

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
August 6, 2019
APPROVED – August 13, 2019

CALL TO ORDER - approximately 6:30PM

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

ABSENT: Mr. Kevin Cote

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

July 30, 2019:

MOTION: (Lynde/Forde) To approve the July 30, 2019 meeting minutes as amended.

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

ANNOUNCEMENT

NOTICE OF PUBLIC HEARING: The Pelham Board of Selectmen will hold the first of two public hearings on Tuesday, August 13th, 2019 at 6:45 PM in Sherburne Hall, 6 Village Green, Pelham, NH regarding a proposal to purchase approximately 0.48 acres of the 10-acre parcel defined as Map 40 lot 6-159. This 0.48 acres will provide trail connectivity between two Town owned parcels. The purchase price is \$15,300 and the funds will come from the Conservation Commission's Land Use Change Tax fund. The parcel is to be acquired as conservation land. The second public hearing will be held on Tuesday August 27, 2019 @ 6:45 in the same location. For further information, contact: Pelham Planning Dept. (603) 635-7811 to leave a message for the Conservation Commission Chair.

NOTICE OF PUBLIC HEARING: The Pelham Board of Selectmen will hold the second of two public hearings on Tuesday, August 13th, 2019 At 7:00 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.

APPOINTMENT

Planning Director Jeff Gowan – presentation of the 2020-2026 Capital Improvement Plan ('CIP')

Mr. Gowan told the Board that the Planning Board had approved the draft CIP at their August 5, 2019 meeting. He noted that the Budget Committee had also requested a presentation during their September 19, 2019 meeting. He discussed the review process of items for consideration and summarized the items scheduled for 2020 for both the Town and School that were listed in the plan.

Mr. Viger asked when 'committed' items (i.e. high school bond) came off the plan. Mr. Gowan believed the idea of keeping them on the plan was to track those items. He said those items could be removed if it was the preference of the Selectmen or Budget Committee.

Mr. McDevitt commented that the CIP helped the Town deal with 'wish list' items from the departments to know the likely impact to the tax rate. He expressed concern about the lack of a figure for the Memorial School renovation which left the Selectmen without enough information to make an intelligent decision on what gets approved and what doesn't. Mr. Gowan pointed out that the school followed a fiscal calendar which made scheduling items a challenge. Mr. Lynde felt the Memorial School project would be similar to the previous high school project.

Mr. Gowan ended by noting the CIP included all the backup documentation from the departments. He said if anyone in the public wanted information, they could contact him at the Planning Department.

2020 BUDGET REVIEW

Town Finance Director Jean Olson and IT Director Brian Demers was present for budget presentation. Also present were Budget Committee members Meg Bressette and Jas Moorjani.

Cemetery – Presented by Cemetery Trustee Nate Boutwell

2019 Operating Budget \$145,835

2020 Budget Request \$152,943

Mr. McDevitt stated they appreciated the Cemetery Trustees coming in front of the Selectmen as a courtesy. He informed the trustees were a separately elected body and the Selectmen had no impact on their budget.

Mr. Boutwell believed they had a balanced budget for quite some time with no major increases. He said they were trying to create sustainable cemeteries that met the needs for today without compromising the needs for tomorrow.

Mr. McCarthy saw that the increase to the budget appeared to be mainly salary obligations.

Mr. Boutwell told the Board that they were progressively working to come up with new ways to try and keep burial sites available. They are working on an expansion in the North Pelham cemetery. He said there were also very nice/easily accessible sites in the older section at Gibson Cemetery. Mr. McDevitt asked if there was a projection of how many lots remained. Mr. Boutwell stated they have worked on implementing a GIS system so people can see what may be available. He said they were in the process of changing their by-laws to allow for more cremations in a standard burial site. They are also looking at the internal roads and possibly eliminating every other road and utilize them as sites for sale. Mr. Boutwell spoke

about the upkeep and maintenance of the cemetery and noted there were no issues; everything was going smoothly.

Mr. Lynde recalled there was land in the back of the cemetery that had been acquired and questioned if it was being utilized. Mr. Boutwell stated it was being utilized. He said he preferred to sell people on using existing sites. He explained there were some sites purchased in the 1800s that had no families using them. He said there was a process of reclaiming those sites and the cemetery board was discussing possibly of doing so. He wanted the general public to know that the money from the sale of sites went back to the general fund. He was proud of the budget and felt they did well.

Mr. Lynde asked if other towns were looking into reclaiming sites. Mr. Boutwell said it was ruled under the State Statutes. He hasn't spoken with other towns. Mr. Lynde noted the New Hampshire Municipal Association ('NHMA') puts together information that towns would like to see implemented into the State Statute. He said if there were enough towns interested, he would bring it forward to the NHMA. Mr. Boutwell thought that would be a great idea. Mr. Boutwell said the trustees have come up with creative ideas to reclaim certain lots and put them to good use.

The Selectmen thanked Mr. Boutwell for presenting the budget.

***Hobbs Community Center (Senior Center) – Presented by Hobbs Community Center
Director Sara Landry***

2019 Operating Budget \$136,844
2020 Budget Request \$144,476

Mr. McDevitt saw that the major increases were under salaries and gas/oil/tires. Ms. Landry explained the reason for the increase in gas was an increase in the bus riders; they had gone from 18 riders (2017-18) to 44 riders (currently).

Ms. Landry provided the Board with a paper copy of power point slides that outlined the needs of the senior programs going forward in the next few years. She began by discussing the importance of the senior programs given New Hampshire's aging population (average age 43.2). She spoke about the various programs and assistance the center provided. The majority of people (approximately 250) that utilize the center are age 70-79. In the age 80-84 there are approximately 122 people. She reviewed information regarding program service hours and event attendance. She told the Board that her staff consisted of herself 40hrs/week, Office Manager 20hrs/week, Travel Coordinator 15hrs/week and full-time bus driver. There are 83 senior volunteers who work an average of 123 hours per week. The volunteers saved approximately \$63,186 (based off an employee salary of \$10/hr.). Some volunteers require supervision. The submitted 'wish' list was to add staff.

Ms. Landry told the Board that her biggest need was to have more office staff to help with activity planning and office assistance. She said it was very difficult to be a working Director while maintaining an 'open door' policy. She pointed out that her office was in the

main dining room. In the future she saw the need to have an outreach coordinator who will go out into the community and connect with seniors in their home.

Mr. Viger inquired how many hours were needed for office assistance. Ms. Landry stated currently the office manager works 20hrs/week. She said a full-time office manager/activity assistant would work between 32-40hrs/week (\$17/hr.). If the current position was increased to 32 hours per week (at \$17/hr.) the increase would be \$10,600 (not including health or retirement). Mr. Viger asked if she would like to increase administrative support or add a position. Ms. Landry replied it would be ideal to increase the administrative support to a full-time (40 hour/week) position.

Mr. Lynde understood the center would like to add several positions in the future and suggested a plan be drafted for doing so. Ms. Landry said she would take whatever she could get because they needed the assistance.

Mr. Viger wanted to know when benefits were required for an employee. Mr. McCarthy said at thirty-two hours an employee qualified for health benefits, at thirty-five hours an employee started to contribute to the retirement system; anything over thirty-seven made them full-time. Mr. Viger asked at what point an employee would be in the union. Mr. McCarthy replied there were very few administrative exemptions; the position being discussed would be union.

Mr. Lynde asked if Ms. Landry's preference: 1) increase administrative support to full-time, or 2) increase administrative support to 30hours and insert an additional person at 20hours. Ms. Landry saw both as important needs; however, in terms of balancing department needs and being fiscally responsible, she would like to increase the hours of the administrative assistant/activity coordinator over 32 hours, and in the next year look at having a 20hr/week outreach position. Doing this would get the center close to meeting the increased needs. Currently the biggest need is having an assistant to help run the in-house programs. Mr. Viger questioned if they would be able to attract a person to work a 32hr/week without benefits. Ms. Landry believed 32 hours required health benefits. She felt she would be able to attract someone to the position.

The Selectmen thanked Ms. Landry for presenting the budget.

Information Technology – Presented by IT Director Brian Demers

2019 Operating Budget: \$0

2020 Budget Request: \$148,428

Mr. Demers explained this was the first year the Town had an IT budget; most of the budget had come from other lines within the budget. He reviewed/explained the budget lines and pointed out there were notes on lines that had been moved from other areas in the budget.

Mr. Demers noted within the next year (possibly this year) the Town would need to investigate two-step verification and cameras at the parks (Raymond and Muldoon).

Mr. McCarthy believed Mr. Demers had done a good job at pointing out approximately 85%-90% of the budget previously existed in other budgets. He said if the \$76,000 for computer replacement was subtracted the budget would be approximately \$70,000. He pointed out that last year's budget for technology was approximately \$62,000. He reiterated that the numbers had always been in the budget just under different budgets.

The Selectmen thanked Mr. Demers for presenting the budget.

Town Buildings – Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$639,578

2020 Budget Request: \$924,758

In speaking with Liberty Utilities, Mr. McCarthy was told there would be a 5.81% rate increase, therefore the budget was adjusted to accommodate such. He understood there would also be increases to telephone. He discussed the budgets for water, which had been split into two lines: Pennichuck Water and Monadnock Water, because in the past they were incorrectly both under Pennichuck. He said Pennichuck historically sends a letter in late September/early October that informs of a rate increase; the budget reflects a 10% projected increase. He noted if there was no increase by the time the budget goes to the Budget Committee, the line can be adjusted accordingly. Pennichuck services the Municipal Building, Fire Department, Police Department and Library. The Village Green is watered using well water; there are no irrigation systems on Pennichuck Water. Mr. Viger questioned why they used Monadnock Water when the building had filtered/tested water from Pennichuck. Mr. McCarthy felt it was a perk for the employees that makes working for the Town more enjoyable.

Oil was decreased based on the new heating system in the municipal building. The Senior Center, Cemetery and Annex still use oil. Mr. McCarthy noted natural gas was previously under budgeted and now reflected actual figures. There was a small increase for propane, which was being used by several departments.

There was an increase for repairs/projects. Mr. McCarthy submitted information (with two variations) to the Board regarding a project to renovate the Planning Department. He didn't know if the Board preferred him to include it in the budget or have it on a 'wish' list. He explained that the renovation would be the last process of restructuring the Planning Department and utilizing the last three classrooms in the hallway (across from Parks and Recreation). Mr. McCarthy stated the Planning Department had outgrown their space and from a security standpoint there was no ability to protect the employees because there was only one way in and out of the office. He said they needed a workspace that worked for them; currently the Director has a workspace on the balcony and no privacy. There was no ability for any of the employees or Town Inspectors to have a private conversation. He described how the new office space would be laid out. He received an estimate (soft number) from the Town's handyman Mark Carter; however, that number may decrease. He

said if the Board was interested in proceeding, they should have an architect finetune the design to have a better idea of the actual cost for the project.

Ms. Forde wanted to know if they had an idea of what they would find (in the building's structure) during construction. Mr. McCarthy said they knew what was in the classrooms. He believed the real cost of the project would be the removal of the cinder block walls, which were not load bearing. He said if they left the walls up it wouldn't be an ideal or efficient floorplan for the department.

Mr. Lynde inquired what would happen to the space that the Planning Department vacates. Mr. McCarthy replied the last part of the renovation would be to make the space the permanent Town meeting room, except for the Deliberative Session that would remain in Sherburne Hall. He believed it could hold approximately 100-150 people. Mr. Lynde asked if the estimate included heating/AC etc. Mr. McCarthy answered yes, also electrical and lighting. He noted that the sprinkler system was previously adjusted in anticipation of utilizing the classrooms.

Mr. McDevitt questioned why the renovation wasn't included in the Capital Improvement Plan ('CIP'). Mr. McCarthy replied they could put the project off for a year and include it in the CIP next year.

Mr. Lynde asked if the electrical budget line under repairs and projects would be adequate. Mr. McCarthy said he would go back and check the figures.

The Board continued to review the proposed budget. Mr. Lynde wanted to know how often the Village Green was being watered. Mr. McCarthy replied they were still on a reduced schedule, as they were last year. Also, a lot of the watering was done at nighttime. Mr. Lynde commented if they watered less the roots would grow deeper and asked Mr. McCarthy to give it consideration. Mr. McCarthy will check with the landscaper.

Mr. McDevitt noted they still needed to figure out a number for tree maintenance.

Selectmen – Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$513,717

2020 Budget Request: \$488,158

Salary increases mainly contractual. It was noted there were no new position. Telephone showed a slight increase mainly for the addition of a cell phone for the IT Director. The equipment tech plan line was moved to the IT budget. Mr. McCarthy noted that the budget software hadn't been successful, therefore the cost was taken out of the budget. Expenses was increased to allow for employee training.

Mr. McDevitt inquired the balance of the compensated absence fund. Mr. McCarthy believed it contained over \$500,000 but would check.

The Board continued their review of the budget; there were no major increases/decreases.

Town Celebrations – Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$9,261
2020 Budget Request: level funded

Mr. McCarthy noted that the budget included: Avenue of Flags, Memorial Day events, Fireworks, etc.

Treasurer – Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$21,176
2020 Budget Request: \$15,176

The decrease was due to the Treasurer negotiating with the bank for the best rates (bank fees).

Debt Service Interest – Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$113,477
2020 Budget Request: \$96,999

Debt Service Principle – Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$710,714
2020 Budget Request: \$649,039

Trust Funds – Presented by Town Administrator Brian McCarthy

2019 Operating Budget: \$150
2020 Budget Request: level funded

Discussion – Support contract

Mr. McCarthy explained when reviewing the support contract, it was determined that the warrant article didn't include the calculation for retirement and benefits. He spoke with Town Counsel and the Department of Revenue Administration ('DRA') and learned it was not an uncommon problem. He said over the five years of the contract the cost was approximately \$42,000. Town Counsel advised the Town could move money within the budget to accommodate the situation.

Mr. Lynde understood they could take money out of the insurance and retirement budgets to take care of the situation. Mr. McCarthy answered yes.

BOARD OF SELECTMEN MEETING/August 6, 2019

The Board reviewed the Retirement budget.
2019 Operating Budget: \$1,757,919
2020 Budget Request: \$1,857,454

Mr. McDevitt commented that the Selectmen didn't have much control over this budget, although the Town contributed 100%. He stated in the past the State contributed a good portion; however, the State had decided to shift the costs onto the local property taxpayer.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. Lynde spoke about the cases reviewed by the Planning Board during their August 5th meeting.

Mr. McDevitt said he spoke with a woman from a family services organization in Derry and learned they serviced forty Pelham families. He suggested they send a request for a donation given the number of people they assisted. He will provide the Board with information about the organization and asked if the Board would consider reconsidering the Human Services budget number.

REQUEST FOR NON-PUBLIC SESSION

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

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

It was noted that when the Board returned, after the non-public session, the Board would not take any other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the meeting. The Board entered into a non-public session at approximately 8:43pm.

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

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

The Board returned to public session at approximately 9:06pm.

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

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

ADJOURNMENT

The meeting was adjourned at approximately 9:06pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary