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2 **APPROVED**
3 TOWN OF PELHAM
4 BOARD OF SELECTMEN MEETING
5 MINUTES
6 April 30, 2013
7 APPROVED – May 14, 2013
8

9 CALL TO ORDER – approximately 6:30pm
10

PRESENT: Mr. Edmund Gleason, Mr. William McDevitt, Mr. Doug Viger, Mr. Hal Lynde,
Town Administrator Tom Gaydos

ABSENT: Mr. Robert Haverty
11

12
13 **PLEDGE OF ALLEGIANCE**
14

15 **MINUTES REVIEW**
16

17 **April 16, 2013**

MOTION: (Lynde/Viger) To approve the April 16, 2013 public meeting minutes as
amended.

VOTE: (4-0-0) The motion carried.
18

19 **April 16, 2013 (non-public minutes)** – Mr. Gleason stated that the Selectmen had approved
20 minutes.
21

22 **OPEN FORUM**
23

24 None.
25

26 **APPOINTMENT(S)**
27

28 **Raffle Permit Application: Pelham Square and Compass Club Inc. for May 1, 2013-**
29 **November 9, 2013**
30

31 Raffle tickets would be sold during the period of May 1, 2013 through November 9, 2013.

MOTION: (Lynde/McDevitt) To approve the Raffle Permit Application for the Pelham
Square and Compass Club Inc. for the period of May 1, 2013 through November
9, 2013.

VOTE: (4-0-0) The motion carried.
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33
34 **OTHER BUSINESS**
35

36
37 **Discussion – Sale of Warrant Approved Land**

38
39 Mr. Gleason stated there were two parcels of land the voters authorized the Selectmen to sell. Mr.
40 Gaydos provided suggested approaches to the land being sold. There was a brief discussion
41 regarding how to advertise the sale so it would have broad public exposure. Mr. Gaydos felt if
42 there were advertising costs, there should be a minimum bid to recover those costs. He said the
43 notification would be shown on PTV and the Town website. He asked how long the posting period
44 should be. He also recommended sealed bids, versus having an auctioneer because of their fees.
45 Mr. Gaydos understood that the Selectmen didn't feel a pre-bid meeting was needed.
46

47 Mr. Lynde confirmed that neither lot was buildable. Mr. Gaydos said that was correct; they were
48 both too small. Mr. Lynde felt an advertisement should be done to describe the lots. Mr. Viger
49 asked what the legal obligations were for posting. Mr. Gaydos said the present meeting had been
50 posted and the topic had been discussed several times in public. He believed the only obligation
51 was to make a sincere effort to make sure they got the broadest number. He felt they would meet
52 that threshold if they advertised on the Pelham website, message board and public television. Mr.
53 Viger questioned if there was value in sending the abutters notification that the property was
54 available. Mr. Gaydos said he had already been contacted by the abutters; they brought the parcels
55 to the Town's attention. Mr. McDevitt commented that the parcel's build ability should be left out
56 of the advertisement. He said at the time the parcels were being considered, it was commented that
57 theoretically any lot could be built upon if the Zoning Board granted approval. He said the
58 Selectmen weren't in a position to say someone couldn't build on the parcels. He noted one parcel
59 is very small being only several hundred square feet. The other was approximately a quarter of an
60 acre. Mr. McDevitt said one abutter expressed a specific interest in acquiring one of the parcels to
61 clean it up. He said the advertisement should indicate the parcels would be sold 'as is'.
62

63 Mr. Lynde suggesting drafting the advertisement for Selectmen review and posting it on the
64 website, message board and public television. Mr. Gleason felt the ad should have some
65 distribution within one of the regional newspapers. He felt there should be a policy that bids cover
66 the costs incurred. He also wanted the caveat that the Town reserved the right to reject all bids.
67 Mr. McDevitt suggested obtaining an estimate for advertising costs. Mr. Gaydos told the
68 Selectmen he would draft the announcement and find out what the costs would be. Mr. Gleason
69 suggesting having a 30-day period for accepting bids. Mr. Gaydos asked that the period be
70 extended to 45-days given that the Pelham/Windham newspaper was circulated bi-weekly. The
71 Selectmen had no objection; Mr. Gaydos will proceed.
72

73 **Phone Service RFP**

74

75 Mr. Gleason said the Selectmen had been provided with a draft RFP and modification to such based
76 upon the input of Victor Danevich, Technical Advisor. He said they had received a letter of
77 concern from a local resident (Spaulding Hill Networks). Mr. Gaydos said he turned that letter over
78 to Mr. Danevich who would respond to them. He said if they wanted to bid, they would be able to
79 do so. Mr. Gleason received correspondence from Selectmen Haverty indicating he had no
80 objection to Spaulding Hill Networks either being a consultant to RFP (without bidding) or a bidder
81 (without being a consultant). He believed Mr. Danevich also felt they could bid if they desired.
82 Mr. Gleason said Spaulding Hill Networks raised two issues of concern: 1) Cisco System would not
83 integrate with the Schools; and 2) Town would not be CGIS compliant.
84

85 Mr. Lynde said he had several comments that he would e-mail to everyone.
86

87 Mr. Gleason questioned if Mr. Gaydos had received additional comments from Selectmen Haverty.
88 Mr. Gaydos said Selectmen Haverty indicated that he felt Mr. Danevich made good comments. He

89 said one thing to consider adding was clarification that the RFP was for equipment acquisition and
90 initial installation services only. A contract for ongoing maintenance would be awarded separately.

91
92 Mr. Gaydos discussed the draft RFP and the requirements specified. He noted it was based on the
93 original RFP that was put out.

94
95 Mr. Lynde reviewed the draft and felt further explanation should be given about the system the
96 Town currently used. Mr. Gaydos said rather than having multiple pages about the functions they
97 wanted the phone system to have they listed the specifications desired to determine what was
98 comparable. Mr. Viger said the RFP seemed to categorize everything they were looking for. He
99 said if anyone bidding could come up with a system that could accommodate all the features they
100 could provide a quote. He said an RFQ would reference the system the Town used and list what
101 they wanted so a price for just that could be submitted.

102
103 Mr. Gaydos told the Board that the current system had been moved to the new fire station and was
104 functioning. He said the final item was to make a new connection for the copper wires to connect
105 through the Town Hall so the line from the old fire station could be cut.

106
107 Mr. Gleason commented that Mr. Lynde would meet with Mr. Gaydos to refine the RFP. He
108 confirmed that Spaulding Hill Networks would be contacted relative to whether or not they want to
109 be involved with the bidding or be advisory. Mr. Gaydos said contact had already been made, once
110 they respond to Mr. Danevich they can be asked how they would like to fit into the process. Mr.
111 Gleason also confirmed that Mr. Danevich was working on the CJIS compatibility issue. Mr.
112 Gaydos answered yes. Mr. Gleason questioned if it would have to factor into the RFP. Mr. Gaydos
113 didn't believe that to be the case. Mr. Gleason wanted to know if there would be a quasi-review
114 committee for the RFP process and review of the bids for adequacy. He also wanted to know what
115 role the Board would have in that process. Mr. Gaydos said he would like to take things one step at
116 a time by having Mr. Danevich review the technical items with Mr. Haverty and bring information
117 back to the Board. The Board could decide the process from there and if they wanted to meet with
118 the bidders. Mr. Gleason said he would like to defer the technical aspects to Mr. Danevich along
119 with the input of Mr. Haverty and Mr. Lynde. The Board had no objection.

120
121 Mr. Gaydos said he would speak with Mr. Lynde and Mr. Haverty to review the RFP and bring it
122 back to the Board at the next meeting in two weeks. Mr. Gleason said funding the system would be
123 a secondary issue for discussion at the next meeting.

124
125 **Budget Reductions for Monthly Review**

126
127 Mr. Gleason stated he had a meeting with Mr. Gaydos and the Finance Director to capture the
128 format Mr. McDevitt previously suggested. The Board was in favor of the budget reduction spread
129 sheet format provided. Mr. Gleason said the Board will schedule a once a month budget review.
130 Finance Director Cindy Kelley was commended for her work in preparing the budget spread sheet.

131
132 The Selectmen reviewed the information contained within the spread sheet.

133
134 **Old Fire Station Generator Move to Senior Center – Funding**

135
136 Mr. Gleason said the Selectmen had discussed the topic a while back as a wise approach to
137 emergency situations in which the facility would remain open to accommodate some of the older
138 senior citizens. He said the discussion was how they would pay for the move of the generator from
139 the old fire station to the senior center.

140
141 Mr. Gaydos outlined the work that had to be done for the move and told the Board they received an
142 estimate of \$12,000 for the complete job with Tim Zelonis doing the work and D.E.M. Electric to
143 do the switch. This would include moving all the switching equipment currently inside the old fire
144 station that would tell the generator to automatically turn on when power is cut.

145
146 Mr. Gleason said he asked Mr. Gaydos to put together the FEMA account balance summary. Given
147 that the initial discussion of the generator occurred during a hurricane season and was an
148 emergency related FEMA funds should be used. Currently the FEMA account contained \$129,710
149 (after the previous expenditures authorized).

150
151 Mr. Viger questioned if the relocation had gone through the typical bid process. He said \$12,000
152 was over the threshold. Mr. Gaydos said there were separate costs for each part of the relocation.
153 He didn't recall there being anything over \$7,500 from any one company. Mr. Viger understood.
154 He simply wanted to make the process as consistent as possible. It was noted that the generator
155 was presently in the old fire station which was going to be demolished. Mr. Viger felt the policy
156 should be consistent. He commented that the Board knew they would be moving the generator
157 from the beginning and just because time was short, they shouldn't forget about the policies that
158 were created because of their lack of planning. Mr. Gaydos believed since they would be using
159 individuals the costs remained low; if a general contractor was used they would have taken a
160 markup on the services. He noted that the people who would be involved with the move were
161 familiar with the system and had worked on it in the past.

MOTION: (Lynde/McDevitt) To authorize up to \$12,000 to be spent on relocating the old
fire station generator to the Senior Center and related items going with it. The
money (for the relocation) to come from the FEMA account.

VOTE: (3-1-0) The motion carried. Mr. Viger voted no.

162
163 Mr. Gleason asked that the costs be broken out separately and have Mr. Gaydos to meet with Mr.
164 Viger to look at the costs; if portions were high, they might be bid out. Mr. Lynde took Mr.
165 Viger's comments to heart and assumed that the move needed to be done now. Mr. Viger said the
166 Board knew the generator was going to be moved as soon as they knew they were getting a new fire
167 station. He said now, because they had to get it moved, they weren't going to bid which went
168 against the policies being established. Mr. McDevitt said he saw it similarly to Mr. Gaydos' view;
169 the Selectmen were their own general contractor. He said this wasn't one bid; it was an aggregate
170 of smaller jobs. However, if one of the costs was more than the threshold it would be a different
171 story, but he didn't believe that was the case. He commented further when they weren't acting as
172 their own general contractor the situation would be different. Mr. Viger wanted the Board to
173 consistently respect the bid process.

174
175 Mr. Gleason asked how difficult it would be to bid the work out. Mr. Gaydos said he would have to
176 put just about all his efforts into it and at least two weeks to put together the timeframes. He said
177 he thought he was acting in the best interest. Mr. Gleason said through discussion he was trying to
178 satisfy the Board. Mr. Viger said he held no ill will toward the vote; but felt there was a policy they
179 should adhere to in the future. Mr. Gleason felt it was a valid point and going forward they should
180 adhere to bidding policies.

181
182 **Discussion – Drug Abuse Forum**
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Mr. Gleason was in receipt of a communication from Selectmen Lynde that indicated he felt it was an appropriate time to have a discussion about drugs based upon a personal experience. Mr. Lynde said the Board had been advised several times in the past by the Police Chief of issues in the Town regarding the use of drugs. He said the thought occurred to maybe discuss the topic through a forum and invite the Police Department, Health Officer, School Board and others. He called the Drug and Alcohol section of Health and Human Services who referred him to a representative that specifically covers the Pelham area. Mr. Lynde proposed contacting the representative and find out how they approach the subject. He'd like to formulate a plan of approach and come back to the Selectmen with a report. Mr. Gleason said he applauded Mr. Lynde for the initiative. There were no objections by the Board for Mr. Lynde to proceed.

Village Green Guardrail by Fire Station

Mr. Gleason said he received correspondence from Selectmen McDevitt relative to a potential safety hazard of two drainage ditches adjacent to the roadway at the new fire station. At night these areas are virtually invisible. There was a question as to whether a safety rail or notification should be installed. Mr. Gaydos said he could provide Selectmen with photographs of fencing that would go along with the colonial look of the Village Green. Mr. Gleason asked the Selectmen if they felt it was significant enough to warrant action.

Mr. Lynde didn't notice it, but felt it was a valid concern. He suggested having Mr. McDevitt lead the action. Mr. Viger questioned if there would be value in having the Highway Safety Committee ('HSC') review and determine the safety aspects. Mr. Gleason felt that would be appropriate.

Mr. McDevitt noted on a dark and rainy night the distinction between the edge of the road and the ditch would be lost. In addition they would have to deal with parking issues during activities on the Village Green. He would like to meet with the HSC when the topic was brought up. Mr. Gaydos will include Mr. McDevitt in the discussion with the HSC.

Conservation Note Anticipation

Mr. Gaydos said the first issue was that the Conservation Commission would be closing on a piece of property they have approval to buy. He said they would have to borrow money to do so. He spoke with Mr. Paul Gagnon of the Conservation Commission and felt \$300,000 would be enough to handle closing costs etc. He said they were approximately three months out and would like to speak with banks for recommendations. He asked what the Board would like to do in terms of paying back the note.

Mr. Gleason clarified that they had \$1.7 million dollars authorization remaining under the warrant article, which gave them the authorization to proceed. Mr. Gaydos answered yes. Mr. Lynde thought a system had been set up to allow borrowing of up to three million dollars. He questioned if that system was still in effect. Mr. Gaydos said in the past they only borrowed once for what they needed, which kept the borrowing costs down.

Conservation Commission member Paul Gagnon of 103 Dutton Road came forward for the discussion. He said the warrant article authorized the Board of Selectmen to take out bonds up to a total of three million dollars. He believed the Board made a wise decision to not take out the total three million dollars all up front and start paying on it when they didn't have over \$300,000 worth of land to buy. He said the Conservation Commission agreed to not borrow money until they needed it. He discussed the parcels that had been purchased that totaled \$1.4 million dollars to

date. This left approximately \$1.6 million dollars that had not been borrowed or incurred interest charges. Mr. Gagnon said the question was if they would borrow \$300,000 for the next purchase.

Mr. Viger asked if there were any anticipated purchases within the next few years that may have them choose a different timeframe for the note. Mr. Gagnon answered yes. He believed Mr. Gaydos was interested in setting up a relationship with a bank that would set up a system for borrowing when there were known purchases. Mr. Gaydos said currently interest rates were low and it would be less expensive for a bank to hold a note in their portfolio versus selling it. He said when the Board discussed the upcoming purchases in non-public, the Board could then make an informed decision as to what amount should be borrowed and the term.

Mr. McDevitt questioned if there was a remaining balance in the current use tax fund that could offset the costs. Mr. Gagnon said the fund was slightly overdrawn due to expenditures of attorney fees to do purchase and sales agreements.

Mr. Gleason asked if the Board wanted Mr. Gaydos to get an RFP out to banks relative to borrowing up to \$300,000. Mr. Gaydos felt it would be important first to determine what would be coming forward in the near future. He said the purpose for the discussion was to get the topic on the 'radar screen'. Mr. Gleason didn't have an objection to Mr. Gaydos meeting with Mr. Gagnon to determine what would be coming forward and what amount of money would be needed. He said the Selectmen could then be given the information for discussion at their next meeting. There was no objection by the Selectmen.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. McDevitt acknowledged and thanked Victor Danevich for his volunteer efforts assisting the Town to ensure communications (at the new fire station) were proper, computers were working etc. This work saves the Town untold amounts of money.

Mr. Lynde had no report. He commented that he toured the new fire station and commented to the Fire Chief that it was obvious that a lot of thought went into the station. He was impressed with the details and everything that had been done in the process of the project.

Mr. Viger said the enthusiasm by the fire fighters and the crew moving into the new station was unbelievable. He said it was heartwarming and gave him a tremendous amount of pride to be part of the process. He said the Town should be proud of the accomplishment.

Mr. Gaydos had no report.

Mr. Gleason reiterated what was said about the new fire station. He said it was a matter of civic pride and improvement to the Town. He said the fire fighter's union deserved recognition and appreciation for their contributions to the facility. He congratulated the Fire Chief for the seamless move into the building.

Mr. Gleason said the Selectmen were invited to the Girls Softball Opening Day, Saturday, May 4th at 10am.

Mr. Gleason told the Selectmen that he received the County budget and the Town would be hit with an increase of approximately 2%-4% due to pass downs from the State. The State budget will have an impact on the tax rate this year. At present, the magnitude is unknown. Mr. Gleason saw that an MS4 was received during the week for approval.

REQUEST FOR NON-PUBLIC SESSION

MOTION: (Lynde/Viger) Request for a non-public session per RSA 91-A:3,II, a, c & d
(Personnel; Matters which, if discussed publicly, would affect adversely the
reputation of any person; Consideration of acquisition, sale or lease of property)

ROLL

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

It was noted that when the Board returned, after the non-public session, the Board would not take
any other action publicly, except to possibly seal the minutes of the non-public session and to
adjourn the meeting. The Board entered into a non-public session at approximately 7:55 pm.

The Board returned to public session at approximately 9:30 pm.

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

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

ADJOURNMENT

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

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

The meeting was adjourned at approximately 9:30 pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary