

41 Assessing - \$222,221 proposed.

42 Presenting was Assessing Assistant Susan Snide.

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44 Supplies showed an increase due to an increased number of parcels requiring notification of the
45 cyclical valuation. This figure will increase each year.

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47 The major increase to Expenses related to the purchase of a new software system (CAMA) due to
48 the present system being outdated and no longer serviced. In the process the department will
49 contract with Vision Government Systems to cloud host the database. The decision was made
50 after reviewing cost comparisons and how catastrophic events would be handled. Mr. Cate
51 wanted to know the annual fee for services. Ms. Snide stated they had signed the contract and
52 would transfer the data after the tax bills were done in November 2018; the cost of the system
53 would be paid next year. The cloud hosting will have an annual cost of approximately \$7,000
54 (cost unknown in future). Web hosting has an annual cost of approximately \$2,750 (cost
55 unknown in future).

56
57 Mr. Cronin asked for more information regarding the CAMA system. Ms. Snide replied it was a
58 table-driven system. They input figures and the system does calculations, although it isn't an
59 accounting system.

60
61 Mr. Bailey saw there were postage meter rentals in numerous budgets and inquired if the Town
62 had considered purchasing one. Mr. McCarthy replied they would be purchasing one this year.
63 He understood there would still be costs associated with maintenance and updates. He noted any
64 contract the Town entered is reviewed by legal to ensure it's good for the Town and has no
65 hidden responsibilities/fees.

66
67 Ms. Capone referenced the labels and copy paper lines in Supplies, which had both increased
68 over 100%. She asked if the increases were necessary. Ms. Snide explained she runs the supplies
69 down and restocks when needed. She won't use that number of labels in one year, they would be
70 used over five years. She likes to have them available as opposed to having them run out.

71
72 Mr. Sherman wanted to know what cyclical valuation year the Town was currently in. Ms. Snide
73 replied they were in year three; the next valuation update will be in 2021. She said the Town's
74 assessing company (Corcoran) was looking to possibly conduct a statistical update next year
75 based on the market.

76
77 Mr. Bailey inquired why the cost for tax map updates were nearly doubling. Ms. Snide stated in
78 the past they contracted with SFC Engineering to do the tax maps with the Assessing department
79 contributing \$800 and the Planning Department contributing \$1,500-\$3,000 (depending on the
80 year). They currently contracted with the Nashua Regional Planning Commission ('NRPC') to
81 update the Town's tax maps in real time. They are also doing a GIS in the Town. Mr. Cate
82 understood there was a lot of building occurring and wanted to know if the same amount was
83 anticipated next year. Mr. McCarthy replied the Town had gone past 120 Building Permits (new
84 single-family homes) this year. Ms. Snide noted there were over 800 Building Permits in total
85 (all inclusive of sheds, pools, etc.). She anticipated the similar numbers next year.

86
87 Ms. Capone asked when the Vision Appraisal contract would end. Ms. Snide explained they
88 were purchasing the CAMA replacement system this year. The cloud and web hosting were on
89 an annual basis. Ms. Capone questioned how often they explored other options. Ms. Snide
90 replied never, given they had the data within the department's system they were working with.
91 She said they couldn't contract with another organization to do web and cloud hosting using the

Vision database; they would have to get a new data base to do so. Ms. Capone understood that the cost to switch would be much larger. Ms. Bressette questioned if the department would enter into a new contract for cloud hosting, or if it was included in the Vision cloud backup. Ms. Snide said it was a new contract; this year \$7,000 the percentage increase was unknown in projected years.

Conservation Commission - \$7,947 proposed.

Presented by Conservation Chairman Paul Gagnon

The only increase was in Expenses. Mr. Gagnon told the Board that they proposed a Prime Wet Land Study. He explained prime wetland studies were done in 1987 and 2000 that defined approximately a dozen. There were additional studies done in 2007 and 2010 that defined four more (large) prime wetlands. The State of New Hampshire changed the process for defining a prime wetland that deemed the work done in 1987 and 2000 no longer met the State's Regulations making it so they didn't recognize the previously defined wetlands. Mr. Gagnon has spoken to a wetland scientist and include the estimated cost in the proposed budget to go back and do what's necessary to bring the prime wetlands up to date and re-certified by the State.

Mr. Cate inquired what would happen if they didn't recertify the prime wetlands. Mr. Gagnon said if an area is simply a wetland and not a prime wetland the State has no interest in a buffer, although the Town has a 50-foot buffer requirement. Regarding a Prime Wetland, the State gets involved if work is done within 100 feet. of the edge of the buffer. Mr. Sherman questioned if there would be consequences (removing buildings) if a person had built within the buffer. Mr. Gagnon answered no; a building would be grandfathered if it was already in the buffer at the time of the designation. He noted after the wetland scientist did the work, a warrant article would be placed on the ballot asking voters to designate the specified areas as prime wetlands. Mr. Sherman questioned what would happen if the voters turned down the recommendation. Mr. Gagnon didn't know the answer and told the Board he would get an answer.

Mr. Bailey asked what the differences were between a 'wetland' and a 'prime wetland'. Mr. Gagnon replied it was the quality of the wetland and how much human disturbance had happened.

Mr. Cate thanked Mr. Gagnon for his work and the voters for supporting the warrant article that allows land purchases for conservation. Mr. Gagnon in turn thanked the Board and the Selectmen for their support. He noted current use money is used before they 'tap' into the bond. He also noted they had recently updated their conservation land map. Laminated copies will be displayed for the public. Mr. Sherman asked what percentage of land in Town that is in conservation. Mr. Gagnon replied the Town contained 16,828 acres, of which approximately 2,400 was preserved. Mr. Sherman questioned if residents could get a copy of the map and Town trails. Mr. Gagnon replied they had worked with the Nashua Regional Planning Commission who had a website (nrpcmapgeo.com) with a map of Pelham that could be accessed of all properties and owners.

Ms. Bressette asked how many acres could be protected with the prime wetland designation. Mr. Gagnon didn't have the exact acreage, but believed it was between 200-300 acres. He will provide the Board with an answer via email.

Budget Committee - \$162 proposed.

Presented by Town Administrator Brian McCarthy

The budget was level funded. Ms. Capone asked if the Board wanted to discuss adding tablets in the future. Mr. McCarthy said based on the cost of the tablets purchased for the Selectmen, it

would be approximately \$1,000 each. He noted the Budget Committee could easily be set up to use them. He said it had worked out great for the Selectmen and they had saved a lot of paper and administration costs. He spoke about the capabilities of using tablets and security of information.

Debt Service Interest - \$113,477 proposed.

Debt Service Principal - \$710,714 proposed.

Presented by Finance Director Dan Ramgopaul. He explained the figures and associated decreases.

Health Services - \$73,500 proposed.

Presented by Town Administrator Brian McCarthy

Mr. McCarthy said the Town receives a letter from the organizations requesting a certain amount of money; typically, they are supported. The organizations are very important to the community. He noted expense line #12 had changed from Hope for New Hampshire Recovery to Substance Abuse Issues. This change was made because Hope for NH organization was in limbo as to what their mission will be. The Selectmen elected to change the category primarily because the voters supported two new Police Officers allowing one of the veteran Officers to move into the detective bureau to deal with the opioid crisis head on. Mr. Bailey questioned how the money would be 'gated'. Mr. McCarthy replied expenditure requests would go through him to the Selectmen for approval.

Mr. Cate asked if the budget line could assist in re-supplying Narcan. Mr. McCarthy believed Fire Chief Midgley did a good job staying on top of the medicine purchases. He said being a new program the line could be used for a lot of different things. Mr. Cate questioned if the substance situation had gotten better. Mr. McCarthy replied the Police and Fire Departments were doing a great job and had well trained personnel. Programs were working, and they responded accordingly.

In reviewing the figures with the backup data, Mr. Sherman saw that some of the requests were higher than what was approved by the Selectmen. Mr. McCarthy believed there was money left over from last year that made up the difference.

Ms. Hillsgrove understood that the numbers were based on the number of users from Pelham. Mr. McCarthy stated that was correct.

Mr. Sherman didn't see a request figure from the Salvation Army. Mr. McCarthy replied they carried the same number from last year's budget. Mr. Sherman didn't see backup information from Bridges Rape & Assault Support Services, Child Advocacy Center or Pelham Community Coalition. It was noted that backup information was provided for Bridges. Mr. Bailey believed the addition of an expenditure column would be helpful. Mr. McCarthy noted some of the lines don't get paid out until the end of the year. Ms. Hillsgrove asked for information from the last couple years to use as a comparison.

Health Officer - \$45,766 proposed.

Presented by Town Administrator Brian McCarthy

Mr. Bailey said it seemed like a low salary for the officer. Mr. McCarthy replied the officer was called during crisis; the position was less than part-time.

Ms. Hillsgrove inquired about ticks and how the Town was doing. Mr. McCarthy replied the Town as doing well, he hadn't received even one call. Ms. Bressette questioned how much of an area was sprayed for tick and mosquito control. Mr. McCarthy replied the schools and parks were sprayed. Ms. Capone asked if there was an increase given the West Nile scare. Mr. McCarthy answered no. Mr. Bailey questioned if there were any confirmed/reported cases of West Nile/EEE. Mr. McCarthy replied there were no confirmed reported cases in Pelham; there was one a few weeks ago in Salem. He was surprised to learn from a State press release that Pelham was included in a West Nile/EEE emergency area. In turn he sent out a press release to residents.

Human Services - \$93,040 proposed.

Presented by Town Administrator Brian McCarthy.

Mr. Cate saw that general assistance was level funded and asked if there was enough in the budget. Mr. McCarthy answered yes. Mr. Cate asked what was spent in the previous year. Mr. McCarthy believed they spent approximately \$45,000-\$50,000. He noted by Statute, the welfare budget was the only budget that could be overspent. He said the amounts couldn't be forecasted; however, the budget figure was a typical amount.

Mr. Bailey asked for a brief explanation of the Human Services. Mr. McCarthy replied it was general assistance (welfare). People in the community that were going through difficult times, they would meet with the general assistance coordinator and have their financials reviewed. He said the coordinator was valuable and knowledgeable. Ms. Capone questioned what a person's financial needs were based on and if it was updated. Mr. McCarthy replied the State provided a guideline.

Legal - \$97,500 proposed.

Presented by Town Administrator Brian McCarthy.

Mr. McCarthy noted that the Town had two law firms, one that handled land use issues, lawsuits, etc. (through a blanket retainer) and a second firm that handled all personnel matters. He said during the last year they had personnel matters; the budget increase is based on the 'actuals' of the past budget. There was a brief discussion regarding the legal budget from the last few years (average spent and overbudget costs). Mr. Cronin questioned how court costs would be funded. Mr. McCarthy replied he would find a way to fund it or overspend the line item. Ms. Capone wanted to know if there was an average court cost. Mr. McCarthy explained that the cost depended upon the lawsuit. The last case cost was approximately \$104,000.

Town Celebrations - \$9,260 proposed.

Presented by Town Administrator Brian McCarthy

Level funded budget. Mr. Sherman asked that the 'contingency' line carry \$1 as a placeholder.

Treasurer - \$15,176 proposed.

Presented by Town Administrator Brian McCarthy

Mr. Cate inquired if the budget had enough money if the current Treasurer left the position. Mr. McCarthy replied the position was not a full-time job and the salary was a stipend. He said the current Treasurer had been in the position for thirty years; she is diligent and goes out of her way to find cost savings. He noted she was also very instrumental with the new accounting and other departmental software. The position was approved by the voters to be appointed versus elected.

In the event the current Treasurer leaves the position it will allow the Selectmen to review a person's qualifications before entering the position.

Mr. Bailey asked if the Selectmen had reviewed what other towns pay for the position. Mr. McCarthy said they hadn't; the position received a raise two years ago. Mr. Bailey questioned if there was any anticipation that the Treasurer would leave the position. Mr. McCarthy answered no, not at this time.

Ms. Capone felt for information, they should look at other towns to ensure the position was being paid fairly. Mr. McCarthy told the Board he would report back to the Board with salary information. Ms. Capone asked for information regarding the bank fees. Mr. Ramgopaul explained that the budget line reflected several accounts and the monthly total for all the bank fees.

Trust Funds - \$150 proposed.

Presented by Town Administrator Brian McCarthy

There was a slight increase for supplies to reflect actual costs. Mr. McCarthy said in previous year the Trustees would purchase items 'out of pocket'. Ms. Capone asked if there as a plan in the event the budget line was spent. Mr. McCarthy replied if they run out of money the Town could try to supply them with necessary items or the budget may be over-expended and adjusted next year.

Mr. Sherman asked for a list of the trust funds and the amounts contained in each.

BUSINESS / DISCUSSION

Mr. Cronin stated according to the Board's ByLaws – Responsibilities and Duties - all members shall make every effort to attend each scheduled session; unexcused absences from three consecutive regular scheduled meetings shall be just cause for the committee by majority vote to request members to return to elected duties. He made the following motion:

MOTION: (Cronin/Hillsgrove) To inform Deborah Gibbons that she has missed three consecutive meetings and to request that she return to her duties on the committee.

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

Mr. Bailey informed there was still one vacancy. Anyone interested in volunteering was invited to submit a volunteer application (through the Selectmen's office) to fill the vacancy.

ADJOURNMENT

MOTION: (Hillsgrove/Cate) To adjourn the meeting.

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

The meeting was adjourned at approximately 8:53pm.

Respectfully submitted,
Charity Landry
Recording Secretary