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3 **APPROVED**
4 **TOWN OF PELHAM**
5 **BOARD OF SELECTMEN - MEETING MINUTES**
6 **June 20, 2017**
7 **APPROVED – July 18, 2017**
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10 **CALL TO ORDER** - approximately 6:30PM
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PRESENT: Mr. Doug Viger, Mr. Hal Lynde, Mr. William McDevitt, Ms. Amy Spencer, Mr. Paul Leonard

ABSENT: Town Administrator Brian McCarthy

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13 **PLEDGE OF ALLEGIANCE**
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16 **MINUTES REVIEW**
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18 **May 23, 2017**

MOTION: (Spencer/McDevitt) To approve the May 23, 2017 meeting minutes as amended.

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

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20 **June 6, 2017**

MOTION: (Lynde/Leonard) To approve the June 6, 2017 meeting minutes as amended.

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

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23 **ANNOUNCEMENTS**
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- 25 ➤ Special Town Meeting – To vote on Zoning Amendment - June 24, 2017 at Sherburne Hall from 7AM-8PM
- 26
- 27 ➤ American Legion Post 100 – Create Your Own Wooden Sign Party on June 23, 2017 from 6:30PM-9:30PM – questions directed to Laurie at:603-234-7839
- 28
- 29 ➤ Theater Summer Camp (2 Sessions): 1st session July 10-14, ages 13-18 at Sherburne Hall from 9AM-12PM; 2nd session July 17-21, ages 6-12 at Sherburne Hall from 9AM-12PM
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- 31 ➤ MDA Fun Day – July 29th at the Fire Station from 1PM-4PM
- 32 ➤ Pelham Police – have created a new Tip App, downloadable from Apple and Android devices that allows citizens to place anonymous tips. App can be found at pelhamweb.com/police-department
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- 34 ➤ Concerts on the Village Green – Summer series begins June 28th at 6pm
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38 **OPEN FORUM**

No one came forward.

APPOINTMENT(S)

Appointment - Hazmat proxy letter signature appointing Fire Chief James Midgley

Mr. Viger stated he had appointed Fire Chief James Midgley to act on his behalf to the Board of Directors to the Local Hazmat Director's meeting being held at the same time as the Selectmen's meeting.

Review/Approval - Highway Safety Committee – E911 Address Change Letter

Mr. Viger read aloud the proposed letter informing a resident that their address didn't comply with E911 guidelines and requesting they fill out a Voluntary Address Change form to correct the situation.

Mr. Lynde understood there were some properties where the address doesn't match the address in the E911 data base. He said the Highway Safety Committee ('HSC') wanted to send letters to people at those addresses to correct their address.

Mr. McDevitt believed they had sent similar letters in the past; however, he felt the verbiage of the letter came across as very bureaucratic and would like to speak to the Chief to fine tune the letter. He felt the letter didn't address the other questions people would have, and believed it should. Mr. Lynde said the HSC's concern was if an emergency call came in, and the address wasn't in the data base, they wouldn't be able to find them. The HSC identified addresses that weren't in the data base. Mr. McDevitt said he would make a couple suggestions to the Police Chief.

Ms. Spencer spoke about her experience when her address changed. She supported Mr. McDevitt's concerns and stated she had difficulties having the Google update take effect.

Bid Recommendations / Awards – 2017 Highway Road Pavement Bid Recommendations

Highway Road Agent Frank Ferreira came forward to discuss his recommendations to award bids to:
Paving - R&D Paving
Crack Sealing – Crack Seal Incorporated

The Selectmen agreed to move forward with Mr. Ferreira's recommendations.

Highway Safety Committee Opinion – Crosswalk signs on Main Street

Mr. Viger informed a citizen requested cross walk signs by St. Patrick's Church and the elderly apartments, between 11 & 12 Main Street.

Highway Road Agent Frank Ferreira spoke to the recommendation, and explained the Highway Safety Committee ('HSC') discussed, reviewed and approved installing signs at the edge of the road and wanted to know the Selectmen's preference on the type, either the triangle or long rectangle. He had pictures of both and noted they had the rectangle signs in their inventory. The Board had no objection.

Mr. McDevitt questioned if there was a painted cross walk at that location. Mr. Ferreira answered yes.

Mr. McDevitt asked if the Selectmen needed to vote. Mr. Viger answered no. Mr. Ferreira will have the rectangle signs installed as discussed.

Junkyard License Review: Jean-Guys Used Cars and Parts, Jack Mansur Auto & Coombs Used Auto Parts.

Mr. Viger stated the Board received the license applications and backup information from inspections. He noted all three junkyards conformed and met the requirements to renew their applications. The reviewed the information before them and saw that the Fire Inspector, Health Officer and Planning Department had reviewed the sites for compliance. The Selectmen had no objections.

MOTION: (Leonard/Lynde) To approve a Junkyard License for Jean-Guys Used Cars and Parts Inc.

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

MOTION: (Lynde/Spencer) To approve the Junkyard License for Jack Mansur Auto, LLC

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

MOTION: (Spencer/Leonard) To approve the Junkyard License for Coombs Used Auto Parts.

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

Discussion – Library Trustees to discuss Library renovation project

Vice Chair of the Library Trustees Ms. Roseanne Cares, Library Director Irja Finn and Assistant Library Director Winn Flint came forward to discuss the Library renovation project.

Ms. Cares explained when the Library was created in 2004 it had two offices. Since that time they've had an increase in attendance, programs, complexity, etc. and had also increased their full-time staff. She discussed the difficulty with the current spaces and spoke about what they had done to make the building more efficient inside. Ms. Cares told the Board that they had a professional meet with the Trustees to discuss modifications that could be done. They've decided to approach the situation in phases and provided the Selectmen with the proposal. Ms. Cares reviewed the existing floor plan and the proposed floor plan with the Board. She said now that they have the plans, they would like to price out what they needed to do. She explained that they planned to pay for the renovation through one of their non-restrictive trust funds.

Mr. Viger stated that the Board appreciated them coming forward to discuss their renovations and didn't feel the Board should restrict any improvement, unless there were questions or concerns.

Ms. Spencer thought the proposal looked great and supported the plan. She saw that it had an efficient use of the space. Mr. Viger appreciated the Library sharing the plan with the Selectmen.

Mr. McDevitt inquired about the timeline for the project. Ms. Cares replied they had the money now, but would first determine the associated costs and send out RFP's to find someone to do the work. She said they would rely on some of Mr. McCarthy's suggestions. Mr. Lynde suggested they speak with someone in the construction industry because there may be times to go out for bid that were better than other times. Ms. Cares appreciated the suggestion. She believed they would reach that step at some point in the fall.

Bid Recommendation - Municipal Building Well Water Supply Disconnect/Connect Project

Mr. Viger explained that the Town office half of the Town Hall was on well water and they had significant issues with the storage tank, and potential failure, along with water quality issues. He said they had explored taking Town Hall off the water well and connecting to Pennichuck Water, who currently serves the Police Station. The existing wells would be utilized for irrigation. Mr. Viger stated an RFP had been sent out May 11th, with a closing date of June 1, 2017, 3PM for bids/proposals. He said two bids were received; Avila Plumbing and Heating (Lawrence, MA) was the low bidder at \$6,900 and recommended by Mr. McCarthy. Mr. Viger noted Avila Plumbing and Heating was a contractor that had fixed leaks at the Police Station and worked on boiler issues at the Fire Department and corrected general issues at the Municipal Building. He stated their workmanship to this point had been very good and they were a reputable company.

The Board had no questions or concerns. Mr. Viger noted that Mr. McCarthy had met with Pennichuck Water and went through the building and did a measurement of every water supplying fixture to make sure that the pump and water feed would be able to handle the needs of the building.

MOTION: (Spencer/Leonard) To award the bid (\$6,900) to Avila Plumbing and Heating to connect the Town Hall to Pennichuck Water.

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

Review – Revised draft of the Use of Town Property Policy.

Mr. Viger stated that the Board reviewed the draft at their last meeting. Ms. Spencer told the Board that earlier in the afternoon she circulated a host of changes and requested that they table the discussion to their next meeting so everyone would have an opportunity to review. Mr. Lynde commented that he had proposed changes as well. Mr. McDevitt felt some of the proposed changes would need discussion and asked that the Board have time to do so. Mr. Viger replied the Board was not in a rush with the policy and would take time to review and discuss.

The Board will review the proposed changes at their next meeting.

Discussion - Trucks and cars driving on Town property “off road”

Mr. McDevitt told the Board that the Forestry Committee had been doing work at the Gumpas/Hinds Lane conservation area. He said one of the things they’ve had difficulty with was big trucks driving through and creating a great deal of destruction. They’ve spent some time in the last couple weeks putting up big rock barriers. Mr. McDevitt suggested to the committee that they offer some kind of reward for the apprehension. He couldn’t find any limitation of trucks in the regulations.

Mr. Lynde noted there was a section for violations in the Use of Town Property Policy that could be expanded to include trucks. Ms. Spencer noted if there was damage from the trucks it would be a vandalism issue. Mr. McDevitt replied the trucks did damage by their presence. He said they might need some research from Town Counsel. Mr. Leonard questioned if there was an ordinance about wheeled vehicle trespassing. He said his father had the same example of trespassing, and learned that the area needed to be posted in order to be able to press charges. Mr. Lynde called attention to Item F of the Use of Town Property Policy and suggested adding verbiage to prohibit ‘all motorized wheeled vehicles’.

Mr. Viger said they could add this topic when they discuss the Use of Town Property Policy.

Further Discussion - Elderly tax exemption

Mr. McDevitt asked that the discussion be deferred. He said he was working to collect data and felt it would be a good idea for the Assessor and Senior Center Director to be present for the discussion. Mr. Lynde noted there were two aspects to an exemption: 1) amount of property value exemption, and 2) eligibility on an income basis. He said they would need to answer the question whether to increase the exemption or the income level. Mr. McDevitt believed the income level was too low.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. Lynde discussed the recent Planning Board meeting and the hearing that came before them regarding a land swap to provide access to the Wolven Conservation area. He then reported that Pelham Community Coalition would be sending four high school students to a teen leadership institute, since the students who attended last year benefited greatly.

Mr. Viger noted that the next Selectmen's meeting would be July 11, 2017.

REQUEST FOR NON-PUBLIC SESSION

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

ROLL Mr. Viger-Yes; Mr. Lynde-Yes, Mr. McDevitt-Yes; Ms. Spencer-Yes;

CALL: Mr. Leonard-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 7:20pm.

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

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

The Board returned to public session at approximately 8:19pm.

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

ROLL Mr. Viger-Yes; Mr. Lynde-Yes, Mr. McDevitt-Yes; Ms. Spencer-Yes;

CALL: Mr. Leonard-Yes

ADJOURNMENT

The meeting was adjourned at approximately 8:19pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary