

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
March 18, 2014
APPROVED – April 1, 2014

CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Edmund Gleason, Mr. William McDevitt, Mr. Doug Viger, Mr. Hal Lynde,
Acting Town Administrator Joseph Roark

ABSENT: Mr. Robert Haverty

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

March 4, 2014

MOTION: (Viger/Lynde) To approve the March 4, 2014 public meeting minutes as amended.

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

ANNOUNCEMENTS

- 2014 Official Town Meeting Results for Town and School are located on pelhamweb.com

OPEN FORUM

None.

APPOINTMENT(S)

None.

OTHER BUSINESS

Election of Board of Selectmen Officers

Given that Mr. Haverty was unable to attend the meeting due to a schedule conflict, Election of Officers was deferred until a full Board will be present.

Selectmen Committee Assignments

Deferred to the next scheduled meeting when a full Board is present. Mr. Viger suggesting reaching out to Department Heads to ask if anyone would like Selectmen representation. Mr. Gleason said there were items he would like to discuss/update when assignments are discussed at the next meeting.

Town Meeting Results Discussion

Mr. McDevitt provided the Board with statistical results/analysis from the 2014 Town Meeting. He noted the items receiving the highest percent of positive votes. Anyone interested in reviewing the statistics is welcome to contact Mr. McDevitt. Mr. Lynde commented he was always thrown by 'No' votes for accepting State Aid.

The Selectmen thanked voters for their support. The remaining challenge is to get more voters to come out to vote. Of the 8722 registered voters in Town, approximately 3600 voted at this year's Town Meeting.

Police Union Contract Signing

The Police Union Contract received voter approval at Town Meeting and required Selectmen signatures to be fully executed. Speaking as Police Chief, Mr. Roark thanked the Town for their support.

The Selectmen signed the Police Union Contract and provided Mr. Roark with two original signature copies.

Update on Town Administrator Search – Closed Today, March 18, 2014

Mr. Roark said resumes had been received; all appeared to fit the posted criteria. Mr. Gleason stated the first order of business would be to screen the applicants. Each Selectman was provided with a copy of all resumes for review along with a ranking/evaluation sheet. Mr. Gleason asked that Selectmen review the resumes and return the evaluation sheet to Mr. Roark as quickly as possible. He suggested meeting in the next week to move the process along.

The Selectmen discussed how they would proceed. Mr. Roark suggested seeing if there was some type of consensus during the first pass-over of resume review. He wasn't comfortable limiting the number of candidates to interview until they had the opportunity to see which names seemed the most likely to interview. He said there were some good candidates.

Mr. Gleason said he would like to hold to the original three month schedule as much as possible.

Capital Reserve Fund Warrant For Emergency Repairs – Discussion re: Municipal Building Roof Repair

After the last meeting Mr. Gleason pulled the warrant article that initiated the Municipal Building Capital Reserve Fund and learned that the Selectmen are agents to expend after a fourteen day hearing timeframe. He said this would open up a revenue source immediately for the roof, should the Board decide to move forward with immediate repair. The fund currently contains approximately \$87,000.

Mr. Roark stayed with his recommendation from the previous meeting, which was to move forward with the proposal for roof sections C (Administrative Offices), D (Town Clerk's Office), E (back

corridor by computer room) and F (hallway near Park & Recreation office). These areas would be the first to get done by using the Capital Reserve Fund. In year two roof B (Sherburne Hall) would be done and Roof A (Police Station expansion area) would be done in year three; Selectmen would need to decide whether to fund through the operating budget, or through a warrant article. He received estimates from Rondeau Roofing that suggested what it might cost.. He noted if the Selectmen decided to do the year one options as recommended, he would prepare a bid specification for other roofing companies to submit bids. There was a timeline that would need to be followed for work to get done, given that the building had a rubber roofing material that's difficult to handle during summer months. The work would be best performed during the spring or late fall.

Mr. Viger was in favor of doing the year one roof recommendations through the Capital Reserve if they were sent out using the bid process.

Mr. Lynde questioned what work would be done. Mr. Roark replied it would be the 'middle' option where necessary repairs would be done, the base coat remains and a rubber roof would be laid on top. Rondeau Roofing didn't feel it would be necessary to bring the roof down the basic substructure. The Option #2 roof proposal would have a 20-year warranty if installed properly; economically it was the best option as it would allow the Town to get the most roofing done at an affordable price.

Mr. McDevitt wanted to know if any offices would have to close while work was being done. Mr. Roark answered no; it was his understanding that the roof would be taken down to the base layer. There may be some area closed to allow for access to the roof, but it was not expected that offices would be closed.

Mr. Gleason asked how comfortable other companies would be in using the Rondeau's plan option. He didn't know if they would concur with the proposed approach, of if they would come back with an alternative. Mr. Roark responded if prices were all within a reasonable amount, he was very comfortable with Rondeau. He added that Rondeau had handled the maintenance on the roofs and had several municipal roof programs. He was very comfortable with him; however, if someone came in with an extreme price cut that provided the same warranty and who had the same reputation, there may be a dilemma. Mr. Viger stated that the bid process was important. He said Rondeau had done a lot of work for the Town and the caveat for the lowest 'qualified' bidder may come into play. He said if everything came in comparable, he would be willing to move forward with Rondeau, but at this point the Board couldn't move forward without making that comparison.

Everyone agreed that the roofing work had to be bid out based on the Town's Procurement Policy. Mr. Roark was confident that Rondeau priced the work appropriately and wouldn't have a problem pitching his bid against anybody else's bid.

Mr. Gleason said the Board was favorable to utilizing the Capital Reserve funds to initiate the first year's activity. Mr. Roark replied his first step would be to get the bid out. Once bids are returned they will be given to the Selectmen for review. At that point, Mr. Roark said the funds could be spent if they were within the \$87,000 of the capital reserve fund.

MOTION: (Viger/Lynde) To put the following out to bid - *Year 1: Roofs D and E (Option #1); and Year 2: Roofs C and F (Option #1)*. Such bids will be reviewed and awarded to the lowest qualified bidder.

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

Mr. Gleason said the anticipation was to use the Municipal Building Capital Reserve Fund to pay for the roof work. A public hearing process will be conducted once bids were returned. Mr. Lynde suggested doing the public hearing notification two weeks prior to the date bids being due back. Mr. Gleason said the timeline would be added to the Selectmen's action item 'radar' list.

The Selectmen authorized Mr. Roark to proceed with the RFP. Mr. Roark stated he would work to have the (bid) process completed within 30 days. Information will be run past the Board as a courtesy to solicit comments.

Update on Willow Street Bridge Contractor Interviews – Next Step

Mr. Roark said he, along with Mr. Gleason, Mr. Lynde and Planning Director Jeff Gowan with Steve Keach of Keach Nordstrom (engineering review firm) began the process of selecting firms to help sort through the procedure of beginning to replace the Willow Street Bridge. Money is set aside in a capital reserve for the design. He said the idea was to get the design completed and possibly 'shovel ready' so the project can move up on the State's list, which is currently slated for construction in year 2020. He noted that Nancy Mayville of the Department of Transportation ('DOT') had been helpful through the process. Mr. Roark told the Board there were 20+ design firms that responded to the solicitation, from which the list was narrowed down to three for interviews. He said all three firms were very impressive during the interviews; the firm highest rated by the interviewers was Quantum Construction Consultants (Concord). He noted in the year 2000 the DOT estimated the design cost at \$120,000; they are currently in the process of updating that figure. If the firm comes back with a reasonable design cost, the Town can hire them to begin the process of designing the bridge. If agreement is not reached regarding design cost, the Town is free to speak with the firm and negotiate. If no agreement is made the Town will speak to the next firm. Mr. Roark believed which ever firm was chosen would be in line with the State's design cost figure. He asked for authorization to contact Quantum Construction to begin the process of obtaining a design cost estimate for the Willow Street Bridge. He noted Ms. Mayville said Quantum was very experienced.

Mr. Gleason and Mr. Lynde sat in during the interview and concurred with the evaluation. There was no objection to Mr. Roark proceeding. Mr. Gleason requested that letters be sent out to the other firms as a courtesy to indicate they had not been selected, but may be contacted in the future. Mr. Roark said he would do so after he had the opportunity to speak with Quantum.

Mr. Lynde made a motion to request that Quantum provide a cost estimate to do the design work for Willow Street Bridge. He said they were looking to have a complete package that took them up through the point of a 'shovel ready' project.

MOTION: (Lynde/McDevitt) To request that Quantum Construction Consultants provide a cost estimate to do the design work for Willow Street Bridge.

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

Mr. Lynde suggested that the notification letters to the firms indicate that the Town is following the DOT procedure by selecting a top firm; however, as things proceed they may have to come back to them.

Possible Website Redesign & Implementation Schedule Discussion

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186 Mr. Roark explained that the Town had a very informative website, but in terms of navigation it could
187 be a bit overwhelming. There was agreement that the site needed updating and should be user
188 friendly for both the users and the administrators. The site should also be pleasing to the eye,
189 informative and contain all the technical necessities. Mr. Roark told the Board that Virtual Town
190 Hall, a company that works with over 70 towns within New Hampshire, gave an impressive
191 presentation of services to Town department heads. The start-up/integration cost would be
192 approximately \$9,600; after which, the annual maintenance and technical support would cost
193 approximately \$3,800. There are a couple a-la-carte items to be decided upon, such as how the Parks
194 & Recreation would be handled. Mr. Roark recommended moving forward with the migration of
195 sites and have Selectmen Executive Secretary Marie Maruca be the point person. He said they had
196 yet to determine where the cost would come from.

197
198 Mr. Gleason found the presentation session informative. Virtual Town Hall walked the department
199 heads through the entire proposed concept and everyone appeared to be enthusiastic. He said the site
200 appeared to be user friendly and the right direction to go in. The company will train employees and
201 provide on-line support. Mr. Gleason felt departments would need to take ownership of their
202 department sub-sites. He agreed the update was a worthwhile endeavor and should come out of the
203 technology budget. He suggested revamping the budget in 2015 to isolate technology from Town
204 Buildings and have the annual fee contained in that line. Mr. Roark said there had been discussion to
205 remove the technology budget out of building maintenance, making it zero based and rebuilding it on
206 a separate line. Doing so will provide clarity for what is being spent on technology items/projects.

207
208 Mr. McDevitt felt the presentation was excellent. He said the update was overdue noting that each
209 sub-site had a different look/feel. He said every effort should be made to bring the sites together to
210 have a consistent look and feel.

211
212 Mr. Gleason suggested people be designated to lead the task of coordinating the site set up and its
213 implementation. He said they had to resolve the issue whether Parks & Recreation would be
214 absorbed into the new format. Mr. Viger believed the most active section of the site was the on-line
215 payment segment for Parks & Recreation programs. He asked if there had been any discussion as to
216 how it would work. Mr. Roark's interpretation of the presentation was Virtual Town Hall has worked
217 with all aspects of municipalities. He understood Parks Director Brian Johnson's trepidation in
218 making the change, but at the same time believed once Mr. Johnson began working with the new site
219 he would comment they should have changed sooner. He concurred with Mr. McDevitt about the
220 importance for each department to have uniformity and comfortable navigation panes. Mr. Roark
221 commented about the simplicity of the new site with tying citizen postings with communication sites
222 such as Citizen Observer, Twitter etc. Mr. Gleason said to meet the objective for uniformity,
223 someone will need to be put in charge of the task to ensure it happens. He asked if Victor Danevich
224 (Town technical coordinator) had been consulted. Mr. Roark said they hadn't spoken with Mr.
225 Danevich and didn't feel the website required his level of expertise. He said Ms. Maruca had guided
226 the process to this point. He believed she was capable of seeing the process through as long as she
227 had the weight of the Board standing behind her as the web director.

228
229 Mr. Lynde offered to be involved in the process. Mr. Gleason didn't want the process to be a
230 Selectmen's initiative. He felt someone at the department head level should be assigned with a
231 liaison from the Board. The Board agreed. Mr. Gleason said Mr. Lynde could offer the 'muscle' Ms.
232 Maruca may need for implementation. Mr. Roark also offered assistance. Mr. Gleason stated it was
233 important for the project to have the visible support of the Board since the upgrade was a priority of
234 the Board.

Mr. Lynde was appointed as Selectmen liaison for the implementation of the website. There was a brief discussion regarding the site navigation. Mr. Roark encouraged the Board to review other town websites handled by Virtual Town Hall, such as Londonderry. Mr. Roark said one of his concerns was the ability to maintain the Police Department's web domain; the format of the site would have a uniform appearance with the Town.

Mr. Lynde wanted to know if the process met the Town's bid policy. Mr. Gleason said when they met with Virtual Town Hall for the presentation they didn't know the cost. Mr. Roark recalled the procurement policy was \$5,000, unless the Board chose to waive it. He said an argument could be made that Virtual Town Hall provides a unique service; however, there were other web design companies. Mr. Lynde questioned how a bid package would be structured. Mr. McDevitt said the Selectmen should ask Mr. Roark to see if there were other people that did municipal websites and see if they would be interested in having a similar presentation meeting. He commented that it might be difficult for other companies to offer the same type of services. Other companies may not have appropriate tech support or service.

Mr. Roark told the Board he would conduct an informal solicitation of similar companies. He felt it was important to review firms that had done municipal sites in New Hampshire. Mr. Gleason said they could discuss the topic further at the next meeting.

2014 February Revenue & Expenses Review

Mr. Gleason said the Finance Director Cindy Kelley had rolled (approved warrant article items) into the budget since the Town Meeting vote and provided the Board with a spread sheet of the revenues and expenses. He said the budgets should be at approximately 16.6% at this time of year. The Selectmen reviewed the data. Mr. Gleason asked that the Highway Road Agent be asked if he would be relying on some of the existing highway grant money. Mr. Roark said historically, like other towns, the highway department was top heavy in January. Mr. Gleason simply wanted to know how the department was doing and how they would be going forward. He also noted public assistance was up high. Mr. Roark replied it was up because heating oil and propane costs had increased; people were seeking assistance.

Fire Chief James Midgley – EMPG Grant Acceptance

Fire Chief James Midgley came forward to discuss a grant he began working on last year for Homeland Security Emergency Management. After working with them to get the paperwork completed, the grant has tentatively been approved; he described it as being approved until it wasn't approved. Chief Midgley explained that the grant was for \$195,263. There is a 50/50 cost share and the performance period matched up identically with the construction of the fire station. Chief Midgley was able to write the grant and use specific areas of that construction as the Town's soft match portion of \$110,000. The grant will be for approximately \$84,000. Chief Midgley said the purpose of the grant was to be used enhance fire departments communications. In working with the communications vendor (Two Way Communications), they have been able to enhance communications and improve the Fire and Police Department's radio systems and transmission signals. Chief Midgley asked if the Selectmen were in favor of accepting the grant. They responded in the affirmative.

Mr. McDevitt made a motion to accept the EMPG grant from the State. Mr. Lynde seconded for discussion. Mr. Gleason confirmed all the matching funds were taken care of. Chief Midgley answered yes; and further commented that the grant had been reviewed several times and gone through grant management. Mr. Gleason asked if the communication voids in Town would now be

filled. Chief Midgley believed it would bring the Town to 99 plus percent. The South end of Town (near Hillcrest) will be greatly improved for both the Fire and Police Departments.

MOTION: (McDevitt/Lynde) To accept the Emergency Management Performance Grant from the State of New Hampshire Homeland Security & Emergency Management.

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

The Selectmen commended Chief Midgley. Mr. Roark believed the Chief was being modest; the grant was very competitive and not received by everyone.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. Roark provided the Selectmen with a brief update.

- The Surrey Road connection to St. Margaret's Drive is up to binder coat asphalt and has been plowed/maintained all winter. When winter clears J.R. Gauthier will cut out the remaining cul-de-sac edges and be landscape graded. The finish coat will be done by the Highway Department in the summer when they do their paving projects. Mr. Lynde questioned if the road was available for use this year. Mr. Roark answered yes; it had been open for the greater part of the winter.
- Town of Pelham Internal Fiscal Controls Policy (Petty Cash Policy) The Selectmen were provided with a draft of the Policy which included modifications from their previous meeting. Mr. Gleason summarized the modifications that had been made and asked the Board to approve it for utilization.

MOTION: (Viger/McDevitt) To approve the Town of Pelham Internal Fiscal Controls Policy.

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

Mr. Gleason asked Mr. Roark to advise the Financial Director that the policy had been approved and such documentation should reside in that office.

- Library heat malfunction. Mr. Roark told Selectmen there had been a heat malfunction at the Library on Monday. He explained that the secondary pilot light had gone out. Once relit it took some time to get the heat back up to a comfortable temperature. To avoid a similar situation in the future, Rick Tarpey of Lord and Tarpey (the vendor who addressed the situation), suggested having a temperature drop alarm run from the interior thermostat to the alarm board out front. The Police Department would be contacted if the temperature drops. The cost for doing so would be approximately \$250-\$300 fix for the electrician. Mr. Gleason suggested having the work done so collateral damage didn't occur. He said it was considered a Town building repair. Mr. Viger asked that other Town buildings be reviewed that may require a similar uplink to the Police Department. Mr. Roark said he would speak with the vendors about the Senior Center and other appropriate buildings.
- An error was found on page 69 of the Town Report under the revenue table for the Town Clerk. The error may have been during the type setting process; the lines were staggered. Mr. Roark provided Selectmen with a copy of the Town Report page along with a corrected table; the individual totals were incorrect, however, the absolute total was in the correct amount. The Selectmen discussed corrective action. It was decided to provide an insert page with a corrected table for remaining Town Reports. An online notification will be posted. A replacement table will be available for anyone interested.

- Discussions about having a legal retainer have begun. Mr. Roark told the Board that Phil Currier had agreed to have a discussion and provide general thoughts and insights on such retainers. Mr. Gleason suggested having two Selectmen, versus the full Board meet with Mr. Currier. Mr. McDevitt and Mr. Gleason volunteered to meet with Mr. Currier. Mr. Roark will request a meeting in a week. It was noted that Attorney Currier expressed no interest in being considered; it would be an informal citizen volunteer discussion.

Mr. Viger thanked citizens for coming out to vote. He commended Deb Ryan and the Aces Committee for working so hard on the school effort.

Mr. Lynde had no report.

Mr. McDevitt thanked voters for their support and appreciated being re-elected. He was approached on voting day by citizens who felt there was a need for a cross walk at Muldoon Park. They felt there would be an increase in pedestrian traffic due to the new Dunkin Donuts in that location. He felt the Selectmen should have a discussion during a future meeting. Mr. Roark commented that the Highway Safety Committee will have a discussion at their next meeting. He said they may be able to provide a plan for implementation if feasible given Mammoth Road is a State road.

Mr. McDevitt said he was also asked how the Town would handle the process for seniors who previously met the Elderly Exemption and wouldn't meet it because of the new changes this year. They wanted to know if people would be notified that they may not be eligible. (*Clarification: Elderly Exemption will still apply; but will be subject to a tax payment under the new criteria. See further discussion and copy of letter sent to seniors in the April 1, 2014 Selectmen meeting*) He told those individuals that the Selectmen would develop something for those situations. Mr. Gleason said people had to recertify each year, but suggested speaking to Assessing Assistant Sue Snide about creating a warning letter. Mr. Lynde said the RSA associated with abating taxes could be referenced in that letter. Mr. Gleason said an agenda would be added to a future meeting to discuss establishing a policy for the exemption. The policy will include notification of the change to the current status, and a procedure for making a request to Selectmen. There was a brief discussion with how a citizen would begin a discussion with the Town. It was agreed that the starting point would be for a person to complete an application with the Assessor so the Town would have all their information. If they were turned down they could then submit an appeal.

Mr. Gleason told the Board he would be attending a quarterly commissioner's meeting at the Nashua Regional Planning Commission. He said he could approach Nancy Mayville of DOT and tell her the Town would be approaching Quantum (regarding the Willow Street Bridge) and would appreciate her support. Mr. Roark said it would be good to ask for her tips/guidance. There was no objection to Mr. Gleason reaching out to Ms. Mayville on behalf of the Board.

REQUEST FOR NON-PUBLIC SESSION

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

ROLL

CALL: Mr. Gleason-Yes; Mr. McDevitt-Yes; Mr. Viger-Yes; Mr. Lynde-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 7:55pm.

The Board returned to public session at approximately 8:45 pm.

MOTION: (McDevitt/Viger) To seal the minutes of the non-public session indefinitely.

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

ADJOURNMENT

MOTION: (McDevitt/Viger) To adjourn the meeting.

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

The meeting was adjourned at approximately 8:45pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary