

**APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
March 27, 2018
APPROVED – April 10, 2018**

CALL TO ORDER - approximately 6:35PM

PRESENT: Mr. Hal Lynde, Mr. William McDevitt, Mr. Doug Viger, Ms. Heather Forde,
Town Administrator Brian McCarthy

ABSENT: Ms. Amy Spencer

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

March 20, 2018

MOTION: (McDevitt/Viger) To approve the meeting minutes of March 20, 2018 as written.

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

ANNOUNCEMENT(S)

- VFW Veteran's Benefit Dinner – Friday, April 6, 2018; contact VFW for more information;
- Board of Selectmen – Notice of second Public Hearings per RSA 41:14-A on Tuesday, April 10, 2018 beginning at 6:45pm at Sherburne Hall, 6 Village Green, Pelham, NH, regarding the proposal to purchase approximately 26 acres defined as Map 29 Lot 7-14 (Off Briarwood Road) to be acquired for use as open space land.

OPEN FORUM

No one came forward.

APPOINTMENT(S)

Volunteer application to the Forestry Committee – Deb Waters

Ms. Waters came forward and discussed her application for re-appointment to the Forestry Committee. She spoke about her role on the committee and provided a summary of the knowledge she gained from being involved during the past twelve years. She said it had been an educational journey and she would like to continue.

Mr. McDevitt stated Ms. Waters had contributed significantly to the success of the forestry management in Town. He said she had always been committed and done a terrific job. Mr. Lynde spoke about the growth that occurs after an area had been forested. Mr. Waters spoke of all the benefits from managed foresting.

PUBLIC HEARING: Regarding a proposal to purchase approximately 26 acres, defined as Map 29 Lot 7-14 (Off Briarwood Road). To be acquired for use as open space land.

Mr. Lynde opened the public hearing.

Representing the Conservation Commission was Karen MacKay. She provided the Board with an information packet regarding the proposal to purchase 26 acres (Map 29 Lot 7-14 – off Briarwood Road) abutted Peabody Town Forest. Using a Town map, she showed the location of the proposed parcel and gave a timeline of the work that has been done to secure the land. It was noted that approximately 75% was upland and 25% was wetland that ran toward Tony's Brook and into Beaver Brook. There is potential to harvest timber with an estimate of \$1,000 (per acre). The Town Assessing record shows the land being valued at \$173,000; the landowner asked for \$125,000. Ms. MacKay said they proposed to use current use funds for the purchase so there is no tax impact to taxpayers. She told the Board that the commission voted unanimously (5-0-0) to support the purchase of the 26-acre parcel for a cost of \$125,000.

Mr. Viger asked for clarification about the existing house being separated from the land being purchased. Using a displayed plan, Ms. MacKay showed how the parcel was originally configured with approximately 29.5 acres. The land owner will retain approximately 3.5 acres that will include the existing house. The Town will purchase approximately 26 acres. She showed the Planning Board plan for the lot line adjustment.

Mr. McDevitt saw a right-of-way on the existing house lot and questioned who held it. Ms. MacKay didn't know who held the right-of-way, but knew it was not public. Mr. Lynde said the Planning Department will be asked to find out who owned the right-of-way.

Mr. Lynde opened the hearing up to public input.

Ms. Louise Delahanty told the Board she was a member of the Conservation Commission but had come forward to speak as a resident. She felt if the Board didn't take the opportunity to acquire the land it would be lost forever.

Mr. Lynde closed the public hearing and informed the second public hearing would be held April 10, 2018 at 6:45pm.

APPOINTMENT(S) CONTINUED

Volunteer Application Interviews

Conservation Commission – Paul Gagnon

It was noted that Mr. Gagnon was unable to attend the meeting. Mr. McDevitt suggested he be asked to come in front of the Board during their next meeting.

Forestry Committee – Bob Lamoureux

Mr. Lamoureux told the Board he had been on the committee for several years. He said everything was running well and they were getting into GPS technology. He noted he was more involved with the land purchases and preserving the trails. He said he thoroughly enjoyed being on the committee and got a lot of gratification from his involvement. He told the Board he was seeking to be re-appointed to a three-year term.

Conservation Commission - Louise Delahanty

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Ms. Delahanty came forward and told the Board she had just completed three years on the commission. She said she had learned a lot and cared about the Town. Her pet project is to preserve stone walls, stone fences and monuments throughout Town and said she would like the opportunity to continue. She spoke about a variety of other things she would like to pursue if she was to be re-appointed.

Forestry Committee - Nicholas Spanos Jr.

Mr. Spanos came forward. He told the Board he had lived in Town for two and a half years and attended a few committee meetings. He stated he was an outdoor recreational person and would like to get more involved and give back to the Town.

Conservation Commission – Karen MacKay

Ms. MacKay told the Board she had been on the commission since 2006. She said during that time they had done a lot of work to preserve and acquire land and found it to be her passion on the commission. She felt the group got along amazingly well and would like to continue for another term.

Conservation Commission – Brandie Shydo

Ms. Shydo came forward and told the Board she had resided in Town for approximately ten years. She and her family have a vested interest in the conservation land and Town forest given that they use it all the time. She was interested in giving back to Pelham and felt joining the commission would be a good way to do so since she was familiar with the land.

The Board discussed what positions were available. It was noted that there were four positions available on the Conservation Commission, two positions available on the Forestry Committee and two available positions on the Zoning Board of Adjustment.

MOTION: (McDevitt/Forde) To appoint Karen MacKay and Louise Delahanty to a three-year term on the Conservation Commission beginning April 1, 2018 and expiring March 31, 2021

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

Mr. McDevitt said he was leaving room for Mr. Gagnon. He felt it was a good idea to have every applicant (whether known or not) come in front of the Selectmen.

MOTION: (Viger/McDevitt) To appoint Brandie Shydo to a two-year term on the Conservation Commission beginning April 1, 2018 and expiring March 31, 2020.

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

The Board discussed the Forestry Committee applicants. There were three candidates for two open positions. The committee doesn't have alternates. Mr. McDevitt made a motion to appoint Mr. Lamoureux and Ms. Waters to three-year terms on the committee. Mr. Viger seconded for discussion. Mr. McDevitt told Mr. Spanos that the Board loved to see volunteers come forward and they wanted to keep him involved. He asked him to participate as a volunteer and remain involved.

MOTION: (McDevitt/Viger) To appoint Deborah Waters and Bob Lamoureux to a three-year term on the Forestry Committee beginning April 1, 2018 and expiring March 31, 2021

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

132 **MOTION:** (McDevitt/Viger) To appoint Dave Hennessey and Bill Kearney as full-time
133 positions with a three-year term on the Zoning Board of Adjustment beginning April
134 1, 2018 and expiring March 31, 2021

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

136
137 **Discussion – Highway Building design discussion with Building Inspector Roland Soucy and**
138 **Highway Road Agent Frank Ferreira**

139 Highway Road Agent Frank Ferreira and Building Inspector Roland Soucy came forward to discuss
140 the highway building design and the cost estimates. Mr. Soucy provided the Board with brochures and
141 proposals from two different companies (Morton Buildings and Package Steel Systems); one was a pre-
142 engineered steel building, the other was a wood frame building. Each company provided a budget and
143 schedule of values; the estimates were very close in cost.

144 Mr. Lynde wanted to know the advantages/disadvantages of the building types. Mr. Soucy felt the
145 Morton building was a 'bigger bang' for the dollar as it would be completely finished inside so the
146 walls and ceiling could be pressured washed. The Package Steel building had an exposed insulation
147 product inside. He said if he had to make a recommendation, he would choose the Morton building,
148 and not the steel building. He believed if the Board reviewed the brochure from Morton they would
149 see how it provided more than the steel building. Both buildings would sit on the same size foundation.
150 Mr. Lynde asked for Mr. Ferreira's opinion. Mr. Ferreira felt the Morton building would have easier
151 maintenance. Mr. Lynde questioned the building's ratings and performance. Mr. Soucy replied both
152 met the energy codes. He noted that the length of the building went from 140ft to 160ft to include an
153 extra bay. The cost of the office build-out (30ft.x50ft) was included.

154 Mr. McDevitt questioned if the nature of the site work was such that the Town could do it. Mr. Soucy
155 felt it would require a lot more supervision if the Town did the work. He noted that the Morton building
156 would require less time to manage than the steel building.

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158 Mr. McCarthy asked what the office build-out figure was comprised of. Mr. Soucy summarized the
159 items that the figure included. He noted that the office area would include a men's and ladies room;
160 the shop would have its own separate restroom. Mr. Lynde questioned if the restroom in the work area
161 would be unisex. Mr. Soucy answered yes. Mr. Lynde asked if vehicles could be washed within the
162 garage area. Mr. Ferreira answered yes; the whole garage would have a drain that ran into a holding
163 tank with an oil separator. The holding tank will be pumped out. Mr. Lynde wanted to know the snow
164 load. Mr. Soucy replied both buildings would exceed the snow load requirements. He noted the Morton
165 building had a metal roof. Mr. McCarthy questioned if the roof would come with ice breakers. Mr.
166 Soucy answered yes.

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168 Mr. Soucy told the Board that the information contained conservative budget numbers from multiple
169 contractors. He believed the actual numbers would show a cost savings. He said it was set up to have
170 someone manage the project for the Town; if they put the figures out to bid the cost would increase.
171 Mr. Lynde wanted to know if electricians etc. would be put out to bid. Mr. Soucy answered yes. Mr.
172 McCarthy recommended that Mr. Soucy run the whole operation since he had experience doing so. He
173 said the Board didn't have to make a decision at this time since the project wasn't fully funded.
174 Currently there was \$450,000 in the building fund. He said they could start doing some of the
175 preliminary work. There was a brief discussion regarding what work could be done at this time and
176 which building was preferred. There was agreement to begin some of the site work. Mr. Soucy told

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the Board he would be in contact with Keach Nordstrom (engineering review firm) to review the plan so preliminary site work could be done.

MOTION: (Viger/McDevitt) To appoint Building Inspector Roland Soucy to be the construction manager for the (Highway Building) project.

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

Mr. McCarthy felt it was clear which building would most suit the Town's needs both financially and for the department. He asked if the Board would consider making a decision. There was a brief discussion regarding how to proceed and what could be done based on the available funding. Mr. Soucy noted he could give Keach Nordstrom a foundation plan, so they would understand the foundation, building position and elevation.

Mr. Lynde suggested that the Board authorize Mr. Ferreira to employ the services of Keach Nordstrom to do the site plan. Mr. Ferreira said he could meet with Mr. Soucy and Mr. Keach to review the information. There was no objection.

MOTION: (McDevitt/Viger) To authorize the expenditure of up to \$12,000 for engineering and related fees as a first step toward constructing the Highway garage.

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

OTHER BUSINESS

Discussion – regarding call for Metropolitan Transportation Improvement Plan projects

Mr. Lynde informed that the Nashua Regional Planning Commission was looking for input from Towns for what projects they would like to see happen in the potential 10-year State project list. He said Pelham could list items such as: 1) long-term solution to Tallant Road/Mammoth Road intersection, 2) long-term solution to Route 38/Gage Hill Road intersection. Mr. McDevitt asked to add the intersection of Willow Street/Marsh Road, which was a terrible intersection with difficult sight distance. He also suggested adding safe pedestrian access over the Abbott Bridge. Mr. Lynde believed there was discussion about pedestrian access. Mr. McCarthy will revisit the information and consult with Quantum.

Mr. McCarthy stated he would have Planning Director Jeff Gowan bring the question up with the Highway Safety Committee about what they see as future projects (within 25 years). Mr. McDevitt suggested residents contact Mr. McCarthy if they have any additional suggestions.

Discussion – Town Meeting results

The Board reviewed the Town Meeting results.

There was a brief discussion regarding the CMAQ Grant. Mr. Lynde stated there was a teleconference earlier in the day. He discussed when/how funding would be allocated. He said they needed to put together an engineering firm to start the process of putting together an RFQ; Planning Director Gowan has been tasked with starting the process. Mr. McCarthy noted he had already received a draft and moving forward he would work with Keach Nordstrom.

MOTION: (McDevitt/Viger) To authorize the use of exaction funds to pay for Keach Nordstrom to be the Town's consultant in preparing the Request for Quote of a consulting company to work on the traffic improvement projects at the intersection of Sherburne Road/Mammoth Road and Mammoth Road/Marsh Road.

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

The Board completed their review of the warrant. Mr. McDevitt noted there was a vacancy for Trustee of Trust Funds. He believed the Selectmen appoint the person and felt they should advertise the position. Mr. Viger also noted that there were vacancies on the Budget Committee as well.

Board of Selectmen Committee Assignments

The Board reviewed the assignment list and stated their preferred positions.

Review – Youth Protection Policy

Mr. McCarthy provided the Board with a draft policy. It wasn't his intention to get into any discussion, he wanted the Board to review and provide comment. He read aloud the purpose of the policy. The Board offered minor amendments and discussed how organizations outside Parks and Recreation who use Town facilities could comply. Mr. McDevitt suggested having such organizations provide the Town with a letter indicating their compliance. Mr. McCarthy will ask for Town Counsel's opinion on the matter.

Ms. Forde suggested replacing the word 'molester' with the word 'abuse' as it was less specific and would cover a broader range. There was no objection. Mr. McCarthy asked Ms. Forde to highlight the areas and he would make the change.

Review – Donation Policy

The Board was provided with a draft. Mr. McCarthy read aloud the purpose of the policy. He noted that the current policy was written in 2007; the proposed policy was an updated version.

For the next review of the policy, Mr. McDevitt asked that a copy of RSA 31:95,e that the policy referred to. Mr. McCarthy answered yes.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. McCarthy told the Board they were progressing on the boiler replacement project and provided a brief status summary.

Regarding the arborist working around Town, Mr. McDevitt said they suggested placing large stones around some of the trees at Muldoon Park particularly near those where vehicles park. He said the trees would need to be identified. Mr. Lynde said he would give the Town the boulders.

Mr. Lynde reported that the Nashua Regional Planning Commission held their quarterly meeting, which is where he learned about the State requesting project suggestions.

Mr. McCarthy noted that Liberty Utilities would be scheduling an open house toward the end of April for citizens to ask questions about the gas line expansion and goals. The meeting will be held at Sherburne Hall, the date/time is to be confirmed.

REQUEST FOR NON-PUBLIC SESSION

MOTION: (Viger/McDevitt) Request for a non-public session per RSA 91-A:3,II,e (legal)

ROLL CALL: Mr. Lynde-Yes; Mr. Viger-Yes; Mr. McDevitt-Yes; Ms. Forde-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 8:37pm.

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

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

The Board returned to public session at approximately 8:55pm.

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

VOTE: (4-0-0) The motion carried. Ms. Spencer absent.

The Board returned to public session at approximately 8:55pm.

ADJOURNMENT

The meeting was adjourned at approximately 8:56pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary