

NOT APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MINUTES
(Not an Official Meeting)
August 8, 2017

Mr. Viger stated they did not have a quorum to conduct a meeting; however, the members present would hear the budgets listed on the agenda.

PRESENT: Mr. Doug Viger, Mr. William McDevitt, Town Administrator Brian McCarthy,
Finance Director Dayanand Ramgopaul

ABSENT: Mr. Hal Lynde, Mr. Paul Leonard, Ms. Amy Spencer

PLEDGE OF ALLEGIANCE

OPEN FORUM

No one came forward.

2018 BUDGET REVIEW

Police

2018 Budget request: \$2,690,261; an increase of 0.06% over last year

2017 Operating Budget: \$2,673,312

Chief Joseph Roark, Captain Stephen Toom, Lieutenant Anne Perriello and Office Manager Celia Lingley came forward to discuss the proposed 2018 Police Department budget.

Chief Roark stated when they put the budget together they reviewed actuals and what was spent during the previous year. In reviewing the summary sheet, Mr. Viger saw that the increases were fairly minimal and asked the Chief to hit the highlights. Chief Roark replied that the vast majority of the budget increase was due to contractual increases.

Salaries – Chief Roark noted there were contractual increases for nearly every employee (total of \$12,371); they were in the final year of the 3-year collective bargaining agreement. He spoke about some of the employment changes during the last year. Mr. McDevitt questioned if there was a net increase/decrease in the number of people. Chief Roark answered no; the compliment remained at twenty full-time police office.

Supplies – The biggest increase was in the Community Policing/RAD/DARE line. He noted they added an additional program – Car Seat ID, where people could have their car seats checked and have a form attached to the back of the seat listing their child's vital statistics. To become certified for the program and be allowed to install/inspect car seats required a lengthy Federal certification process. Chief Roark said the difficulty was the fact that not all town offer the program and people from other towns asked for assistance. The Pelham department kept car seats on hand to provide to people when their car seat is not in compliance.

Telephone – The increases was for a smart phone for the School Resource Officer, who needed the ability to conduct work when not in the office. Chief Roark hoped to reduce the budget for the radio telephone lines if they were successful in moving off the privately owned cell tower on Jeremy Hill.

48
49 *Equipment Repairs* – There was a reduction for fleet maintenance and vehicle repair because in 2018
50 they would start the lease over and a majority of repairs would be covered by warranty. Mr. Viger
51 understood there was a carbon monoxide and exhaust problem with some of the Ford Explorers used
52 by Police. Chief Roark explained there had been some publicity of officers being overcome with carbon
53 monoxide in their Ford utility style vehicle. He said Ford came out with an announcement indicating
54 that the people up-fitting vehicles were not properly sealing holes in the rear compartments. Ford has
55 offered to come out and check any vehicle and repair any problems created by up-fitters. Chief Roark
56 believed a company in Huston Texas had the majority of the problems. He noted Pelham had redundant
57 Co2 detectors in its vehicles and would continue to run them in the next few months.

58
59 *Rentals* – Flat lined from last year. Chief Roark told the Board they were hopeful to reduce the tower
60 rental line if they were successful in freeing themselves from the private tower. Mr. Viger questioned
61 if there was any value in adding money to the line for unforeseen rentals. Chief Roark told the Board
62 he had conversations with the Fire Chief about what equipment was needed to make the transition to
63 the cell tower. They are going to try to fund it from this year's budget by sharing the cost 50/50 between
64 the departments.

65
66 *Expenses* – Increase for dues/tuitions and decrease for CALEA. Chief Roark said they found
67 themselves in a position of being asked to achieve a few more training goals, which were tuition based
68 through private companies and not available through Police Standards and Training.

69
70 Chief Roark stated they were trying to maintain level funding, with the idea that they still had to grow
71 with the Town. Mr. Viger complimented the Chief for holding the budget line. He then asked him to
72 review the department's priority list.

73
74 Chief Roark spoke about their first priority, which was for the department to have a Drug Treatment
75 and Prevention Officer focused on drug intervention and enforcement. He discussed the importance of
76 the position, which would also serve as the liaison to families during difficult/crisis situations. He said
77 law enforcement was changing to become public safety. He noted in the last five years Pelham had 18+
78 people die from a drug overdose; that number doesn't include the outcome from hospital transports.
79 There have been countless overdoses that the Fire Department has been able to recover. The proposed
80 position would also be a direct liaison to the School Resource Officer, Pelham Community Coalition
81 and families needing assistance. The 2018 cost (April 1st through the end of the year for training/salary,
82 not including benefits) would be \$44,095. The officer would be assigned to the Detective Division
83 under the Detective Sergeant and have a flexible schedule. A complete information package was
84 provided to the Selectmen for review.

85
86 Mr. Viger saw that the proposed officer would be a valued position and questioned if they would be
87 able to get someone into the position in 2018. Chief Roark replied the position would be filled by
88 someone in-house, who was familiar with the Town.

89
90 Mr. McDevitt asked if the position would need to be in a warrant article. Mr. McCarthy answered no;
91 the Budget Committee made changes to their Bylaws. They would still conduct a review, but the
92 position could be included in the operating budget.

93
94 Chief Roark spoke about their request to hire an additional patrol officer, which would give them the
95 ability to run a three car map 24/7 (three police officers on shift for each shift). Currently, they drop
96 down to two police officers during shifts and relied on mutual aid, which was a safety concern for
97 officers and a reduction in the level of service he believed Pelham expected. He felt a two map shift
98 could cause unacceptable delays. He believed having a three car map was a reasonable goal. He noted

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99 in past years he would have put the additional patrol officer ahead of the Drug Prevention Officer, but
100 he couldn't do that at this time because of the addiction/substance abuse problem in the region. He told
101 the Board that the Town had changed in the last ten years and the department was trying to work with
102 the same number of officers. Chief Roark commented that they had to keep in mind the building
103 expansions in Salem, NH, who anticipated a huge expense to their police department and the creation
104 of a new patrol sector. Their increase will cause more volume through Pelham who is already
105 experiencing congested areas. He noted that they couldn't only look at Pelham's residential and
106 commercial development, they had to look at the area. The information package provided options
107 regarding the two positions being proposed.

108
109 Mr. Viger questioned if overtime hours would be reduced if an additional officer was added. Chief
110 Roark replied the current overtime was being used to fill earned time, injuries, training etc. Mr. Viger
111 asked if the department would truly have a three car map, or if they would mostly have two cars and
112 fill in when they could. Chief Roark explained with their current structure, they should have three cars
113 on every shift. He commented that the current generation had a different work ethic; they believe in
114 family time over monetary gains. He noted that the marker for the number of police officers in a
115 community (through the Department of Justice - Northeast Region) is 1.9 officers per 1,000 people.
116 With that, Pelham should have twenty-six police officers, which he knew was unrealistic for the Town
117 to hire.

118
119 Chief Roark reviewed the final priority request, which was to replace an existing asset; a new (trailer
120 mounted) traffic speed monitoring sign. The current sign is between 10 to 12+ years old and was
121 experiencing mechanical breakdowns. He noted it had been solar powered, but now required to be
122 plugged in. Information regarding the model, pricing, etc. was provided to the Selectmen.

123
124 Mr. Viger wanted to know the timeframe in which the proposed Drug Prevention and Patrol Officers
125 could put in place. Chief Roark discussed training and the importance of overseeing one officer at a
126 time. He didn't want to rush the process and would rather effectively implement the officers. Ideally,
127 they have the patrol officer fulfill the academy in August, 2018 and be ready in January, 2019. The
128 Drug Prevention Officer would be field trained in 2018. There was a brief discussion regarding the
129 challenges with mutual aid and the need to have surrounding NH towns assist because they were
130 familiar with NH laws.

131
132 The Selectmen concluded their review of the Police budget.

133 134 **Cable**

135 2018 Budget request: \$130,192; an increase of 8.5% over last year

136 2017 Operating Budget: \$120,014

137
138 Cable Director Jim Greenwood came forward to review the requested budget.

139
140 *Salaries* - There were contractual increases and an increase for the non-union employees. Mr.
141 Greenwood noted that he added events, broadcasts and editing lines for things his department was
142 performing and not included in previous budgets (i.e. Old Home Day, 4th of July, Memorial Day). The
143 line for advanced technician editing was shifted into the line for editing/training.

144
145 Mr. Greenwood discussed the franchise fee revenues outlined on the budget cover sheet. He believed
146 this year's revenue would be up to approximately \$270,000. He tries to base his upcoming budget on
147 50% of the annual revenues (of the previous year). Mr. McDevitt spoke about people 'cutting the cord'
148 on cable television and found it interesting that the Town's revenues continued to increase. Mr.

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Greenwood pointed out that the revenues were based on cable television subscriptions and not those who only subscribed to internet service.

Supplies – Flat lined from last year. Mr. McDevitt questioned why the Town continued to use DVD's. Mr. Greenwood replied he didn't have the equipment to (solely) record digitally. He noted digital recording sometimes didn't work properly. They retain a DVD copy of everything recorded and use a VHS tape as a backup to the DVD's.

Telephone – Decrease due to the department's move from Annex to the municipal building.

Repairs – Mr. Greenwood explained during the past year repairs had been expensive because of hard drives. He said when they failed they needed to be replaced. Mr. Viger questioned if a failed hard drive would fall under new equipment or repairs. Mr. Greenwood said he had that discussion with the Board last year and was told that a new hard drive should be listed under new equipment and not under repairs, even though it was technically a repair and replacement. He said it could be considered under either budget line. Mr. McDevitt questioned if there was still grant money available. Mr. Greenwood believed there was approximately \$30,000 remaining and noted some of the grant was used for moving the department to the municipal building.

Mr. Viger asked where the department would make up the money from the move. Mr. Greenwood replied he had an increase in new equipment for replacement cameras for the units that were approximately twelve years old. He stated when he replaces the cameras he'll need new switching equipment. He said if they build the new meeting room, he wanted to make sure they had the right equipment. Mr. Viger questioned if there was an equipment replacement schedule. Mr. Greenwood replied he had a schedule in the past and would create an updated schedule. He noted the equipment would be purchased from revenues generated from the franchise fees from Comcast.

The Board thanked Mr. Greenwood for the presentation.

Insurance

2018 Budget request: \$2,426,881; an increase of 2.3%% over last year

2017 Operating Budget: \$2,372,263

Mr. McCarthy told the Board that the proposed budget figure was a placeholder for now. The insurance figure is typically received in October/November. He noted in the past they had budgeted for a 6% increase; the reduction was directly attributed to the Town's new insurance company (Primex) and changes the Town made to its operation. He noted they also had a significant decrease to Worker's Compensation claims.

Retirement

2018 Budget request: \$1,674,851 (default figure); an increase of 12.9% over last year

2017 Operating Budget: \$1,482,840

Mr. McCarthy told the Board the proposed budget figure was a placeholder for now. Mr. Ramgopaul noted that the employer contribution for the Police and Fire Departments had a 4.10% increase. Mr. Viger pointed out that the increase was an unfunded liability pushed onto the taxpayers.

TOWN ADMINISTRATOR / SELECTMEN REPORTS

Mr. McCarthy reported that the municipal building was officially onto the Pennichuck Water system. He commented that the well pump for the irrigation well was starting to fail; although he felt they could

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hold off action for another year. He discussed the possible cost to correct the situation. He will have a discussion with the Board when they review the Selectmen's budget.

Mr. McCarthy noted he wasn't present for the Board's previous meeting. He said Attorney Campbell represents a client who lives in Town who was interested in purchasing coffee lots on Little Island Pond. He commented there were people interested in purchasing the lots last year. During that time there was a lot of 'back and forth' with Attorney Panciocco, and in the end they learned there was a lot of litigation going on. In the end, the Board decided not to sell the lots. Mr. McCarthy felt they should possibly continue the same line and advise Attorney Campbell that the Town appreciated the interest, but was not interested in pursuing anything right now. Mr. Viger questioned if Mr. McCarthy could carry the message from the Board's previous meeting. Mr. McDevitt believed Mr. McCarthy could safely be conveyed that conversations with the members of the Board is they may not be willing. Mr. McCarthy said he would do so.

Mr. McDevitt informed that Saturday, August 26, 2017 there would be a household hazardous waste collection from 8am-noon at the municipal building parking lot. The cost is \$10 per car with a limit of 10 gallons.

CONCLUSION

The discussion session was concluded at approximately 8:08pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary