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**APPROVED**  
**TOWN OF PELHAM**  
**BOARD OF SELECTMEN - MEETING MINUTES**  
**August 29, 2017**  
**APPROVED – September 5, 2017**

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

**PRESENT:** Mr. Doug Viger, Mr. Hal Lynde, Ms. Amy Spencer, Mr. Paul Leonard,  
Town Administrator Brian McCarthy, Finance Director Dayanand Ramgopaul

**ABSENT:** Mr. William McDevitt

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**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING:** In accordance with RSA 31:95 b, the Pelham Board of Selectmen will hold a Public Hearing regarding a proposal to accept an additional appropriation of \$272,071.35 from SB38 – Highway Block Grant funds.

Mr. Viger opened the hearing to public input. No one came forward.

Mr. Leonard confirmed that the figure was the additional amount that the State announced as the 'bonus' based on Pelham's population. Other towns also received additional amounts from the State. Mr. Viger replied Mr. Leonard was correct.

**MOTION:** (Leonard/Spencer) To accept \$272,071.35 from SB38 Highway Block Grant funds.

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

**2018 BUDGET REVIEW**

**Planning Department**

2018 Budget request: \$413,927; an increase of 37.2% over last year  
2017 Operating Budget: \$301,770

Planning Director Jeff Gowan came forward to present the requested budget. He provided the Board with a chart of inspector compensation that compares Pelham's salaries to surrounding communities. Also handed out was a breakdown of requirements for the Municipal Separate Stormwater Sewer System ('MS4').

*Salaries* – Mr. Gowan spoke to the proposed increase to the inspector's (Building, Electric & Plumbing) rates. He had done research and contacted twenty communities to find out how they handled inspections, the amount they charged and how inspectors were compensated. He noted that Pelham pays inspectors using a stipend system. He couldn't find a single community in the State that used a stipend system. He learned on average inspectors are paid approximately \$30-\$40 per hour. Mr. Gowan stated the proposal was to increase inspector salaries in total \$74,497 from the current \$26,497. He noted when adding the inspector's hours together, it comes to approximately fifty hours (20 for Building, 20 for Electrical, 10 Plumbing).

Mr. Leonard explained that the research process began approximately six months ago when Mr. Gowan first came in front of the Board to discuss the stipend system. He spoke about the information Mr.

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Gowan told to gather so an hourly rate could be determined so the salary could be compared to 'like' communities. The hourly rate for the current staff was approximately the same as a teenager would make in an entry level job.

Ms. Spencer said the Budget Committee is critical with comparisons are made with like 'size, nature & character'. She reviewed the communities on the comparison chart and didn't feel the majority are of the same size as Pelham. Mr. Gowan replied he went beyond just the communities listed on the comparison chart and spoke to those figures. Ms. Spencer felt it might be helpful to add a couple of those towns to the chart before presenting to Budget Committee. She questioned if they should have target increases over the next three years, rather than hitting the tax rate all at once. Mr. Gowan replied it wouldn't be what he proposed because the pay was so far behind, but he would do whatever the Budget Committee wanted. Ms. Spencer recalled the Budget Committee had dealt with similar salary situations and was more receptive to incremental increases. She felt the Board may want to consider spreading the increase out over the next few years for the benefit of the tax rate.

Mr. Viger wasn't concerned with what the Budget Committee at this time. He said he wanted to put something forward that he knew was right. Ms. Spencer agreed, but also felt it wasn't a smart thing to give a person a 300% raise all in one lump sum. She felt it would be better to spread it out over 3-5 years so as to not hit the tax rate all at once.

Mr. Lynde inquired how the inspectors were currently paid. Mr. Gowan replied they received a weekly or bi-weekly stipend. It was not based on the number of inspections. Mr. Lynde asked how an hourly rate would be instituted. Mr. Gowan replied it could be done with the new software the department would receive in place of MuniSmart. Mr. Lynde suggested they could also be paid on a per-inspection basis. Mr. Gowan noted inspections were not just in-field, the inspectors also had office/administrative duties. He said they could devise a system once the new software was in place. He spoke about the salary and told the Board that the proposal was mid-scale. He hadn't realized that the Town was so far behind until he broke down the current hourly salary.

Mr. Leonard understood the salary increase (in total for 3 inspectors) would be approximately \$50,000. He preferred to approach the situation by having a one-time increase rather than creating an administrative burden on the department by coming in the next three years requesting increases. He said the Board could get hung up on a percentage increase, or look at a dollar figure. Ms. Spencer disagreed and noted each position was looking at nearly a 300% increase. She felt it would be too much all at once and believed the increase should be incremental.

Mr. Viger commented that the Board had time to review the information and ask Mr. Gowan questions before voting on the budget.

Mr. Gowan continued his review of the budget.

*Equipment Rentals* – Ms. Spencer had a global question regarding postage. She wanted to know if it would be more economically efficient if they listed postage in once place in the budget and negotiated a better rate. Mr. Viger replied they had it listed in each department's budget to track actuals. Mr. McCarthy stated they had installed software on the postage meter to obtain definitive numbers for each department.

*Miscellaneous Specials* – Mr. Gowan stated the line had been reduced because the cost for Economic Development Website was taken out. The Economic Development Committee will do its own fundraising for the website.

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96 *Special Projects* – Mr. Gowan spoke about the MS4 requirements. He provided the Board with a packet  
97 of information from Wright-Pierce, an engineering firm who provided a breakdown of obligations  
98 within the permit. He has spoken with Gary Webster, Hudson’s engineer, who oversaw Hudson’s  
99 development of the MS4 program. Mr. Webster will be Pelham’s engineer during the first year of the  
100 program, which will give the Town a platform in which to build everything else. He reviewed the  
101 milestones to be done in 2019. Mr. Gowan stated when any new subdivision is built, the as-built plan  
102 will have the GPS coordinates, so the Town can build on the information they already have.

103  
104 Ms. Spencer questioned how the MS4 could propose putting less salt on the roads during winter months,  
105 when not infrequently there is anywhere from 1ft-8ft of snow on the ground in areas with narrow roads  
106 and snow banks. Mr. Gowan replied there were more expensive alternatives. Ms. Spencer wanted to  
107 know if the Town could seek a variance to the requirements. Mr. Gowan stated it had been battled in  
108 court and litigated for a number of years. He spoke about a situation with the town of Plaistow, who  
109 didn’t file a simple report and was fined tens of thousands of dollars. He felt it would be a mistake for  
110 Pelham to take a chance on not completing all requirements.

111  
112 Mr. McCarthy told the Board the MS4 was a priority that the Town needed to be in compliance and  
113 ahead of. He planned to make sure they were so Pelham didn’t incur any fines or penalties. Ms.  
114 Spencer agreed and supported the clean water act. She just wanted to know if there was anything  
115 written in to balance public safety.

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117 Mr. Gowan reviewed the proposed budget for the MS4 project and noted he would also enlist the  
118 assistance of the Nashua Regional Planning Commission.

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120 Mr. Lynde saw some items that should be addressed by the Planning Board and questioned if those  
121 items should be implemented sooner rather than later. Mr. Gowan replied some of the items the Town  
122 was already on top of. He noted the Planning Board could approve their own Subdivision and Site Plan  
123 requirements without going to Town Meeting and the NRPC was assisting in reviewing those  
124 documents.

### 125 126 **Conservation Commission**

127 2018 Budget request: \$3,947; an increase of 5.3% over last year

128 2017 Operating Budget: \$3,747

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130 Karen MacKay of the Conservation Commission came forward to present the requested budget.

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132 *Expenses* – Increased dues for the NH Association of Conservation Commissions who offer seminars  
133 and training to commissions.

### 134 135 136 **Highway Department**

137 2018 Budget request: \$1,519,510; an increase of 1.59% over last year

138 2017 Operating Budget: \$1,495,731

139  
140 Highway/Transfer Station Superintendent Frank Ferreira came forward to present the requested budget.

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142 *Salaries* – Mr. Viger stated that the Selectmen had not yet determined the salary for the Superintendent,  
143 or how it would be broken out in the budgets. Once they do so, the figure will be included in the budget.  
144 Ms. Spencer understood that the budget contained a line for the Highway Road Agent salary. Mr.  
145 Ferreira answered yes. Ms. Spencer asked if the Superintendent salary would be broken equally  
146 between budgets. Mr. Viger replied the Board would have to make that decision.

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*Supplies* – Increase for salt, due to the State bid price.

*Telephone* – Increase for cable connection based on new business services.

*Gas, Oil, Etc* – Increase for Diesel Exhaust Fluid (‘DEF’) required for emissions.

*Equipment Rentals* – Increased bid price for the truck to paint safety lines. Increases to hourly rate for plowing.

*Equipment Repairs* – Mr. Leonard questioned if the line could be reduced based on the department having newer equipment. Mr. Ferreira replied he would be comfortable reducing it by \$5,000.

*Expenses* – Rate increase for street lights.

Mr. Ferreira discussed his priority item request for a 2018 Skid Steer Tractor with Twin Impeller, Snow Blower attachment and Boom Mower with 48” Rotary Cutter. The cost is \$92,000 and would pay for itself in three years with roadside mowing and cleaning the sidewalks and roundabout. The machine has many attachments that could be purchased in the future for road maintenance. It can also be used at the Transfer Station if they have a breakdown.

Mr. McCarthy questioned if the cost of the machine could be covered by the Block Grant. Mr. Ferreira believed it could.

Mr. Lynde noted that the Town could have a savings with purchasing the machine on a lease. (By spreading out the cost, the savings would cover the cost of the machine)

Mr. Viger commented that sidewalks had to be cleared within a certain amount of time. He said the Board would keep the request in mind when they voted on the budgets.

**Transfer Station**

2018 Budget request: \$731,126; an increase of 1.3% over last year

2017 Operating Budget: \$721,965

Highway/Transfer Station Superintendent Frank Ferreira came forward to present the requested budget.

*Salaries* – Mr. Ferreira stated that the former Director’s salary was being restructured. Mr. McCarthy noted another increase was the Administrative Assistant salary being moved from the Selectmen’s budget to the Transfer Station budget. Other increases were contractual.

*Telephone* – Increase for cable connection based on new business services.

*Equipment Rentals* – Decrease for clothing container. Mr. Ferreira explained someone had offered more money and brought their own container in.

*Expenses* – Mr. Lynde questioned why there were \$2 lines for Ash-Tipping and Hauling fees. Mr. Ferreira replied they didn’t haul or perform analysis on Ash anymore. Mr. Lynde asked for the cost to be removed from the budget.

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Mr. Ferreira discussed the priority item request to purchase a glass crusher so the facility could start recycling glass. The crusher will save money on the single stream hauls. It was noted that crushed glass could be used on road and drainage projects.

Mr. Leonard wanted to know how the glass crusher would work with the new building. Mr. Ferreira replied the existing bins could be used to collect glass, and they would crush it every week. The crusher is on wheels and portable.

Ms. Spencer questioned how long the machine would take to pay for itself. Mr. Ferreira didn't have an answer until the facility starts hauling single stream. Mr. Viger pointed out the Highway Department would have a savings from not having to buy the material.

Mr. Lynde asked about cardboard. Mr. Ferreira stated a company would be meeting with him to discuss the possibility of having a machine at the facility and purchasing the material. He added until the new building is situated he wasn't sure where it could be located.

Mr. Viger asked if he anticipated any warrant articles. Mr. Ferreira answered no, except for the highway garage and Block Grant.

Mr. Viger and the Board reviewed a budget summary sheet that listed out each department's 2017 budget, 2018 request, and the increase/decrease from previous year.

The 2018 total Town Operating Budget is: \$15,518,606. The figure is an increase of \$480,203 (3.19%) over last year's budget.

### **MINUTES REVIEW**

#### **August 22, 2017**

**MOTION:** (Leonard/Spencer) To approve the August 22, 2017 meeting minutes as written.

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

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**August 8, 2017 – Deferred.**

### **TOWN ADMINISTRAOR / SELECTMEN REPORT(S)**

Mr. Lynde announced that Old Home Day would be held September 16, 2017 at the Congregational Church.

Ms. Spencer reported that the Pelham Youth Council would have a booth at Old Home Day. She encouraged people to stop by and learn what they were about. She also encouraged young adults between the ages of 12-23 to sign up and join the council.

Mr. Leonard reminded the public that the Pelham Community Coalition would hold their annual candlelight vigil on the Village Green Wednesday, August 30, 2017 beginning at 7pm.

### **REQUEST FOR NON-PUBLIC SESSION**

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**MOTION:** (Leonard/Lynde) 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

245 It was noted that when the Board returned, after the non-public session, the Board would not take any  
246 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the  
247 meeting. The Board entered into a non-public session at approximately pm.  
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**MOTION:** ( ) To leave non-public session.

**VOTE:** ( ) The motion .

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250 The Board returned to public session at approximately pm

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

**ROLL CALL:**

252 **ADJOURNMENT**

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254 The meeting was adjourned at approximately pm.

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Respectfully submitted,  
Charity A. Landry  
Recording Secretary