

**APPROVED**  
**TOWN OF PELHAM**  
**BOARD OF SELECTMEN MEETING**  
**MINUTES**  
**July 16, 2013**  
**APPROVED – July 30, 2013**

CALL TO ORDER – approximately 6:30pm

**PRESENT:** Mr. Edmund Gleason, Mr. William McDevitt, Mr. Robert Haverty, Mr. Hal Lynde. Also Present Finance Director Cindy Kelley

**ABSENT:** Mr. Doug Viger, Town Administrator Tom Gaydos

**PLEDGE OF ALLEGIANCE**

**APPOINTMENTS**

**2014 BUDGET PRESENTATIONS**

**Highway Department – presented by Highway Road Agent Don Foss and Cindy Kelley**

2014 Budget request: \$1,380,771, constituting a 6.4% increase over last year.

2013 Operating Budget: \$1,297,020.

*Salaries* – contractual and longevity increases; part-time employees will have no increase – It was noted that the over time was the same as proposed last year;

*Supplies* – showed a slight decrease of \$862. Mr. Foss said the State bid salt price hasn't yet been received. Salt quantity was increased to have more on hand.

*Telephone* – increase of \$36.

*Gas & Oil* – level funded from 2013.

*Equipment Repairs* – level funded from 2013.

*Equipment Rentals* – increase of \$4,378 due to increased number of catch basins from 1451 to 1464. Sweeper hours increased from 100hours to 130hours.

*New Equipment* – decrease of \$2,601 to reflect the actual cost for lease of plow truck and backhoe.

*Expenses* – increase of \$7,000. The number was a placeholder for sidewalk winter maintenance. Mr. Gleason deferred discussion. He told the Board he asked Mr. Gaydos to identify how many feet of sidewalk would need maintenance and what restrictions there were for salt and sanding. He wanted to first ascertain the scope and then ascertain the maintenance cost (through the Town or an independent agency). Mr. Foss included cost information for a machine that could perform maintenance. He left it to the Selectmen's discretion whether to have that cost included in the budget or go to the warrant. Mr. Gleason said no action would be taken until the Selectmen discussed what they wanted to do regarding sidewalks.

Mr. Lynde said the Town currently had sidewalks and questioned if the prior budget had a line item for maintenance of such. Mr. Foss said the old sidewalks were plowed by a pickup truck as part of winter maintenance. He said that wouldn't be able to be done at the municipal building.

52 *Specials* (paving/road maintenance) – increase of \$62,014. Mr. Foss explained there was a decrease in  
53 money received from the State and he wanted to keep enough in the budget to pave five miles of road each  
54 year. With doing so, the roads would be repaved/resurfaced on an average of every twenty years. The  
55 Selectmen were provided with a schedule of paving which would use the Highway Grant money as well as  
56 the proposed budget amount. Mr. Foss said the Town usually receives money from the State by the end of  
57 July, first of August.

58  
59 Mr. Foss briefly discussed the proposal to purchase a tractor that could maintain sidewalks (snow blow and  
60 plow) as well as cut roadside brush every year. One machine could perform two jobs. He noted they were  
61 currently paying \$7,000 for roadside mowing. He said if they had their own machine they could do more  
62 brush cutting.

63  
64 Mr. Gleason asked what percentage of the year the proposed machine would be used. Mr. Foss said the  
65 mower was usually in Town for three weeks; the winter use would depend upon the weather. Mr. Lynde  
66 said he would want to see the yearly savings that would be offset by the proposed machine. Mr. McDevitt  
67 also wanted a more detailed analysis. Mr. Gleason agreed that a payback analysis would need to be  
68 provided at the time warrants were discussed.

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70 Mr. Foss said the only other warrant article would be the Block Grant money, which was an unknown  
71 amount at this time.

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73 **Assessing – presented by Assessing Assistant Susan Snide and Cindy Kelley**

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75 2014 Budget request: \$152,871, constituting a 1.8 % increase over last year.  
76 2013 Operating Budget: \$150,105.

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78 *Salaries* – increase of \$552 contractual for over time, vacation buy back and new rate.

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80 *Supplies* – increase of \$294. Ms. Snide said the copy machine usage had increased substantially; it's being  
81 used like a printer. On average its \$800/year to cover the copier maintenance. The Town Clerk/Tax  
82 Collector's office also uses the machine.

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84 Mr. McDevitt questioned if it was better to make copies in-house or have a third-party (i.e. Kinko's or  
85 Staples) do them. Ms. Snide said at present its been less expensive to have the departments make copies.  
86 She explained logistically (due to lag time) with large mailings they couldn't get them out in time unless  
87 they were done in-house.

88  
89 Mr. Gleason asked if the increase was due to maintenance based upon usage or monthly support. Ms.  
90 Snide said they had a contractual per-page usage fee that would be increasing at the end of the contract (in  
91 October). The number was based on the average calculation of usage. Ms. Kelley believed the number  
92 previously in the budget was an estimate of the usage; it's been realized that the machine is being used  
93 more. She said the proposed increase was based upon usage and the increase with the end of the contract.  
94 She noted that the Town Clerk's budget purchased the machine and the Assessing budget pays for the  
95 monthly fees.

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97 *Telephone* – increase of \$3.

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99 *Rentals* – level funded from 2013.

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101 *Expenses* – increase of \$1,917. Ms. Snide said Vision maintenance was increasing, however web hosting  
102 was decreasing. The bulk if the increase was credit checks for exemption requests. Mr. Gleason  
103 questioned if there were more frequent requests for exemptions. Ms. Snide answered yes; they've  
104 increased over the past three years. She expected the numbers to continue to increase. She explained it  
105 was a new budget line item. She currently didn't have the authority to conduct credit checks or the funding  
106 to do so. She would come back to the Board with a proposed process review applicants going forward.

She was also proposing to go back and review every applicant that had received an exemption and those that were seeking them.

Mr. McDevitt said it would protect those who needed the exemption and would root out folks who were being less than honest with the Town.

Mr. Gleason questioned the increase in training by the Department of Revenue Administration ('DRA'). Ms. Snide said the DRA has started offering more relevant courses in the day-to-day operations at a cost of approximately \$100, whereas in the past the (general) courses were approximately \$10 each.

*Specials* – level funded from 2013. It was noted that the Town was in the first year of the second certification process.

**Town Clerk/Tax Collector/Elections – presented by Town Clerk Dotty Marsden and Cindy Kelley**

2014 Budget request: \$216,123, constituting a 2.22 % increase over last year.  
2013 Operating Budget: \$211,434.

Mr. Gleason said as part of the MuniSmart update the Town office could have the ability to accept (through EREG system) on-line automobile registrations, vital statistics dog licenses and taxes. He said research was being done to determine what equipment and funding the Town office would need in able to have this capability. They believed the cost would be approximately \$600 to have the Town office become totally electronic. Mr. Gleason told the Selectmen he asked Ms. Marsden to include the cost in the budget. The Selectmen would have a discussion regarding the update at an upcoming meeting. Mr. Gleason said the Town could eliminate cash from being accepted by adding similar electronic devices in other departments, such as the Police Department and Transfer Station.

*Salaries* – increase of \$4,596 due to mostly because of contractual obligations. Town Clerk (elected official) showed a 2% increase.

*Supplies* – increase of \$135 mainly due to postage increase.

*Telephone* – level funded from previous year.

*Rentals* – increase of \$120. Ms. Kelley said the increase was the rental of the postage meter, ink and supplies. The cost was in last year's budget, but it defaulted out.

*New Equipment* – level funded from previous year.

*Expenses* – decrease of \$162 mainly due to MuniSmart software support.

The Selectmen reviewed the Elections budget. There was an increase in salaries due to three elections in 2014 versus one in 2013. Supplies showed an increase due to the number of absentee ballots. Coding was added in for the two State elections.

**Treasurer – presented by Cindy Kelley**

2014 Budget request: \$10,941, constituting a 31.33 % increase over last year.  
2013 Operating Budget: \$8,331.

*Expenses* – decrease of \$890 based on expenditures.

*Specials* – increase of \$3,500 to reflect actual cost of bank fees. Ms. Kelley explained that funds had been in general fund checking and they were now being put into higher interest bearing investment accounts.

Mr. McDevitt questioned if bank fees were obligatory and therefore should be included in the default budget. Mr. Gleason agreed. There was no objection. Mr. Gleason asked Ms. Kelley to put the fees into the default budget.

**Trustees of the Trust Funds – presented by Cindy Kelley**

2014 Budget request: \$70, constituting a 51.71 % decrease from last year.  
2013 Operating Budget: \$145.

Ms. Kelley noted that the budget had been cut last year, but the figures were defaulted back in. She assumed the budget would be cut again.

**Budget Committee – presented by Cindy Kelley**

Level Funded at \$4,082.

**Town Celebrations – presented by Cindy Kelley**

2014 Budget request: \$9,452, constituting a 4.4 % increase over last year.  
2013 Operating Budget: \$9,055.

Ms. Kelley said there had been an error fixed in last year's budget; however, that budget was defaulted, so the figures were being adjusted again this year. The budget was based on actual costs from previous years.

**Debt Service – I/P – presented by Cindy Kelley**

Mr. Gleason said the budgets were contractual based on existing loans/bonds the Town had open. The only new one was an anticipated figured for Conservation.

*Interest:*

2014 Budget request: \$158,574, constituting a 9.0 % increase over last year.  
2013 Operating Budget: \$145,503.

*Principal:*

2014 Budget request: \$499,889, constituting a 14.3 % increase over last year.  
2013 Operating Budget: \$437,366.

**Legal – presented by Cindy Kelley**

Level funded at \$85,000.

Mr. Lynde asked if a total cost spread sheet for each suit. Ms. Kelley will discuss with Mr. Gaydos the creation of a spread sheet showing the accumulated total cost per case expended to date as well as the anticipated cost. She noted that some of the cases went back over years and it might be an easy task to contact the attorney's accountant for a breakdown.

**ADJOURNMENT**

**MOTION:** (Lynde/McDevitt) To adjourn the meeting.

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

The meeting was adjourned at approximately 7:40 pm.

Respectfully submitted,  
Charity A. Landry  
Recording Secretary