1 2 3 4 5	APPROVED TOWN OF PELHAM BUDGET COMMITTEE - MEETING MINUTES Monday, November 21, 2016			
6 7 8	<u>CALL TO ORDER</u> – at approximately 7:30pm			
9	PRESENT:	Mr. Daniel Guimond, Mr. David Cate, Mr. David Cronin, Mr. Bob Sherman, Ms. Daryle Hillsgrove, Mr. Michael Bailey (arrived after the meeting commenced), Ms. Donna Dube, School Board Representative Megan Larson, Board of Selectmen Representative Amy Spencer. Also present was Town Administrator Brian McCarthy, School District Superintendent Amanda Lecaroz, School Business Administrator Deborah Mahoney		
10	ABSENT:	Mr. Michael Bilby		
10 11 12 13	PLEDGE OF ALLEGIANCE			
14 15	MEETING 1	MEETING MINUTES		
16 17	November 1 MOTION:	4, 2016 (Sherman/Cate) To approve the November 14, 2016 meeting minutes as amended.		
	VOTE:	(8-0-0) The motion carried.		
18 19	TOWN WARRANT ARTICLE VOTE			
20 21	Following is	a summary of the proposed Town Warrant Articles:		
22 23 24	$\underline{\text{Article A}}$ – Compensated Absence Fund – To raise and appropriate \$50,000 to be placed in the Compensated Absence Fund.			
25	MOTION:	(Sherman/Cate) To recommend Article A – Compensated Absence Fund.		
	VOTE:	(8-0-0) The motion carried.		
26 27 28		Fire Department Ambulance Replacement – To raise and appropriate \$240,000 from ce Replacement Revolving Fund to purchase and equip an ambulance.		
29 30 31 32 33	Mr. Cronin questioned if information was provided to the Board regarding the age and mileage of the existing vehicle. Mr. McCarthy replied he sent an email to the Board. He recalled the Fire Department ambulance was a 2005 vehicle with over 100,000 miles.			
	MOTION:	(Cronin/Cate) To recommend Article B – Fire Department Ambulance Replacement Fund.		

	VOTE:	(8-0-0) The motion carried.		
34 35 36 37	<u>Article C</u> – Fire Department Matching Grant Fund - To raise and appropriate \$20,000 to participate and apply for grants requiring matching funds.			
38 39 40 41 42	McCarthy sta Guimond bel	we confirmed that the money would only be used if they applied for a grant. Mr. ated that was correct. Ms. Hillsgrove asked if there would be an end date. Mr. ieved it was 'non-lapsing'. Mr. McCarthy confirmed it would be a non-lapsing priate wording will be included in the language of the article.		
42	MOTION:	(Cate/Cronin) To recommend Article C – Fire Department Matching Grant Fund.		
	VOTE:	(8-0-0) The motion carried.		
43 44 45	Article D – Highway Block Grant - To raise and appropriate \$312,575, offset by the State Highway Block Grant for the repair, maintenance and upgrading of Town roads.			
46	MOTION:	(Cate/Sherman) To recommend Article D – Highway Block Grant.		
	VOTE:	(8-0-0) The motion carried.		
47 48 49 50 51	<u>Article E</u> – Highway Department Maintenance Facility – To raise and appropriate \$100,000 to be placed in the Highway Department Capitol Reserve Fund for the purpose of constructing a highway maintenance facility.			
52	Mr. Bailey arrived.			
53 54 55 56 57 58 59 60	Mr. Cronin questioned if the request was the initial amount of money in the account. Mr. McCarthy believed there was \$50,000 from a 2016 warrant article. Ms. Hillsgrove wanted to know if the cost for preliminary design work would be pulled from the fund. It was Mr. McCarthy's opinion that money from the fund could be used for such. Ms. Spencer believed some preliminary work had been done. Mr. McCarthy noted the work was still approximately a year away; as they started to get 'real time' estimates the Selectmen would have a discussion.			
	MOTION:	(Cate/Sherman) To recommend Article $E-Highway\ Department\ Maintenance$ Facility.		
	VOTE:	(9-0-0) The motion carried.		
61 62 63 64 65 66	from April – a Highway D Based on the	lighway Department Laborer – To raise and appropriate \$62,121 (covering costs December, after which the position will be in the Highway budget) to hire and equip department Laborer. Board's vote to amend their By Laws, Mr. Guimond noted this position would be		
67 68	moved into the	he operating budget.		

		Municipal Building Roof Replacement Project – To raise and appropriate \$100,000 to the fund to replace a portion of the existing roof over the Municipal Building.
,1	MOTION:	$(Cate/Sherman)\ To\ recommend\ Article\ G-Municipal\ Building\ Roof\ Replacement\ Fund.$
	VOTE:	(9-0-0) The motion carried.
72 73 74 75 76	<u>Article H</u> – Exchange of Town owned land with privately owned land – To exchange approximately 0.25 acres of the Wolven Conservation Area with approximately 0.25 acres of privately owned land.	
77 78	Not typically reviewed by the Budget Committee. No vote taken.	
79 80 81	<u>Article I</u> – Sale of Town Owned Land – To sell Town owned property (ML 35-6-100) at 18 Chagnon Lane through sealed bid.	
82 83 84	Not typically	reviewed by the Budget Committee. No vote taken.
85 86 87	<u>Article J</u> – Sale of Town Owned Land – To sell Town owned property (ML 24-12-76 & ML 24-12-77) located at what is formerly known as Third Street through sealed bid.	
88 89	Not typically reviewed by the Budget Committee. No vote taken.	
90 91 92	<u>Article K</u> – Sale of Town Owned Land – To sell Town owned property (ML 24-12-67) located off Honor Roll Road to Robert Gleason for the sum of \$10,000.	
93 94 95	Not typically	reviewed by the Budget Committee. No vote taken.
96 97 98 99		ull Time Interlibrary Loan / Circulation Librarian – To raise an appropriate \$51,993 lary and benefits costs from April – December, after which the position will be in the et).
100 101 102 103 104 105 106	moved into the move into the annualizing the Compensation	Board's vote to amend their By Laws, Mr. Guimond noted this position would be ne operating budget. There was a brief discussion to confirm that the position would budget. The position was being moved from part-time to full-time. When he proposed salary and benefits figure, Mr. Guimond noted it fell below the Total in Threshold ('TCT') contained in the newly amended By Law.
107 108 109 110		Full Time Emerging Technologies Librarian – To raise and appropriate \$59,253 ary and benefits costs from April – December, after which the position will be in the et).
110 111 112 113 114	Initially the Board believed this position would be moved to the operating budget; however after a brief discussion, it was noted the position was new to the Library and proposed salary was listed for an eight month period. Given that these facts, the Board considered the article.	

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115 116 117 118	Mr. Cate made a motion to recommend the article. Mr. Sherman seconded for discussion. There was a question whether the cost calculation for benefits, included in the proposed figure, represented the cost for eight months or one year. Mr. Guimond told the Board he would contact the Library Trustees for clarification.		
119 120 121 122 123		ed he would vote in opposition because he felt the Board needed clarification of the Spencer stated she would vote in favor, pending and including correction of the	
123	MOTION:	$(Cate/Sherman) \ To \ recommend \ Article \ M-Full \ Time \ Emerging \ Technologies \ Librarian.$	
124	ROLL CAL VOTE:	L (2-7-0) The motion failed. Members voting in the affirmative: Ms. Spencer and Mr. Guimond. Members voting in opposition: Ms. Larson, Mr. Cronin, Mr. Cate, Ms. Hillsgrove, Mr. Bailey, Mr. Sherman and Ms. Dube.	
125 126	Mr. Guimond stated the motion failed but it could be brought up at reconsideration.		
127 128 129 130	<u>Article N</u> – Forest Maintenance Fund – To raise and appropriate \$31,800 for the purpose of forest management and maintenance. Funds requested come from revenues produced by timber harvesting, not property taxes.		
131	MOTION:	(Cate/Sherman) To recommend Article N – Forest Maintenance Fund.	
	VOTE:	(9-0-0) The motion carried.	
132 133 134 135	<u>Article O</u> – Discontinuance of Town Capital Reserve Funds – To discontinue three capital reserve funds and accrued interest to date of withdrawal and transfer such to the General Fund.		
	MOTION:	(Cate/Sherman) To recommend Article O – Discontinuance of three Town Capital Reserve Funds (Pandemic, Senior Center Addition, Tallant Road/Willow Street Bridges).	
	VOTE:	(9-0-0) The motion carried.	
136 137			
138 139 140	<u>Article P</u> – Discontinuance of Town Trust Funds – To discontinue two trust funds and accrued interest to date of withdrawal and transfer such to the General Fund.		
140	MOTION:	(Cate/Sherman) To recommend Article P – Discontinuance of two Town Trust Funds (Recycling Facility Maintenance, Recycling Equipment).	
	VOTE:	(9-0-0) The motion carried.	
141 142			
143 144	SCHOOL W	VARRANT ARTICLE VOTE	

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145 146	Following is a summary of the proposed School Warrant Articles:			
147	Article 1 – Operating budget and default figure. The Board voted the budget figure at their			
148		ovember 14, 2016. It was noted that the default figure would reviewed by the		
149	School Board and ready for reconsideration.			
150	School Boure	rund ready for reconsideration.		
151	Article 2 – Pl	ESPA contract. The Board reviewed the article later in the meeting. (see below)		
152	TRUCIC Z	EDITY contract. The Dourd Teviewed the dittele fator in the incoming. (See Delow)		
153				
154	Article 3 _ To	o raise and appropriate \$556,931.00 for the redesign and construction of security and		
155	structural improvements to the entrances of the Pelham Elementary School and Pelham Memorial			
156	School.			
157	Belloof.			
158	Mr Guimono	d asked if the School Board had voted on the submitted articles. Ms. Mahoney		
159		chool Board had not voted on the articles with the exception of the PESPA contract.		
160	•	I stated the Budget Committee couldn't vote on the articles until the School Board		
161		on. Mr. Sherman suggested waiting until reconsideration to take action.		
162	took a positie	m. Mr. Sherman suggested watching than reconsideration to take action.		
163	Ms Hillsgroy	ve saw that the article was for improvements to both the elementary and middle		
164	_	questioned what would happen if the article failed. Ms. Larson replied the School		
165		brief discussion and decided to keep one article. Ms. Spencer supported the article		
166		felt security issues were an important investment. She asked if it would be worth		
167		schools. Ms. Lecaroz replied the School Board had a discussion and wanted to keep		
168		Ms. Hillsgrove understood it was a large amount of money but felt it was the right		
169	thing to do.	ins. This grove understood it was a large amount of money out left it was the right		
170	uning to do.			
170	MOTION:	(Sherman/Cate) To table Article 3 until reconsideration.		
	VOTE:	(9-0-0) The motion carried.		
171				
172	A .: 1 4 75			
173		o raise and appropriate the sum of \$ for the purpose of converting the		
174	district's oil t	burners to natural gas at the three schools.		
175	MOTION:	(Cate/Sherman) To table Article 4 until reconsideration.		
	VOTE:	(9-0-0) The motion carried.		
176				
177				
178	Article 5 – D	iscontinue Trust Funds.		
179	Article 6 – To appoint the School Board as agents to expend from the Memorial Athletic Field			
180	Reserve Fund.			
181				
182	Ms. Mahoney told the Board that the Board of Trustees recommended both of the articles. She			
183	said the School Board would still take a position.			
184				
	MOTION:	(Sherman/Cate) To table Article 5 and 6 until reconsideration.		
	VOTE.	(0,0,0) The motion corried		
185	VOTE:	(9-0-0) The motion carried.		
103				

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186 187 188	7 Committee's vote.		
189 190 191 192 193 194 195 196	Ms. Larson questioned if the Selectmen voted on the Library articles. Ms. Spencer replied the Library Board of Trustees had their own board and voted on their articles. She noted they weren't the Selectmen's articles. She asked if articles 5 and 6 were the School Board's articles. Ms. Lecaroz replied they were the School Board's articles. Mr. Guimond explained that the Library Trustees and Cemetery Trustees were separate governing bodies and can submit warrant articles. The Trustees of the Trust Funds were a subgroup of the Selectmen and couldn't bring forth their own article.		
197 198 199 200 201	Trustees. Mr.	oted that the Library articles didn't show a recommendation from the Library Guimond replied the Library Trustees had forwarded an email containing their ion. He will speak to the trustees and make sure the language is included in their	
202 203 204 205	The Board then reviewed Article $2-2017-2020$ PESPA contract. Mr. Guimond read aloud the proposed article. Mr. Cronin made a motion to recommend Article 2. Mr. Sherman seconded for discussion.		
206 207 208	The Board rev full-time equi	viewed the contract, clarified the wages and insurance. The contract covers 92.5 valents.	
200	MOTION:	(Cronin/Sherman) To recommend Article 2 – PESPA contract.	
200	ROLL CALI VOTE:	(7-0-2) The motion carried. Members voting in the affirmative: Ms. Spencer, Ms. Larson, Mr. Cronin, Ms. Hillsgrove, Mr. Bailey, Mr. Sherman and Ms. Dube. Members abstaining: Mr. Guimond and Mr. Cate	
209210211	(Mr. Guimone	d and Mr. Cate have spouses that are part of the contract)	
212 213	Reconsiderati	on will be held January 12, 2017.	
214 215	ADJOURNM	<u>IENT</u>	
213	MOTION:	(Cate/Sherman) To adjourn the meeting.	
216	VOTE:	(9-0-0) The motion carried.	
217 218	The meeting was adjourned at approximately 8:20pm.		
218 219 220 221		Respectfully submitted, Charity A. Landry Recording Secretary	