

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
August 5, 2014
APPROVED – August 19, 2014

CALL TO ORDER - approximately 6:30PM

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

ABSENT: None

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

MOTION: (McDevitt/Haverty) To approve the July 22, 2014 meeting minutes as amended.

VOTE: (3-0-1) The motion carried. Mr. Viger abstained (he was not in attendance at the meeting being reviewed)

Mr. Lynde arrived.

ANNOUNCEMENTS

- 2014 September State Primary and November Biennial or General Elections of 2014 will be held at Memorial School, 59 Marsh Road, Pelham, NH;
- 2015 March Town Meeting to be held at Pelham High School, 81 Marsh Road, Pelham, NH;
- Town Beach at Pelham Veteran's Memorial Park has been closed as a precaution. There appears to be a potential of cyanobacteria visible on the pond. This is a common problem with NH ponds and lakes. The State has been informed and will be testing our water later this week.
- Congratulations to the Town Clerk's office who was awarded a fiscal year 2014-2015 Moose License Plate Conservation Grant in the amount of \$7,624 for the conservation project – restoration of Town records phase one covering the period of 1816-1891.

OPEN FORUM

None.

2015 BUDGET REVIEW

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

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

2015 Budget request: \$2,576,927, constituting a 2% increase over last year.

2014 Operating Budget: \$2,530,778.

It was noted that the increase was virtually all contractual. Also cruisers were moved from the police budget to Debt Service.

Salaries – Increase for year one contractual obligations that included an incentive dollar figure to move employees away from JW insurance plan over to a managed care plan. This is a one-year only incentive that will show a cost savings in later years of approximately \$300,000. Also there has been a reorganization of the department with the loss of two lieutenants. The department's structure represents a cost savings by having one Captain and one Lieutenant. Slight increase to crossing guard salaries based on the regional pay rate and the fact that the position hadn't received a raise in several years. Chief Roark noted 50% of the increase to salaries was the medical benefits stipend.

Salaries: Training - Decrease for taser training and baton recertification, which occur every other year; cost will be added back in for FY2016. Mr. Viger asked if the department was managing okay without having a K-9 Unit. Chief Roark said they discussed the K-9 Unit. He would like to formulate a warrant article for the K-9 Unit that explained the need and expense. This would give them an idea of whether or not the Town would support it. It would not be a new position; a patrol officer could be reassigned. He said there would be associated costs for having the K-9 Unit and if desired, he would provide the cost break down for the Board. Mr. Haverty asked how the K-9 was initially funded. Chief Roark said originally the K-9 was funded completely through donations and eventually adopted into the budget. He said at the time the K-9 officer left the department, they 'tabled' the position, but left the line items as placeholders. Mr. Gleason suggested that Chief Roark and Town Administrator McCarthy work together and submit a cost breakdown and information to the Board at a later date for discussion. Chief Roark wanted to be clear that the addition of a K-9 Unit would not necessitate adding a police officer.

Supplies, Telephones - Based on actuals for running the department.

Gas, Oil, etc - Based on gallons used, not price. Mr. Gleason asked how the new vehicles would compare to existing fleet. Chief Roark explained that Chevrolet had extended the police package Impalas for one more year. The department will lease the same vehicles they currently use, therefore the mileage should remain consistent. He noted the Impala was the most economical police package sold.

Equipment Repairs – Increase for new copier contract/lease. Mr. McDevitt questioned why there was no dollar amount listed for dash camera service contract. Chief Roark responded all dash cameras were replaced and under warranty.

New Equipment – Cruisers were moved from Police budget into Debt Service. Mr. Viger suggested keeping the line item for cruisers and cross-reference where the amount was now located, which would allow for tracking.

Chief Roark called attention to the budget line for Watch Guard Cruiser Video, Patrol PC Cruiser Motorola's, and Motorola Radios. He provided a copy of the Selectmen meeting minutes of August 14, 2012 during which the Board discussed the immediate replacement of those items because they were failing to operate. During that meeting (August, 2012) the Board made a motion 1) to lease the cruiser computers for five years charging the first three years to the FEMA account, 2) lease the cruiser cameras for five years charging the first three years to the FEMA account, and 3) lease the portable radios for five years charging the total cost to the FEMA account. Chief Roark understood that other items have since taken priority in the FEMA account. He proposed adding the items into the operating budget as follows: Year 3 of the Motorola radios (portable radios), and Year 3,4 & 5 of

the Watch Guard Cruiser Video (cruiser cameras) and Patrol PC Cruiser Motorola's (cruiser computers).

Mr. McDevitt asked how much was currently in the FEMA account. Ms. Kelley explained that the FEMA account previously had \$79,000; however after reimbursing the Police Department for their 2014 expenditure the account was reduced to \$49,000. The Selectmen discussed how to direct the Chief. There was a consensus to fulfill the obligation as voted during the August 14, 2012 meeting, which was to encumber money from the FEMA account (during 2015) for the items listed under new equipment as discussed. Mr. Lynde noted that the Budget Committee should be informed how those items were being funded. Chief Roark will explain to the Budget Committee that the items would be funded through the operating budget in 2016.

Expenses - Chief Roark explained the CALEA line had been decreased because the department intended to apply to begin the process this fall on their accreditation.

Chief Roark stated the department's budget didn't come in with anything new. He said because they had the new contract he felt it was important for their budget to come in lean. He said they put the radio console in dispatch into the Capital Improvement Plan as a priority. The console is reaching the end of its lifespan; they are having repair issues and parts aren't being supported. Motorola and the service provider have informed that they would not support the console beginning in 2018. The Board was provided with back up information and a cost breakout for leasing options. Because the system was failing, it was a priority to take care of sooner, rather than later. The cost to install a new radio system and console would be approximately \$110,000. The system would have a life span of approximately 10-15 years; Chief suggested a 5-year lease.

Mr. Lynde questioned if the equipment would last until 2018. Chief Roark believed it would fail. Mr. Viger recalled the Board discussing the equipment last year and asking the Chief to defer action for a year. Chief Roark said that was correct. He reiterated when parts fail on the unit, they weren't available on the shelf, and had to be taken from old consoles that had been turned in. Motorola was not interested in replacing parts on old machines. Mr. Gleason called the Board's attention to the meeting minutes of August 13, 2013 during which the Selectmen had a lengthy discussion regarding the console. He said at that time there was a consensus to not have it in a warrant article because of the 'no means no' law and put off further discussion until 2014. He didn't want to wait for a disaster to happen and felt it should be included in the proposed budget. He believed the cost was well worth maintaining the level of service.

Mr. McCarthy recalled there had been failing components of the console earlier in the year. Chief Roark said they replaced pieces and components as they failed. He explained there were two consoles in dispatch; console one was the main console used in dispatch because it had closed caption televisions and internet. Console two was secondary and typically used during major events. They switch between the two when repairs are made. He described the dispatch center and explained that it dispatched, Police, Fire and emergency medical services. It is the one communication center in the Town; 911 calls all go through dispatch.

Mr. Gleason asked the Board how they wanted to proceed. Mr. McDevitt felt it should be put into the budget. He said the consequences of the system failing was overwhelming. Mr. Lynde questioned if one of the consoles could be replaced now and have the other replaced later on. Chief Roark said he could research the ability of doing only one, but felt there may be a problem with doing so because the new technology may not properly communicate with the older console. Mr. Lynde asked if a new machine would affect how the operators worked. Chief Roark believed what the dispatchers viewed

would remain the same; however, the communication of the console to the server and to the repeaters would change.

Mr. Haverty felt because of the life safety aspect, both consoles should be replaced now through a lease. He said system failure would be catastrophic. Mr. Viger agreed that the console should be replaced now.

The Selectmen discussed the lease options and figures provided. Mr. McDevitt said he would like to know the interest cost between the leasing options. There was a consensus of the Selectmen to put the console in the Debt Service budget with a three-year lease. The Police budget will maintain a budget line listing the item, with a cross-reference note indicating funding for the console will be located in the Debt Service budget. Chief Roark will present the console during budget review with the Budget Committee. For the time being he will leave the item in the CIP. He said the animal shelter is also in CIP as a place keeper.

Mr. Gleason commended Chief Roark for his budget preparation, which showed he took steps to reduce costs. Chief Roark felt it was important to try to maintain the budget given that the new contract was approved for the present budget season.

OTHER BUSINESS

Board of Selectmen Vote on Amount to Expend from the Town Building Emergency Repair Capital Reserve Fund, as the Designated Agents to Expend, for the Roof Repair to the Municipal Building as Stated at the April 25, 2014 Public Hearing

- Amount to repair roof, per RFP is \$80,360 from Rondeau Exterior Contracting, LLC.

Mr. Gleason said it was brought to his attention that the Selectmen held a public hearing on April 15, 2014; therefore, they have satisfied the requirements of the warrant article that initiated the capital reserve fund. He asked the Selectmen if they were ready to discuss the cost and the vendor selected to do the repairs.

Mr. McCarthy said the Building Inspector Roland Soucy had received the contractual information and was reviewing it to ensure all numbers and stipulations were in place prior to work commencing. It was noted that Rondeau was the recommended vendor for the job and the Selectmen had voted (July 22, 2014) to allow them to proceed. At a previous meeting there was a question about Rondeau submitting a scope of work. Mr. Viger called attention to the fact that Rondeau had put the scope together for the Town's RFP and therefore understood what they were bidding on.

Mr. Gleason stated that the Selectmen had satisfied the requirements of the Capital Reserve Fund and the warrant article. He said Mr. McCarthy was authorized to proceed and asked that he inform the Trustees of the Trust Fund how much money would be debited from the account.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. Lynde noted that the next concert on the Village Green would be the classic car show held August 6th. Mr. McDevitt asked that Mr. McCarthy speak to the Police Department about a possible increase in traffic/parking. Mr. McCarthy will speak with Police Chief Roark and ensure any situation would be accommodated.

Mr. Lynde asked if the Board had a designated liaison to the School. Mr. Haverty said the Board had offered a liaison to the School, but they never took the Board up on it. Mr. Lynde volunteered to be

the liaison. There were no objections. Mr. Lynde said the school would be providing monthly reports on the progress of the Pelham High School building project.

Mr. McCarthy provided the following updates:

- Restructure of rock wall in front of Village Green completed by Boyden Landscaping;
- Gaftech project completed in regard to the oil spill buckets – Fire Chief Midgley has taken photographs and provided appropriate information to Department of Environmental Services;
- Vegetation plantings at fire station will be completed;
- Fire Station sprinkler system (where vegetation is being installed) will be completed;
- Awaiting response from Swamp Inc. regarding Japanese Knot Weed at old fire station.

Mr. Gleason noted that Planning Director Jeff Gowan was coordinating an official opening of roundabouts. Information forthcoming.

ADJOURNMENT

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

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

The meeting was adjourned at approximately 7:54pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary