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APPROVED
BOARD OF SELECTMEN – MEETING MINUTES
July 27, 2021

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

PRESENT: Robert Haverty, Jaie Bergeron, Kevin Cote, Douglas Viger, Town
Administrator Brian McCarthy, Deb Padykula Finance Director

ABSENT: Hal Lynde

PLEDGE OF ALLEGIANCE

Mr. Haverty asked Mr. McCarthy to lead the Pledge of Allegiance.

MINUTES REVIEW:

July 6, 2021

MOTION: (Viger/Bergeron) To approve the July 6, 2021 meeting minutes as amended.

VOTE: (3,0,1) Mr. Cote abstained. The motion carried.

July 20, 2021

MOTION: (Cote/Bergeron) To approve the July 20, 2021 meeting minutes as amended.

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

OPEN FORUM:

As no one came forward, Mr. Haverty closed open forum.

APPOINTMENTS:

2021 BOS Budget Review

Cable—Jim Greenwood Cable Department presenting.

Salaries are contractual. All items are level funded with the exception of contractual items. There is no wish list at this point.

Mr. McCarthy asked him to fix line 14, it is a union position.

Library—Jennifer Greene presenting.

Mr. Viger noted that the library is their own committee, and the Board is just an advisory on their budget; the Board has no authority over it.

51 Ms. Greene said that she has been working on more accurately reporting how the library is spending its
52 money. Several items have been changed/alterd to reflect it more accurately. Salaries are contractual
53 increases with a five-year plan, and they are currently in year three. There was some turnover in the parttime
54 staff and hours were altered to better serve their public desk reflecting a decrease in salaries. Repairs and
55 projects reflect a decrease; however, a CIP was approved for a 15% increase to accommodate building costs
56 for renovation work that they are currently in the middle of. Adult Programs show a decrease of \$4,500,
57 \$500 was moved to the Young Adult Program. The other \$4,000 was a one time increase during COVID,
58 it is on their wish list to continue to have that for the next year.

59

60 **Cemetery**—Ed. Gleason presenting.

61

62 Mr. Haverty noted that the Board is advisory only for Cemetery.

63

64 Mr. Gleason said salaries are contractual. Recording secretary had been 15 hours per week, but they are
65 bumping that up to 20 hours per week which reflects an increase. Supplies and telephone are level funded.
66 Gas and oil will be subject to pricing for final based on the market at that time. Repairs and heavy equipment
67 are level funded. Last year they had an expense of \$4,000 to remove some trees that posed a threat, and it
68 was recommended that they perform an annual maintenance going forward. All of the sugar maples are
69 dying, he is concerned with safety and feels that they should have the maintenance program in place—the
70 \$2,000 reflects this and he added some money for trustee training. The truck they use to transport the loom
71 for graves is a 1996 Ford. It is in terrible condition. On their wish list he put in \$72,000 for a new truck. He
72 received two quotes one from Ford and one from Chevrolet.

73

74 Mr. Cote asked if there was anything that could be done with leasing.

75

76 Mr. McCarthy replied that they could do a lease program; he is also looking at the possibility of transferring
77 a truck from the transfer station to the cemetery. Then they will work at getting another truck for the
78 highway department. He wants to discuss a little more with Mr. Gleason.

79

80 Mr. Gleason said that if they were good with what he presented, he would not need to come back to the
81 Board in two weeks. Everyone was fine with what he presented.

82

83 **Health Services**—Mr. McCarthy presenting.

84

85 It is a level funded budget. Home Health and Hospice care services have diminished significantly since
86 last year. It has been subtracted out of line 121 and spread amongst four other groups. The total remains
87 the same.

88

89 **Health Officer**—Mr. McCarthy presenting.

90

91 The Board agreed and voted previously to change the position from a stipend position to a part time 30 hour
92 a week position. This was done last year in response to the pandemic. That is the only change to this budget.

93

94 **Human Services**—Mr. McCarthy presenting.

95

96 Level funded budget.

97

98 **Town Insurance & Retirement**—Mr. McCarthy presenting.

99

100 The numbers are currently placeholders. We do not get the town insurance numbers usually until November.
101 They are working on some retirement numbers right now.

102
103 **Legal**—Mr. McCarthy presenting.

104
105 Level funded budget.

106
107 Mr. Viger asked Mr. McCarthy to explain a little how the legal relationship works.

108
109 Mr. McCarthy replied that it is a retainer relationship. Many years ago, when he came to Pelham, the town
110 did not have a retainer and were spending quite a bit on legal. They looked back at what they had paid for
111 the past five years, and it had averaged around \$120,000-\$125,000 a year. Then he negotiated a retainer
112 with Attorney Rattigan. The first retainer was \$97,500. The town gets calls, questions and answers as a part
113 of that fee. They also get three superior courts and three district courts as part of the retainer, any above
114 this is at their hourly rate. The last negotiation it was \$96,000. The town is blessed to have Attorney
115 Rattigan. Mr. McCarthy believes that he is the best land use attorney in New Hampshire. He has saved the
116 town on a lot of litigation and has done a fantastic job.

117
118 Mr. Viger asked if he was just limited to town services.

119
120 Mr. McCarthy stated that he covers all of the departments, the entire town of Pelham. He does not just
121 cover for land use and legal advice; he also covers for employee issues. In past years, we used to pay
122 another attorney for the personnel part of it. It also covers contract negotiations.

123
124 Mr. Cote asked what the scenario would be if the Board of Selectmen were to challenge a Zoning Board
125 decision.

126
127 Mr. McCarthy did not have the answer for that. It would be a question for Attorney Rattigan.

128
129 Mr. Viger asked if there was an opinion of Zoning or Planning that Attorney Rattigan or his firm does not
130 agree with, do those departments have the option to go outside.

131
132 Mr. McCarthy stated that they would if they had funding for it. They do not have funding for it, so Mr.
133 McCarthy would say in that case, no.

134
135 **SELECTMEN/TOWN ADMINSTRATOR REPORTS**

136
137 **Mr. Bergeron** no report.

138
139 **Mr. Viger** no report.

140
141 **Mr. Cote** asked if the Board could invite the State Representative to come down to talk about what was
142 going on at the state level. Mr. McCarthy noted that Senator Morse has asked to come to address the Board
143 with some Concord updates on September 14th. Mr. Haverty noted that perhaps they should let Mr. Nunez
144 know about September 14th to see if he wants to attend or any of our state government officials. They
145 agreed it might be a good idea to cycle one or two per meeting, they have a lot of valuable information.

146
147 Mr. Viger asked if they talked at all about the state alignment with districts at the last meeting.

148
149 Mr. McCarthy said that he talked to Mr. Lynde about it and suggested that he contact Mr. Courier.

150
151 **Mr. McCarthy** read a public hearing notice into record regarding Peddlers & Hawkers Licensing. He
152 completed the Harper ARPA on federal funding application, and it has been submitted. The town needs to

153 have an account with sam.gov in order for the funds to be processed. Ms. Padykula will be the lead on that.
154 She is working with sam.gov and the account is pending and should be accepted soon. Once it is accepted,
155 the town can accept the funds at any time. He is in the process of hiring 2 people for the Recording Secretary
156 position. They were interviewed last week and are in background right now. One will handle the Board of
157 Selectmen and the Zoning Board of Adjustment. The other will handle the Planning Board and the Budget
158 Committee. They both understand that if someone is out, they cover for each other. They both have
159 extensive history as recording secretaries. He met with the Capital Improvement Committee to go over his
160 proposed projects that he had submitted to the CIP and the Board. Everything went fine. He had a discussion
161 with the Health Officer, Karen McGlynn. She would like to withdraw her resignation and would like to stay
162 on.

163
164 Mr. Haverty mentioned that there were a couple of applicants. One withdrew during the application process
165 and another wasn't quite as qualified as required.

166
167 **MOTION:** (Cote/Viger) To withdraw the resignation of Karen McGlynn and reinstate her
168 as the Health Officer for the town of Pelham.

169
170 **DISCUSSION** Mr. Viger asked if that would be remote. Mr. McCarthy replied that it would be
171 a combination. She is still in the area.

172
173 **VOTE:** (4,0,0) The motion carried.

174
175

176 **REQUEST FOR NON-PUBLIC SESSION**

177

178 **MOTION:** (Viger/Cote) Request for a non-public sessions per RSA 91-A:3, II, a
179 (personnel).

180

181 **ROLL CALL VOTE:** Mr. Bergeron – yes
182 Mr. Hagerty – yes
183 Mr. Viger -- yes
184 Mr. Cote – yes

185

186 (4,0,0) The motion carried.

187

188 It was noted that when the Board returned, after the non-public session, the Board would not take any other
189 action publicly, except to seal the minutes of the non-public session and to adjourn the meeting. The Board
190 entered a non-public session at approximately 7:20 pm.

191

192 **ADJOURN**

193

194

195

196

197

198

199

Respectfully submitted,
Jordyn M. Isabelle
Recording Secretary