meeting minutes as amended.

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

ANNOUNCEMENT

NOTICE OF PUBLIC HEARING: The Pelham Board of Selectmen will hold a second public hearings on Tuesday, August 13th, 2019 At 6:45 PM in Sherburne Hall, 6 Village Green, Pelham, NH regarding a proposal to purchase two lots of approximately 4.62 acres and 12 acres, defined as Map 32 Lot 2-69 and Map 32 Lot 2-69-3 respectively. Lots located off Spaulding Hill Road. Parcels to be acquired for use as conservation land. For further information, contact Pelham Planning office at (603) 635-7811 to leave a message for the Conservation Commission Chair.

OPEN FORUM

No one came forward.

DISCUSSION

Application for payment from Trustee of Trust Funds

Mr. McCarthy stated an application for payment had been submitted by Highway Road Agent Frank Ferreira. He was seeking to pay Keach Nordstrom (Town's engineering review firm) \$4,790.27 for work done in connection with the highway building site plan. The payment will be taken from the Highway Building Capital Reserve Fund.

BOARD OF SELECTMEN MEETING/July 30, 2019

MOTION: (Lynde/Cote) To authorize payment to Keach Nordstrom in the amount of \$4,790.27 to be taken out of the Highway Building Capital Reserve Fund.

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

PUBLIC HEARING: First of two public hearings regarding a proposal to purchase two lots of approximately 4.62 acres and 12 acres, defined as Map 32 Lot 2-69 and Map 32 Lot 2-69-3 respectively. Lots located off Spaulding Hill Road. Parcels to be acquired for use as conservation land.

Conservation Commission member Al Steward came forward and reviewed the information pertaining to the two lots proposed for purchase. Using a map of Pelham, he showed the location of the two parcels totaling approximately sixteen acres. He explained that the parcels connected Town-owned lands; they have natural resources such as water, trails, trees, stone walls and wildlife. The owner is interested in conservation. The commission felt the price was reasonable and there would be no cost to rehabilitate the land. He showed photos of the parcels and surrounding areas.

Mr. Viger arrived.

Mr. Steward informed the Forestry Committee was in the process of putting together a forest management plan for land around the proposed parcels; if the purchase is approved, they will include the two parcels in the plan. The total value (for both parcels) is \$42,700, minus use tax of \$4,270; the offer price is \$38,430 (\$2,312.27 per acre). The price was acceptable by the landowner. A summary of the information from the Conservation Commission was provided to the Selectmen which included their letter of recommendation for purchase.

The hearing was opened to public comment. No one came forward.

**see brief discussion during Conservation Commission budget review regarding where funding for the parcels would come from.*

Mr. McDevitt thanked Mr. Steward for the public presentation.

2020 BUDGET REVIEW

Town Finance Director Jean Olson was present for budget presentation.

Conservation Commission – Presented by Conservation Commission Chairman Paul Gagnon

2019 Operating Budget \$7,947

2020 Budget Request \$5,989

Mr. Gagnon reviewed the budget lines and spoke about a prime wetland study to be performed by Mark West of West Environmental. He explained that the study had begun, and they hoped to have a warrant article prepared for next year; the voters would have to approve the prime wetland areas for those areas to have that designation.

Mr. Lynde questioned what portion of the salary budget had been spent this year. Mr. Gagnon was unsure about the exact amounts. The figures would be reviewed.

There was a brief discussion where funding would come from for the purchase of parcels off Spaulding Hill Road. Mr. Gagnon stated funding would come from the land-use change tax fund (current use fund). He believed the fund currently held approximately \$840,000. Mr. McDevitt confirmed they wouldn't use property tax money to acquire the land. Mr. Gagnon answered no; they use the land-use change tax use money. He noted the Selectmen had the authority to take out bonds up to \$1.8 million, which the taxpayers have already approved. He said they wouldn't request that unless the land-use change tax fund was depleted. They use non-tax money first.

The Selectmen thanked Mr. Gagnon for presenting the budget.

Health Officer – Presented by Town Administrator Brian McCarthy

2019 Operating Budget \$45,766

2020 Budget Request – level funded.

Mr. Lynde confirmed that the budget contained funding for mosquito control. Mr. McCarthy answered yes.

Highway Department – Presented by Road Agent Frank Ferreira

2019 Operating Budget: \$1,547,204

2020 Budget Request: \$1,644,533

Salaries – contractual increases. Part-time laborers were given a 2% increase so the department could encourage applicants for the position.

Supplies – showed contractual increases. Mr. Viger saw the cost for crack seal was up. Mr. Ferreira replied that was a contractual (per gallon) bid price. He noted that the State price for salt wouldn't be out until the end of August.

Telephone – minor increase. Mr. Cote questioned why the Town was paying for the cell phones. Mr. Ferreira replied the employee contract requires them to be on call 24/7. Mr. McCarthy noted the employees receive a stipend for using their personal phone for work purposes (on and off duty).

Gas, Oil and Tires – primary increase due to new truck and JCB skid steer (obtained end of 2018). The fuel numbers will be adjusted later in the budget cycle. Mr. Viger questioned why the department still had a 2012 Chevy Impala. Mr. Ferreira replied they got it from the Police Department. They used the vehicle to drive to classes, pick up parts or pick up trash. He said it was less expensive to use the car than it was to send a truck. Mr. Cote didn't see anything in the budget line for tires. Mr. Ferreira replied tires had always come out of the repair budget. Mr. McCarthy stated they would adjust the line heading.

Repairs / Projects – was level funded.

Rentals – contractual increase for sweeping and catch basin cleaning. The line for brush cutter was eliminated because the department had their own machine. Mr. Ferreira informed he increased the plowing line \$2/hour to try and keep the contractors. He mentioned they were having a hard time keeping plows (trucks and drivers); surrounding towns try to take them from Pelham. Regarding rentals, Mr. Ferreira stated they rented one-ton trucks and plows; the cost included operators. Mr. Cote understood one of the ‘wish list’ items was to purchase a loader. Mr. Ferreira answered yes. He explained they had leased a loader for almost the entire year. In calculating the lease cost found they could own one in three years if the lease cost went toward a purchase.

Specials – paving level funded. Mr. Ferreira stated if he ran out of funding from the line, he would use grant money. Mr. Viger questioned if they were on track to repave the roads listed on the schedule. Mr. Ferreira replied they were little behind because of being short-handed. He pointed out that the roads were in good shape; he does the worst as they go forward.

The Board then reviewed the Transfer Station budget.

Transfer Station – Presented by Road Agent Frank Ferreira

2019 Operating Budget: \$901,469

2020 Budget Request: \$963,951

Salaries – all contractual except for a 2% increase for part-time employees (including the Administrative Assistant).

Telephone – cell phone listed is stipend for the foreman who needs to be on call 24/7.

Fuel – figure will change once State price is received.

Projects - Mr. Viger asked for further explanation for what falls under the category ‘miscellaneous’. Mr. Ferreira replied it covered expenses if there was a problem with the compactors. The line for skid steer included tires. The budget line covered anything that happens at the Transfer Station.

Rentals – Mr. McDevitt questioned if they would own the office trailer once the new building was constructed. Mr. Ferreira answered no; it was rented for a five-year lease (they were three years into the lease).

Equipment – Mr. Lynde questioned why this line was separate and not included with supplies. Mr. McCarthy replied they had carried the line over from previous budgets. He said they could include it in another area. Mr. Viger recalled the department previously listed all the items and the Board asked them not to list them out. Mr. McCarthy stated they could add the line to ‘miscellaneous’. The same adjustment would be made to the Highway Department budget.

Expenses – There was a decrease for hazardous waste collection because it would be held in Town. Mr. McDevitt saw an increase for single stream hauling. Mr. Ferreira replied it was contractual (3rd of 5 years). There was also an increase for single stream market formula. Mr. Ferreira stated that was the formula for the trash removal of the trailer contents. Mr. Viger inquired if there was any plan on how to deal with (recycling) changes in the future. Mr. Ferreira stated at this point in time it was unknown what would happen in the future. Mr. McDevitt suggested they discuss options for the 2021 budget for what they could do. Mr. Ferreira commented that China wouldn't be taking anything. He informed that the man who built the Town's previous glass crusher agreed to build a new one; he was waiting for prices. The Board agreed the Town needed to create a plan.

Mr. Cote asked if residents had to pay to get rid of tires. Mr. Ferreira answered no. He said they were deciding if they would start charging for a few items. He noted propane tanks and tires were getting expensive to get rid of. He was concerned if they charged too much people would discard them on the side of the road.

Mr. Viger asked about the status of the old ash pile from the incinerator and if they had to analyze it. Mr. Ferreira replied they haven't had to in a long time. Mr. McDevitt discussed the history of the ash dump and actions taken in the past and recalled the Town being told to simply leave it as it was.

Ms. Forde questioned if the tires could be used for rubber mulch. Mr. Cote answered no. He explained that the oils within the tires leach out and create a hazard. Mr. McCarthy believed discarded tires were deemed hazardous waste.

Mr. Ferreira then reviewed his 'wish list' items. The first being two additional employees; one being requested next year, the other would be requested the following year. Mr. McDevitt suggested he provide the Board with the cost figures. Mr. Viger wanted to know why the department had a hard time hiring people. Mr. Ferreira said in the past the salary made it difficult; however, they now had a decent contract that he felt would make a difference. He pointed out everyone was having difficulty finding people.

The second item was to make the Transfer Station Administrative Assistant full-time. Mr. Ferreira noted that position already had benefits; the only increase would be eight hours per week. Mr. Viger questioned if there was any benefit to raising the hourly pay rate instead of including the position in the union. Mr. McCarthy stated the union had applied to absorb that position as well as the senior center bus driver. Mr. Ferreira stated he would like the assistant to work five days per week. The request came from wanting the employee available for more time. He reiterated the benefits were already in place.

The Board thanked Mr. Ferreira for presenting the Highway and Transfer Station budgets.

Parks and Recreation – Presented by Director Brian Johnson

2019 Operating Budget: \$253,968

2020 Budget Request: \$261,850

Salaries – partially a contractual increase. Mr. Johnson noted the office assistant’s salary (part-time position) would increase from \$18.10 to \$20 an hour. He spoke about the struggle to get lifeguards and noted the budget showed a \$1 increase bringing the rate to \$12/hour. He noted the minimum wage in Massachusetts was \$12/hour. Windham, NH was currently at \$13.87/hour. Salem, NH had done away with their lifeguards because they couldn’t find anyone to hire. Mr. Viger confirmed that the office assistant position would remain part-time with an individual contract. Mr. Johnson stated that was correct. Mr. McDevitt said they should make sure they were being consistent for similar positions.

Gas and oil – increase based on anticipated cost. To be adjusted later in budget cycle.

Repairs/projects – Mr. Johnson noted vandalism had recently been quiet. The newly installed gate was making a difference.

Rentals – An increase for a porta-toilet. Mr. Johnson explained they added a porta-toilet in the rear of Muldoon Park because the area had a lot of use with the playground, disc golf course and back ballfield.

Equipment – included a listing of items. Mr. Lynde questioned why it was a separate category. Mr. McDevitt stated the line should be combined with the line for supplies.

Expenses – Mr. Cote questioned the lifeguard reimbursement line. Mr. Johnson replied as an incentive to hire/retain lifeguards they reimbursed a portion of their training if the employee stayed with them for the entire summer.

Specials – placeholder for matching grants.

The Board thanked Mr. Johnson for presenting the budget.

Budget Committee – Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$162

2020 Budget Request: level funded.

Mr. McCarthy stated next year he would remove the budget. Mr. McDevitt asked how the secretary’s salary was paid. Mr. McCarthy replied a couple years ago the salary line was moved to the Selectmen’s budget. Mr. Viger felt although the recording secretary position was paid out of the Selectmen’s budget, there should be a notation under salaries to reflect the secretary’s time with the committee and actual expense for the position. Mr. McCarthy said they would make a notation in the Selectmen’s budget.

Health Services – Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$73,500

2020 Budget Request: level funded.

Mr. McCarthy explained the budget contained the funding for requested donations by organizations that perform services in the community. Mr. Cote stated he personally believed in donating money; however, he wanted to understand the benefit received by the citizens from the listed donations. He wanted to know how they chose what organizations to donate to. Mr. McDevitt stated they applied criteria a while back that the organizations had to directly help the citizens.

Human Services - Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$93,040

2020 Budget Request: level funded

Mr. McDevitt described the purpose of the budget was to assist citizens during times of difficulty and/or emergency. He said they hire a part-time person who works with individuals and families to determine their needs and assists them out of the situation. He stated the process is highly confidential.

Legal - Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$97,500

2020 Budget Request: \$96,000

Mr. McCarthy explained Town Counsel had taken an average of the case loads they had handled and submitted the proposed budget figure. He described the services that were included in the flat rate. The budget will include personnel matters/contract negotiations.

Review a draft Town Ordinance for Pelham Veteran's Memorial Park ('PVMP') Pelham Residents.

Mr. McDevitt stated the Board reviewed the ordinance at their last meeting and had no further comments. He asked Mr. McCarthy to schedule public hearings.

Review of tree proposal

The Selectmen were provided with a proposal from Delahunty Nursery to replace trees (in the amount of \$4,639.92). Mr. Cote explained that the Selectmen had previously received a proposal from an arborist to replace trees, which he felt was high. He then went to a vendor he dealt with and provided them with information on the eight trees in question. The proposal was half the price of the arborist. He said Delahunty would install the trees using approved methods and guarantee them for one year.

Mr. McDevitt questioned where the funding would come from. He noted many of the trees were in Lyons Park. Mr. McCarthy said funding for those would come from the 80s Fund and would determine which budget the remainder would come from.

MOTION: (Lynde/Cote) To authorize the expenditure of \$4,639.72 to Delahunty Nursery and Garden Center in Windham, NH to replace dead trees.

BOARD OF SELECTMEN MEETING/July 30, 2019

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

Mr. Cote will manage the tree replacement process.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Ms. Forde stated she was working to set up a meeting with Ms. Mead at Pelham High School to set up the underclassmen community service recognition.

Mr. Cote reported the Capital Improvement Plan committee completed their meetings. The final report will be presented at the Board's next meeting. He stated he would attend a meeting August 19th with Conservation Commission Chairman Paul Gagnon and a representative from the solar company to discuss solar fields. He ended by informing the next Agricultural Commission meeting is scheduled for August 20th.

ADJOURNMENT

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

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

The meeting was adjourned at approximately 8:30pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary