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**APPROVED**  
**TOWN OF PELHAM**  
**BOARD OF SELECTMEN MEETING**  
**MINUTES**  
February 5, 2013  
APPROVED – March 21, 2013

CALL TO ORDER – approximately 6:30pm

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

ABSENT: None.

**APPOINTMENT(S)**

**Planning Director Jeff Gowan – Community Planning Grant Request**

Planning Director Jeff Gowan came forward to discuss the Community Planning Grants he would like to apply for to be able to re-write the out of date Land Use Regulations (Site Plan and Subdivision). The grant would be \$20,000. Mr. Gowan was seeking the Selectmen's permission to apply for the Grant. The Planning Board supported the request.

Mr. McDevitt noted that the Selectmen had the opportunity to review information. He asked if the grant would allow a third party to create the zoning regulations and impose them on the Town. He asked what role the third party would have. Mr. Gowan said revising the Subdivision Regulations and/or Site Plan Regulations were under Planning Board authority. On their behalf, Mr. Gowan would issue a request for proposal from various firms that specialize in that particular work. That company would be advisory to the Planning Board. He commented that there was a public outreach component beyond the local rules that must be followed for the grant to be considered and awarded.

Mr. Gowan provided a brief summary of the requested grant and the importance of maintaining/improving the regulations. Mr. Gleason understood that the Town would make a small monetary contribution and in service contribution by volunteers. He questioned if there were any Federal or State stipulations that would have to be met beyond accurate record keeping. Mr. Gowan answered no; with the exception of the requirement of an outreach to the general public. He said for the \$20,000 grant there was a \$5,000 match composed of \$1,250 of actual funds coming from his budget; the remainder would be in kind time and services of staff, board members and volunteers. Mr. Gleason asked if Mr. Gowan had adequate money in his budget to cover the funds. Mr. Gowan answered yes.

**MOTION:** (Gleason/Lynde) To approve Planning Director Jeff Gowan applying for the New Hampshire Community Planning Grant.

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

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**DISCUSSION**

Mr. Gaydos reported to date the contingency money set aside for use with the fire station project had not been touched. He said he wanted to present two change orders and estimates which would cause them to go into the contingency fund by \$2,353. The change orders were: 1) replacing the carpet with carpet squares similar to that within Sherburne Hall; and 2) have a skid resistant sealant on the apparatus bay floor.

Mr. Gleason confirmed that the request would not represent an overrun to the budget or depletion of available funds. Mr. Gaydos answered yes; the funds would come from money specifically set aside for contingencies. He noted that the contingency had not been touched because cost savings had been found in another area. Mr. Gleason also confirmed that neither of the changes would cause an impact or schedule delay. Mr. Gaydos answered no.

Mr. Lynde questioned if the sealant would be applied to only the bay floor or if it would be used in the office as well. Mr. Gaydos said it would only be applied to the bay floor. The office would have carpeting. Mr. Lynde asked why the floor wasn't picked up in the process. Mr. Gaydos said when they originally worked on the guaranteed maximum price numbers were put in as estimates for materials with the thought if they came in under, the Board would be approached for an adjustment. They didn't look at it earlier so they could get the guaranteed maximum price. Mr. Gaydos said the apparatus bay floor in particular was on the Chief's mind in the beginning, but as a savings to get the guaranteed maximum price, he took it out.

**MOTION:** (Haverty/Gleason) To approve the Change Orders.

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

**ADJOURNMENT**

**MOTION:** (Gleason/Haverty) To adjourn the meeting.

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

The meeting was adjourned at approximately 6:40 pm.

Respectfully submitted,  
Charity A. Landry  
Recording Secretary