

**APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
November 21, 2017
APPROVED – December 5, 2017**

CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Doug Viger, Mr. William McDevitt, Mr. Paul Leonard, Mr. Hal Lynde, Town Administrator Brian McCarthy

ABSENT: Ms. Amy Spencer

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

November 7, 2017

MOTION: (Lynde/McDevitt) To approve the November 7, 2017 meeting minutes as amended.

VOTE: (3-0-1) The motion carried. Mr. Leonard abstained.

ANNOUNCEMENT(S)

- Pelham Police to host a two-night weapons defense course for women – Monday, December 4th and Thursday, December 7th at Pelham Police Department beginning at 6pm;
- Craft Fair – November 24th (5pm-9pm), November 25th (10am-9pm), November 26th (10am-9pm) – at Town Hall – admission free;
- Pelham Public Library – Hand Bell Choir performance – 7pm;
- Veteran's Benefit Dinner – December 8th at Pelham VFW \$8-adult / \$5-child (under 12);
- Festival of Trees in Sherburne Hall – November 24th-December 2nd

OPEN FORUM

No one came forward

APPOINTMENT(S)

Master Patrol Officer Dave DeRoche of Pelham Police Department and AFSCME Representative Ernie Castle - AFSCME Union Contract Signing

Mr. McCarthy explained that the Police contract was up this year and he met with representatives of the Police Department and AFSCME to negotiate and come to a good agreement for all. They also took the opportunity to clean up the document go through the contract page by page to eliminate old language and items that no longer applied. The contract is also now in an electronic form with navigation tool.

Mr. Castle stated they appreciated all the work the team had done throughout the negotiation, which was a very productive process.

Mr. Viger commented that the Selectmen had reviewed the contract several times and had approved the salary piece.

The contract was then fully executed by the Selectmen and Master Patrol Officer DeRoche. Mr. McCarthy stated the contract would be made available to anyone in the community who would like to see it. He hoped it would have the support of voters in March. On behalf of the union members, Officer DeRoche thanked Mr. McCarthy, Police Chief Joseph Roark and the Board of Selectmen for their involvement and hoped that the contract would help their department grow and bring in good candidates.

SECOND PUBLIC HEARING: To acquire the Merriam parcel (approximately 46.5 acres off Mammoth Road / Map 39 Lot 6-181)

Conservation Chairman Paul Gagnon briefly summarized the proposal to acquire a 46.5 acre parcel located between Mammoth Road and Beaver Brook. The parcel is largely field with a good portion currently being farmed for corn; the remaining area was wooded. Across Beaver Brook from the parcel was a couple hundred acres owned by the Town. The hope was to connect the Town trails from the Mammoth Road side to the east side of Town. The purchase price is \$440,000. The owner has also offered to donate a non-buildable 6 acre parcel at the end of Cranberry Lane, currently appraised by the Town for approximately \$28,600 (topic of the next public hearing).

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

There was a brief discussion regarding the process of the Board and when a vote would be appropriate.

The Board held their vote to the next Selectmen's meeting.

First Public Hearing on a land donation from Fred Merriam. A 5.8 parcel (Map 34 lot 6-214)

Conservation Chairman Paul Gagnon briefly summarized the proposal to accept the donation of a 5.8 acre parcel at the end of Cranberry Lane (west side of Beaver Brook). He said both Merriam parcels were good from a conservation standpoint. He noted that both parcels had been discussed and voted on by the Conservation Commission. The Planning Board has also discussed and recommended acceptance of the parcels. The last step is for the Selectmen to approve the acquisition and accept the donation.

Mr. McDevitt stated that Mr. Gagnon had given the Board a detailed presentation of both parcels at a previous meeting. He pointed out when the parcels are accepted, it will total 1,000 acres that the Town had acquired. Mr. Gagnon added that total was from 2003 to present, when the original bond was passed.

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

The Board held their vote to the next Selectmen's meeting.

Mike Davey of Energy Efficient Investments: Boiler replacement project presentation

Mr. Viger stated during the last couple years he and Mr. McCarthy had been working to try to bring the existing boiler within the municipal building up to efficiency. They were introduced to Energy Efficient Investments ('EEI'), who had come to meet the Board and give a presentation.

Mr. Mike Davey and Tom Lopizzo of Energy Efficient Investments came forward to discuss what they had reviewed within the municipal building, knowing that there was an upcoming potential conversion to natural gas available. Mr. Davey provided an overview of EEI, which had been working with municipalities and school districts within New Hampshire on energy efficient projects. They assist in finding cost effective ways to bring systems up to current code and get systems running as efficiently as possible. In addition to conducting a detailed survey (energy audit), they guarantee the savings that they come up with as part of the process. Mr. Davey provided the Board with an information study and went on to review their findings and proposal for the future. He stated typically the goals of the process were to improve buildings, reduce energy costs, create a project in which the energy savings helped pay for the improvements over time and to guarantee energy savings. They received a 10-year lease quote from Municipal Lease Consultants that could be used to fund the proposed improvements. He showed a graph of how the process could work having that lease payment. Mr. Davey then discussed potential projects to convert Pelham's Municipal Building, Library and Fire Department to natural gas and outlined the associated costs and anticipated savings.

Mr. McCarthy discussed the role EEI would have if they moved forward with a conversion project.

Mr. Viger read aloud a sample warrant article. Mr. Davey explained the possible timeline if the article passed. Ideally, they would like to get boilers installed in early June; the setup and commissioning would be done in early September.

Mr. McDevitt reviewed the cost and asked for clarification. Mr. Davey explained that the cost was based on a lease proposal from Municipal Leasing. Mr. McDevitt wanted to know if the lease company was the same that handled the police cruisers. Mr. McCarthy replied it wasn't the same company, but they were similarly named. Mr. Davey noted that the proposal from the lease company was valid for 60 days, therefore if the article passes in March the Town would need to obtain proposals with a current interest rate and term at that time. Mr. McDevitt questioned if they would approach the Budget Committee at reconsideration to include a lease payment in the budget. Mr. Viger suggested either putting the payment into the budget during reconsideration with the language in a warrant article, or to write the article so the first year (March to December) is funded out of the article and have the remaining years funded out of the budget. There was a brief discussion regarding the funding and Mr. Viger asked Mr. McCarthy to investigate with Town Counsel if a warrant article was required, or if they could include the lease payment in the budget, similar to the police cruisers. Mr. McDevitt stated he would like to see numbers and a schedule for lease payments with an 8, 10 and 12 year term. He'd also like to see the same numbers with an offset from a down payment. Mr. Viger asked Mr. McCarthy to review the fund balance and provide the Board with information.

Mr. Davey spoke about the Jaffrey/Rindge school project done last year. He said they did a lease warrant article asking for up to twenty years; however they had a huge budget surplus and ended up paying down \$1,000,000 and having a five-year lease. They weren't able to make the determination until after the article had passed. He said EEI don't take a position as to whether an approval can be done at the Board or through the voters, but had seen it done both ways.

Mr. Lynde confirmed that the amount listed in the documentation was the amount for all the yearly payments. Mr. Davey answered yes. Mr. Viger noted Liberty Utilities may do rebates above and beyond what was estimated. Mr. McCarthy stated he spoke with a representative of Liberty Utilities who was diligently working to provide the Town with opportunities for contributions to save money. He was very optimistic.

The Board appreciated the work and the presentation.

Transportation Engineering Planning and Policy Agreement

Mr. Viger stated the Board had an agreement in front of them from Transportation Engineering Planning and Policy ('TEPP'), the engineering firm tasked to do the traffic study for the Tuscan Village project in Salem, NH. He asked if there were any questions, or if the Board wanted a conversation.

Mr. Lynde commented that Planning Director Jeff Gowan met with a representative of the company and was quite impressed. He noted the company was highly recommended and had already seen some areas they could positively contribute to. He believed the Town needed the company on board as soon as possible.

Mr. Leonard questioned if the TEPP was currently engaged with the project. Mr. Viger answered no. He said having the company get involved was in response to (Planning Board member) Tim Doherty's presentation. He noted that the Planning Director Jeff Gowan expressed that he intended to work with Mr. Doherty and take his feedback/information to the engineer to get the best result possible.

Mr. McDevitt stated that the Board had agreed weeks ago that hiring a traffic engineer was a good idea and understood that they didn't have a lot of time. He said given the long-term impacts the \$5,000 cost was 'cheap money'.

MOTION: (McDevitt/Lynde) To appoint Town Administrator to sign the contract for an amount not to exceed \$5,000.

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

OTHER BUSINESS

Review of the "Use of Town Property" policy

Mr. Viger stated the Board wouldn't be reviewing the policy as there were legal questions they weren't able to get to.

Proposal for Ornamental Tree Care

Mr. McDevitt stated the Town owned approximately 127 ornamental trees throughout the Town and parks. They had contacted vendors; however, only one (Bob McCabe, certified New Hampshire Arborist) provided a comprehensive plan costing \$27,000. He suggested that the Village Green Tree Fund should be able to contribute \$4,000, the Recreation Revolving Fund could fund \$8,200; therefore the amount to bring to Budget Committee reconsideration would be \$14,800. He assumed that amount could come out of the Town Building's line.

Mr. Viger questioned if they could explore taking anything out of this year's budget. Mr. McDevitt replied they could, but understood it was expensive.

MOTION: (McDevitt/Leonard) To enter into a contract with a tree arborist (Robert McCabe) for a total of \$27,000 for ornamental tree care on Town property.

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

Mr. Viger asked Mr. McCarthy to explore whether they could do something out of this year's budget prior to reconsideration. Mr. McDevitt said Mr. McCabe would probably be happy to sign an agreement this year for work to be done in the spring.

Review of the "Workplace Safety" policy

Mr. McCarthy noted that the Board was given a copy of the policy to review at their last meeting. He discussed the measures taken during the past year to make the Town Hall a safe environment to work. He stated he wanted to have a policy to address how they would respond to safety situations and provide information to the Town's employees should they be confronted with someone who was potentially violent or worse. He summarized the content of the draft policy.

Mr. McDevitt recommended when the policy gets approved, that any Town contractor/consultant either receive a copy or sign that they've read it. Mr. McCarthy replied they had developed a contract so when they engage with contractors/consultants they are made aware of certain rules/regulations of the Town they have to agree to abide by.

Mr. Lynde asked if the policy would be added to the Town policy book. Mr. McCarthy answered yes. He said he would like to adopt the policy so it would be in place for December. Mr. Leonard stated he would like time to read through the policy.

The Board will revisit the policy at a later meeting.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. Lynde commented that the Festival of Trees would begin November 24th and run through December 2nd. He reported about the recent Planning Board meeting and the proposal for a cell tower that was discussed. A site walk was scheduled and the plan was date specified to a later meeting.

Mr. Viger reported that the Budget Committee had voted and supported the submitted warrant articles by the Town. They had a discussion regarding the Fire Department's request to accept the SAFER Grant. However, the Bill was in the house and may stall out before being addressed.

ADJOURNMENT

MOTION: (Leonard/Lynde) To adjourn the meeting.

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

The meeting was adjourned at approximately 8:53pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary