

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
August 13, 2013
APPROVED – August 20, 2013

CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Edmund Gleason, Mr. William McDevitt, Mr. Robert Haverty, Mr. Hal Lynde,
Mr. Doug Viger, Town Administrator Tom Gaydos

ABSENT: Finance Director Cindy Kelley

PLEDGE OF ALLEGIANCE

MINUTES REVIEW:

August 6, 2013

MOTION: (Lynde/McDevitt) To approve the August 6, 2013 public meeting minutes as amended.

VOTE: (5-0-0) The motion carried.

August 6, 2013 (non-public minutes)

MOTION: (Viger/McDevitt) To approve the August 6, 2013 non-public meeting minutes.

VOTE: (5-0-0) The motion carried.

OPEN FORUM

Paul McDonough, 29 Mammoth Road, appreciated the work the Selectmen do. He discussed his concern regarding traffic and the difficulties with the intersection of Ledge Road/Route 38 and Mammoth Road/Sherburne Road. He noted that drivers have become increasingly aggressive. He felt the State had the capability to assist with the situation and wished something could be done.

2014 BUDGET PRESENTATIONS

Human Services – presented by Dawn Holdsworth

The 2014 Budget request was \$86,480, constituting a 0.0% increase over last year.

Mr. Gleason questioned if the budget would be adequate. Ms. Holdsworth was unsure. She was aware of a couple of cases that would spend more this year (2013) than last. She said she may go over budget in the current year (2013). Mr. Gleason asked if next year's budget would be jeopardized

40 if this year's budget was overrun. Ms. Holdsworth didn't believe so. She said they were looking for
41 resolution of the current case being worked on.

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43 Mr. Viger stated that Human Services budget was one that the Town could legally over expend. He
44 said they didn't like to do so, but would do anything they could. He said he would support the
45 direction of Ms. Holdsworth in that regard.

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47 Mr. Lynde recalled coming in under budget in past years and questioned Ms. Holdsworth if she felt
48 the budget would drop back down next year. Ms. Holdsworth answered yes; there was one particular
49 case that had absorbed more than normal.

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51 Mr. Gleason asked again if it was Ms. Holdsworth's opinion that the requested money for next year's
52 budget would satisfy the need. Ms. Holdsworth believed so. She said the summer was usually
53 quieter than the winter months when people needed fuel assistance. She saw fewer foreclosures this
54 year (2 in 2013; 5 in 2012).

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56 The Selectmen thanked Ms. Holdsworth for the work she has done during difficult economic times.

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58 **Transfer Station – presented by Stan Walczak**

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60 2014 Budget request: \$569,258, constituting a 0.04% decrease under last year.

61 2013 Operating Budget: \$571,623.

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63 Salaries – contractual increases.

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65 Supplies – increase made up of safety equipment, printer cartridge, printing and water filters.

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67 Gas, Oil, etc. – increase based upon volume, not price increases.

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69 Equipment repairs – increase for oil filters (true costs).

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71 Equipment rentals – reduced because of elimination of 20 yd. trailer (\$1 placeholder left in)

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73 New Equipment – increase to purchase a weed whacker and blower for the driveway.

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75 Expenses – decrease in some of the tipping and hauling fees, single stream recycling/hauling and
76 education/seminars for Director and light iron. There was an increase in trash disposal tips (tons),
77 brush removal and electronics. Overall decrease in line \$11,494.

78
79 Mr. Gleason questioned if enough was being collected for electronics. Mr. Walczak said in some
80 cases they were and in other cases, such as televisions over 200lbs they weren't. He said if the
81 Selectmen wanted, he would review the costs to the Town to determine if the disposal fee should be
82 adjusted. Mr. McDevitt recalled the fees were instituted because there was a concern that Pelham
83 would become a collection point if electronics disposal was free. He said the charge had been
84 instituted to make sure the Town was discouraging people from using the facility as a dumping place,
85 not because they wanted to offset the hauling fee. Mr. Gleason thought they were charging because
86 of special handling, similar to refrigerators because of freon. Mr. McDevitt believed all trash
87 required some sort of special handling. He said he wouldn't be in favor of adjusting the fee simply to
88 cover all the cost. Mr. Viger felt the over 200lb televisions were probably (at this time) becoming far
89 and few between because it was older technology.

Mr. Viger wanted to know if there was any move toward having Town-wide trash pickup or finding out if it would be feasible. Mr. Walczak said it could be looked at. Presently the Town was spending approximately \$570,000 a year. When curb side pickup was reviewed a few years ago the cost was approximately \$1.2-\$1.3 million; the current cost may have increased to approximately \$1.5 million. He noted that the approximate cost was only for trash and recycling. Everything else would be an extra cost through arranged pick up and there were items that would not be accepted, such as oil, batteries, florescent bulbs, yard waste or compost.

Library – presented by Library Director Corinne Chronopoulos, Library Trustees Susan Snide, Lori Adams, Angela Hinkle and Robert Atwood (*presentation only, no vote*)

2014 Budget request: \$248,851, constituting a 7.17% increase over last year.

2013 Operating Budget: \$232,206.

Mr. Gleason said the budget review was done as a courtesy; the Selectmen had no fiduciary responsibility. The budget was under the auspices of the Library Trustees. The Selectmen appreciated the courtesy presentation of the budget.

Ms. Chronopoulos discussed the accomplishments of the Library and its employees during the past year. Ms. Adams discussed salaries and the concern that the employees were very underpaid based on their education and the wages for similar positions in similar communities. She said the hope and goal was to address the situation over the next few years.

Mr. Lynde asked if the Library received any feedback regarding the services offered. Ms. Chronopoulos replied 44% of the Town residents held an active Library card (where 30% is considered successful); cards are deleted if not active in a year. She summarized the circulation numbers and attendance in programs, all of which had rising numbers. She said they actively collaborate with the schools and have a form for teachers to use noting the materials to be used with upcoming student assignments.

Mr. McDevitt questioned if any of the Library employees had individual employment contracts with the Trustees. Ms. Adams believed only Ms. Chronopoulos had a contract. Mr. McDevitt asked if the contract had provisions for pay increases or if it was dependent upon passage of the budget. Ms. Adams didn't believe there was anything in the contract (for the salary), she believed they reviewed salary each year. Mr. McDevitt felt the Trustees would be wise to review how to handle salaries in the event that they had to work under a default budget for more than one year.

Ms. Chronopoulos discussed how the salary calculation and percentage increase was created and assigned to employees based on a pay matrix that was created. Mr. Gleason believed the manner in which the raises were being shown may be difficult to defend to the Budget Committee. He understood that the percentage increase was on top of an adjustment to the existing salary, but it showed an aggregate increase in the department's salaries (over last year) as being 8.5%. Ms. Adams reiterated that employee salary status was urgent and critical. They were looking to increase the salaries to bring them in line with other Town departments. Mr. Viger suggested that the Library be prepared when meeting with the Budget Committee. He said the Police Department was currently working without a contract and there were arguments that those individuals were also significantly underpaid. He noted that the School would have a similar argument. He wanted the Library to be prepared for the discussion based on the things that were going on within the Town.

Ms. Chronopoulos continued to review the proposed budget.

The Selectmen thanked Ms. Chronopoulos for coming forward and reviewing the Library budget with them.

Cemetery – (presentation only, no vote)

Mr. Gleason commented that the budget review was courtesy only. The budget showed an increase of \$237. Mr. Gaydos believed the Finance Director reviewed the budget with the Cemetery Trustees.

Police Department–presented by Police Chief Joseph Roark and Office Manager Celia Lingley

2014 Budget request: \$2,461,827.42 (decrease of \$13,234.58 from 2013 budget)

2014 default budget \$2,508,561.40

2013 Operating Budget: \$2,475,062

Salaries – contractual increases. Training/qualifier budget lines alternate between years.

Mr. Viger asked if training was mandatory for officers to keep certification. Chief Roark answered yes. Mr. Viger questioned if they should be included in the default budget. Chief Roark believed it was kept in the default. Mr. Gleason said if training was a contractual obligation it should be contained in the default. He asked that the budget be modified to include the contractual training lines in the default budget.

Mr. Lynde understood that the K-9 was not an active program in the budget (for three years) and questioned if the Police Department still had the capability to utilize a K-9 if needed within the school. Chief Roark said if they received a call from the school they would use a dog within the region (either State Police or Mutual Aid). He explained that they left a placeholder for K-9 in the budget because they simply hadn't had the right personnel (experienced) to place into the position. He didn't see that occurring within the next twelve months; it was a dormant program, but it had not been scrapped.

Supplies – increase for taser replacement. Chief Roark said the department's tasers were breaking down and (because of their age) the company wasn't fixing them. The department has purchased a few (when needed) out of other line items; however Chief Roark felt they should begin a program to replace the tasers issued to officers. He discussed the issue with Lt. Gary Fisher and they believed if they purchased six per year (\$1,450/ea.) over the next four years it would get the department a full replacement. When activated the tasers would have audio and video of what was occurring.

Mr. Haverty questioned if the department was hit by a shortage of ammunition. Chief Roark replied that the department has managed their ammo well. He commented that certain ammo was difficult to obtain and price has increased. Lieutenant Gary Fisher came forward to speak on the issue. He said the ammunition they currently purchase is available for purchase through law enforcement dealers/distributors.

Mr. Viger didn't feel Chief Roark needed to defend the request for tasers since they were an item that maintained a level of service and had been established in the department's routine. He believed as they needed replacement they should be in the budget. He said if six tasers wasn't enough to get the department level where they should be, it should be reviewed. Chief Roark said he would consider the suggestion. He said the budget was formed through level funding, flat lining expenses and pacing themselves. If he felt they would have a catastrophic failure of the all the tasers, he would agree they would all need replacement; however, by rotating the inventory it would allow the department to have

backups if needed. Mr. Viger believed levels of service should be maintained even when in a default budget year.

Mr. Lynde questioned what the estimated life of a taser was. Chief Roark said through the past eight years they purchased between 20-25. He felt comfortably the life was between 6-8 years. Lt. Fisher agreed; the taser company recommends a five year life. It was noted that each Officer is assigned their own taser and is responsible for its maintenance.

Telephone – increase in cell phone based on new case law, air use card in SUV and addition of hot spot. There was a savings in pagers and reimbursements because officer's personal phones could be confiscated for legal proceedings. Officers will now have an official department phone for use during incidents. The phones are basic flip phones with push-to-talk capability (on a radio frequency).

Gas, Oil, etc. – decrease in fuel based on actuals. Slight increase for tires based on increased cost.

Mr. Gleason noted since entering into a lease situation they had seen significant decreases in repair costs and gasoline. Chief Roark said they had saved on maintenance, fuel, safety (by replacing vehicles when they are still safe), and the elimination of 'down time' in the fleet that they had experienced. He said having the ability to rotate the fleet and balance the mileage has paid off. Mr. Gleason asked if all the Police vehicles were on lease programs. Chief Roark said the front line (7 marked cruisers) were on a lease. Administrative cars are paid for (through the prior lease), the Animal Control Officer's truck was on the third year out of five and an SUV that will be shortly discussed (later in the meeting).

Equipment Repairs – overall decrease of \$3,295.00.

Mr. Viger questioned if there would be any benefit to moving the animal shelter into Town Buildings. Chief Roark said he placed the animal shelter into the Capital Improvement Plan ('CIP'). He said if the facility was a modern structure on Town property they might think about placing it into Town Buildings, but at present it's a shared building with the Animal Rescue Network of New England. He believed the shelter was scheduled in 2015 in the CIP. He said when they review costs, keeping it at the current location as opposed to having it on Town property and save the tax abatement money for maintenance of the facility has to be considered. Mr. Lynde said he would take the action to speak with the Assessing Department.

New Equipment – Chief Roark indicated they were in the third year of the lease for the cruisers.

Mr. Lynde understood that the Fire Department was moving their equipment to a different tower and possibly getting out of the lease on Jeremy Hill. Lt. Fisher hadn't heard that they were. He said he worked with the Fire Chief (the other day) regarding a radio problem on the tower on Jeremy Hill. Mr. Lynde said he might have heard wrong. Chief Roark said they worked closely with Fire Chief Midgley and commented it would be highly unusual the Fire and Police Departments to not work jointly on a move.

Chief Roark continued to review the budget. He noted they would come in with the numbers next year for the new fleet replacement. He said Chevy Impalas wouldn't be offered, so they would need to do some research to determine the best choice to fit the Town's needs. The motorcycle lease is in the fifth and final year of the lease. The motorcycle is expected to have a ten year life span, so there will be five years with no lease payment. The ACO truck is expected to have a life span of approximately eight years. It is currently in the 3rd year of a five year lease.

Mr. Gleason asked Chief Roark to discuss the SUV at this time. Chief Roark said the 2007 Expedition had experienced approximately 6-years of front line use and had approximately 60,000 miles. He said the vehicle was out of warranty on everything, which made him nervous with it being a front line vehicle. While it still had value, he'd like to replace it with a smaller Ford Interceptor with a four year lease and five-year power train warranty. Having the four-year lease would enable the department's whole fleet to be replaced at the same time.

Mr. Viger commented that the SUV provided a level of service which the budget maintains. He recommended that the replacement vehicle be placed in the budget. Mr. Gleason felt it was important for the Chief to highlight that the vehicle would become part of the lease package with the fleet. Chief Roark said he would like to have a discussion with Mr. Gaydos regarding what to do with the Expedition. Mr. Viger cautioned against handing the vehicle down to another department because that department would then inherit things for levels of service that the taxpayers didn't have the opportunity to vote on. Chief Roark said he would have no problem trading the vehicle in to lower the number on a replacement vehicle. He will keep the number in the budget until they decide how to dispose of the current vehicle. There was a consensus by the Selectmen to put the proposed vehicle in the operating budget as a four-year lease.

There was a brief discussion regarding the accreditation process; the proposed budget had some first time assessment elements that were driving the cost up, but would not recur.

Chief Roark said as in year's past they had kept the budget to what they needed to operate and maintain the level of service expected. He said there were additional things needed, but not included in the budget. He asked that the Selectmen consider adding the following items to the proposed budget: 1) Konica C364 copy machine, 2) Communications Center Radio Console and associated equipment. The third item of a Ford Interceptor was previously addressed by the Selectmen.

Chief Roark stated that the current copier was eight years old and prone to shutting down, breaking down and streaking copies. He said when the department needed color scans or copies he brings them to the Selectmen's office. Last year he discussed copy machine and it was now coming back as a needed item. He noted that the copy machine company held the quote from last year of \$10,807. There were lease options available; the Selectmen's Executive Secretary Marie Maruca worked to review the types of machines and negotiate a low cost.

Mr. Viger asked if the proposed copier was consistent with the copier in the Town Hall. Mr. Gaydos said it was the same manufacturer, but not sure if it had the same capacity.

Chief Roark discussed the communication center for consideration. He said the current center was ten years old. The vendor has indicated they wouldn't be able to extend a service contract as Motorola was no longer supporting the equipment. He noted during the past year they needed a repair and were able to salvage a part from another department that had already changed over their equipment. If they hadn't been able to salvage that part, they would have been in trouble. Chief Roark said he could band aid the equipment for another year, but it would need replacement in another year. He said a question for the Selectmen was where in the budget it should be placed; either in the Police budget or the Technology budget.

Mr. Viger said they should discuss whether it fit in the Technology Plan. Mr. McDevitt said he would rather have it in the Police budget. He suggested possibly having a warrant article in 2014 given it was the most vital piece of equipment for public safety, aside from a Police Officer. Mr. Haverty wanted to know what would happen during the next year if something broke. Chief Roark addressed the 'no means no' aspect of the request and said he was confident that the system as a

whole wouldn't collapse all at once. He believed if something failed they could replace that one component. He said they would find a way to patch the system, however it was doomed for replacement.

Mr. Gleason believed the equipment had belonged to the Town for a long time and had to be maintained. He said it wasn't in the CIP and felt it should be in a plan for replacement. He didn't feel a warrant article was the appropriate place to have it. He said if the equipment fails it would be catastrophic to the Police Department. He said like vehicles, it was a level of service that had to be maintained. He said it was a piece of equipment they should expect to replace based on its longevity, failure rate and effects of the failure. Mr. Haverty discussed the proposal and agreed that the equipment needed to be kept 'on the radar' and added to the CIP next year as an urgent need. Chief Roark commented when he was approached for CIP items they weren't aware of just how far along the equipment was. He said he understood Mr. McDevitt's reason for suggesting a warrant article, but was hesitant to put things forward on the ballot at the same time as possibly having a contract, given that a contract was so important. At the same time the equipment was the most important piece of equipment in the Police and Fire Departments.

Mr. Viger reiterated his comment about maintaining levels of service while dealing with a default budget. He said if they put the item on the radar and identify it for the CIP next year, they would make way for future expenses. He said he would hate to put the equipment in a warrant article and have it fail and lose a level of service. He suggested putting it in the CIP and have a discussion about putting it in the budget next year. Mr. McDevitt understood where the Chief was coming from. He said part of having a warrant article is educating the voters.

Mr. Gleason said it was the consensus of the Board to be worthy of consideration, but not for this year. There was also a consensus by the Selectmen to include the copier in the budget. Chief Roark suggested having a five year lease. The Selectmen agreed.

Budget Review

Mr. Gleason said he previously wanted to review the budget; however the Selectmen should hold off since some of the departments were amending their budgets. He questioned how the Selectmen wanted to proceed given that they were scheduled to vote at the next meeting. Mr. McDevitt said having a budget summary would be helpful. As it stood now, Mr. Gleason said the budget was up approximately 3.5% % with 2.5% growth in the 2014 default, therefore the proposed budget is 1% over the default. He said once he received the revised information from the Finance Director it would be easy for him compile the spread sheet summarizing the growth. It was the Selectmen's decision to proceed as if they would be voting on August 20th; Mr. Gleason will forward the budget summary spread sheet prior to the meeting for review.

OTHER BUSINESS

Sidewalk Discussion – Update on Pricing from Don Foss, Cost/Price Analysis

Mr. Gleason said the Highway Road Agent Don Foss provided an explanation to the Selectmen. There was a brief discussion regarding the cost of the proposed sidewalk equipment at \$169,000. Mr. Gaydos said if there was a five year lease, the cost would be approximately \$37,500 per year.

Mr. Lynde said the information didn't show the impact on labor costs. Mr. Viger got the impression that the hours to run the machine would be absorbed in the regular operating budget based on deferring other things. Mr. Lynde said the other argument seemed that the department mows once a year and they would like to do it twice a year. Mr. Viger questioned if they had missed the situation along the process. Mr. McDevitt said he went to the Department of Transportation meetings and was aware there would be sidewalks; however, it wasn't realized how expensive it was going to be until they started looking at the numbers. He was surprised at the size of the numbers for cleaning sidewalks. Mr. Gleason said in the meetings they were told that the Town would be responsible for the plowing of the roundabout and assumed that it would be typical maintenance that could be absorbed. He said what they didn't recognize was the number of sidewalks in linear feet and the ADA requirement for maintaining them in a certain manner. He noted when Federal money is accepted, there were consequences that go along with it.

Mr. Gleason said they had to worry about having available funds in the 2013 budget for maintenance and they also had to determine what they wanted to do with next year's budget. Mr. Viger believed they had to have a warrant article. In the meantime, they had to have provisions to maintain the sidewalk with a subcontractor. He said he couldn't justify putting it in the budget. Mr. McDevitt believed it should not only be in the budget, but it should also be in the default budget. Mr. Viger agreed that the funds for a subcontractor to do the work would have to be in the default budget. He didn't feel the equipment could be added without a warrant article. Mr. McDevitt said he would be in favor of outsourcing the maintenance and not considering the purchase of a piece of equipment.

There was a consensus by the Selectmen to include \$8,925 in the Town Building budget to outsource having the sidewalks cleared. Mr. Gleason asked that the budget amendments be done quickly and provided to the Selectmen for review prior to the next meeting.

TOWN ADMINISTRATOR'S / SELECTMEN'S REPORTS

Mr. McDevitt thanked the Selectmen and Mr. Gaydos for quickly responding to the tax payer who expressed concerns about spraying the cemetery for mosquitos. He said earlier in the evening, during Open Forum, a resident expressed concern regarding the intersection of Sherburne Road and Mammoth Road. He commented that State Representative Lynne Ober and the Planning Director were corresponding back and forth regarding the situation. He wanted residents to know that the Selectmen were paying attention to the situation. He said it was a State intersection and the Town had no control over it.

Mr. Lynde announced that there would be a concert on the Village Green on August 14, 2013 starting at 6pm.

Mr. Gleason, Mr. Viger and Mr. Haverty had no reports.

Mr. Gaydos said the area at the bridge on Old Bridge Street had been cleared. He thanked the Highway Road Agent and Ms. Anne Hargreaves for their attention to the matter.

ADJOURNMENT

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

VOTE: (5-0-0) The motion carried.

The meeting was adjourned at approximately 9:00 pm.

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Respectfully submitted,
Charity A. Landry
Recording Secretary