

Pelham Board of Selectmen

2007 Project Tracking Worksheet							
#		↑	↓	↔	Project	Description	Last update message
A - High Priority Projects							
A1	↑	↔	↔	↔	Public Safety: Fire Department; New central station	New central fire station in conjunction with new Town Center Project	11/3/07 - 2008 WA # (TBD) Proposed; 2007 WA #8 failed; completely revised plan to be presented on 2008 ballot, significantly downsized
A2	↑	↔	↔	↔	Public Safety: Road renaming for E911	Administrative - TA working with Fire Chief and E911 staff will update BOS if any further action is required	11/3/07 - Work continues; June/July 2008 possible implemetation due to NH E911 work remaining
A3	↑	↔	↔	↔	Public Safety: Town Center traffic	Resolve town center life safety traffic issue. Resolution of the central fire stations is critical to this process; \$2m Fed Grant awarded, now long process of public hearings and planning begins. Earliest construction start est. 2009 or later	11/3/2007 CSS Group progeessing on schedule; see CSS link on main Pelhamweb.com home page for NH DOT project details
A4	↑				Muldoon Park 2nd Egress ROW	Need to complete ROW plot plan for 2nd Egress; This will require Planning Board approval and plot plan/deed updates. This is the administrative portion of this project, not construction.	11/3/07 - in progress
A5	↑	↔	↔	↔	Combs junkyard lot line adjustment	proposed in 2005 for a minor lot line adjustment	11/3/07 - need TA update
A6	↑	↔	↔	↔	Transfer Station pay-as-you-go option	Bruce suggested a coupon system or any other type of system to	11/3/07 - need to schedule Transfer Station Dept Head to future BOS meeting
A7	↑	↔	↔	↔	Raymond Park soccer field build out	Field and road construction	11/3/07 - last effort to obtain funding to complete project via 2008 WA, else grant money returned to Fed
A8	↑				Park and Rec WebTrac Implementation	Allows residents to browse and signup for Park and Rec Programs via the web	11/3/07 - WebTrac is online, but postponed until new P&R Director is hired
A9	↑				Park and Rec RecTrac - program expense tracking incorporated into system	Final implementation step needed to record revenue and expenses on a per program basis within RecTrac	11/3/07 - TA and Finance Director to schedule a cut over date from manual expense tracking to RecTrac
A10	↑				Parj and Rec Vechile Policy	Need to establish a policy similar to the Sr. Center Bus policy regarding authorized volunteers	11/6/07 - unusual use and usage creating unecessary wear and tear on vechile is shortening vechile life; We need to establish a policy on who can use it and for what purpose
A11	↔	↔	↔	↔	Junkyard license application procedure & closure bond	Need to review process with respect to application deadline, review period, and granting temporary licenses during the review period and Public Hearing 10 day posting period	11/3/07- will continue discussion in Nov 2007 for 2008 ballot - Licenses expire on annually on March 31 - need policy decision on fines for non applicants - T. Domenico proposed changes
A12	↑	↑			Codification project completion	BOS review of all town ordinances and getting them all in a single location in electronic format	11/3/07 - project reprioritized; BOS review complete; need final steps to return decisions with codification company helping us
A13	↑	↔	↔	↔	Route 38 Water	Discussion on getting water and sewer on Rt 38	Awaiting status of gas distribution plan at industrial site -Does the BOS want to pursue further options?
B - Priority Projects							
B1	↑	↔	↔	↔	Impact Fee Review; Fire Department funds; PES impact fee	Need to review current impact fees with respect to 7 year collection period. Some impact fees collected are at risk of surrender if not spent within the 7 year period	11/3/07 - TA and Planning Department working on a proposed revised schedule. TA will bring to BOS upon study completion
B2	↑	↔	↔	↔	Public Safety: 2 intersections on 10 year plan	Mammoth and Sherburne Road intersection Rt 38 and Old Gage Hill Road/Ledge Road intersection	11/3/07 - working with NHDOT to put these two intersections on 10 year plan - very slow process working with NHDOT

B3	↑	↔	↔	↔	Communication enhancement	Develop and implement communications plan/strategy	funding approved in operating budget-need to finalize planning for implementation of periodical letter; cost free projects included posting meeting minutes, 2006 Warrant Websites, Voters Guide and PTV Trivia all done via volunteer efforts
B4	↑	↔	↔	↔	Muldoon parking (Construction Effort) ROW issue tracked under another item	second emergency egress is needed	Need to acquire land adjacent to Nashua to finalize egress potential, then pursue Wetlands crossing permits. Little league to investigate clearing available egress up to wetlands
B5	↑	↑			Senior Center expansion	Need to start working a facility expansion plan for the Sr. Center due to continued usage growth, and a deteriorating facility	11/3/07 - COA seeking about 1/2 funding via capital reserve fund warrant articles, then will put remaining 1/2 on ballot via a bond request
B6	↑	↔	↔	↔	Departmental 3 year outlook plans; succession plans; & Organizational Charts	Each Town department to create a 3 year outlook plan on what they are looking to do, need, and where they want to go with the dept	11/3/07 - need to update for 2008-2011
C - Projects							
C1	↔	↑			Municipal Building Automatic Doors	Resident requests to upgrade front doors with an automatic opener; very difficult to open when air locked	Included in 2008 Budget
C2	↔	↔	↔	↔	Relocation of PTV to Municipal Center	Early planning stages of relocating PTV cable head from Annex to new MB	2006 WA #8 - failed - needs further discussion on annex location and prioritization
C3	↔	↔	↔	↔	Computer use policy (personal use/internet use/ system administrator)	TA and Victor to develop 3 policies to oversee computer usage by Town employees. What is appropriate usage and what is not.	10/16/2006 - Draft completed
C4	↔	↔	↔	↔	Well ordinance	Health Officer has recommendations for well ordinance updates	
C5	↔	↔	↔	↔	Noise ordinance	For consideration, would require Town Meeting support	
C6	↔	↔	↔	↔	Future of Town Hall Annex	need to determine future of the annex	
C7	↔	↔	↔	↔	Future of CTAC	Revisit role and mission of CTAC	
C8	↔	↔	↔	↔	Future of Mun. Bldg. Committee.	Revisit role and mission of municipal building committee	
C9	↔	↔	↔	↔	Review Gift policy	TA to revisit gift policy for periodic updates	
C10	↔	↔	↔	↔	Surveys of town owned land	2004 warrant failed, but need still exists. Possibly resubmit for 2007 warrant	warrant not submitted in 2005, maybe 2008
C11	↔	↔	↔	↔	Town wide septic disposal plan (HB503-not signed by Gov. as of this writing)	Administrative - TA will update BOS if any action is required	need update from TA
C12	↔	↔	↔	↔	Natural Gas utility down Rt 38 Business dist	TA to investigate if its possible to get natural gas down rt 38 from Dracut. Heavy users include Pelham Plaza and Wakefield Engineering. If possible, it decrease fire hardzard of large business tanks.	
D - Completed or no further action in 2006							
D1		↓	↔	↔	State mandated revaluation	need to complete prior to April 2006 for November 1st bills	1/1/07 - 99% of project complete
D2		↓	↔	↔	Personnel: Code enforcement	Revisit process procedures for effective enforcement, receipt of complaint, tracking, action taken, and closure process	10/16/06 - new process implemented; review scheduled for 10/17/06
D3		↔	↔	↔	Functional SOG per Department	Standard Operating Guideline (SOG) - area of improvement identified in annual audit	8/15/06 - Bookkeeper SOG complete; circulating sample for review
D4		↔	↔	↔	Personnel: Bookkeeper	Hire replacement	complete
D5		↔	↔	↔	Personnel: BOS Office Secretary	Hire replacement	complete
D6		↔	↔	↔	Personnel: annual reviews	Complete and communication annual review	complete
D7		↔	↔	↔	Personnel: Fire Chief Hiring	Fire Chief set to retire June 30, 2006	complete
D8		↔	↔	↔	Future of Park and Rec Advisory Committee	Revisit role and mission of Park and Rec Advisory	complete - no changes for 2006

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D9		↔	↔	↔	Abandoned buildings	Need to develop a plan to deal with abandoned buildings with respect to continue Town growth, a possible new central fire station and/or a sub-station	
D10		↔	↔	↔	Pennechuck water extension down Marsh Road	Need to schedule public hearings	need to determine if there is public interest
D11		↔	↔	↔	2006 WA # NH Retirement Implementation	Work with NH Retirement agency on enrolling town employee's authorized by 2006 WA #12	8/15/06 - WA passed; BOS signed contracts in August; implementation now underway
D12							
D13		↔	↔	↔	Park and Rec RecTrac	Area identified by auditor to improve dept efficiency. Current process is spreadsheet based, trying to track a complex set of rules for scheduling, fees, exceptions, and stats.	11/3/07 - RecTrac implemented
D14							
D15		↔	↔	↔	Public Safety: Fire Department manning effort	Mutual Aid station coverage now limited to Hudson only. We are at risk of 2 concurrent calls with only 3 full time EMT/Fire Rescue	1/1/07 - on ballot for March 2007
D16		↔	↔	↔	Pennechuck Update	periodic discussion with Pennechuck re: rates and infrastructure	1/1/07 - completed in December 2007
D17		↔	↔	↔	Muldoon Park base ball field expansion	Little League offering to construct 2 new fields and parking	1/1/07 - Public Hearings complete; earth work and seeding complete; stabilizing area for winter
D18		↑			Employee Safety: Fire Station Roof Leaks	At least 5 roof leaks identified; some causing mold issue	1/1/07 - repairs near complete
D19		↑			Employee Safety: Fire Station Mold	A large amount of toxic mold identified in Fire Station crew area near show/rest room and kitchen; One worker out on workers comp	1/1/07 - remediation underway
D20		↔	↔	↔	Public Safety: Engine 3 replacement	2006 WA #20 passed to refurbish Engine 3 but taken out of service. Need warrant to xfer warrant to new purchase warrant for 2007 ballot.	1/1/07 - on ballot for March 2007
D21		↑			Public Safety: Fire Dept Communications gear	Interoperability issue with local Police, Fire and other first responder agencies; digital upgrade from old analog system	1/1/07 - included in Fire Dept 2007 budget
E - Failed warrant or deferred; no further action in 2007							
E1					2007 WA# 8 - Central Fire Station	\$7.3m bond failed	
E2					2007 WA#16 - Deputy Fire Chief	\$45,071 failed	
E3					2007 WA# 19 - 1 New Police Officer	\$45,651 failed	
E4					2007 WA# 22 - 2nd Egress at Muldoon	\$170,000 failed	
E5					2007 WA# 23 - 2 Soccer Fields Raymond park	\$195,000 failed	
E6					2007 WA# 26 - Sherburne Hall Update	\$198,000 failed	
E7					2007 WA# 30 - Illegal Tire Dump Raymond Park	\$30,000 failed - Petition Warrant	
E8					2007 WA# 31 - New Gym @ PVMP	\$960,000 failed - Petition Warrant	
E9					2007 WA# 33 - Traffic control issue at Sherburne and Mammoth Road	\$100,000 failed - Petition Warrant	
E10					2007 WA#35 - Fence & Sprinkler @ Muldoon new fields	\$20,000 failed - Petition Warrant	
E11					2007 WA# 36 - Cemetery Garage	148,164 failed	