

**APPROVED**  
**TOWN OF PELHAM**  
**BOARD OF SELECTMEN - MEETING MINUTES**  
**August 22, 2017**

**CALL TO ORDER** - approximately 6:30PM

**PRESENT:** Mr. Doug Viger, Mr. Hal Lynde (after the meeting commenced), Ms. Amy Spencer,  
Mr. Paul Leonard, Town Administrator Brian McCarthy, Finance Director  
Dayanand Ramgopaul

**ABSENT:** Mr. William McDevitt

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT(S)**

- Legal Notice of Public Hearing – Board of Selectmen and Town of Pelham – In accordance with RSA 31:95,B – Pelham Board of Selectmen will hold a Public Hearing on Tuesday, August 29, 2017 at 6:30pm at Sherburne Hall, 6 Village Green, Pelham, NH regarding the proposal to accept an additional appropriation of \$272,071.35 from SB38 Highway Block Grant Funds. For additional information, contact the Selectmen’s Office (603) 508-3074.
- Pelham Old Home Day will be holding a 5K Race on September 16, 2017 – registration is between 7am-8:15am; Race/Walk start time 8:30am at Meeting House Park. For more information visit: <http://normnso.wixsite.com/pohd5k>
- Movie Night – September 8, 2017 at Village Green beginning at 4pm
- Household Hazardous Waste Collection - August 26, 2017 8am-12pm at the Municipal Facility back parking lot - \$10 fee per car/10 gallons

**APPOINTMENT(S)**

**Cemetery Trustee Tim Zelonis – Request for Board of Selectmen to approve N. Pelham cemetery easement**

Mr. Zelonis provided the Board with a brief summary of the proposal. He explained that the North Pelham cemetery had acquired an additional acre of property behind the cemetery; the parcel was donated through a subdivision process, but they never had access to the property. He stated that Charles Rodeman was gracious and granted an easement. In the process Attorney David Groff offered to help out with the legal aspects and Peter Zohdi of Herbert Associates donated the engineering and survey work. Mr. Zelonis noted they were able to obtain a 25ft. easement. They have since built the easement installed gates and did some plantings.

Mr. McCarthy stated the information from Attorney Groff had been forwarded to Town Counsel (Attorney John Ratigan). Town Counsel has informed that the Board of Selectmen could vote to accept the easement deed to provide access to the cemetery.

Mr. Leonard understood that the easement was a lane across Mr. Rodeman’s land to get to the back of the cemetery property. Mr. Zelonis described the location of the easement.

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**MOTION:** (Leonard/Spencer) To accept Plan #38821, as registered as an easement deed with the Hillsborough County Registry of Deeds.

**VOTE:** (3-0-0) The motion carried.

**OPEN FORUM**

No one came forward.

**APPOINTMENTS CONTINUED**

**Highway Road Agent Frank Ferreira – Discussion on plowing private roads**

Mr. Viger said the Board could review the information, but didn't anticipate them taking action at this time.

Mr. Ferreira provided the Board with a list of roads they plowed. He noted they hadn't raised the price in quite a while. He said to cover their cost would be \$5,500 per mile. Mr. Viger stated the Board would like time to review and digest the information.

Mr. McCarthy questioned when the Town updated the fee. Mr. Ferreira replied he went back in the records ten years and didn't see that the fee had been changed during that time.

Mr. Viger stated that the Selectmen would review the information and possibly have a decision at their next meeting.

**OTHER BUSINESS**

Mr. Lynde arrived.

**Board of Selectmen to vote to authorize a Selectman to sign the necessary documents to complete the transfer of the Wolven Park property agreement**

Mr. McCarthy stated that the Board had voted to do the land swap. He provided a copy of the agreement in the Selectmen packet for review. Mr. Viger noted that the land swap had already been approved by Warrant Article.

**MOTION:** (Spencer/Leonard) To authorize Chairman Viger to sign the necessary documents to transfer the Wolven Park property agreement.

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

**MINUTES REVIEW**

**August 1, 2017**

**MOTION:** (Lynde/Leonard) To approve the August 1, 2017 meeting minutes as amended.

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

**August 8, 2017 – Deferred.**

Mr. Lynde offered amendments.

**2018 BUDGET REVIEW**

**Senior Center – Hobbs Community Center**

2018 Budget request: \$116,596; an increase of 2.54% over last year

2017 Operating Budget: \$113,712

Hobbs Community Center Director Sara Landry came forward to present the requested budget.

*Salaries* – There was a contractual increase and an increase to support staff to bring them to a more competitive rate.

*Telephone* – There was a decrease in the telephone line due to the facility being added to the municipal phone system. Mr. Viger questioned if the center used a fax machine. Ms. Landry answered yes; they used it frequently for programs that communicate with doctor offices.

*Gas, Oil Etc.* – Placeholder until final figure is determined in October/November. Mr. McCarthy said there may be a savings since the new truck ran unleaded gas and not diesel fuel.

*Equipment Rentals* – Mr. McCarthy explained that he was working with a new copier vendor and hoped to decrease the number by entering into a new maintenance contract. He hoped to have a different number by reconsideration, or before the budget went to the Budget Committee.

The Selectmen were provided with a priority item, with backup information, that would increase the bus driver's hours. Ms. Landry requested that the bus driver's hours be increased from 29.5 hours/week to 40 hours/week. The facility currently has sixteen registered bus riders who don't all ride on the same day, or at the same time each week. She noted if they did, the bus wouldn't be able to pick them all up because of the time constraints and the distance between each of the riders. She referred to a photo (contained in the information packet) that showed the locations of the registered users. The difficulty was the time it took the driver to get to each of the people and to get to the facility. The driver does several runs in the morning to accommodate people's schedules to participate in the activities and meals. Some people are more frail and can't stay for long periods of time. They've found that everyone receiving rides had to be on the bus by 12:45pm (the latest) so the driver could get around the entire Town and return to the facility to end his day. On Monday, when they go shopping, the logistics were difficult because of the time it took to pick people up. It didn't give them very much time to shop before having to drop off again. Ms. Landry explained when the driver came into work, he inspected the bus before it went out and reviewed the driving orders daily since the schedule changes daily. At the end of the day the gas tank is filled, the bus is cleaned, swept and maintained. There are currently two people on the waiting list for the bus. Ms. Landry stated they had plenty of space on the bus, but they couldn't fill it because they didn't have enough time for the driver.

Ms. Spencer wanted to know the cost increase associated with the request. Mr. McCarthy noted that the salary and benefits total would be under the Budget Committee's figure that required a warrant article; the position could be included in the operating budget. Mr. Ramgopaul stated the salary line would increase by \$9,580; Salary and benefits would be approximately \$50,269.

Mr. Leonard wanted to know what happened when the current driver called out sick. Ms. Landry replied if he called in sick during the summer it was easier to fill because they have a back-up driver, who has the summer off from being a school bus driver. However, in the winter they have to cancel

the bus. Mr. Leonard questioned if they should consider two part-time drivers. Ms. Landry replied she reviewed that scenario last year. She said the problem was finding someone willing to do those hours, and it would be difficult to do a mid-day trade-off time. She felt the person in the position should be committed to such. They should also have an understanding about the senior population and could take care of individual impairments. She said the Town was blessed to have the current driver because they understood and had a good ability to relate the passengers. There was a brief discussion about the schedule and route. Mr. Leonard felt it might be worthwhile to explore a 2-driver scenario since it might be an opportunity for a person to work 'mother's hours'.

Ms. Spencer agreed with Mr. Leonard that they should look into two part-time drivers, based on the proposed increase to the budget (salary plus benefits). She felt there could be a qualified individual who was looking for afternoon hours. Ms. Landry explained when they changed drivers approximately a year ago, they looked to find drivers who were extremely qualified and willing to take the position. They didn't have a large pool of people and were lucky to find someone extremely qualified who was interested in having a part-time position. Ms. Landry felt breaking the position in half would create confusion and break continuity.

Mr. Lynde understood the current driver's hours were from 8:30am-2:30pm and questioned if that was sufficient to take care of the existing population. Ms. Landry answered no; which is why she requested increased hours. Mr. Lynde asked what timespan needed coverage. Ms. Landry replied 8am-4pm. Mr. Lynde asked how the bus service was structured. Ms. Landry provided a summary of the facility activities and explained how the daily schedule fluctuated based on the activities and needs of the passengers. She said they were constantly 'juggling' who would be riding the bus and at what time.

Mr. Viger wanted to know if increasing the driver's hours would allow them to pick up more people during the morning run. Ms. Landry believed if the driver started at 8am, it would add a half hour in the morning, which could accommodate a few more people. The biggest issue was the afternoon programs. The people on the bus can't stay because it took too long to get everyone home. They try to accommodate people.

Mr. Lynde questioned if there was any criteria people had to follow to be able to get a ride. Ms. Landry believed any senior would be eligible. Typically people who had their own car wouldn't want to be on the bus because it was a long ride and could take an hour and a half. Having two runs would be good for seniors who couldn't tolerate a long ride. Mr. Lynde said the Town was either going to provide a service or not. He felt there were legitimate reasons for having more hours. He was concerned about not having a backup person.

Mr. Leonard felt they should all be more analytical and thoughtful from a budgetary and scheduling perspective. He felt it would be marginal to say the solution was to simply increase the driver's hours. He wanted to understand how having two overlapping people would work. Ms. Landry noted the work the driver performed in between the morning and afternoon runs. Ms. Spencer agreed that purposeful planning and research should be done. Mr. Lynde agreed that they should look at the options, although he felt there may be a 'ticking time bomb' with all the 55+ housing developments that had been approved.

Mr. McCarthy told the Board he would work with Ms. Landry and provide data for review.

The Board thanked Ms. Landry for coming forward and reviewing the budget.

#### **Parks and Recreation**

2018 Budget request: \$233,615; an increase of 1.5% over last year

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2017 Operating Budget: \$230,079

Parks and Recreation Director Brian Johnson came forward to present the requested budget. He noted the only change was in salaries; everything else was level funded.

*Salaries* – Mr. Johnson explained that the Office Manager had been employed in the Parks and Recreation Department for over twenty years. He said he met with Mr. McCarthy and spoke to the union. He would like to move the position to Program Director, which change the pay grade and level. Mr. Viger explained the process of changing the position to a side bar agreement. He said even though the salary was adjusted in the budget, the Selectmen would need to have a discussion.

*Gas, Oil Etc* – The dollar amount was a placeholder until the Town receives actual numbers in the Fall.

*Expenses* – Mr. Lynde noted the cost for trash removal/dumpster. He stated the Town had mandatory recycling, although they weren't recycling at the parks. Mr. Johnson stated they tried a pilot program in the past and found people were throwing trash in with the recycling. Mr. Lynde suggested holding the teams responsible. Ms. Spencer agreed. She noted that recycling was a goal of the Pelham Youth Counsel ('PYC'). Mr. Johnson recalled there was an added cost for recycling from Allied Waste. He will contact them for cost information. Ms. Spencer said the PYC could do an advertising campaign. Mr. Johnson noted in reality, the budget line may increase to add recycling. Mr. Lynde replied he didn't want to increase cost and asked if the Transfer Station could be involved. Mr. McCarthy said he could speak with the Transfer Station Director.

Mr. Lynde asked Mr. Johnson if he had any warrant articles to submit. Mr. Johnson answered no.

### **Selectmen**

2018 Budget request: \$476,026; a decrease of 2.9% from last year

2017 Operating Budget: \$490,287

Mr. McCarthy presented the requested budget.

*Salaries* – There was a decrease from moving the full-time administrator to the Transfer Station and Highway Department, and replacing the position with two part-time people.

*Equipment Repairs* – Mr. McCarthy stated he had done research on the copier service and believed he'd found a vendor that would provide the same quality at a much lesser price. They were currently evaluating the copiers and usage to determine the cost.

*Accounting Software* – Mr. McCarthy explained they were in the process of phasing out MuniSmart and introducing four new (department specific) accounting softwares. He noted the project was under budget, which left the in a position to purchase a program for the Planning Department that would allow for on-line permits. He said at some point the Town would get a credit card program up and running, and no longer accept cash. Mr. Lynde questioned who would pay the fee on a credit card. Mr. Viger believed the credit card fee was typically added to the bottom line fee to the customer, similar to the Town Clerk's office. Town Treasurer Charlene Takesian who was seated in the audience came forward for the discussion. She briefly spoke about how the Town departments currently handled credit card payments. The details of transitioning away from accepting cash have yet to be determined.

The Board thanked Ms. Takesian for her hard work and dedication and for bringing the software transition project in under budget.

**Town Buildings**

2018 Budget request: \$823,326; an increase of 7.6% over last year

2017 Operating Budget: \$765,354

Mr. McCarthy presented the requested budget.

*Utilities* – The increase to the electricity line was due to the Liberty Utilities light replacement program. Mr. McCarthy noted that the Town received a grant and the balance of the cost was rolled into the electricity bill; after three years it will go away. There was no out-of-pocket cost for the project. He pointed out they were already seeing reductions from running LED lights. The telephone/Cable line showed an increase for bringing the telephone system to the Pelham Veteran's Memorial Park. Also there was an increase to cable that increased the speed. Mr. McCarthy explained that the increase to the Pennichuck Water line was due to the Municipal Building being transitioned to use Pennichuck for potable water. The existing well will be used for irrigation.

*Facility / Equipment Repairs* – Mr. McCarthy described the 2018 projects and the associated estimates.

*New Equipment / Tech Plan* – Ms. Spencer wanted to know more information regarding the technology plan. Mr. McCarthy believed there was a three-year changeover cycle with the desk tops. He said the plan also covered the software agreements that Victor Danevich (volunteer technology consultant) worked with. Additionally the Town had mainframes that were well beyond their end of life. He will have detailed information regarding the technology plan before Budget Committee review.

*Landscaping* – Mr. Lynde asked if there was a breakdown of the landscaping work. Mr. McCarthy replied he received a breakdown and would review it with the landscaping company. He offered to provide the Board with a copy of the landscaping contract, which included a listing of all the services. Mr. Lynde understood that the Highway Road Agent would be requesting equipment. Mr. McCarthy explained they needed a specific machine to clear all the sidewalks the Town would have after the gas line project.

The Board thanked Mr. McCarthy for the presentation.

**TOWN ADMINISTRATION / SELECTMEN REPORT(S)**

Mr. Lynde recapped the recent Planning Board meeting and what action was taken.

Mr. McCarthy reviewed the Arbor Viral Report from Swamp Inc.; there has been no detection of EEE or West Nile Virus in Pelham. He then reported that he met with a contractor that would provide a quote for replacing the boiler system to a natural gas system in the Municipal Building, with an estimated cost of \$350,000 - \$500,000 (for the total project). He noted that the boilers had been in the building since 1972. He discussed the benefits to using natural gas in the Municipal Building.

**REQUEST FOR NON-PUBLIC SESSION**

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

**ROLL CALL:** Mr. Viger-Yes; Mr. Lynde-Yes; Ms. Spencer-Yes; Mr. Leonard-Yes

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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 8:17pm.

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

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

The Board returned to public session at approximately 8:54pm

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

**ROLL CALL:** Mr. Viger-Yes; Mr. Lynde-Yes, Ms. Spencer-Yes; Mr. Leonard-Yes

**ADJOURNMENT**

The meeting was adjourned at approximately 8:54pm.

Respectfully submitted,  
Charity A. Landry  
Recording Secretary