

1 **APPROVED**

2
3 **TOWN OF PELHAM**
4 **BUDGET COMMITTEE – MEETING MINUTES**
5 **Thursday, September 9, 2021**

6
7 **CALL TO ORDER** – at approximately 7:11 pm

8
9 Amber Capone opened the meeting.

10
11 **PLEDGE OF ALLEGIANCE**

12
13 A roll call for attendance was not called at the start of the meeting.

14
15 **PRESENT:** Bob Sherman
16 Meg Bressette (Vice Chair)
17 Philip Haberlen
18 Darlene Greenwood
19 Bob Haverty
20 Jason Croteau
21 Amber Capone (Chair)
22 Brian
23 Brian Demers
24 Eduardo Martony
25 Deb Padykula
26 Jennifer Castles

McCarthy

27
28 **ABSENT:** Kannan Sasi (Excused absence)
29 Jas Moorjani (Unexcused absence)
30 Paul Grant (Excused absence)
31 Megan Larson

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33
34 **MINUTES REVIEW:**

35
36 **April 22, 2021:**

37 **MOTION:** (Sherman/) To put the meeting minutes on file the January 22, 2021.

38
39 Ms. Capone read off her edits to the minutes:
40 Line 13, should say Ms. Capone instead of Ms. Cronin.
41 Line 38, the second should be Haberlen.
42 Line 86, the second should be Mr. Croteau.

43
44
45 **MOTION:** (Haverty/Sherman) To approve the April 22, 2021 meeting minutes as amended.

46
47 **ROLL CALL VOTE:** Bob Sherman – yes
48 Philip Haberlen – yes
49 Darlene Greenwood – abstain
50 Bob Haverty – yes
51 Jason Croteau – yes

52 Meg Bressette - yes
53 Amber Capone - yes
54 Eduardo Martony - abstain
55
56 (6-0-2) The motion passed.
57
58

59 **NEW BUSINESS**

60
61 Ms. Capone welcomed Darlene Greenwood. She will be filling in for Meg Larson for the next few weeks
62 as the School Committee representative.
63

64 **Reminder:** Town walk is Saturday 9.11.2021 starting at 9 AM, which will include breakfast.
65

66
67 **OLD BUSINESS:**
68

69 Regarding the meeting on 4/22/21, Ms. Capone will be reviewing the By-laws and sending them over to
70 Meg for her input and review. This will be on-going business. This year they will be updated for best
71 practices. Any changes will be reviewed by the Committee and will be voted on by the Committee. Mr.
72 Sherman mentioned the Planning Board elects a secretary in the event the chair and the vice chair cannot
73 meet. He thinks that this committee could have a secretary also for a back-up. Mr. Haverly said that there
74 is a recording secretary, but also can have a secretary that can take the place of a chair or a vice chair.
75

76
77 **NEW BUSINESS:**
78

79 Welcome Deb Padykula as the new Finance Director.
80

81 Brian McCarthy agreed with the current list 'as is' regarding elections.
82

83 **Linda Newcomb (Deputy Town Clerk Tax Collector)**

84 Election Budget-

85 Salaries: Supervisors of checklist are same. Moderator is same at \$800.00. The assistant moderator is the
86 same at \$600.00. Ballet clerks increase of \$3,840.00 because there are three elections next year. The same
87 with overtime, this has gone up due to the three elections.

88 Ms. Capone clarified the number of individuals that work at each election. It's broken out to one at fifty
89 hours and they are allocating for each election.

90 Supplies: Postage is increasing because of the three elections and absentee ballots are also increasing.
91 Miscellaneous postage is going up \$20.00 because postage has increased.

92 Office supplies: Increase for a cartridge for the printer because they'll be doing more printing.

93 Ballots and coding: Has gone up \$500.00 for coverage depending on if they are printed on one side vs. two
94 sides. There has been an increase in absentee ballots, so this increase will cover more of the ballots. General
95 coding is \$3,000.00 because there is a general election next year. State primary coding, which is an increase
96 of \$1,800.00.

97 Mr. Sherman asked if it is a Presidential primary next year. Ms. Newcomb said this was for last year.

98 Ms. Newcomb said postage was .51 when the budget was done, and it just went up to .53 two weeks ago.
99 This is metered mail pricing.

100 Expenses: Voting booths \$1.00 as placeholder. New line item is election worker meals, \$1,000.00 for the
101 three elections. This used to come out of Brian McCarthy's budget, but it should be a separate line item
102 going forward. Acu-vote annual maintenance increased by \$50.00, due to their maintenance.

103
104 Town Clerk and Tax Collector Budget-
105 Salaries: All contractual.
106 Wish List: Part time clerk for 24 hours per week, due to the increase of traffic coming into the office. There
107 is an increase in new residents, more vehicles and three elections next year. E-registrations are increasing,
108 increase in vital statistics, such as marriage licenses and ‘certifieds’ for births and deaths. The Board of
109 Selectmen have already endorsed this to add to their budget. Mr. McCarthy mentioned that surrounding
110 towns are sending people over to Pelham, so this is adding to our workload. Mr. Sherman asked about the
111 transfer station checking for permits. Mr. McCarthy said that they did a permit check one day. Mr. Sherman
112 asked if people could get a transfer station permit when they are registering their vehicles at the town hall.
113 Mr. McCarthy said it’s a procedural issue with transferring this information back and forth. Mr. Haverty
114 said the Board of Selectmen will consider this.

115 Supplies: Postage increase for tax bills. Impending tax liens increase. Dog license reminders are postage
116 only. Weekly and monthly reports have stayed the same. Return check is an increase in postage.

117 Ms. Capone asked how they were initially calculated and do they need to be recalculated. Asked if we need
118 a motion. Mr. McCarthy said we can make a recommendation and then when we go to review, we can
119 make changes then. It will get updated though. Dog tags have been increased by 100 tags for an increase
120 of \$368.00. All others are staying the same. Mr. Sherman asked what the revenue is from dog licensing.
121 Ms. Newcomb will get back to him on that.

122 Telephone: is the same at \$90.00. Postage meter rentals same at \$660.00

123 Expenses: Mortgage lien searches are increasing by \$625.00 because the cost of the searches has gone up.
124

125 **Assessor - (Susan Snide, Assessing Assistant)**

126 Supplies: postcards, labels, copier paper that is shared with town clerk and laser printer cartridges.

127 Telephone – same. Postage meter – same. Document software and cloud maintenance remain at \$3,600.00
128 (\$300.00 a month for cloud maintenance).

129 Expenses: Postage gone up to .53. They use metered mail as well.

130 Decrease in tax maps. Vision maintenance is going down. Web host decreased, but cloud backup increased
131 an extra \$288.00. Consultant fees will increase for 2022 and this is contractual. Cyclical reevaluation
132 under 690 specials is contractual and will increase slightly.
133

134 Ms. Capone read the amounts:

135 Elections: 2022 Board of Selectmen approved \$31,147.00, an increase of about 91% (\$14,864.00)

136 Tax Collector: 2022 Board of Selectmen approved is \$305,449.00, an increase of about 11% (\$31,008.00)

137 Assessor: 2022 Board of Selectmen approved amount is \$225,563.00, a decrease of approximately 1%,
138 (\$3,159.00)

139 Budget Committee 2022 Board of Selectmen approved \$2.00 with no increase from last year. This has two
140 place holders, one for salary and one for supplies.
141

142 **Paul Gagnon - Chairman of Conservation Commission**

143 Conservation Committee 2022 BOS approved amount is \$5,989.00 with no increase from last year.

144 Their budget is very small, and they are not asking for anything more. It’s broken into three categories:
145 Salaries \$3,100.00. They almost never spend it as Karen McKay is both the recording secretary and the
146 secretary of the conservation commission and she doesn’t ever charge. (She donates her time). Supplies
147 are \$200.00 and they don’t usually spend that, except for printing maps.

148 Expenses are \$2,700.00 and are broken into two categories, dues for NH Association of Conservation
149 Commission are \$700.00 and \$2,000.00 for a prime wetlands study. They did have this on for last year,
150 but they weren’t able to notify enough people, so they must re-notify all abutters. It’s \$5.00 or \$6.00 for a
151 certified letter and they will need to send out hundreds of them. It is not an increase from last year though.

152 Ms. Bressette asked what the letters to the abutters are for. Mr. Gagnon said the letters tell them that they
are having warrant articles declaring certain wetlands and these folks either own part of this land or are

154 within 200 feet of the prime wetlands. This needs to be done before the election and be shown on the maps
155 of where the wetlands are. Mr. Gagnon is still working with DES to know who and how many people need
156 to be notified. Mr. Sherman asked if he knew how many people this impacts. Mr. Gagnon said there are
157 11 prime wetlands in the town and many people's property will be affected by this. Many of these
158 boundaries were determined back in the 1980's and they now believe they weren't accurately described as
159 there was no GPS back them. So new boundaries have been created with updated tools and now can be
160 enforced. Ms. Bressette asked if they were looking for another bond. Mr. Gagnon stated the current use
161 balance is \$1,044,000.00. If you add what's left of the bond from 2004 there is \$315,000 left from that
162 bond. They still have a 2018 bond which is 1.5 million dollars. If you add it all up, they have 2.86 million
163 dollars. Four properties are currently under Purchase and Sales and have gone through the Board of
164 Selectmen and had public hearings. They have a 40 acre parcel off of Blueberry Circle for \$225,000.00.
165 The Steck property on Jeremy Hill is 240 acres for \$1.7 million. 85 acres owned by the Zolkos family at
166 Bush Hill and Mammoth Road is another \$655,000.00 and a small parcel for \$80,000 on Dutton Road. All
167 are under Purchase and Sales and should close between now and March. That's a total of \$2.7 million and
168 they will be left with about \$184,000.00. That's why they will want an additional bond. They are only
169 purchasing the development rights and nothing else. Mr. Sherman asked if they could at some point
170 purchase the agricultural rights. Mr. Gagnon said it's possible at some point, but it's up to the families that
171 are selling. These bonds are only when needed and don't cost taxpayers anything. Most of what they've
172 bought has been purchased with current use money. Ms. Capone asked how much land is currently in
173 conservation. Mr. Gagnon said there is 2,400 acres of town owned conservation land. These new purchases
174 will add about 400 more so will have a total of about 2,800 acres of town owned and/or protected land.
175 There is also about 400 acres of privately owned protected land by owners. Total is about 3,200 acres. We
176 are at about 16% - 17% and back in 2003 we set a goal to protect about 25%. That's why they are requesting
177 an additional bond. The question was asked what the bond rate is, and no one was sure exactly.
178
179

180 **Brian Johnson, Parks and Recreation Director**

181 Parks and Recreation, 2022 Board of Selectmen approved budget is \$275,840.00, an increase of \$10,164.00
182 or 3.8%.
183 Salaries: Director has a contractual increase between the Director and program director. Program director
184 has a contractual increase.
185 Administrative office help has a decrease there for a difference in salary, due to a different person in the
186 role. Regarding lifeguards, they are asking to bring them from \$12.00 to \$15.00 and waterfront director to
187 \$17.00 an hour. Which is a total increase of \$5,760.00. Total increase in salaries of \$9,164.00. They really
188 need this increase to try and get people to work there. The plan was to bring them up incrementally. They
189 usually have staff turnover every three to four years with kids leaving to go to college. Ms. Capone wanted
190 to point out that Pelham is a border town close to Massachusetts and they have a higher minimum wage,
191 we really need to try and keep up with them to keep our employees.
192 Supplies \$3,793.00, level funded with no increase and is just basic office supplies.
193 Telephone is level funded and is \$4,841.00.
194 Gas and oil for truck and yard equipment \$833.00 and is level funded.
195 Repairs and projects \$4,000.00 with no increase and is level funded.
196 Mr. Sherman asked how old the truck is and how many miles are on it. Mr. Johnson said about 90,000
197 miles and it's a 2007. He said the truck is in good condition and rarely leaves Pelham.
198 Rentals: road repairs, portable toilets are \$6,665.00 and are level funded with no increase.
199 Expenses: Asking for an additional \$1,000.00 for the skate park maintenance, which is an increase of
200 \$1,000.00 to bring to \$2,000.00. Looking for additional funds to manage the park to keep it in good
201 condition.
202 Ms. Capone asked if they've had a professional come in to look at our skate park. Mr. Johnson said every
203 year the insurance company comes to inspect it as well as all of the playgrounds. They've had no issues
204 and were commended on their upkeep of it. John Jepson (a local contractor) comes out every spring and

205 goes through the whole park for a very minimal amount. Mr. Sherman mentioned the Muldoon playground
206 and asked if it's going to be updated. Mr. Johnson said they are planning on upgrading it and installing a
207 shade structure, updating the swings, and upgrading the equipment. This will happen in the future, maybe
208 a little every year. Mr. McCarthy said between him and Mr. Johnson, they will work out the details. Mr.
209 Croteau asked about gas and oil and if he's comfortable at \$2.35 a gallon with an estimated 350 gallons of
210 fuel. Mr. McCarthy said he will get the AAA gas report in January and get the cost for the coming year
211 and adjust the cost of fuel in January. That number will definitely change for next year and during
212 reconsideration in January and he will have an updated number for recommendation. Ms. Capone asked
213 what amounts have been spent on maintenance for the last five years for the skate park. She wants to make
214 sure enough is being allocated. Mr. Johnson said yes that he will get that info.
215

216 Mr.	McCarthy	-	Highway	Department
217 2022 Board of Selectmen approved \$1,844,946.00, an increase of \$30,252.00 and 1.6%				
218 Salaries: are all contractual obligations. A new employee started so there's a slight decrease, same with				
219 emergency overtime. Part time laborers were level funded.				
220 Supplies: level funded, and confident same numbers as last year should be fine again for this year.				
221 Telephone: level funded.				
222 Gas and oil: this number will be adjusted in January as needed.				
223 Repairs and projects: level funded.				
224 Rentals: contractual increases; such as the sweeper went up, the paint truck safety lines went up and the				
225 loader went up.				
226 Expenses: level funded.				
227 Specials: level funded.				
228 Mr. Sherman asked what the end result is for plowing private roads. Mr. McCarthy said they have stopped				
229 doing that. Mr. Sherman asked for an update on Sherburne and Mammoth and Rt. 38 and Old Gage Hill				
230 Road regarding a signal. Mr. McCarthy said we are in the que for Sherburne and Mammoth and Marsh				
231 Road. They still need engineering and design, but that it is ongoing and there is money allocated. The town				
232 might receive a 1.2-million-dollar federal grant that Congressman Custer is working on. He is waiting for				
233 an update from him. A 'MAC' grant was something we applied for, and it got approved and now we will				
234 not have to pay anything for it if we get this grant. Regarding Bridge and Old Gage, this project has begun.				
235 It is a control warning system for traffic coming out of Ledge and will activate a light indicator on Bridge				
236 Street near Beacon Hill. This was also a grant we were qualified for, so we did not have to pay anything.				
237 However, the state is doing these projects bit by bit (they are working on three projects at one time). This				
238 is all run by the State and should be completed by the fall. Mr. Sherman asked about redoing the Main				
239 Street bridge. Mr. McCarthy said Abbott bridge is currently in the que, it's in the design phase. A proposal				
240 has been submitted to the state and he said they won't touch the stone bridge and that they will install a				
241 pipe before the bridge so there will be no backup and flooding will be reduced. They are currently working				
242 with easements with the property owners and once that's taken care of it should be done 2023. The Main				
243 Street bridge is scheduled for 2024. They will have to meet with the state to see what kind of bridge they				
244 want to put there, but they need to be careful because they all connect to each other. The Abbott bridge is				
245 in the design phase and is slated for 2023. They also are using an environmental specialist, Dena Hoffman,				
246 who works in the planning department evaluating this. This year we have had about 15-16 inches of rain				
247 and other bodies of water releasing water at the same times, so this created a semi flood scenario in our				
248 town with our bridges. Going forward, we need to better communicate this with surrounding communities				
249 regarding release of water. Ms. Bressette asked if we had a new loader. Mr. McCarthy said it's the same				
250 one. Ms. Bressette asked about the increase of \$13,000.00 from last year. Mr. McCarthy noted the decrease				
251 of \$4,584.00 was the highway department office trailer is now off the books because the building is up.				
252 They are still renting the transfer trailer but are trying to work out a purchase arrangement for this. They				
253 have a lot of computer infrastructure that needs to stay dry, and it is also used as a cover for the employees				
254 to eat lunch. Ms. Capone asked if it's normal for an item like the loader to go up that much. Mr. McCarthy				
255 said yes that everything is going up due to COVID. Everything in construction has gone up at least 40%				

256 and yes, we lease it. Ms. Bresette asked about the historical under highway maintenance and why is there
257 is a remainder. Mr. McCarthy needs to look into that more. He stated this is talked about every year and
258 that they can only project what is going to happen. If there's a surplus it goes back into the general fund,
259 and they can use this to offset taxes, so it's good to keep it there. They try to be conservative in their
260 forecast, but never really know. Mr. Sherman asked when the wish list will be tackled. Mr. McCarthy said
261 about the 10-wheel dump truck is on the CIP and trying to take care of it this year, and we will know better
262 in a few months. The goal is to get a trailer this year. We were recently awarded a \$5,000.00 grant for a
263 can separator at the station. There may be a possibility they do not even need a trailer. The cost of the can
264 separator is \$27,000.00, we got a \$5,000.00 grant and we had budgeted \$20,000.00 for a glass crusher. The
265 glass crusher went up to about \$100,000.00 and decided that was not reasonable so they are not pursuing
266 it. The can separator was approved, and this will improve single stream.
267

268 **Mr. McCarthy - Transfer station**

269 2022 Board of Selectmen approved budget is \$979,437.00, an increase of \$57,387.00 (approximately
270 6.2%).

271 Salaries: all contractual obligations.

272 Supplies: level funded budget.

273 Telephone: decreased as our contract with Windstream is gone.

274 Gas and oil: will be revisited in January.

275 Repairs and projects: level funded.

276 Rentals: office trailer and equipment, misc. tools, glass crusher (which will change to a can separator) but
277 this is all level funded.

278 Expenses: increase for 5th year on trash disposal and hauling and brush removal there's a decrease because
279 now we are going to start burning brush, saving \$15,000.00. A bigger area was created and has worked
280 out. Membership has increased also. Mr. Sherman asked about cardboard with an increase from Amazon
281 and asked if someone could pick it up. Mr. McCarthy said the highway department and transfer station are
282 currently without a director, so supervisors are running the facilities. They are looking at new programs
283 for separating and taking this time to reexamine what they are doing now. Looking at ways to increase
284 efficiency and streamlining. They are also looking at the staff to see what might work and how to increase
285 productivity and efficiency. They had a company come in and evaluate the transfer station about six months
286 ago and received favorable ratings for their operations. They gave some recommendations, and they are
287 going to try and implement them. The contract is up November 2022 so this will come up again next year.
288 Bottom line is they are expecting a lot more trash in the future, so a plan is needed to figure out what to do
289 (whether it a truck/trailer and hauling it out and looking at the building itself as to what to do with it). Mr.
290 Sherman asked about the skid steer and its condition. Mr. McCarthy said it is old and they are looking to
291 replace it with a piece of highway equipment and bring it down to transfer. They are trying to take things
292 by urgency and try to repurpose equipment. Ms. Bresette asked how many miles of town road we have
293 now. Mr. McCarthy said it is 118 but will let us know for sure. Mr. Haberlen asked if (Line 192) volume
294 doubled because of the actual amount of trash and Mr. McCarthy said that yes, it is. Mr. McCarthy advised
295 that if we stay with the trash removal company like now it is going to be outrageous. He also gave us a
296 history of our contract with Republic (which we are currently in a 5-year agreement). The first three years
297 were level funded and years four and five are increasers. This is a firm, fixed price based on an estimated
298 amount of trash being moved. More people than ever are using the transfer station, so they are seeing a
299 large increase. Mr. McCarthy mentioned they are looking at different color transfer station stickers for each
300 year. They are going to continue to monitor the transfer station and continue to do sticker checks.
301

302 Ms. Capone talked about scheduling of the meetings. One falls on Nov. 11, 2021, and this is Veteran's
303 Day, so we will not meet. She proposed to move the school vote on 11/4 after the review. We will review
304 warrant articles on 11/18 before we vote on the warrant articles. Warrant articles will still be due on the
305 4th, they would just review and vote the same night, which historically has been done. Ms. Greenwood
306 asked if she would have to notify the school of the changed date or will Ms. Capone send something. Ms.

307 Capone will send them something and said Deb pointed that out already and will ask their board on how to
308 proceed. Mr. McCarthy stated that Ms. Newcomb gave him the dog revenue and it is as of 1.1.21 through
309 9.8.21 town dog revenue is \$10,284.00 and civil forfeiture revenue \$5,199.00.

310
311 Mr. Sherman addressed concern that the night they will review we will also be voting as far as the school
312 budgets go. Ms. Capone said they will go through each school then have a separate night. So, he said they
313 can send an email any proposed changes. Ms. Capone said that is correct and will see all the changes before
314 the vote. She said that usually there are not many changes on warrant articles. She does not want to push
315 it out another week, as the next week is Thanksgiving. Ms. Capone will send out an updated schedule to
316 everybody by the end of the weekend that reflects those changes. She will let Deb and Chip know as well.

317
318

319 **ADJOURNMENT**

320

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

322

323

324 **ROLL CALL VOTE:** Bob Sherman – yes
325 Philip Haberlen – yes
326 Darlene Greenwood – yes
327 Bob Haverty – yes
328 Jason Croteau – yes
329 Meg Bressette - yes
330 Amber Capone - yes
331 Eduardo Martony - yes

332

333 (8-0-0) The motion passed.

334

335 The meeting was adjourned at approximately 8:41 pm.

336

337

338 Respectfully submitted,

339 Jennifer Castles

340 Recording Secretary