

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
September 2, 2014
APPROVED – September 16, 2014

CALL TO ORDER - approximately 5:30PM

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

ABSENT: None

REQUEST FOR NON-PUBLIC SESSION(S)

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

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

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 5:30pm.

Mr. Gleason, Mr. Lynde and Mr. McDevitt were present for the vote. Mr. Viger and Mr. Haverty were in the Selectmen's office and joined the Board when they entered into non-public session.

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

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

MOTION: (Lynde/Viger) To approve the August 12, 2014 meeting minutes as amended.

VOTE: (4-0-1) The motion carried. Mr. McDevitt abstained.

ANNOUNCEMENTS

- **State Primary Election – September 9, 2014: 7AM-8PM at Pelham Memorial School**
- **General Election, November 4, 2014: 7AM-8PM at Pelham Memorial School**
- **New Schedule for Bowley Road culvert replacement – Begins Sept. 8th / completion by Oct. 3rd**
- **Old Home Day, Saturday, September 13, 2014**
- **Ground Breaking Ceremony for High School renovation – Friday, September 5, 2014 at 10AM – All public is invited**

Mr. McCarthy outlined the Bowley Road culvert replacement schedule. There was a delay with the wetland permits being issued. They were expected by August 4th; however, they were just issued and were now being reviewed by Keach Nordstrom (Town's engineering review firm). The new completion date is approximated to be October 3rd. Mr. McCarthy said the residents in the area will receive a progress report letter and be kept up to date with information throughout the project.

OPEN FORUM

None.

APPOINTMENT(S)

Introduction of new Code Enforcement Officer, John Lozowski

Planning Director Jeff Gowan introduced the new Code Enforcement Officer John Lozowski. He said from all the applications, Mr. Lozowski stood head and shoulders above the rest in terms of his breadth of experience.

The Selectmen welcomed and congratulated Mr. Lozowski.

Introduction, Swearing-in of new Police Captain Stephen Toom

Police Chief Joseph Roark came forward to introduce the department's new Police Captain Stephen Toom. He discussed his credentials and felt he would be a great asset to the Town. Captain Toom thanked the Chief and the Selectmen for allowing him to work for the Town.

The Board congratulated Captain Toom and welcomed him to Town. Deputy Town Clerk Linda Newcomb came forward to swear-in Captain Toom. After being sworn in, Captain Toom's wife pinned his badge on his uniform. Family, colleges and friends came forward to welcome him to Town.

OTHER BUSINESS

Discussion re: Use of Village Green on Old Home Day for tethered hot air balloon

- RE/MAX would give rides and proceeds go to a local charity

Mr. McCarthy told the Board that he spoke with the New Hampshire Municipal Association ('NHMA') who confirmed that liability would be on the balloon owner, not on the Town.

Mr. Lynde recalled the balloon being on Town property in the past. Mr. Gleason said the question for the Board was if they would be allowed to use the Village Green for the tethered balloon on Old Home Day.

Mr. McDevitt asked if they were still interested in using the Village Green location.

Ms. Jennifer Cote came forward to discuss the request. She is coordinating the balloon with RE/MAX and the Town. In speaking with Tom Seniow of the Old Home Day Committee, a better location may be the area (to the rear of the old fire station) that was half owned by the Town and Congregational Church. Mr. McCarthy noted that the area to the rear of the old fire station was to have a 20ft.x40ft. tent for the 5K race being held in the morning. Mr. McDevitt said there appeared to be a miscommunication. Mr. McCarthy said he spoke with Norman Demers, who was

91 coordinating the 5K race. They were going to have the 5K tent located in the larger grass area to the
92 rear of the location; the tent was being relocated so as to not damage sprinkler heads. He didn't know
93 how long they intended the tent to stay up. Mr. McCarthy was concerned with use of that area for the
94 tethered balloon because it was in close proximity to a residence, and the emergency vehicle access
95 from the municipal complex.

96
97 Ms. Cote discussed the balloon. She said it would be tethered and would reach a height of
98 approximately 150ft. The required land area for the tethered balloon was 150ftx150ft.

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100 There was further discussion regarding which area would be best for the hot air balloon. The areas of
101 the Village Green, Meeting House Park (old fire station) and Lyons Park were considered. Ms. Cote
102 noted that the balloon would operate in the morning hours around the same time as the race (8am-
103 noon).

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105 The Board authorized Mr. McCarthy to contact Tom Seniow and work out the details and location
106 and obtain the proper paperwork and insurance. Mr. McDevitt wanted to ensure that Town Counsel
107 was satisfied with the liability insurance and amount. Mr. Lynde suggested speaking with the Parks
108 & Recreation Director to ensure the Lyons Park area was available.

109
110 **No Hunting signs in Town Parks – Use the following link for Trail maps/conservation sites, etc.**
111 **<http://www.pelhamweb.org/forestry/parkpages>**

112
113 Mr. McCarthy informed that the Parks & Recreation website stated hunting was allowed in Town
114 parks and on Town property under the rules and regulations stipulated by Fish and Game. Mr.
115 McDevitt said the three exceptions were Pelham Veteran's Memorial Park, Muldoon Park and
116 Raymond Park. He recalled the Board voting (several years ago) to ban hunting in those three parks.
117 He suggested they should check to ensure they were in compliance with State Regulations regarding
118 signage.

119
120 Mr. Gleason said the signs should be reviewed/renovated to be in compliance with State law. Mr.
121 McCarthy said he would research to determine if the existing signs were in compliance and arrange
122 for renovated/consistent signs if necessary. Mr. McDevitt volunteered to assist.

123
124 Mr. Haverty reviewed the Parks & Recreation website (under park rules), which listed hunting as a
125 permitted use (in season and following New Hampshire laws, rules & regulations) but didn't
126 differentiate between parks. Mr. McDevitt was pretty sure that the Conservation Commission website
127 prohibited hunting in the three parks being discussed.

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129 Mr. Gleason tasked Mr. McCarthy with: 1) update the website, 2) determine State Regulations (for
130 signs), and 3) implement posting of appropriate signage.

131
132 **Vote on Abbott Bridge Engineering Consultant – Quantum**

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134 Mr. Gleason said it came to the Board's attention that the State had put the Abbott Bridge onto the red
135 list and the Selectmen had to make a decision regarding which consultant to use. Quantum was
136 currently being used to review the Willow Street Bridge and had been very helpful in looking at the
137 entire scope, including the flood study. He understood that the Town needed to designate a
138 consultant for the Abbott Bridge to comply with the State's requirements.

139
140 Planning Director Jeff Gowan came forward for the discussion. He stated Quantum was selected by
141 the Selectmen to do the work on Willow Street Bridge. They have been involved with preliminary

discussions with Nancy Mayville of the New Hampshire Department of Transportation ('DOT') and the Town about potential work on the Abbott Bridge (an additional structure allowing a better flow of water). He explained one of the State's requirements was that the Town go through a consultant selection process to ensure a qualified consultant is hired. The Town can request a waiver to that process. Mr. Gowan drafted a letter for Selectmen review that states why a waiver is being requested. He believed everyone understood the value of having the same consultant working on both bridges. Quantum was selected to work on Willow Street, he said it was logical to keep them involved for the Abbott Bridge to maintain continuity.

Mr. McDevitt made a motion to waive the Board's bidding requirements as it applies to the selection of the (bridge) consultant. Mr. Lynde seconded the motion.

MOTION: (McDevitt/Lynde) To waive the Board's bidding requirements as it applies to the selection of the consultant.

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

Mr. Gleason said the Board needed to make a motion to submit a letter to Nancy Mayville at DOT requesting a waiver from the selection process and to name Quantum as the Town's designated consultant. Mr. Lynde made a motion (as follows) to designate Quantum. Mr. McDevitt seconded the motion.

MOTION: (Lynde/McDevitt) To submit a formal request for a waiver (to the State) to allow Quantum to continue along as the Town's engineering consultant for the Abbott Bridge project as well as the Willow Street (bridge) project and to designate the Board's Chairman as the signee of the waiver request.

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

Planning Director Jeff Gowan – Update of roundabout and Meeting House Park dedication

Mr. Gowan suggested that the Board could formally dedicate/recognize the naming of Meetinghouse Park (location of old fire station). He said an additional granite post (approximately 9ft. in height) had been located and could be erected within the park to display the park's name and any other information. He provided the Board with an information packet containing a depiction of a possible sign (lettering and verbiage), a plot plan noting the area in which the post could be located and a quote (from Signs Now NH) for the sign. He showed a photograph (contained in the Reflections book) of the original Town Hall that was located on the site (built in the decade of 1785-1795 and burned down in 1906). Mr. Gowan reviewed the information provided.

Mr. Gleason asked that the Selectmen discuss what they'd like to do for a ceremony and when it would be done. Mr. Lynde suggested that the proposed signs be matched to other signs in Town, such as the trails on Sherburne Road. Mr. McDevitt suggested having a recognition night during a Selectmen's meeting. Mr. Gleason stated it was important to have a formal public recognition for everyone who was involved with the projects. Mr. Lynde said there may be a problem having the recognition at night if people from DOT, Continental, etc. were going to attend. It may be easier for them to attend during the day. Mr. McDevitt said the Board could have a meeting during the day to recognize everyone.

Mr. Gleason asked that the Board address the lot of land (of the old fire station). There had not been a formal designation for Meetinghouse Park. Mr. McDevitt suggested that an agenda item be

183 scheduled in the event someone objected, or concurred they would have the opportunity to do so.
184 The Board discussed the sign and how it should read. It was agreed that the name 'Meetinghouse
185 Park' should be on both sides of the sign. Mr. Gowan noted that the sign company was creating a
186 composition of the sign to be consistent with the park signs and to show the Board. He will also get
187 'tighter' cost figures for discussion.

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189 Mr. Gleason said he would set a follow up agenda item for September 16th.

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191 **2014 Revenue & Expense Review**

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193 The Board reviewed the expense and revenue reports through the period of July 31st.

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195 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

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197 Mr. McCarthy reported that bids had been unsealed for the phone system. The information will be
198 reviewed by the in-house consultant to determine the most qualified bidder. He told the Board the bid
199 amounts that had been received. Mr. Haverty stated he had not yet reviewed the bids, but would do
200 so. Mr. Gleason noted that the budget was \$40,000. Information is available for Selectmen to
201 review.

202
203 There were no additional reports.

204
205 **ADJOURNMENT**

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

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

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208 The meeting was adjourned at approximately 7:52pm.

209
210 Respectfully submitted,
211 Charity A. Landry
212 Recording Secretary
213