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**APPROVED**  
TOWN OF PELHAM  
BOARD OF SELECTMEN MEETING  
MINUTES  
August 19, 2014  
APPROVED – September 16, 2014

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**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:** (Lynde/McDevitt) To approve the August 5, 2014 meeting minutes as amended.

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

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The non-public meeting minutes of August 5, 2014 were available for Selectmen review/approval.

**ANNOUNCEMENTS**

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Mr. Gleason informed that Eastern Equine Encephalitis ('EEE') was detected in Londonderry, NH.

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Mr. McCarthy reported in an effort to be proactive due to the recent discovery of EEE in Londonderry, on Monday, August 25, 2014 beginning at 7am Swamp, Inc. will take precautionary spraying measures in the following areas/days:

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Monday, August 25, 2014 – beginning at 7AM

Muldoon Park

Lyons Park

Village Green

Newcomb Field

All Raymond Park Fields & at Lodge

Pelham Veterans Memorial Park

Cemetery

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Tuesday, August 26, 2014 - beginning at 7AM

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All School Fields: Pelham Elementary School, Pelham Memorial School & Pelham High School

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Mr. Gleason noted that the Health Officer advises residents to take preventative measures to avoid mosquito bites by wearing protective clothing, insect repellants and reducing environmental mosquito populations. Vaccines are not available for human use.

44 Mr. Gleason reminded residents that the New Hampshire State Primary would be held September 9,  
45 2014 at Pelham Memorial School between the hours of 7AM-8PM. The General Election will be  
46 held November 4, 2014 at Pelham Memorial School between the hours of 7AM-8PM.

47

48 **PUBLIC HEARING: To accept the Donation of Two Flat Screen TV's, Mounting and**  
49 **Installation at Pelham Veteran's Memorial Park to Parks & Recreation with a value (to include**  
50 **labor & installation) of Approximately \$1,400 by Budget Theater 4U, Owner Jamie Correa**

51

52 Parks & Recreation Director Brian Johnson came forward for the discussion. He told the Board that  
53 Mr. Correa had younger children that were involved in a lot of the Parks & Recreation programs. He  
54 noticed that the summer camp had old box televisions and offered to donate two flat screen  
55 televisions. Mr. Johnson was grateful for the donation.

56

57 There was no public input.

58

59 The Board was unsure if there was a provision that required them to conduct a public hearing and  
60 wait one week before taking further action. Mr. Lynde believed the provision could be waived. He  
61 made the following motion.

62

**MOTION:** (Lynde/McDevitt) To waive the requirement (if applicable) of waiting a week to  
take a vote.

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

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**MOTION:** (Lynde/McDevitt) To gratefully accept the donation of two flat screen television to  
Parks & Recreation by Budget Theater 4U.

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

64

65 Mr. Gleason asked Mr. Johnson to express to Mr. Correa on behalf of the Board and Townspeople  
66 that his generosity was appreciated.

67

68 **OPEN FORUM**

69

70 None.

71

72 **APPOINTMENT(S)**

73

74 **Brian Johnson, CPRP - Parks & Recreation Director**

75

- Update on Raymond Park Facility
- Muldoon Football Field Dedication to Andy Vanti

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77

78 Mr. Johnson said there had been discussions regarding the Raymond Park Facility for some time.  
79 They had gone through the process of getting bids and realized what they wanted was much more  
80 than what they could afford. He said a meeting was conducted with the representatives of the  
81 programs who used the fields; they unanimously agreed storage was the number one priority. They  
82 decided upon a 20ft.x28ft. structure that would be built into the side of the hill. The structure will  
83 have a standard door and garage door in front for easy access. Mr. Johnson said he got one bid from  
84 Zelonis Excavation for \$36,000, who had done work at the Pelham Veteran's Memorial Park  
85 ('PVMP') playground. The bid included site preparation work, excavation, pouring concrete and up

86 to the point of having the roof on the structure. The bid didn't include a cost for a railing on top of  
87 the structure. The top of the structure (top of the hill) would have picnic tables and be used by  
88 people for viewing. Mr. Johnson said he got bids from Lakeside Dock & Fence and Pelham Building  
89 Supply. He estimated the total project would cost approximately \$42,000, which would be paid for  
90 out of program fees and money raised from Lacrosse and travel soccer.

91

92 Mr. Lynde asked how they went out for bids. Mr. Johnson said it wouldn't be taxpayer dollars and  
93 questioned if there was a formal bid process for those instances. He explained that he obtained the  
94 cost for the project and was seeking the Board's input for how they wanted him to proceed. Mr.  
95 Lynde asked if the plans were detailed enough to get bids. Mr. Johnson believed that the proposed  
96 structure was basic enough to not required detailed plans.

97

98 Mr. McDevitt believed they had an obligation to put out bids and follow the process given the size of  
99 the project.

100

101 Mr. Gleason was concerned about the safety of the viewing area. He said the Town would be liable  
102 if anything happened. He would like to see specifications for the building composition, roof  
103 structure, etc. He said there had to be sufficient detail that would allow a structure to be constructed  
104 that was safe and wouldn't subject the Town to future liability. He suggested obtaining outside input  
105 (possibly from the Building Inspector) that addressed the issues, specifically the issue of structural  
106 integrity.

107

108 Mr. Johnson said he would coordinate the project process with Mr. McCarthy.

109

110 Mr. Johnson discussed the Muldoon Football Field Dedication. He told the Board that Andy Vanti,  
111 who had over twenty-five years of volunteering with the Pelham Razorbacks, had decided to retire.  
112 Some of the Razorback parents suggested dedicating the football field to Mr. Vanti, which Mr.  
113 Johnson felt was a great idea. He said they would follow the same rules as they did with the Bob  
114 Blinn dedication and use the same type of sign. The sign would be put along the fencing behind the  
115 goal post so it would be visible to everyone coming into the park.

116

117 Mr. Gleason recalled the subject being brought up earlier in the year during non-public and had  
118 tentatively approved the dedication because of Mr. Vanti's strong contribution to the Town and years  
119 of service to the youth. He said the Board could formalize a decision, as long as requirements of the  
120 park were followed. Mr. Johnson said there would be a dedication ceremony, Saturday, August 23<sup>rd</sup>  
121 at 5:00pm during the Razorbacks kick-off.

**MOTION:** (McDevitt/Lynde) To approve the naming of the football field in honor of Andy Vanti, who had contributed years of service.

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

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128 **2015 Town Budget Review and Possible Vote**

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

131

132 Mr. Gleason provided the Board with a spread sheet that detailed the 2014 Operating Budget, the  
133 default for 2015 and the requested budget for 2015 plus the associated increase/decrease.  
134

135 Mr. Viger confirmed that the spread sheet reflected the most recent changes. Mr. Gleason answered  
136 yes. The new Town budget is \$13,880,231, representing an increase of 2.9% (not including the  
137 impact from warrant articles, or the pending notification of New Hampshire Retirement, Insurance or  
138 gasoline). The overall default budget is down by .3% which is associated with the Debt Service  
139 reduction. Using the new Town assessment the tax rate would be increased approximately \$.28.  
140

141 Mr. Lynde asked if the Selectmen could recognize the 2015 department request amount as the number  
142 on the floor for consideration and only make a motion if that number was to be changed. There was  
143 no objection to following the suggested procedure.  
144

145 Assessing - \$152,184

**MOTION:** To approve \$152,184 as the 2015 Assessing budget.

**VOTE:** (5-0-0) The motion carried.  
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148 Budget Committee - \$4,180

**MOTION:** To approve \$4,180 as the 2015 Budget Committee budget.

**VOTE:** (5-0-0) The motion carried.  
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151 Cable - \$105,552

**MOTION:** To approve \$105,552 as the 2015 Cable budget.

**VOTE:** (5-0-0) The motion carried.  
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154 Cemetery - \$142,826

155 The Selectmen don't vote. The budget is under the purview of the Cemetery Trustees.  
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158 Conservation Commission - \$3,747

**MOTION:** To approve \$3,747 as the 2015 Conservation Commission budget.

**VOTE:** (5-0-0) The motion carried.  
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161 Debt Service – Interest - \$127,491

**MOTION:** To approve \$127,491 as the 2015 Debt Service -Interest budget.

**VOTE:** (5-0-0) The motion carried.  
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Debt Service – Principal - \$687,180

**MOTION:** To approve \$687,180 as the 2015 Debt Service-Principal budget.

**VOTE:** (5-0-0) The motion carried.  
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Elections - \$9,465

**MOTION:** To approve \$9,465 as the 2015 Elections budget.

**VOTE:** (5-0-0) The motion carried.  
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Emergency Management - \$8,108

**MOTION:** To approve \$8,108 as the 2015 Emergency Management budget.

**VOTE:** (5-0-0) The motion carried.  
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Fire Department - \$1,976,636

Mr. Viger suggested amending the budget to remove the stretcher (\$19,669) under new equipment and reduce the call fire department budget by \$26,208 to reflect the salary for the part time Deputy Fire Chief. He said the Deputy Chief salary would be absorbed out of the call fire fighter salary line. He would also like to remove the Stryker stretcher. The new 2015 Fire Department budget would total \$1,930,759, which would drop the growth to 1.7%. Mr. Gleason said the idea of taking the salary out of the call fire department was to show that the Deputy Fire Chief was not a new position. The department was restructuring to get the deputy more active and fund the position out of existing budgets. His impression was that the stretcher wasn't a necessity. He noted there was a potential increase coming because of the fire union contracts.

Mr. Lynde said the call fire department was driven by need. Mr. Viger said he also struggled with that fact. He recalled the Fire Chief indicating it had been increasingly difficult to get people to show up making the call department not as effective as it had been. He said he didn't want to diminish their effectiveness, but at the same time felt the department should absorb the effectiveness by having a part time Deputy Fire Chief. Mr. Lynde wanted people training to be a call fire fighter to know they were an important part of the Fire Department.

Mr. Lynde recalled that the request for the stretcher would assist the department in getting people into the ambulance. He said having the stretcher seemed like a good idea and may save the department from injury or disability.

Mr. Viger explained his thought was that the union contract didn't pass last year and he didn't feel there would be a good chance in having it pass this year if the budget showed a lot of growth. His rational was to absorb the cost of having the Deputy Chief and possibly reduce the budget to give the union contract a chance. Mr. Gleason didn't want to give the impression that the department was adding a new position. By funding the position within the budget it gives the argument that they are reorganizing for efficiency as well as showing a cost savings. Mr. Viger noted they had a bottom line budget, so if the call department needed money the Chief could adjust accordingly.

**MOTION:** (Viger/Haverty) To amend the 2015 Fire Department budget to eliminate a total of \$45,877 representing a reduction of \$26,208 from the call fire department salaries (account 130) and to eliminate \$19,669 from the new equipment line (560 account) for the Stryker stretcher.

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

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**MOTION:** (McDevitt/Viger) To approve \$1,930,759 as the 2015 Fire Department budget.

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

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Health Officer - \$43,766

**MOTION:** To approve \$43,766 as the 2015 Health Officer budget.

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

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Health Services - \$59,175

212 Mr. McDevitt recalled the Finance Director making a recommendation to remove \$500 from the  
213 Salvation Army because they didn't provide direct services. He made a motion to reduce the Health  
214 Services budget by \$500 and amend the budget to \$58,675. Mr. Viger offered a friendly amendment  
215 to add the \$500 to the Pelham Food Pantry. He felt the Food Pantry affected more residents than any  
216 other provider.  
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**MOTION:** (McDevitt/Haverty) To remove \$500 from the Salvation Army line.

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

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**MOTION:** (Haverty/Viger) To add \$500 to the Pelham Food Pantry at St. Patrick's budget.

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

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**MOTION:** To approve \$59,175 as the 2015 Health Services budget.

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

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Highway - \$1,401,460

226 Mr. McDevitt recalled there may be a possibility of reducing the equipment repair line by \$9,500 with  
227 the acquisition of a new truck. Mr. Gleason believed the Board asked the Highway Road Agent if the  
228 repair line could be reduced and he responded it couldn't be because the repair rate was up.  
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**MOTION:** To approve \$1,401,460 as the 2015 Highway budget.

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

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Human Services - \$86,480

**MOTION:** To approve \$86,480 as the 2015 Human Services budget.

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

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237 Insurance - \$2,240,341

238 It was understood that the proposed budget was a placeholder until actual numbers were received.

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**MOTION:** To approve \$2,240,341 as the 2015 Insurance budget.

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

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242 Legal - \$100,000

**MOTION:** To approve \$100,000 as the 2015 Legal budget.

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

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245 Library - \$272,643

246 The Selectmen don't vote. The budget is under the purview of the Library Trustees.

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249 Parks & Recreation - \$190,355

**MOTION:** To approve \$190,355 as the 2015 Parks & Recreation budget.

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

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252 Planning Department- \$303,101

253 Mr. Gleason made a motion to delete \$2,500 for Impact Fee Review. He felt if impact fees were  
254 critical the cost should come from the present budget rather than from next year's budget. He also  
255 asked the Board if they would consider deferring \$10,000 for the Master Plan Update until there was  
256 clarification of what is required. The revised budget would be \$290,601. Mr. McDevitt seconded the  
257 motion for discussion.

258

259 Mr. Lynde said he would oppose the motion for two reasons. 1) current project underway that was  
260 eligible for impact fees (of approximately \$1 million dollars), 2) for the impact fee to be meaningful  
261 the Town needs an up to date Master Plan. He felt the investment cost of both was small in  
262 comparison to the help that could be received to pay for the building. Mr. Gleason recalled the  
263 Planning Director telling the Board that he was no longer in favor of impact fees and didn't want to  
264 use them anymore. Mr. Lynde replied they collected money for the elementary school and the fire  
265 station. He also felt they should be collecting money for the high school.

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269 Mr. McDevitt said the Town had a Master Plan and questioned how current it had to be. He was  
270 unsure if the Master Plan was being followed.

271

272 Planning Director Jeff Gowan came forward. He said the Statute was unclear regarding how current  
273 the Master Plan had to be. He learned from the New Hampshire Municipal Association ('NHMA')  
274 that there was case law, but he hadn't received it yet. Mr. Gowan told the Selectmen for the Planning  
275 Board to create an impact fee they would need a consultant to assist. He believed they followed the

276 Master Plan well. He didn't feel the Planning Board would support creating an impact fee for the  
277 high school until the Master Plan was updated. He said if the Selectmen desired an impact fee for the  
278 high school, they could make a formal request to the Planning Board for consideration.  
279

280 Mr. Gleason understood if the Selectmen approved the cost for updating the Master Plan, it wouldn't  
281 be available until the end of the year. Mr. Gowan answered yes; the update would take at least six  
282 months. He noted an impact fee is collected at the time a building permit is issued.  
283

284 Mr. Viger commented there was a lot of development in Town and didn't feel the Board would be  
285 doing their due diligence if they didn't collect an impact fee. He understood the difficulty in  
286 managing the fees, but felt they owed it to the tax payers to collect as much as they could to reduce  
287 the tax rate.  
288

**MOTION:** (Gleason/McDevitt) To reduce the Planning Department budget by \$12,500 making the new budget \$290,601.

**VOTE:** (1-4-0) The motion failed. Mr. Gleason was the affirmative vote. The remainder of the Board voted in opposition.

**MOTION:** To approve \$303,101 as the 2015 Planning Department budget.

**VOTE:** (4-1-0) The motion carried. Mr. Gleason voted no.

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292 Police Department - \$2,547,709

**MOTION:** To approve \$2,547,709 as the 2015 Police Department budget.

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

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295 Retirement - \$1,345,148

296 It was understood that the proposed budget was a placeholder until actual numbers were received.  
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**MOTION:** To approve \$1,345,148 as the 2015 Retirement budget.

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

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302 Selectmen - \$508,980

**MOTION:** To approve \$508,980 as the 2015 Selectmen budget.

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

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304 Mr. McCarthy believed the Board intended to reduce the budget by \$4,500 in salaries.  
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**MOTION:** (McDevitt/Lynde) To reconsider the 2015 Selectmen budget.

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

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Mr. Gleason made a motion to delete the overtime salary of \$4,547 for the Executive Secretary (who had been promoted to the Administrative Assistant). The amended 2015 Selectmen budget would be \$504,433.

**MOTION:** To approve \$504,433 as the 2015 Selectmen budget.

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

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Senior Center - \$101,527

**MOTION:** To approve \$101,527 as the 2015 Senior Center budget.

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

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Town Buildings - \$630,087

Mr. McCarthy noted that proposed projects had been defined and added to the backup information. Mr. McDevitt questioned if there was additional work needed to the Senior Center barn, other than having it painted. Mr. McCarthy told the Board he tasked the Building Inspector to evaluate the structure of the barn. Having done so, he reported back to Mr. McCarthy that the structure of the barn had not changed in ten years. Although it appears a little dilapidated, the building is sound, it has structural integrity and is safe for use. They reviewed the options and determined that in addition to painting the soffits would be sealed to make it more energy efficient and keep bats out.

Mr. Lynde asked if there were any issues with the Library roof. Mr. McCarthy reviewed/evaluated the Library roof with Rondeau Roofing. The items that need to be addressed would be done this year. He understood that there was a maintenance agreement for the municipal building roof and would like to have a similar agreement for all Town buildings to ensure any problems were repaired quickly.

Mr. Lynde asked what was planned for the Historical Society building. Mr. McCarthy met with the President of the Historical Society and prioritized items that needed to be addressed. He planned to take care of the priority items next year and address the remaining items the following year.

**MOTION:** To approve \$630,087 as the 2015 Town Buildings budget.

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

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Town Celebrations - \$9,452

**MOTION:** To approve \$ 9,452 as the 2015 Town Celebrations budget.

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

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Town Clerk/Tax Collector - \$222,267

**MOTION:** To approve \$222,267 as the 2015 Town Clerk/Tax Collector budget.

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

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344 Transfer Station - \$589,319

**MOTION:** To approve \$589,319 as the 2015 Transfer Station budget.

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

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347 Treasurer - \$10,982

**MOTION:** To approve \$10,982 as the 2015 Treasurer budget.

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

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350 Trustees - \$70

**MOTION:** To approve \$70 as the 2015 Trustees budget.

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

351

352 The new 2015 budget request is \$13,829,807, representing a 2.6% increase from last year's budget.

353 This figure would be provided to the Budget Committee.

354

355 **OTHER BUSINESS**

356

357 **Update – Bowley Drive**

358 Mr. McCarthy reported that the Bowley Road project would be delayed. The Wetland Permits were

359 due to be received on August 4<sup>th</sup>, but have now assured they will be received on August 20<sup>th</sup>. Once the

360 permits have been received the project will commence. The September 5<sup>th</sup> completion date will be

361 adjusted accordingly. Mr. McCarthy said once the permits are in hand, he will update notification to

362 residents as directed by the Board.

363

364 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

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366 Mr. Lynde reported that the final concert on the Village Green will be held August 20<sup>th</sup>.

367

368 Mr. Gleason reported that a Flood Study meeting had been conducted. He found it to be a fine

369 example of teamwork. He believed the outcome would enable the Town to have the necessary

370 information by the end of December to formulate and support two warrant articles: 1) full amount for

371 Willow Street Bridge (Town's obligation 20% after State reimbursement); 2) Engineering study for

372 Abbott Bridge. There was further discussion regarding the shared information during the meeting.

373

374 Mr. Lynde noted that the data from the study would allow for a model to be created that would

375 provide information for what would occur during any given storm. He commented that the State was

376 in tune with the fact that the Main Street, Abbott and Willow Street Bridges were one major element

377 that had to work together. Everyone at the meeting recognized the importance of creating additional

378 flow at the Abbott Bridge. Further study will be conducted downstream from Willow Street.

379

380 Mr. Gleason said there was some discussion about the effects on Route 38; the State was well aware

381 of the situation, but didn't think there was anything that could be done to mitigate it at this time. The

382 State is concentrating on Abbott Bridge because they recognize it acts as a dam. Mr. Lynde discussed  
383 the corrective action that was being considered.

384

385 **REQUEST FOR NON-PUBLIC SESSION**

386

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

**ROLL**

**CALL:** Mr. Gleason-Abstained (and will not be participating); Mr. McDevitt-Yes; Mr.  
Viger-Yes; Mr. Lynde-Yes;  
Mr. Haverty-Yes

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388 *Mr. Gleason indicated he would join the Board during non-public for a briefing given by Mr. Viger*  
389 *regarding Insurance, however, he would not remain in non-public session for any other discussion.*

390

391 It was noted that when the Board returned, after the non-public session, the Board would not take any  
392 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the  
393 meeting. The Board entered into a non-public session at approximately 7:59 pm.

394

395 The Board returned to public session at approximately 8:35pm.

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

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

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398 **ADJOURNMENT**

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

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

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401 The meeting was adjourned at approximately 8:35pm.

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Respectfully submitted,  
Charity A. Landry  
Recording Secretary