

1 **NOT APPROVED**
2 TOWN OF PELHAM
3 BOARD OF SELECTMEN MEETING
4 MINUTES
5 July 29, 2014

6
7 **CALL TO ORDER** - approximately 6:30PM
8

PRESENT: Mr. Edmund Gleason, Mr. William McDevitt, Mr. Doug Viger, Mr. Hal Lynde,
Town Administrator Brian McCarthy

ABSENT: Mr. Robert Haverty

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10 **PLEDGE OF ALLEGIANCE**

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12 **MINUTES REVIEW**
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MOTION: (Lynde/McDevitt) To approve the July 15, 2014 meeting minutes as amended.

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

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15 **OPEN FORUM**
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17 None.

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19 **2015 BUDGET REVIEW**
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21 Finance Director Cindy Kelley came forward to assist with the budget review.

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23 **Cable** – presented by Cable Coordinator Jim Greenwood
24 2015 Budget request: \$105,552, constituting a 6% increase over last year.
25 2014 Operating Budget: \$99,571.
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27 *Salaries* – Contractual/longevity increases. Increase for Advanced Technician who has been with the
28 department for six years and provides additional assistance as well as editing. Increase for Sherburne
29 Hall support based on additional performances.
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31 *Expenses* - Increase for the addition of PEG Central Online Storage. Mr. Greenwood discussed the
32 playback and archive process. The current system originally cost \$7,000/each in 2005; they had a
33 five year warranty and were now nearly ten years old. Cost of three replacement units (with trade in)
34 is \$3,500/each and will be paid out of the grant. He also discussed an online Cloud storage service.
35

36 Mr. Gleason was in favor of technology improvements, but felt there should be some cost savings
37 associated with doing so. Mr. Greenwood said there were functions he performed that had started as
38 volunteer efforts and had not been folded into his regular duties. Getting the new system would be
39 cost savings in labor (approximately 5 hours per week), which would allow him to focus on other
40 projects with in his job description. He said even if they didn't proceed with the online storage
41 services, he would be acquiring the playback units.
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43 Mr. McDevitt understood one of the advantages to the online storage would allow people quicker
44 access to material through a URL. Mr. Greenwood said it would be a much easier interface and allow

people to find/download meetings/shows/presentations better. People will be able to navigate through programs with ease.

Mr. Gleason asked if the new programming (from the Cloud) would be included on the new website. Mr. Greenwood answered yes; there would be a link to PTV off the new website where the programming would be located. Mr. Gleason questioned if there would be an annual cost. Mr. Greenwood said there would be a yearly maintenance cost. Mr. Gleason wanted to know if there was a space limitation for usage. Mr. Greenwood replied they would receive 500 hours with an option to upgrade. He noted that program archives (dating back to the 1990's) would still be maintained for public access. Newer programming would stay on the Cloud for a set amount of time, possibly 2-3 years before being moved to the archives. Mr. Gleason asked if the process would interfere with the Town's statutory requirement to maintain documentation. Mr. Lynde didn't believe the Town had a statutory requirement to keep videos. Mr. Greenwood said he maintained the archives for historic purposes. Mr. Gleason questioned what happened to data after the Cloud reached its storage limit. Mr. Greenwood said he would still be downloading all programs into the permanent archives.

Mr. Lynde noted that the Town had an obligation through its cable contract to use money for PEG access. He said the proposed service would benefit the public by having better access. Mr. Greenwood said several surrounding towns were using the same playback system with good results. Mr. Gleason asked if the Town would be receiving more grant money. Mr. Greenwood believed the grant still had approximately \$30,000 and the Town would receive another \$20,000 in 2017 to finish out the current contract. The three proposed playback units would cost approximately \$10,000 in total.

Mr. McDevitt commented that the Town had legal obligations under its cable contract to use 50% of cable revenues for PEG; the remaining 50% is used to offset taxes. The Cable budget was very different than other budgets.

Parks & Recreation – presented by Parks & Recreation Director Brian Johnson

2015 Budget request: \$190,355, constituting a 2.2% increase over last year.

2014 Operating Budget: \$186,171.

Salaries – Increase due in part for contractual obligations. Increase for office coverage and maintenance. Mr. Johnson noted they had high school volunteers that also assisted with maintenance. He didn't know what the department would have done without those volunteers. He explained about the department responsibilities had grown, which made it difficult to maintain focus on job specifics. The additional office coverage would assist in deflecting interruptions by answering the phones and interfacing with the public.

Mr. Gleason asked how the parking fees (collected for the trust fund) at Pelham Veteran's Memorial Park ('PVMP') were used to pay for maintenance at that facility. Mr. Johnson believed there was approximately \$1,600 in the fund collected from beach permits. The trust fund money is used for bigger ticket items within the park. Budgeted maintenance is used towards clearing trails, moving nets, going through the playgrounds and other general maintenance.

The Board continued to review the budget.

Mr. Gleason confirmed that background checks were being done for all employees. Mr. Johnson answered yes. Mr. McCarthy explained that employees under the age of 18 also went through the process, but wouldn't have the same components as those over age 18. Mr. Johnson noted that the

cost of the background checks were covered through the cost of the program they were associated with.

Mr. Gleason asked about the status of the recreation truck. Mr. Johnson said it was sufficient for their needs and hadn't experienced problems. The age of the truck was unknown, but has approximately 94,000 miles.

With regard to vandalism, Mr. McDevitt felt the Board should have a separate conversation about the type of surveillance, security and safety within the parks. Mr. McCarthy believed the goal was to have an internet connection within the parks that would allow for additional surveillance cameras. Mr. Gleason felt the Board should discuss the entire surveillance system to protect Town property.

Mr. McCarthy commended Mr. Johnson and his employees that had assisted in clearing out the back storage area. He said they were a tremendous asset and thanked them for doing an outstanding job.

Planning Department – presented by Planning Director Jeff Gowan
2015 Budget request: \$303,101, constituting a 2.8% increase over last year.
2014 Operating Budget: \$294,773.

Mr. Gleason questioned what generated revenues. Mr. Gowan said they were comprised from issuance of permits, certificates of occupancy, photo copies, inspections and subdivision applications.

Salaries - Increase due to contractual obligations.

Gas & Oil - Decreased to reflect new vehicle usage; final number to be adjusted at reconsideration.

Equipment Repair – Vehicle repairs were reduced because of the department's new vehicle. Mr. Gowan told the Board that the department's copier was quickly failing to work properly. They were unable to find replacement parts. They were unsure if the machine would make it through to next year's budget. Mr. Gowan understood that research was being done to possibly have the Planning Department inherit the copier in the Selectmen's office (owned by the Town), which had all the functions they needed. He believed the Selectmen's office would then be leasing a new machine. He discussed the difference in cost between inheriting the Selectmen's machine versus purchasing a new one for the department. The Selectmen wanted to review back up information and a cost analysis of the scenarios. Mr. McCarthy commented they were still reviewing the numbers and hoped to present information to the Selectmen by the end of the week. Initially it was thought that the Planning Department copier would make it to next year; however, the copier had now taken a turn for the worse. Mr. Gowan said the budget line currently showed a reduction, but wanted the Selectmen to know it would increase based upon whichever scenario they decided.

New Equipment – The car lease payment was moved to Debt Service. Mr. Gowan wanted to confirm that the figure was reflected in the default budget.

Miscellaneous (Specials) – Increase for Impact Fee review and Master Plan update. Mr. Gleason believed, based on discussion with Town Counsel, the Town was going to delay anything with impact fees until the outcome of the current litigation. Mr. McDevitt said Mr. Gowan had been raising the issue of some exposure if they didn't ensure they were taking the correct steps. He said remained vague because of the current status. Mr. Gleason asked how many impact fees were currently in place. Mr. Gowan said they presently only had the Senior Impact Fee in place. There were no anticipated impact fees. Mr. Lynde said the taxpayers would be paying for an addition to the high school and questioned if it was covered by impact fees. Mr. Gowan answered no. Mr. Lynde asked if

146 it should be. Mr. Gowan wasn't in favor of having impact fees, but if directed by the Board would
147 bring the subject to the Planning Board. He said the Town would need to pay to have an impact fee
148 established. Mr. Gleason asked if the Senior Impact Fee would be refunded since it was no longer
149 applicable. Mr. Gowan was confident that the monies collected thus far were appropriate and could
150 be legally used to repay a portion of the expenses to improve the Senior Center. Mr. Gleason asked
151 how much was in the impact fee. Mr. Gowan was unsure. Mr. Gleason questioned why they would
152 pay for an impact fee study if there was only one impact with an insignificant amount of money. Mr.
153 Gowan said the study wouldn't be looking at just one impact fee. Mr. McDevitt felt it would be a
154 good idea for the Selectmen to have a non-public discussion about legal exposure. He recalled there
155 had been lengthy discussions with Town Counsel on the subject. He didn't feel it was appropriate to
156 discuss details publicly.

157
158 Mr. Gowan then circulated a copy of the Town's Master Plan created in 2002; having an out of date
159 plan could lead to exposure. He read a portion of RSA 674:3,2, which advises an update every 5-10
160 years; the current plan is beyond that timeframe. He said there was case law of communities not
161 updating their plan and experiencing unanticipated consequences. He was concerned with the
162 exposure of the plan giving the ability to appeal any land use decision. Mr. Gowan said the Master
163 Plan wasn't a document that was needed only by the Planning Department. He said the Town needed
164 the Master Plan, because it was a foundation document that everything done within the Town should
165 be built. Mr. McDevitt suggested that the NH Municipal Association may be able to inform about the
166 statutory requirements and exposure. Mr. Gowan said he would speak with NHMA and get back to
167 the Selectmen.

168
169 **Emergency Management** – presented by Fire Chief James Midgley

170 2015 Budget request: \$8,108, constituting a 0.1% decrease below last year.

171 2014 Operating Budget: \$8,976.

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173 *Telephone* – Decrease from Verizon Hot Spots being moved (for simplicity) to the Fire Department
174 budget.

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176 **Fire Department** – presented by Fire Chief James Midgley

177 2015 Budget request: \$1,976,635, constituting a 4% increase over last year.

178 2014 Operating Budget: \$1,899,303.

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180 Chief Midgley called the Board's attention to his current budget; the department was hit with
181 numerous injuries and had two more about to hit. He said the lines for equipment and supplies were
182 under expended because he needed them for salaries.

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184 *Salaries* - Increase due to contractual obligations. Line for Deputy Chief (part time-24hrs per
185 week/no benefits) to offer administrative assistance. Backup information provided. The Fire
186 Department has always had a Deputy Chief position on the call fire fighter list; this list will be
187 realigned to accommodate and redefine the existing position. He discussed the difficulty with
188 increasing the call firefighter list and how the Deputy position would be available during the day
189 when there were emergency calls. The Board discussed the position. Mr. Gleason said there had to be
190 more administrative support for the Chief to address the expanding responsibilities. It was also noted
191 there were five firefighters that were up for a change in classification, which was included in the
192 contract.

193
194 *Medical Education* - There are revolving training costs; this year will cover Paramedic refreshers.

Ambulance Supplies - Increase for medications because they were due to expire. The increase was due to supply costs, not an increase in call volumes.

Fire Supplies – Minor increase for turn out gear due to purchase of additional set. Chief Midgley discussed the importance of having turn out gear tested. Under contract the department is required to supply two sets of compliant turn out gear per individual.

Computer Supplies – Increase to line associated with two printers; one located in Manager's office the other located in duty crew office, which handles all daily reports.

Telephone - Increase to New Horizons & EarthLink based on actual use. Increase to Verizon Modems because hot spot units were moved from Emergency Management budget.

Fire Apparatus - Increase for repairs. Also Engine 3 will have a backup camera installed, which will provide safety for vehicle operator.

Radio Maintenance - Decrease for portable radio batteries due to being an off year, this line has a rotational increase during years.

Self-Contained Breathing Apparatus (SCBA) – Rotating budget line; approximately twenty tanks will need replacing in 2017-2018 budget year.

Equipment Rental – Increase to hydrant fees dictated by Pennichuck Water. Mr. McDevitt asked if anyone benefitted in their homeowner's insurance by having a hydrant near their home. Chief Midgley answered yes. Homes located within 1,000 feet of a hydrant or within 1,000 feet of a 30,000 gallon cistern could qualify for Rating 5 on their insurance.

Ambulance New Equipment - Increase for a Stryker Electric stretcher; backup information provided. The stretcher will be put on the primary ambulance. If it works out well, the will come back at a later date for a second unit.

New Equipment – Chief Midgley discussed the requested equipment, one item was a replacement for the original 'jaws of life'.

The Selectmen thanked Chief Midgley for reviewing the Fire Department budget.

Retirement – presented by Finance Director Cindy Kelley
Placeholder – Level funded until final number is received.

Mr. Lynde asked if the Town received reimbursement for the gas tax. Ms. Kelley answered yes.

Mr. Gleason discussed the schedule for the upcoming budget review.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. Viger stepped away.

Mr. Gleason told the Board he received a request from Fire Chief James Midgley that the Board write off the 2014 Ambulance fees of \$11,662.59. He said the Board had a lengthy discussion in the past. He recommended they sign-off on the amount.

MOTION: (McDevitt/Lynde) To adopt the Fire Chief's recommendation and write off the amount of \$11,662.59.

VOTE: (3-0-0) The motion carried.

In anticipation of the repairs to the roof, the provisions under the capital reserve for emergency repairs, the Board is obligated to hold a public hearing, which has been scheduled for August 12, 2014. At that the time the Selectmen will vote to expend approximately \$80,000 for the municipal building.

Mr. McDevitt had no report.

Mr. Viger returned.

Mr. Lynde reported that the next Concert on the Village Green would be August 6th beginning at 6pm.

Mr. McCarthy reported Gaftch had started the project of replacing (oil) spill buckets. It was found that originally the spill buckets weren't properly installed, therefore additional parts are needed to correct the situation. There was no way to anticipate the problem until the initial work was done. An additional \$2,000 will be needed to complete the project. Mr. Gleason noted that the work needed to be done to comply with the Department of Environmental Services. He said the additional funds will need to be taken from the Town Buildings budget.

Mr. McCarthy told the Board that the phone RFP had gone out. He then informed he would meet with Building Inspector Roland Soucy and Rondeau with respect to the roof project (at the Municipal Building). He said authorization was given to Boyden Landscaping to move forward with installing the irrigation system at the Fire Department. The final phase of planting bushes and vegetation will occur at the new fire station. The goal was to wrap up the fire station project within the next few weeks.

Mr. Gleason informed that a round table discussion was held with Senator Jeanne Shaheen. He said Senator Shaheen was going to propose a major piece of legislation (\$5.5 billion for the country) called The Safe Bridges Act. If legislation passed, the State of New Hampshire would receive approximately \$30 million toward bridge repair and replacement. It was brought to Senator Shaheen's attention that Pelham had three bridges within the Town, two of which were red-listed.

Mr. Gleason said earlier in the day there was a general walk through of the roundabouts with the general contractors, State and various Town departments involved. Continental has basically concluded their activity. There are a few minor items remaining that will be wrapped up. There was a brief discussion regarding the Japanese Knot Weed located near Lyons Park and the former Fire Station. There is a chemical that can be sprayed onto the bushes to kill it versus trying to cut it down, which could lead to the bush spreading. Mr. McCarthy said he would get a quote for the cost of the chemical and report back to the Board.

REQUEST FOR NON-PUBLIC SESSION

MOTION: (McDevitt/Viger) Request for a non-public session per RSA 91-A:3,II, e (Consideration or negotiation of pending claims or litigation)

ROLL

CALL: Mr. Gleason-Yes; Mr. McDevitt-Yes; Mr. Viger-Yes; Mr. Lynde-Yes

290 It was noted that when the Board returned, after the non-public session, the Board would not take any
291 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
292 meeting. The Board entered into a non-public session at approximately 8:55pm.

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294 The Board returned to public session at approximately 9:25pm.

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

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

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297 **ADJOURNMENT**

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

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

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300 The meeting was adjourned at approximately 9:25pm.

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Respectfully submitted,
Charity A. Landry
Recording Secretary