

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
July 22, 2014
APPROVED – August 5, 2014

CALL TO ORDER - approximately 6:00PM

PRESENT: Mr. Edmund Gleason, Mr. William McDevitt, Mr. Hal Lynde, Mr. Bob Haverty,
Town Administrator Brian McCarthy

ABSENT: Mr. Doug Viger

REQUEST FOR NON-PUBLIC SESSION(S)

MOTION: (Haverty/Lynde) Request for a non-public session per RSA 91-A:3,II, b (Hiring
of any person as an employee)

ROLL CALL: Mr. Gleason-Yes; Mr. McDevitt-Yes; Mr. Haverty-Yes; Mr. Lynde-Yes

It was noted that when the Board returned, after the non-public session, the Board would then take up
the items on the agenda and conduct their public meeting. The Board entered into a non-public
session at approximately 6:01pm.

The Board returned to public session at approximately 6:30pm.

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

MOTION: (Lynde/McDevitt) To approve the July 8, 2014 meeting minutes as amended.

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

OPEN FORUM

None.

APPOINTMENT

Interview: Appointment to Conservation Commission
Mike Gendreau - term ending March 31, 2017

Mr. Gendreau, Harley Road came forward to discuss his application as a member of the Conservation
Commission. He lived in Town since 1999 and was involved with the Border Rider's Club. He said
he had no plans to leave Town and wanted to try to preserve as much as possible.

39 The Board reviewed Mr. Gendreau's application. Mr. Lynde asked if Mr. Gendreau felt he would
40 have any conflicts of interest if he was appointed. Mr. Gendreau answered no. Mr. Lynde questioned
41 if he had observed or attended any meetings. Mr. Gendreau said he attended the last meeting and
42 spoken with the members.

43
44 Mr. Gleason thanked Mr. Gendreau for volunteering and felt the Conservation Commission would
45 benefit from his participation.
46

MOTION: (McDevitt/Lynde) To appoint Mr. Mike Gendreau to the Conservation
Commission for a term commencing July 23, 2014 and ending March 31, 2017.

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

47
48 **2015 BUDGET REVIEW**
49

50 Finance Director Cindy Kelley came forward to assist with the budget review.
51

52 **Health Officer**— presented by Finance Director Cindy Kelley.
53 Budget level funded - \$43,766.
54

55 Ms. Kelley spoke with Swamp Inc. who performs mosquito control and was informed the Town
56 wouldn't be charged any more than the previous year.
57

58 **Health Services** – presented by Finance Director Cindy Kelley.
59 2015 Budget request: \$59,175, constituting an 8.3% increase over last year.
60 2014 Operating Budget: \$54,625.
61

62 Ms. Kelley said the budget was based on the requests of agencies. She noted Home Health &
63 Hospice Care requested an additional \$5,000 based on an increased number of visits (average of \$22
64 per visit). St. Joseph's Community Services had a decrease of \$450.
65

66 Mr. Gleason questioned if the Human Services Director had verified the increase to Home Health &
67 Hospice. Ms. Kelley explained there may be people that use the service who don't fall under the
68 Town's Human Services assistance.
69

70 Ms. Kelley told the Board that the Human Services Director recommends reducing the Salvation
71 Army budget to zero dollars. She believes the services they state are not being provided. To date
72 they have not submitted a request for funds.
73

74 Mr. McDevitt noted it had been the Board's stand to support those agencies that directly support
75 residents, or available to support the Police and Fire Departments.
76

77 Mr. Gleason was happy to see the Pelham Food Pantry listed. Mr. Lynde listed the organizations that
78 supported the Town.
79

80 **Conservation Commission** - – presented by Finance Director Cindy Kelley.
81 Budget level funded - \$3,747.
82

83 **Insurance** – presented by Finance Director Cindy Kelley.
84 2014 budget amount of \$2,240,341 used as a placeholder until new rates received in late October.
85

86 There was a brief discussion about pulling all leases from individual department budgets and placing
87 them in Debt Service. Mr. McDevitt was concerned with pulling the information from the department
88 budgets because it would understate the cost for running the departments. He understood things such
89 as insurance, pensions etc. It was his understanding that the Finance Director would simply be
90 responsible for maintaining the paperwork. Mr. Gleason said they hoped to leverage some advantage
91 for the taxpayers by consolidating leases and obtaining better rates. He felt it would also be easier to
92 track vehicles through the Capital Improvement Plan.

93
94 **PUBLIC HEARING: In compliance with NH RSA 231:133 the Pelham Board of Selectmen –**
95 **To discuss and potentially approve new suggested road and shared driveway names to replace**
96 **sound alike or confusing names as identified by the Pelham Highway Safety Committee and the**
97 **NH E-911 Bureau.**
98

99 Mr. Gleason stated the Board previously held two public hearings and discussed several streets.
100 They realized they inadvertently had not addressed Greenmeadow Drive and Misty Lane and
101 subsequently scheduled two public hearings, the first of which was already conducted, and the second
102 hearing was about to commence. He said the residents of the other roads had the opportunity during
103 two public hearings to express their concerns/recommendations. The intent of the current hearing
104 was to provide the residents of Greenmeadow Drive and Misty Lane an opportunity to come forward.
105 At the conclusion of the public hearing the Board will hear the Highway Safety Committee's ('HSC')
106 recommendations.

107
108 Mr. Gleason opened the public hearing.
109

110 Mr. Wayne Souza, Misty Lane said he addressed the Board during the previous hearings. He didn't
111 understand how the HSC came to their decision when the notification indicated they would like to
112 impact the fewest number of residents. He provided the HSC a breakdown of the number of residents
113 that would be impacted and discussed his findings with the Board. He believed fewer houses would
114 be impacted if Westfall North was changed so the long loop road was entirely renamed Misty Lane
115 and the short portion of Misty Lane was renamed something new. With that scenario he noted 60% of
116 the houses would be impacted and Westfall South could remain. Mr. Souza said by naming the loop
117 road Westfall Road 90% of the houses would be affected. He wanted to know how the HSC came up
118 with their recommendation.

119
120 Mr. Gleason replied it was a monumental task through which, not everyone would be pleased. He
121 said they had to make the best decision for the safety and wellbeing for the Town that minimized
122 impacts.
123

124 Mr. Gowan said the HSC considered all the information brought forward. He noted every house on
125 Westfall and Misty would have different house numbers, so in terms of measuring the impact all the
126 houses would encounter a change. He said the HSC reviewed the situation and had a different
127 opinion than that of Mr. Souza. He noted recommendations had been made by the HSC, however, if
128 the Board directed them, they would go back and look at the situation.
129

130 Mr. James Carragher, 9 Westfall Road North told the Board that the road name had changed four
131 times since he'd been there. It was previously Susan Drive, Monroe Road, Westfall Road and
132 Westfall Road North. He said every time they had to do title, mortgage, insurance changes. He said
133 two years ago 18 Irene Drive was changed to 80 Patriot Drive and it cost the owner \$1,200 to make
134 the change.
135

136 Mr. Haverty replied he lived on Patriot Drive and it didn't cost him \$1,200 to change his address. Mr.
137 Carragher said he didn't want to have to come up with an additional \$1,000. Mr. Gleason said the
138 purpose for the street changes was to minimize the incidents of emergency response going to the
139 wrong address; it's a safety issue. He said there was a court finding that warns once a Town is
140 advised of a safety issue, if they don't take any action the Town is at risk for liability. He said
141 Pelham had issues that needed to be corrected.

142
143 Mr. Carragher asked if the neighborhood could have a stop sign installed. Mr. McDevitt said a stop
144 sign request could be submitted to any member of the Selectmen. With regard to cost, he had never
145 had feedback regarding a cost to residents. He noted that mortgages don't list street addresses, they
146 contain property descriptions. Mr. Haverty discussed the experience had when his address was
147 changed earlier in the process. He understood the resident had concerns. Mr. Carragher told the
148 Board that he had five commercial vehicles registered in the Town and an address change would cost
149 him a fortune. Mr. Gleason said the Board would take Mr. Carragher at his word, but they haven't
150 seen evidence of that being the case. He said they were concerned with safety and the wellbeing of
151 the residents in the Town. He noted this process was the end result for the E911 project.

152
153 Mr. Carragher wanted to know when the bridge into the neighborhood would be fixed. Mr. Gleason
154 said the culvert was on order and the bridge was scheduled to be done at a cost of \$175,000. The
155 Town was waiting for approval from the Department of Environmental Services so work could begin.

156
157 Mr. Lynde told the public that the Post Office had helped in the past by having change of address
158 notices. He believed they would honor the previous address for up to a year.

159
160 Mr. John Nelson, 6 Westfall North didn't have a problem with the process and understood emergency
161 responders needed to be well educated on street patterns. He told the Board he spoke to his lender
162 and was told there would be administration and legal fees for the change. He wanted to know if
163 residents would receive documentation from the Town stating the change. Mr. Gleason answered
164 yes. Mr. Gowan said assuming the Board makes the changes, the Town will work with the E911
165 Bureau and Assessing to come up with the numeric assignments. In the September timeframe a final
166 spreadsheet will be presented to the Board for signoff. After that signoff, an individual letter will be
167 sent to every effected homeowner informing them of the new address and when it will take effect.
168 Also included with the letter will be step-by-step information regarding the process for updating
169 information. Mr. Gowan understood the change was an inconvenience, but reiterated it was
170 motivated by safety.

171
172 Mr. Nelson asked if the HSC had explored all avenues of possible road name changes that would be
173 comprehensible for emergency responders to understand. Mr. Gleason stated that the HSC was
174 composed of representatives from the Police and Fire Departments, Planning Department and
175 Highway Department. They've provided invaluable input throughout the whole process.

176
177 Mr. Gowan introduced Sue Merit of the E911 Bureau. Fire Chief James Midgley and Highway Road
178 Agent Don Foss also came forward for the discussion. Also present was Assessing Assistant Sue
179 Snide. Mr. Gleason understood that the HSC had convened and reviewed all the comments provided
180 by the public for consideration. The HSC believed their proposed changes would address safety and
181 residential concerns.

182
183 Mr. Gowan read aloud the HSC memo dated July 17, 2014 that was forwarded to the Selectmen. He
184 then reviewed the recommended road changes. (*See Attached)

Mr. Gleason understood with the Board's approval the E911 process would proceed. There would be an additional hearing in September to formally present assigned numbers and street names and announce the date for those changes to go into effect.

MOTION: (Haverty/Lynde) To accept the recommendations of the Highway Safety Committee relative to the street renaming changes outlined.

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

2015 BUDGET REVIEW CONTINUED

Finance Director Cindy Kelley came forward to assist with the budget review.

Highway Department – presented by Highway Road Agent Don Foss and Finance Director Cindy Kelley.

2015 Budget request: \$1,401,460, constituting a 2.02% increase over last year.

2014 Operating Budget: \$1,373,771.

Salaries – Decrease due to a change of employees; one long time employee retired and another employee left to go to their previous job (which paid more). Mr. Gleason wanted to be clear that no new personnel were being added, the department was filling existing positions.

Supplies - Salt and Sand is based on a three-year average of actual usage. Salt is through State bid. Sand is put out to bid by the department.

Gas & Oil - The gas figure is based on current rates until new figures received for review at budget reconsideration. The budget figure for oil is based on price increase, not an increase in usage.

Equipment repairs - Figure based on 3-year average. Mr. Gleason asked if the repair line would decrease if request for a new truck was approved. Mr. Foss said it should go down with a new truck, but he needed the amount budget in the budget in the event a truck wasn't approved. He noted the cost of labor for repairs was \$95/hour. It was noted that a new truck has been requested; backup information was included with the budget. Mr. McDevitt asked for a breakdown of repair costs for each vehicle.

Equipment rentals - Brush cutting bid increased. Catch basin repair cost increased because there were more catch basins. Sweeper increase due to more hours. Winter rentals was increased due to additional areas that needed plowing (Town center, high school and two subdivisions).

New Equipment – Request for 4-year lease/purchase of a DTW all season dump truck (also used as a spreader) to replace a 15 year old truck with 106,067 miles. The truck is in the Capital Improvement Plan for 2015.

Expenses - Increase for street lighting due to rate increase through Liberty Utilities. There are no additional lights.

Mr. Lynde recalled in the past that the Board had a discussion about maintaining the sidewalks. Mr. McCarthy told the Selectmen he charged Boyden Landscaping with providing an updated scope of work they were performing (i.e. grass cutting, snow removal).

OTHER BUSINESS

Municipal Building Roof RFP – Bid Recommendation and possible award

Mr. McCarthy told the Board that five bids came in for the municipal building roof RFP. He discussed the bids with Building Inspector Roland Soucy; a copy of the bids and price points was provided to the Selectmen. The recommendation was to award the bid to Rondeau Exterior Contracting who was the lowest qualified bidder at \$80,360. They have institutional knowledge and experience through previous work. If Rondeau is awarded the bid, the Building Inspector would require: 1) a scope of work be included with contract documents, 2) Town representative inspect roof deck prior to new roofing material being applied and decking being replaced, 3) field representative of manufacturer of EPDM product inspect job when completed, 4) copy of inspection report to be forwarded to Town prior to final payment.

Mr. Gleason noted the trust fund for Town building emergency repair had \$81,936 remaining; the Selectmen are the agents to expend, subject to a 14 day public notice (and public hearing). He read aloud the warrant as approved at Town Meeting that established the capital reserve fund.

Mr. Lynde reviewed the backup information provided with the bid award recommendation and saw that Rondeau had not yet provided a scope of work. Mr. McCarthy explained that Rondeau was considered the lowest ‘qualified’ bidder based on their familiarity with the roof given they had been fixing problems and performing maintenance. The Building Inspector was comfortable with the approach and that Rondeau knew what needed to be done. He noted that there would be a stipulation for a scope to be included with contract documents, prior to work commencing. Mr. Gleason noted that Rondeau had provided a proposal (including costs) earlier in the year. Mr. Lynde wanted additional information. Mr. McCarthy offered to conduct further research. He reiterated that the Building Inspector was comfortable with the vendor, based on the fact that he had worked with them and appreciated their quality and attention to detail.

Mr. McDevitt reviewed the bid information provided to the Board and was easily able to eliminate 3 of the 5. In comparing the two remaining proposals, he believed for the difference of \$3,000 Rondeau was the qualified bidder because they were intimately familiar with municipal center roof. He was comfortable with the recommendation. Mr. Lynde was comfortable that Rondeau had the ability to do a good job. But in reviewing the proposals, wanted to clearly understand what they were.

Mr. Haverty agreed with Mr. McDevitt. He said when reviewing the proposals, it came down to two and felt based on experience and familiarity with the building he would vote in favor of Rondeau.

Mr. McDevitt made a motion to award the contract to Rondeau for the sum of \$80,360. Mr. Haverty seconded. Mr. Gleason said he had mixed emotions and felt Mr. Lynde had a good point, but at the same time felt the final analysis would lead to Rondeau. He believed the elimination could be stronger in terms of why they wouldn’t move forward with the other bidders. Mr. Lynde said he would abstain from voting because he would like further clarification on the proposals. Mr. McDevitt replied that he personally would not go through piles of roofing specifications because he was singularly unqualified to do so. He said the Town Administrator had made a recommendation to the Board after having conversations with the Building Inspector.

Mr. Gleason suggested adding a caveat to the motion that the Building Inspector review the scope of work and concur that it’s appropriate and satisfied the requirements of being the qualified bidder.

Mr. McDevitt pointed out that the Building Inspector reviewed the information as a favor to the Town; it was not in his scope of work.

MOTION: (McDevitt/Haverty) To award the contract to repair the Town Hall roof to Rondeau Exterior Contracting for the sum of \$80,360.

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

Mr. Gleason asked for something in writing indicating that Rondeau proposed a specification and the Building Inspector concurred it was consistent with the money.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. McCarthy said the bonds came in for the Bowley Road project, which were signed/initialed by Mr. Gleason. Copies have been sent to the respective parties. The project is moving forward.

Mr. McDevitt said there was a tree beside the Library that was dead. He wanted to work with the Town Administrator to have the tree removed. Because the tree was included in the Village Green Tree Fund, he notified the person who dedicated the tree to let them know the Town would work on a replacement. Before replacing the tree, the proposal will be brought to the Board.

Mr. Lynde informed that there would be a concert on the Village Green Wednesday evening beginning at 6:30pm.

Mr. Gleason said the Trustees would be meeting Wednesday. He will advise them the capital reserve fund will be used for the municipal building roof. A public hearing will be scheduled in two weeks on the award of the bid to Rondeau.

ADJOURNMENT

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

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

The meeting was adjourned at approximately 8:44pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary

ATTACHMENT

MEMORANDUM

To: The Pelham Board of Selectmen
From: The Pelham Highway Safety Committee (HSC)

Date: July 17, 2014

Subject: HSC recommendations resulting from our 7/16/14 HSC meeting

Dear BOS members,

On Wednesday, July 16nd the HSC, the E-911 Bureau's Sue Merritt and Assessing's Sue Snide met to discuss feedback provided from residents at both your 6/24 and 7/8 hearings on road names as well as e-mailed recommendations from impacted residents. In cases where suggested names were problematic (sound-alike, non-compliant with BOS or E-911 road naming guidelines, etc.) or where no naming suggestions were made, we recommended our own compliant road or private driveway name. The HSC did not take these naming recommendations lightly and carefully considered each one.

Please recall that your votes to approve these naming recommendations do not establish an effective date and that nobody should take any action to change their address until a spreadsheet of individual address (street name and house numbering assignments) is provided to the BOS and a public hearing is held for the BOS to consider your approval of that list. We anticipate that November would be an appropriate timeframe for that BOS public hearing. Only after the BOS approves the final list will individual letters be sent to impacted residents describing former and new addresses along with an effective date. That letter will include advice on how to proceed and an address change kit from the USPS.

Following are our final naming recommendations:

Spring Street Extension:

- **Spring Street Extension** be renamed **Honor Roll Road**.
- **#5 Spring Street Extension** which currently provides the only passable access to the burned structure currently addressed as **3 Berthel St.** both be addressed as **separate house numbers on Honor Roll Road**, the new recommended name for Spring Street Extension.

Berthel Addresses:

- **The northern branch of Berthel Street**, extending southward from Spring Street Extension, remain **Berthel Lane PVT**, as a named private driveway.
- **The southern branch of Berthel**, extending northwesterly from Woekel Circle be renamed **Lilac Lane PVT**, as a named private driveway.

Spring Street Driveway -

The HSC recommends that the private driveway currently serving **17, 19 and 21 Spring Street** be named **Cedar Lane PVT**, a named private driveway.

West Shore Drive –

The **right branch of West Shore Drive** remain **West Shore Drive PVT** and the **left branch** be renamed **Hidden Hollow Drive PVT**.

Westfall/Misty/Wyndridge/Greenmeadow/Lynwood –

- **Westfall Road South** be renamed **Turtle Crossing Road**;
- The loop road currently called **Westfall Road North and Misty Lane** be renamed **Westfall Road** for its entire length.
- The short portion of **Misty Lane** that connects the two sections of this loop road will **remain Misty Lane**;
- The loop Road currently named both **Wyndridge Circle and Greenmeadow Drive** be renamed **Wyndridge Circle Road** for its entirety; (*changed to Wyndridge Circle during BOS 7/22/2014 meeting*)
- **Lynwood Lane** should **remain** as such

Garland Lane-

Garland Lane be renamed **Pasture Lane**.

Webster Ave Ext. –

Webster Drive Extension be renamed **Azalea Lane PVT**, a named private driveway

Old Lawrence Road –

- **Old Lawrence Road** to be renamed **Briar Wood Road**;
- Apartment complex at end of this road to be a named **Kirlan Place PVT**, a named private driveway

Brookview Drive Extension –

Brookview Drive Extension to be named **Buckeye Drive**.

Gumpas Hill Road / Seavy –

- **Gumpas Hill Road** to **remain so named** all the way to the Fisher property where it becomes gravel and where the road name should change to **Seavy Road PVT** and signed accordingly as a named private driveway;
- The driveway to the southeast of Gumpas Hill Road to be named **Whitetail Lane PVT**, a named private driveway;
- The **class VI portion of Gumpas Hill Road** that follows the path of the cell tower access road to a point where it departs the access road in a westerly direction be renamed **Tower Hill Road** for its full length to the point where it meets the Hudson, NH boundary. There are no structures.

Arlene Drive Extension –

Drop “EXT” and resume Arlene Drive as the road name

Atwood Road Extension -

Rename as **Peaceful Drive**. There are no residents impacted, only the Atwood Cemetery.

419 Respectfully submitted,
420 The Pelham Highway Safety Committee