



duty the use of the beach by residents only is strictly enforced. He noted a couple of the lifeguards lived in Massachusetts and pointed out that people may drive their company car but reside in Pelham. He pointed out that during the last few years while they have increased enforcement, the beach permit sales have also increased.

Mr. Cate asked for clarification of the salary line for maintenance. Mr. Johnson replied the department had a maintenance helper. Mr. Sherman questioned if the prisoner program was still available for maintenance. Mr. Johnson answered no; it had been gone for a number of years.

*Gas and Oil* – Mr. Cate questioned if \$2.50 per gallon would be the standard used throughout the budget. Mr. Viger replied they typically come in with final numbers during reconsideration.

*Equipment Repairs* – Mr. Cronin questioned if anything had been expended from the vandalism repairs line and if vandalism was up or down. Mr. Johnson replied vandalism had decreased considerably. He noted that the budget line for repairs covered number of things. He told the Board that the park now had cable/internet and the security cameras were monitored by Police dispatch in real time.

*Equipment Rentals* – Mr. Sherman questioned the weed trimmer quantity number. Mr. Johnson explained in that budget line he looked at the dollar figure, not the number of times they rented a specific piece of equipment. Mr. Sherman inquired if the department had defibrillators. Mr. Johnson replied they owned three. The Fire Department helps to maintain the units.

*Expenses* – Mr. Cate wanted to know what the lifeguard training reimbursement was used for. Mr. Johnson hoped to use the line to pay for the Waterfront Director's training.

Mr. Bailey felt the department ran a lot of great programs that were appreciated by the Town. He said he would like to see the revenues from this year and projected revenues/expenses for next year to better understand the programs in whole. Mr. Johnson replied he would provide figures from the 80's fund (revolving program fund) to the Board. It was noted that a Police call box had been installed at Veteran's Memorial Park, which had received a lot of positive feedback.

**Library** – presented by Trustee Chair Lori Adams and Library Director Wynn Flint.

2018 Requested budget: \$422,391

2017 Operating Budget: \$401,507

Ms. Flint provided the Board with a brief summary of the Library's programs.

*Salaries* – Ms. Adams explained how there had been a change in the Library Director and inter-loan Librarian position. Mr. Cate recalled in past years, the Trustees discussing a pay matrix that would increase salaries over a few years and questioned if the proposed budget was in line with that previous discussion. Ms. Adams stated they were trying to remain competitive and believed they were just about there. Ms. Adams discussed the duties of the proposed on call custodian, noting they budgeted an average of three hours per week. Mr. Cate questioned if Town Buildings should take care of the maintenance. Mr. Viger commented that the Town had a part-time maintenance worker. Ms. Adams replied they had great response from the Town's worker. She explained with the light maintenance, and setting up and taking down for programs would fill the three hours per week. Mr. Sherman questioned if they would be better off adding a line for overtime. Ms. Adams stated that the contractual people were on salary and wouldn't get overtime. She said they wanted someone who had the right skills, and was unsure a Library assistant would possess such.

Ms. Adams then discussed the proposed additional hours for Friday, 10AM to 12PM. Mr. Cate wanted to know how much the patronage had increased. Ms. Flint replied they recently obtained a people counter. In the past they measured their success by the number of checkouts. She noted their checkouts were hundreds more per month than they were last year. Ms. Adams added that the children's programs were very much in demand.

Mr. Sherman asked how the information was gathered for the information spread sheet regarding salary ranges. Ms. Adams replied the information was a draft; they were waiting for addition information from the State. Mr. Cate noted the Library was becoming more competitive.

Mr. Cronin wanted to know the purpose for the budget line titled – Contract employees-22 week gap 8/1-12/31. Ms. Adams replied their contracts begin August 1<sup>st</sup> and they needed additional funds to pay for any raises.

Mr. Bailey asked if the Town maintenance person was fully utilized. Mr. McCarthy stated the Town maintenance person was available to all Town buildings 24/7. Typically when a department needs something done they submit a work order, and the work is then assigned out to maintenance. If the maintenance worker isn't able to do the task, Mr. McCarthy finds a contractor to take care of the job. He explained at present, he put a hold on the maintenance budget because it was running high. He said if there are jobs that aren't necessary to be done immediately, he's like to wait until the October timeframe. Mr. Bailey wasn't against the budget request, he just wanted to have it justified against available resources. Trustee Treasurer Cindy McGee came forward. She understood that the Town maintenance was currently on hold and didn't understand why that would affect next year's budget. She questioned if Library maintenance would be paid by the Town. Mr. Viger said the maintenance worker was paid through the Town. Ms. Adams noted their request was for a separate individual to mainly set up and break down programs. Mr. Bailey commented if the Town maintenance person was always busy, he would be okay with the Library's request.

*Equipment Repairs* – Increase for grandfather clock maintenance. Ms. Adams explained they received a quote to refurbish the internal mechanism. The expert states that the pins are original to the (1896) clock. The clock is currently valued at \$20,000 and is listed on the Town's insurance policy.

*New Equipment* – Decreased due to one time cost of covering chairs and security assessment and safety items being completed and removed from the budget.

*Expenses* – Increase for staff training and development to reflect actual costs.

*Specials* – Ms. Adams explained that the lines in this section were associated with the Trust Funds. She said certain trusts were set up to be used specifically for books. She said they developed a plan to use a certain amount each year for books; however, last year they got into a situation where the trusts were misread and they had overspent money within the restricted principal. The trust funds were then frozen. The Board was provided with the list of trust funds and the amount they previously believed they could spent. Ms. Adams told the Board they were requesting approximately \$4,000 in the Specials lines due to the overspending situation. Mr. Cate questioned if there would be a similar budget request next year. Ms. Adams believed there would be because they had to wait for money to build back up in the trust funds.

Based on patron feedback, there was an increase for two new databases: 1) expanded World Book Encyclopedia (middle school and high school editions), and 2) NH Legal Forms due to court

requiring electronic filings. Ms. Flint explained that Wikipedia was a free source and not considered authoritative. Ms. Adams discussed the increase for digital resources, which was a hugely popular resource for downloading material. She said the budget line would allow Pelham to have its own designated copy versus competing with copies available to the State.

**Police** – presented by Police Chief Joseph Roark, Office Manager Celia Lingley  
2018 Selectmen approved budget: \$2,755,256  
2017 Operating Budget: \$2,673,312

Chief Roark provided the Board with a brief summary of the department's status. Mr. Cate questioned what effect new homes in Town would have on the department. Chief Roark noted they were requesting two additional officers, one to be hired at the beginning of the year and the other to be hired toward the end of the year. One of the officers would be hired specifically to assist with the opioid problem as a drug treatment and prevention detective. The second officer would be hired in August to attend the academy, which would have them on the street as a patrol officer in the beginning of 2019. This position is in response to some of the development in Town and in anticipation of the Tuscan Village project in Salem, NH, which will have an impact on Pelham's traffic corridor.

**Salaries** – Ms. Hillsgrove asked if there would be a contract coming up. Chief Roark replied it was currently being negotiated and submitted in a warrant article. Mr. Cronin asked for clarification of the new officers. Chief Roark noticed the two officer positions had been 'flip-flopped', so he clarified that the officer coming in August would be \$20,900, the other position was listed as DTPO. Mr. Cronin asked for an explanation of the salary reductions. Chief Roark replied that the newly hired officers were brought in at a lower pay scale than the officers they were replacing. Mr. Sherman saw there was one vacancy and asked how the position would be filled. Chief Roark replied typically when the budget had a placeholder, the new person would come in at entry level or lateral salary; they would hire the best candidate.

Mr. Sherman asked for the hourly salary of the crossing guards and when they received their last raise. Chief Roark believed they were paid approximately \$12.50 per hour. Ms. Lingley said the last raise was two years ago. Mr. Cate questioned if they were part of the union contract. Chief Roark answered no. He said they were lucky to keep the crossing guards during the past few years.

**Telephone** – Contractual increase, and addition of smart phone for School Resource Officer.

**Gasoline** – With the addition of officers, Mr. Cate asked if there would be more vehicles on the road or an increase to the gasoline line. Chief Roark stated they would keep the same fleet. Currently they tried to keep three cars on the road through overtime, so he didn't anticipate an increase to mileage and felt they would remain well within the limits of the budget.

**Equipment Repairs** – Decrease to fleet maintenance/repair with new fleet coming on line next year.

**New Equipment** – Mr. Sherman questioned if emergency responders should have a drone in their department for certain types of situations. Chief Roark understood they had good uses, but he hasn't followed up at this point. Mr. Sherman believed it might be helpful for the Fire Department.

**Expenses** – Mr. Cronin questioned the increase to the dues/tuition line. Chief Roark explained that the line was increased for tuition because they found that some of their required training was not available on a free basis. He noted they had been paying for tuitions out of different line items, but it had reached a point that they needed to pay for it. Mr. Sherman saw there was a line for animal

control and wanted to know if there was any money designated to study the building. Chief Roark answered no; he believed it was on the Capital Improvement schedule for 2019. Being on the CIP, Mr. Sherman said with regard to building projects, his suggestion would be to draw up architectural plans a year before they wanted to build. So they would have diagrams and costs when they were ready to build. Mr. Viger pointed out that the Selectmen hadn't yet taken a position as to where the building would be located.

Chief Roark provided a brief update regarding the department's CALEA accreditation process and told the Board they were now nationally accredited. Pelham is one of eleven agencies that's accredited. He noted they would request money in three years to pay the fee for re-accreditation.

Mr. Bailey commented that the Police interaction with the community was exemplary. He appreciated everything they did. Chief Roark stated all his employees bought in to that philosophy and did so on their own. They liked to be involved and have a positive image. He felt lucky to have the employees he had.

**Planning Department** – presented by Planning Director Jeff Gowan

2018 Selectmen approved budget: \$392,994

2017 Operating Budget: \$301,770

**Salaries** – Mr. Gowan explained that many of the salaries were contractual. He explained that he made a proposal to the Selectmen to increase the inspector's (building, electrical and plumbing) salaries. He provided the Board with a comparison chart showing Pelham's compensation versus other similar towns. His request would bring their salary up to a moderately competitive level. The Selectmen felt his initial proposal would be too much of a jump in salary for one year and instead agreed to approve a three-year incremental increase as follows: 2018=45%, 2019=35%, 2020=20%.

Mr. Cate asked if the Town was losing inspectors. Mr. Gowan stated Pelham's inspectors had vast experience compared to a lot of communities. Many towns in the State have one person perform all the inspections. He spoke about the experience of Pelham's inspectors and felt their compensation had been overlooked. Mr. Cronin asked for clarification regarding the hourly rate. Mr. Gowan replied the figure listed under hourly rate was actually the inspector's monthly compensation; however, it was considered a stipend. Ms. Hillsgrove asked for a breakdown of the three-year cost. Mr. Gowan said his overall proposal would have brought each inspector up to approximately \$28.70 per hour. Mr. Viger explained that during the discussion regarding the inspector's salary, there were four Selectmen present and they all agree that the inspectors deserved the money. However, there was a divide as to whether the percentage was going to be too big in relationship to other employees. The Selectmen then agreed to go with step increases over three years (45%, 35%, 20%). Mr. Cate commented to replace them if they left would cost the Town far more.

Ms. Larson commented that the Town was facing the same concerns as the School, where a lot of the employees were being paid less than those around us. She noted that the schools were losing a lot of people and had taken a huge hit. She said they needed to do something in the next contract because they couldn't continue to train people and lose them. This was the biggest hit they had in the seven years she has been on the School Board. She felt both the School and Town needed to get employee salaries up to where they should be.

**Supplies** – Mr. Cate questioned the decrease to office supplies. Mr. Gowan didn't have an answer. Mr. Cate asked that the information be provided to the Board.

*Gas, Oil, Etc* – Mr. Cate confirmed that the lease vehicle was fully paid for and inquired how much money had been saved. Mr. Gowan replied it was hard to say without knowing how the previous vehicle would have performed. He told the Board that the new vehicle was doing well. Mr. Cate questioned if the gas figure was adequate. Mr. Gowan believed it was.

*Specials* – Decrease for Economic Development website. Mr. Gowan explained it was no longer a Town committee and would do their own fund raising for their activities.

*Special Projects* – Mr. Gowan provided the Board with an explanation of the Municipal Separate Stormwater Sewer System ('MS4'). The MS4 is an unfunded Federal mandate. Mr. Gowan said he was proposing to get ready for the obligations, and reviewed an information compiled by Wright-Pierce (environmental engineer) that separated out Pelham's obligations from 2018-2023. He noted if they fulfill the requirements there would be heavy fines and the Town would still need to complete the work. He noted that they could bring interns into the process to gather the GPS coordinates and build the initial database to map every drainage structure.

Mr. Bailey asked if the department planned to hire more people to implement the plans. Mr. Gowan said not yet. He said they would have to develop rules and enforce private property snow removal and placement of salt; enforcement may be difficult. At some point, he said they would have to collect water samples and have lab testing.

Mr. Sherman wanted to know the timeline for the pipeline completion along Willow Street. Mr. Gowan replied they have not yet done the directional bore underneath the bridge; however the project was moving rapidly. Mr. McCarthy believed arrangements had been made with the Police Department for another 2-3 weeks. Mr. Gowan told the Board that he could get clarification for the Board.

**Insurance** – presented by Town Administrator Brian McCarthy  
2018 Selectmen approved budget: \$2,426,881  
2017 Operating Budget: \$2,372,263

Mr. McCarthy told the Board that the number in the budget was a placeholder; they typically didn't get the insurance number until mid-November. The budget will be updated during reconsideration. He spoke about the transition from Property Liability Trust to Primex and the changes the Town had made to lower costs.

Mr. Cronin asked for either a number or percentage of the employees who take advantage of the insurance plan. Mr. McCarthy answered yes.

Mr. Sherman questioned if the new police officer had been included in the figure. Mr. McCarthy said he would check with the Finance Director, but believed the figure had been added.

**Retirement** – presented by Town Administrator Brian McCarthy  
2018 Selectmen approved budget: \$1,674,851  
2017 Operating Budget: \$1,482,840

Mr. McCarthy told the Board that the Finance Director had projected a 12.9% increase over last year of \$192,011.

296 Mr. Bailey understood that the NH Retirement rate had taken some 'jumps' and questioned if those  
297 'jumps' were ending at a point. Mr. McCarthy said the data was not out yet. Mr. Sherman pointed  
298 out that it was a State mandate. He didn't think anything would happen until there was no liability  
299 in the fund. He believed there would be increases until at least 2037-2039 before the pension  
300 system was fully covered.

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302  
303 **ADJOURNMENT**  
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**MOTION:** (Sherman/Hillsgrove) To adjourn the meeting.

**VOTE:** (8-0-0) The motion carried.

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306 The meeting was adjourned at approximately 9:30pm.  
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308 Respectfully submitted,  
309 Charity A. Landry  
310 Recording Secretary