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**APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN – MEETING MINUTES
May 11, 2021**

CALL TO ORDER – Mr. Haverty called the meeting to order at approximately 6:30 pm

PRESENT: Robert Haverty, Douglas Viger, Hal Lynde, Jaie Bergeron, Kevin Cote, Town Administrator Brian McCarthy

ABSENT: None

PLEDGE OF ALLEGIANCE

MINUTES REVIEW:

April 27, 2021

MOTION: (Lynde/Cote) To approve the April 27, 2021 meeting minutes as amended.

VOTE: (4-0-1) The motion carried. Mr. Haverty abstained.

OPEN FORUM

No one came forward for open forum.

APPOINTMENTS

Cemetery Trustee applicant interview.

Mr. Dave Provencal of 68 Nashua Road came forward to apply for the Cemetery Trustee position. He informed the Board that he had been a Cemetery Trustee for about 12 years and explained that he had been very involved with the upkeep of the cemeteries. He informed that the Board of Trustees was in the process of configuring the layout of the new graves in a new portion of the cemetery.

Mr. Haverty stated that it seemed like Mr. Provencal had served ten years as Chairman of the Trustees, five years as Vice-Chair, and then additional years as well. Mr. Provencal replied that was correct. Mr. Haverty noted that Mr. Provencal had worked on the budget preparation and administration during his years of service.

Mr. Haverty asked Mr. Provencal if he had any particular objectives he wanted to accomplish if he were to be reappointed. He replied that he wanted to keep going with the projects they had started this year, including laying out the new graves. Mr. Haverty asked what the six cemeteries in Town were. Mr. Provencal replied that there was Gibson Cemetery, the Atwood Cemetery, the North Pelham Cemetery, one on Old Bridge Street, one on Gumpas Road, and the Lyon's Cemetery. He noted that the Lyon's Cemetery was a private cemetery that the Board of Trustees maintains.

Cemetery Trustee vote of appointment.

Mr. Haverty noted that the Board received a letter from the Cemetery Board of Trustees with their feedback on the applicants.

MOTION: (Viger/Lynde) To appoint Mr. Dave Provencal as a Cemetery Trustee for a term of three years.

VOTE: (3-2-0) The motion passed. Mr. Cote and Mr. Bergeron voted no.

Nashua Regional Planning Commission Commissioner Interviews (Heather Forde and Paul Grant).

Mr. Haverty noted that Ms. Heather Forde and Mr. Paul Grant both applied for the Nashua Regional Planning Commission. He reminded that the Board took this item up in March where it was discovered that recommendations for nomination should come from the Planning Board. He explained that only after a brief introduction from the Chairman of the Planning Board, a motion was made to nominate one of the two candidates without Public discussion or interviews. He stated that is not how the Town conducts itself and that they always accept applications, conduct interviews, and then discuss qualifications with full transparency. He stated that the Board asked the Planning Board to reconsider the process, but the Chairman said no, they would not conduct their process in the open. He explained that the Board is not compelled to take the Planning Board's recommendation, and they can nominate their own candidate, which is what they would be doing tonight. He asserted that it was the only fair way to vet the qualifications of each applicant.

Ms. Heather Forde of Heritage Road came forward to interview for the open NRPC Commissioner position. Mr. Haverty informed that she had submitted a letter of intent and a resume which the Board all had copies of. He asked Ms. Forde to tell the Board about her background and experience. She informed that she was currently working on her Master's degree in landscape architecture with a specific focus on planning communities and developing functioning ecological systems that run through communities. She believed that her technological knowledge of that, paired with her record of municipal service in Town, would make her a reasonable candidate for the position. She noted that she served on the Board of Selectmen and was the liaison on the Economic Development Commission. She stated that she had worked closely with representatives from the business community in Town as well.

Mr. Haverty asked if urban planning, sustainability, and resiliency were a focus of her degree. She replied that they were. Mr. Haverty asked how her background could translate to an NRPC Commissioner position. Ms. Forde replied that the NRPC is largely an advisory committee that looks to enhance planning as a form for communities to share information. She noted that they prepare the comprehensive master plan for the development of the region. She believed that she could help with the technical assistance of that and act as a liaison for the State agencies and the Town, which she has proven she can do rather well.

Mr. Viger asked if there were any specific projects that NRPC was working on that sparked her interest. Ms. Forde replied that the master plan is always a work in progress. She noted that since the region is in a boom cycle with Hudson expanding their business developments and Windham expanding their residential developments, she wants to ensure that Pelham doesn't get swallowed up by the larger communities. She did not want Pelham to become a high-traffic area for other communities to use as a cut-through.

Mr. Haverty asked if there was any item in particular that she was looking to bring as a priority. She replied that she wanted to expand the businesses along Bridge Street.

Mr. Paul Grant of 21 Bluejay Lane came forward to interview for the open NRPC Commissioner position. Mr. Haverty asked him to give the Board his background and how it applies to the NRPC Commissioner position. Mr. Grant informed that he was a retired army officer where he worked on long-range planning, short-term planning, and asset management. He explained that, more specifically, his last job before retiring was serving on the installation planning board, property planning board and worked on the area development plans, which is exactly what NRPC does. He noted that his job looked at traffic, resources, energy, housing, economic development, and infrastructure. He stated that he enjoyed the work he did in the army.

Mr. Viger asked Mr. Grant which functions of the NRPC he thought would benefit Pelham. Mr. Grant replied that he had been interested in the NRPC since the previous year. He noted that he reached out to the NRPC and spoke to the director and one of the senior GIS personnel. He asked them what their priorities are, how they engage at the Town level, and what their priorities for Pelham were. He stated that the NRPC is all about how communities work together. He stated that the NRPC has a lot of assets and resources for Towns to use. He stated that there is a lot of grant money that could be used if it aligned with the regulatory requirements from the NRPC. Mr. Viger asked if Mr. Grant was just nominated to the Budget Committee. Mr. Grant replied that was correct.

Mr. Haverty noted that Mr. Grant indicated on his application that he wanted to learn what Pelham's objectives were and then seek to advance and meet those. He asked if Mr. Grant could explain the process he would use to do that. Mr. Grant replied that he would meet with the different decision-making bodies in the community and ask them their top three objectives. He added that he would then compile those objectives and bring them back to the Board of Selectmen to see what to prioritize and bring back to the NRPC.

Mr. Haverty asked Mr. Lynde, as a current NRPC Commissioner, if he had anything to add. He replied that both candidates realize that the NRPC is a great organization and that both candidates would do well.

NRPC Commissioner vote of appointment.

Mr. Haverty read the requirements for an NRPC Commissioner.

MOTION: (Bergeron/Cote) To appoint Mr. Paul Grant as an NRPC Commissioner for a term of four years.

VOTE: (3-2-0) The motion carried. Mr. Haverty and Mr. Viger voted no.

Pelham Community Spirit: 4th of July Fireworks Celebration.

Ms. Charlene Takesian and Ms. Laurie Hogan of the Pelham Community Spirit came forward to seek the permission of the Board to hold the annual firework celebration. Ms. Hogan stated that after discussing it with the Police and Fire Departments, they would like to hold it at Lyons Park.

Ms. Takesian stated that they did not yet have a plan for traffic control but was assured by Chief Rourke that they would figure out a plan to control traffic. She reiterated that the Police and Fire Department would like to have the celebration on Town property as it is a Town event. She added that they were also addressing the Board to see if it was appropriate to hold the ceremony, given the current state of COVID. She asked that in the event it is okay, what limitations would be put on the event. She noted that they could have the event without vendors this year to see how it works in the new location if that would help.

Mr. McCarthy clarified that they would be launching the fireworks from Lyons Park, but people would be seated on the Village Green area. He noted that Chief Midgley and Chief Rourke support the endeavor. He explained that Chief Roark was working on a traffic plan. He informed that people would most likely park at the schools and that Marsh Road would be closed to allow for pedestrian traffic to and from the schools.

Mr. Cote asked if doing the celebration at Lyon's Park was a fire risk. Mr. McCarthy replied that the State Fire Marshal's Office inspected the area and determined it was safe. Mr. Haverty noted that the celebration had taken place there previously.

Mr. McCarthy stated that hopefully, not a lot of out-of-town traffic would come through. He thought that an important part of the project should be the consultation of the Health Officer to ensure that she had a conceptual idea of how the event would function. Ms. Hogan informed that they had spoken with her about the event. Ms. Hogan replied that they anticipate the event this year will look different compared to past events for a variety of reasons. Ms. Takesian stated that they would encourage mask-wearing and social distancing.

Mr. Viger stated he was not sure what the state of the Pandemic would be by the time of the Fireworks Celebration but trusted that they would make the best judgment. He suggested reducing the program to not include vendors. Ms. Hogan informed that the proposed date would be June 26, 2021.

Ms. Takesian asked if the Board could specify what they are allowing them to do. Mr. McCarthy replied that whatever they come up with, just ensure that they continue to consult with Chief Midgley and Chief Rourke. He explained that they would just refer back to them to see if it is safe enough. Mr. Cote stated that he did not see why they could not plan whatever they want to plan, as long as they followed the State guidelines.

Jeff Gowan, Steve Keach: Longview Dam.

Mr. Jeff Gowan, the Planning Director, and Mr. Steve Keach, the Town Engineer, came forward to address the Board. Mr. Gowan explained that there was a Dam on Longview Circle. He informed that the Highway Department was contacted by the New Hampshire Dam Bureau that the dam was in need of inspection. It was noted that Mr. Keach, an inspector, and Mr. Gowan assessed the dam. It was noted that problems were found during the routine inspection.

Mr. Keach informed that there had been a detention pond to the north into the east on the road that received a tremendous volume of water from the extension of Longview to the west. He informed that, according to a long-time resident, the detention pond had not held water in close to 15 years. Mr. Keach stated that this informs him that the leakage through the roadway embankment is nothing new and a problem. He stated that from a hydrology standpoint, the water that is supposed to be detained for proper stormwater management is not being drained. It is exiting to the east. He explained that it becomes relevant as a long-term Town problem because the passage of water through the embankment over time can carry with it earth from the roadway embankment. He informed that it is possible that the dam and road were constructed on top of black rock. Mr. Keach stated that his concern is that over the long-term, there may be some movement in the road. He believed that this should be remediated quickly. He noted that a potentially inexpensive way to do this would be to line the easterly embankment with an impermeable membrane that is keyed into the basin floor. He recommended that some geotechnical exploration be done to know how much material may have been lost over time. Mr. Keach stated that there would be a request for action document that will go to the Town from the Dam Bureau, stating that this issue needs to be resolved.

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Mr. Viger asked what the priority of this concern is. He asked how much money it would cost to fix and where that money would come from. Mr. Keach replied that he believed a more complete assessment of the area needed to be conducted to see how extensive the problem actually is. He did not want to recommend throwing money at just any solution. Mr. Viger asked if this needed to be addressed immediately or if it could be budgeted for next year. Mr. Keach replied that he would be better prepared to advise the Board on the urgency of the problem after a geotechnical workup of the area. He noted that he would sleep easier if he knew that water was not passing through easily erodible earth rather through rock. Mr. Viger stated that all they knew right now is that there is a situation, and they do not know how bad the situation is yet. Mr. Keach noted that they were just made aware of the issue days ago.

Mr. McCarthy asked how long they think this has been an issue. Mr. Keach stated that a long-time resident in the area indicated that it has not been holding water since at least 2006.

Mr. Cote asked if the dam was put in the wrong spot. Mr. Keach replied that he did not think the dam was in the wrong spot but believed that rock fill was used in the construction of the embankment. Mr. Keach asked that with Mr. Gowan's pending retirement that the Board authorize himself and Mr. McCarthy to get a price for exploration to report back to the Board on what they find. He stated he could then put together a plan to address the problem that he would send to the Dam Bureau to see if they approve of the solution. Mr. Keach noted that the exploration would be less than \$10,000.00.

Mr. Cote stated that it is always good for residents to keep an eye on their neighborhoods. He noted that a resident came to the Board recently regarding water issues on his lot.

Mr. Keach believed that a request for action from the Dam Bureau would be coming by the end of the month.

Mr. Lynde stated that they should allocate some money to the issue now and then put a cap on it. He believed that they should get started on it quickly. Mr. Keach thanked him. Mr. McCarthy replied that they should first figure out what the full scope of the problem is.

Mr. Viger asked Mr. McCarthy to involve Ms. Beauregard, as she would be the Acting Planning Director once Mr. Gowan retires.

Yvonne LaGarde/Council on Aging: Outdoor Recreation Project.

Ms. Yvonne LaGarde, the Chairperson of the Council on Aging, came forward to address the Board. She wanted to request approval for an outdoor recreational area and shade pavilion at the Hobbs Community Center. She informed that the outdoor area and shade pavilion would enable them to double the capacity of the center to serve the seniors in Town. The shade pavilion could seat 60 people at tables or a hundred non-seated people. She noted that COVID had caused an epidemic of loneliness and social isolation among older adults. She explained that the Council on Aging rented a tent on the property behind Hobbs Community Center at the cost of \$5,640.00 for four months' time. She stated that they were delighted in how well the temporary structure was received. She noted that many seniors in Town live in apartments and do not have access to safe outdoor spaces. She stated that the positive impact on the spirit of those who gathered was obvious and vocalized by the attendees.

Ms. LaGarde stated that the cost to rent the tent significantly increased from \$1,410.00 a month to \$2,800.00 a month, which would equal out to \$11,200.00 for four months. This increase in cost prompted the Council on Aging to consider building a permanent structure while simultaneously upgrading the safety of the area behind Hobbs Community Center so that it is accessible for all seniors. She explained that currently, the

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area behind the center is completely open with no shade and uneven ground. This makes it unsafe for some seniors to navigate and limits handicapped accessibility. The shade pavilion could service seniors from the beginning of May through the end of October. She informed that they wanted to construct a safe pathway for access to the main facility and the parking lot. She informed that they wanted to construct a storage shed that would match the style of the main building to store tables, chairs, and outdoor recreation equipment.

Ms. LaGarde stated that this shade pavilion would provide additional programming outdoors, which it currently cannot accommodate. She stated that Pelham has a very vibrant senior center compared to many other towns that serve about 741 people. She noted that while children need sports and recreation in their lives, older people need access to engaging in recreational, social, cultural, and educational activities to stay healthy. She noted that the Council on Aging predicts that the outdoor pavilion would be utilized by seniors during the daytime with a few exceptions, and then other local organizations could use the area on the weekends and evenings for meetings and gatherings.

Ms. LaGarde informed that the project would cost \$70,000.00, and the Council on Aging is currently in the process of collecting bids from local contractors that the Town has used in the past. She noted that the Council on Aging plans to raise funds to build the outdoor recreation area and shade pavilion through grants and a capital campaign as well as fundraising events. If the fundraising efforts are successful, the plan is to build the pavilion in the fall of 2021 and then possibly landscape in the spring of 2022.

Ms. LaGarde stated that she was before the Board to ask permission to build the shade pavilion and upgrade the back of the Hobbs Community Center.

Mr. Haverty thanked Ms. LaGarde for her complete and comprehensive presentation.

Mr. McCarthy asked what the size of the pavilion would be in relation to PVMP. She replied that it would be larger.

Mr. Cote asked if the shed would be 14' by 29'. Ms. LaGarde replied that it had not been determined yet. They wanted to see how much equipment they had and then purchase a shed that would meet their needs. Mr. Cote stated that he thought the cost of the tent and the shed should be taken out of the cost and only focus on the actual structure as that would bring the cost down to \$46,000.00. Ms. LaGarde replied that they still need to raise the money for the rest. Mr. Cote asked if there was space to keep the tent up during construction. Ms. LaGarde replied that they would dig up the sprinkler system while the tent is up and then start the pavilion building once the tent is down. She noted that there were some details that still needed to be worked out, but they did not want to go too deep until they had approval.

Ms. LaGarde noted that they would pay for the pavilion, but it would need to be maintained by the Town. Mr. Haverty asked what process they would take for selecting vendors. Ms. LaGarde replied that they would do an RFP process, the same as the Town does. She noted that they needed to have three competitive bids, as they are a private organization with a specific process they need to follow.

Mr. Cote asked if they had marked out the setbacks for the pavilion to ensure they had enough space. Ms. LaGarde replied that some of the details still needed to be worked out, but from her understanding, it was doable.

MOTION: (Lynde/Bergeron) To allow the Council on Aging to proceed with their plan with consultation from the Planning Department.

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

Troy Bresette/Garden Club: Bench Dedication.

Mr. Troy Bresette of the Garden Club came forward to address the Board with Ms. Glennie Edwards to dedicate a bench on the Village Green. Mr. Bresette informed that the Pelham Garden Club was formed in 1995 and currently has about 50 members who enjoy plants and gardening. He explained that the Club has historically supported several other community organizations such as the Good Neighbor Fun, the VFW, and the Pelham Community Spirit through activities such as the annual golf tournament and the Festival of Trees, among others. He noted that they have planted trees at Muldoon, plantings at the library, and planted some of the trees and shrubs outside of the Town Hall. He stated that their most recent efforts were the design and maintenance of the gardens at the Historical Society Building and the Christmas on the Commons tradition.

Mr. Bresette stated that they wanted to dedicate a bench in honor of their deceased garden group members, most recently Mr. McDevitt. They want to do this to recognize the outstanding contributions of the Garden Group members who have passed in a spot the whole Town is proud of.

Ms. Edwards stated that she hopes that other community groups will follow suit. Mr. Bresette noted that the Garden Group members had approved the expenditure associated with the proposed memorial bench, and they are prepared to make the purchase upon receiving approval. He stated that the specific placement that they would like would be on the northwest side of the Village Green, directly across from the Police Station. The bench would be six feet in length from a reputable vendor. He stated that community member Mr. David Wholey volunteered his time for the installation of the concrete pad for the bench. He noted that the plaque would state, "*In memory of Pelham Garden Group Members. Please sit a while and enjoy the surrounding beauty. Pelham Garden Group established 1995.*"

Mr. Viger stated that Mr. Bresette and himself spoke a few times regarding the bench and the guidelines on what the bench would be and look like.

Mr. Lynde asked if there was a limit on the number of benches. Mr. Viger replied that it was subject to the Board of Selectmen. Mr. Lynde noted that they would eventually run out of space. Mr. Haverty replied that it would be a good problem to have.

Mr. Haverty asked what Mr. Wholey did for a living. Mr. Bresette replied that he had experience in the construction industry. Ms. Edwards noted that Mr. Wholey was well aware of frost lining and things like that.

MOTION: (Viger/Cote) To accept the Garden Club bench pending approval of the plaque.

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

Mr. Lynde noted to remember that sports take place on the Green and to be mindful of it.

Mr. Viger noted that at some point, they should create a bench layout for future locations.

DISCUSSION

TOWN ADMINISTRATOR / SELECTMEN REPORTS

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Mr. Bergeron informed that the Pelham Council on Aging partnered up with Boston Billiard Casino on June 1-3. He explained that if you go there and gamble, 35% of the proceeds will go to their committee. Mr. Cote noted that most of the gambling industry in New Hampshire is charity-based.

Mr. Lynde had nothing to report.

Mr. Cote noted he had a few things to report. He informed that the Planning Board was looking at two companies for the Master Plan – NRPC and Resilience and there was a lot of good conversation was had. He stated that the thought process was that NRPC has its eyes on Pelham and the region, but that could also mean that they are too close to Pelham and are blinded by other things. One of the discussion points was that Resilience could have a bigger picture of Pelham as the community. He stated that both companies were going to come back to address the Board with a presentation of what a Master Plan could look like for Pelham and present a final number for the budget for next year. He stated that he would hopefully have more at the next meeting.

Mr. Cote also wanted to address the Transfer Station. He stated that there were only looking at a few more meetings before the budget needed to be submitted. He noted that Ms. Martin had a lot of estimates and done a lot of work trying to figure out how to proceed and make the transfer station more efficient. He stated that he was looking for a discussion or some advice that he could bring back to the Transfer Station on how to proceed. Mr. McCarthy noted that they have a three-four-year plan where they try to prioritize what to build into the budget. He stated that they need almost half a million dollars to make this right and did not think that would be attractive from a taxpayer standpoint. He stated that if they were to break it out over a few years, it would make it more attractive.

Mr. Viger asked what the direction of the Board of Selectmen members being part of the Transfer Station in the past was. Mr. Cote replied that it started a few years ago with curbside pickup and that they were not looking to micromanage any department. During their research for that, they noticed that the prices were very high, and they wanted to see if they could improve and do any cost-saving things. Mr. Cote noted that he, Mr. Lynde, and Mr. Bergeron have been going down to ask what they would like to make the Transfer Station work better. Mr. Bergeron added that the contract is up in October of 2022. Mr. Viger stated with all due respect, the Town pays a lot of money for someone to be in that position, and if they cannot do that job, we need to find someone who can do that job. He added that if there is an issue, they need to address it and get the right person there to justify it.

Mr. Lynde stated that certain elements need to happen to make this more affordable for the Town. He thought that the Selectmen should help with this. Mr. Cote stated that if something happens at the Transfer Station, it would ultimately go back to the Board, not the Transfer Station. Mr. Haverty stated that the Board sets the policy and direction with the expectation that they find somebody who has the technical skills and experience to implement and hold them accountable.

Mr. McCarthy stated that the plans for the Transfer Station needed to be reduced in writing for them to be able to talk about it at a public meeting. He understood and respected other members' points, but a structured direction is the way to go.

Mr. Cote stated that he did not want to micromanage anyone, all he wanted to do was help.

Mr. Cote stated that on May 27, 2021, there would be a meeting for the workforce housing subcommittee in the conference room across from the Assessor's Office.

Mr. Cote stated that he reached out to Representative Nunez multiple times and gotten zero response back. He reached out to try to bring to the state level and awareness of the language of workforce housing. Mr.

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Haverty noted that Mr. Nunez was traveling out of the country for a while. Mr. Cote stated that he would reach out to their other representative.

Mr. Viger had nothing to report.

Mr. McCarthy had nothing to report.

Mr. Haverty had nothing to report.

REQUEST FOR NON-PUBLIC SESSION

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

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 a non-public session at approximately 8:28 pm.

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

VOTE: (4-0-1) The motion carried.

The Board returned to public session at approximately 9:10 pm.

MOTION: (Bergeron/Cote) To indefinitely seal the minutes of the non-public session.

VOTE: (4-0-1) The motion carried.

ADJOURNMENT

The meeting was adjourned at approximately 9:10 pm.

Respectfully submitted,
Jordyn M. Isabelle
Recording Secretary