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APPROVED
TOWN OF PELHAM
BUDGET COMMITTEE - MEETING MINUTES
Thursday, September 19, 2019
APPROVED – September 26, 2019

CALL TO ORDER – at approximately 7:30pm

PRESENT: Ms. Amber Capone, Ms. Daryle Hillsgrove, Mr. Bob Sherman, Ms. Meg Bressette, Mr. Jas Moorjani, Mr. Eduardo Martony, Mr. Kannan Sasi, Selectmen Representative Heather Forde, School Board Representative Deb Ryan

ABSENT: Mr. David Cronin (excused), Mr. Dave Cate (excused)

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PLEDGE OF ALLEGIANCE

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MEETING MINUTES

September 12, 2019

MOTION: (Sherman/Hillsgrove) To approve the September 12, 2019 meeting minutes as amended.

VOTE: (8-0-1) The motion carried. Ms. Ryan abstained.

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Ms. Capone explained the process the Board would take while reviewing the budgets. She welcomed members to ask questions at any time.

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NEW BUSINESS / OLD BUSINESS

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Nothing was brought forward.

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2020 BUDGET REVIEW

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Town Accountant Jean Olsen and IT Administrator Brian Demers came forward for the discussion and to answer questions.

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Cable – Cable Coordinator Jim Greenwood presented.

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2019 Operating Budget: \$136,838

2020 Request: \$144,480

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Mr. Greenwood spoke about the increase to salaries. He explained the Studio Assistant had been listed in the support contract; however, they found out recently the actual salary amount wasn't previously being paid so the figures were increased to reflect the correct salary. The only non-union increases were for technicians. He explained as they progress in the position, they receive increases. Starting salary is \$9.50 up to \$11.00.

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Under supplies, Mr. Greenwood explained he showed a slight increase to accommodate what he was doing for the theater program. Ms. Capone questioned if there was a manner to get back some of the money from the theater program. Mr. Greenwood replied he occasionally was able to

42 be reimbursed. Mr. Martony questioned if the expenses should be moved to the Parks and
43 Recreation budget. Mr. Greenwood replied Parks and Recreation don't own the printer he uses.
44 He added the Parks and Recreation employees leave at 4pm and he was usually available to assist
45 the program after business hours. Mr. Martony said he was only suggesting the accounting be
46 moved to Parks and Recreation.

47
48 Under telephone, Mr. Greenwood told the Board he receives a stipend but uses his personal
49 phone for work. He's available 24/7. Repairs were level funded. Regarding new equipment he
50 noted he had an equipment grant that was nearly exhausted. He explained the grant comes with
51 the franchise agreement. The agreement signed in 2011 gave the cable department
52 approximately \$10,000 per year to purchase equipment, although some was used to build the new
53 office in Town Hall. He noted during the year they had two playback units fail; one was
54 purchased, and he hoped to afford the second by the end of the year. He believed the amounts
55 received from that grant should sustain the department through 2021, at which time a new
56 contract would need to be negotiated/signed.

57
58 Mr. Greenwood discussed the use of his personal vehicle to transport equipment between various
59 locations; for that use he is reimbursed for mileage.

60
61 Mr. Sherman inquired how many households were serviced by cable. Mr. Greenwood replied
62 there were approximately 3,700-3,800 households; however, that figure includes households that
63 just had internet and the revenues were only generated from households that had television. For
64 people who don't have cable television they can access all Town meetings and recorded events
65 through the Pelham website. <https://ptv.viebit.com/>

66
67 Mr. Sasi asked if people had to pay for the on-demand service. Mr. Greenwood replied it was a
68 free service; people don't have to be a cable subscriber to view the meetings.

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70 The Board thanked Mr. Greenwood for his presentation.

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74 **Capital Improvement Plan Presentation**

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76 Planning Board and Capital Improvement Committee Chairman Roger Montbleau and Planning
77 Director Jeff Gowan came forward and reviewed the Capital Improvement Plan ('CIP') for
78 projects during 2020-2026. The Board was provided with a copy of the plan. Mr. Gowan
79 explained the CIP was advisory tool for Town boards. Mr. Montbleau described the review
80 process and threshold for items to be included on the plan. Mr. Gowan reviewed the individual
81 items contained on the plan, their rank, cost and projected budget year.

82
83 For information, Mr. Gowan explained there was a Statutory prerequisite to have a CIP and
84 Master Plan if impact fees are going to be collected. He stated Pelham had a detailed study that
85 helped Board of Selectmen and Planning Board establish the impact fee. That study reviewed the
86 various types of housing that could be built. He discussed the current fees being collected and
87 how they could be used for specific Town and school expenditures. Ms. Capone confirmed
88 impact fees are only collected for new houses and suggested the Town start thinking about the
89 possibility of running out of land or a recession. Mr. Gowan replied the easier parcels were gone,
90 but there was a lot of good land remaining in Town. He noted development was driven by the
91 market; during the last three years it has been as robust as the early 2000s.

92

93 Ms. Capone asked Board members to forward any line direct questions to the specific
94 departments.

95

96 *Planning Department – Planning Director Jeff Gowan presented.*

97 2019 Operating Budget: \$411,288

98 2020 Request: \$445,108

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100 Mr. Gowan stated virtually all salaries increases were contractual, except for the inspectors
101 (building, electrical, plumbing). Two years ago, he proposed increases to the inspector's stipends
102 based on comparisons to other communities. It was the Selectmen's opinion to break the total
103 increase over three years with 2020 being the final increase year. He stated the inspector's total
104 salary was approximately \$67,980 and noted he wouldn't be able to hire one full-time person to do
105 all the inspections for that salary. Ms. Hillsgrove confirmed the inspectors were all properly
106 licensed. Mr. Gowan answered yes. He said they were also experienced enough to be able to cover
107 one another.

108

109 Mr. Sherman questioned if the inspectors received health or dental benefits. Mr. Gowan answered
110 no. Mr. Sherman pointed out any full-time person would need to have those benefits, which was
111 another reason the three inspectors were a great bargain to the Town. Ms. Capone wanted to know
112 if the inspectors approved each other's work. Mr. Gowan replied the electrical inspector had
113 general construction expertise and the building inspector had been around huge projects and was
114 able to do electrical inspections. Mr. Capone stated they couldn't expect someone from a different
115 trade to know the new laws or being experienced in such. Mr. Gowan commented the inspectors
116 were very capable of doing inspections. He added that the plumbing inspector didn't do any private
117 work so there wouldn't be any conflicts related to him.

118

119 Mr. Gowan continued to review the proposed budget, with most lines being virtually level funded
120 from the previous year. There was a slight increase for the plan copier line as its supplies were
121 higher than a regular printer. Citizens are charged \$10 per sheet. There was a slight increase for
122 training for land use board members.

123

124 Mr. Gowan spoke to the Board regarding the MS-4 requirements (per Federal unfunded mandate),
125 for all things related to stormwater outfalls (i.e. water retention, detention, discharges, culverts etc.)
126 within the Town. He explained the Selectmen weren't comfortable with the amount of time it
127 would take him to comply with all parts of the program and instructed him to hire a full-time person.
128 The position of 'Environmental Compliance Specialist' has been created but the salary hasn't been
129 specifically designated. Currently the Town works with a consultant but over time he expected
130 their time to be reduced as the new employee grew into the position. He believed in time the MS-
131 4 would have its own budget.

132

133 Mr. Gowan provided the Board with Planning Department statistics regarding building and
134 inspections that had occurred in Town. The document also outlined fees collected from
135 applications to land use boards. He reviewed the amounts collected for exactions and impact fees.

136

137 Ms. Hillsgrove questioned why they paid three different rates for telephone. Mr. Gowan stated two
138 inspectors used their own telephones and received a usage stipend. The Code Compliance Official
139 has a separate employee contract and rate for his phone.

140

141 Mr. Sasi inquired if the MS-4 budget lines will be one-time expenditures. Mr. Gowan answered
142 no; the responsibilities would increase over time. Mr. Sherman reiterated the MS-4 was a Federal
143 mandated, unfunded program. Mr. Sasi wanted to know what would happen if the Town didn't

144 comply. Mr. Gowan stated there were heavy fines. He added after the Town paid the fines the
145 work would still need to be done. The Town had no choice but to comply. Mr. Sasi questioned if
146 the new employee would work in tandem with the consultant until they understood the position.
147 Mr. Gowan replied they would do as much as possible in-house; however, the consultant was an
148 excellent vendor and looked for various ways to save the Town money. He didn't think there would
149 be a time that the Town wouldn't need a consultant. Ms. Hillsgrove suggested reviewing the budget
150 to ensure the associated costs with supporting the position were outlined when it is brought forward
151 for consideration. She said the Board will want to know the full cost of the position, not just salary.

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153 Ms. Capone asked Mr. Gowan to provide the Board with confirmed figures for the Office Manager
154 position and Specials.

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158 *Hobbs Community Center (Senior Center) – Director Sara Landry presented.*
159 2019 Operating Budget: \$136,844
160 2020 Request: \$144,630

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162 Ms. Landry noted the salary line items included merit increases; the employees were not included
163 in the union. Supplies showed a slight increase based on actuals. Telephone was contractual. Gas
164 and Oil is set; she has no control over the figure. She noted the bus driver's hours were increased
165 last year to forty hours. She commented with the additional hours they were able to have additional
166 seniors on the bus and be involved. Ms. Landry continued to review the budget lines; most carried
167 the figures from last year.

168
169 Ms. Hillsgrove commented that the cell phone numbers were different from department to
170 department. She felt the Town should look into the budget lines and see if there was something
171 they could do for next year.

172
173 Ms. Bressette recalled when the budget was presented to the Selectmen, Ms. Landry requested an
174 increase to the support staff hours. Ms. Landry stated it was on her 'wish list' and would like to
175 see done; however, the Selectmen weren't ready to support doing so because of the Town's needs
176 at this time. She said it was definitely needed because the Senior Center was very busy. Ms.
177 Bressette understood there was no one to fill in and cover if Ms. Landry had an emergency situation
178 arise. Ms. Landry replied that was correct. Currently the Senior Center has the Director, a full-
179 time bus driver, part-time administrative assistant (20hrs/week) and a part-time travel coordinator
180 (15hrs./week). Ms. Landry noted as of this week the travel coordinator would be out on medical
181 leave; that person often covers for Mr. Landry when she is by herself at the center. She said when
182 people take a day off or leave for vacation it's a challenge. She told the Board she would be
183 working with the Town Administrator to come up with a plan as to how to more effectively cover
184 those hours at this time.

185
186 Ms. Hillsgrove questioned if there were statistics regarding the change in population from year-to-
187 year. Ms. Landry replied she provided a presentation to the Board of Selectmen and would forward
188 a copy to the Budget Committee. The presentation provides a lot of statistic information. She
189 pointed out the senior population in Southern New Hampshire was continuing to grow because the
190 area was having a hard time getting young people to remain living in the State. New Hampshire's
191 average age is 43 years old and is second oldest in the United States behind Maine.

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193 The Board thanked Ms. Landry for the presentation.
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Town Insurance – Town Accountant Jean Olsen presented.

2019 Operating Budget: \$2,590,049
2020 Request:\$2,579,929 (placeholder)

Ms. Olsen explained that the Town didn't currently have the actual insurance number but expected to receive it at any time. The budget figure is placeholder. She noted each union paid a different percentage rate. She informed currently there were 14 on the single plan, 23 on the 2-person plan, 41 on the family plan and 11 people waived insurance.

Mr. Sasi asked if it was for Town employees. Ms. Olsen replied it included all 89 full-time people that were eligible for insurance (Police, Fire, Union and non-union).

Mr. Sherman stated the Highway and Planning Departments were both seeking to hire new employees. He asked if those two additions were factored into the figure. Ms. Olsen answered no; at this time, they took the data from the departments based on the current number of employees. She noted they were still waiting for final numbers.

Retirement – Town Accountant Jean Olsen presented.

2019 Operating Budget: \$1,757,919
2020 Request:\$1,870,081

Ms. Olsen noted they saw a decrease in June for the employer contributions.

Fire: 30.09%
Employee: 11.17%
Police: 28.43%

Member contributions are as follows:

Fire: 11.80%
Employee: 7%
Police: 11.55%

There are 6 retired individuals. There are 89 employees that have New Hampshire retirement.

Ms. Capone saw Workman's Compensation decreased and questioned if they were waiting for the actual figure. Ms. Olsen answered yes. She's been instructed the final numbers would come any day. Once received, they will be forwarded to the Board.

Ms. Sasi wanted to know if the costs were on par with New Hampshire rates. Ms. Olsen explained the rates were set by the State retirement system. Ms. Hillsgrove added the State dictates the rates/percentages to the Town. The Town in turn has to pay their portion out. She believed the union contracts included negotiations for insurance. She noted over the past few years there had been movement made to try to equalize some of those costs out. She said the unions had been really good about coming to the table and negotiating.

Mr. Sherman inquired if Pelham belonged to a governmental coalition of municipalities to approach insurance companies for rates. Ms. Olsen couldn't speak to it because she didn't work with Health Trust or other organizations. She would inquire and forward information to the Board.

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Police – Chief Joseph Roark presented with Captain Stephen Toom and Lieutenant Anne Perriello
2019 Operating Budget: \$3,064,787
2020 Request: \$3,332,115

Chief Roark told the Board that the salary increases were contractual; currently in the third year of a five-year contract. Ms. Hillsgrove asked about the School Resource Officer. Chief Roark explained through last year’s budget process the Selectmen and Budget Committee added an additional School Resource Officer to the operating budget. He stated Officer Kelly is assigned to the High School and Officer Yates (beginning this school year) is assigned to the Elementary and Memorial Schools. Ms. Hillsgrove asked how it was going with the additional support. Chief Roark replied it was received well. He said Officer Yates was a former elementary school teacher and coach at Bishop Guertin; parents and citizens were appreciative of having the extra layer of support and protection.

Mr. Sherman questioned when crossing guards received a raise. Chief Roark believed they received a raise within the last two years. Ms. Hillsgrove asked if they had any trouble filling the positions. Chief Roark replied they had two longtime employees; however, it would be difficult to fill the positions because of working in the weather elements and the times a person would need to be available. As an action item, Chief Roark said they would review the positions.

Ms. Capone saw a decrease in the figure for fitness exam. Chief Roark informed each certified full-time Officer hired after July 1, 2001 had to take a mandatory physical test every three years to maintain their certification. During the two years when they aren’t required to take the test, there is an incentive to voluntarily take the test; if they pass, they receive \$800. The budget shows the figure for the actual number of employees that will be taking the test.

Chief Roark continued to review the proposed budget. There was a brief discussion regarding the budget line for telephones. The department shifted from ‘reimbursement’ to issuing cell phones based on case law regarding telephone usage being open for discovery. He spoke about the contract increase for the records management software. He noted a majority of police departments in New Hampshire and Massachusetts use the same software. Chief Roark discussed the proposal to replace the nine dashboard cameras, that were coming to their end of life, with new integrated dashboard cameras (approved by Selectmen). The dash cameras will integrate with the Officer’s body cameras. He explained the technology and how information would be stored on the cloud (through Watch Guard). Another new item in the budget (as approved by the Selectmen) is a part-time (20hrs/week - \$22.50/hr.) Video Evidence Clerk.

Ms. Capone wanted to know what would happen to information on the cloud if they left Watch Guard. Chief Roark replied the department owned the data; there would be a negotiation with the new vendor to transfer the files. Ms. Capone suggested including a ‘Right to Audit’ clause in any contract given the company would be dealing with servers and sensitive information. Ms. Capone questioned if there would be enough work to keep the evidence clerk busy. Chief Roark replied they would be cross trained to help out with records.

Mr. Sherman understood there were difficult reception areas in Town and questioned if it would interfere with the proposed new body camera and dash equipment. Chief Roark replied the cameras/audio were short-wave between each other. The dead spots were in the cellular

296 topographical dips. He noted all video will automatically upload once a cruiser pulled into the back
297 of the station.

298

299 Ms. Bressette asked if the Statute indicated how many years the information had to be retained.
300 Chief Roark didn't believe there was a specific Statute. Captain Toom added they retained different
301 records for different lengths of time; some they would retain forever. Ms. Bressette asked if they
302 could stagger the equipment purchase. Chief Roark replied the department should either be in the
303 program or out. He said the idea was to assign each officer their own equipment, similar to their
304 other equipment. He noted cruisers were also assigned to the officers. As the equipment came off
305 warranty, they may be able to stagger the replacements and create a rotation. Ms. Bressette asked
306 for clarification regarding the cloud-based server contract costs. Chief Roark said they were
307 reviewing the most cost-efficient manner to store records. Ms. Bressette questioned if they had
308 spoken to other agencies to understand potential officer stress from wearing the new equipment.
309 Chief Roark had cursory discussions; however, he noted the department was ahead of a lot of New
310 Hampshire departments. Pelham has had dash cameras for approximately 15 years; virtually every
311 officer has known nothing other than being on camera. He noted in most instances, citizens can
312 request not being recorded. Ms. Bressette asked if they have reviewed instances of equipment
313 failure. Chief Roark stated they had been transiting to the outer carry of Molle vests so gear can
314 be taken off their belts and integrated onto the vest. He noted the proposed equipment was durable
315 to a military specification and would hold up over time.

316

317 Mr. Sasi inquired if wearing body cameras would result in having more lawsuits against the Town
318 and or Police. Chief Roark stated they typically reduced lawsuits/liability. There was an
319 expectation in most criminal trials to have video/audio. On the civil side it helped to reduce
320 liability. The department randomly reviewed audio/video to be able to identify potential issues and
321 take remedial training before they became a problem. Mr. Sasi asked if there was a formal policy
322 for the equipment. Chief Roark stated they would issue a policy that met their (CALEA)
323 accreditation standards.

324

325 Ms. Hillsgrove asked if the server had safeguards so information would not be lost. Mr. Demers
326 explained they typically had built-in redundancy through cluster servers/farms. Ms. Hillsgrove
327 asked about the status of the CALEA cycle. Chief Roark informed they passed their remote audit
328 in the summer. He noted next year auditors would come to Pelham to look through the facility,
329 their policies and speak to employees. Department representatives will attend the CALEA
330 conference so their status can be renewed. Ms. Hillsgrove asked if the budget included funding for
331 such. Chief Roark answered yes. Mr. Sherman questioned if the cruisers had decals to indicate the
332 department was certified. Chief Roark replied each of their cruiser had a decal. He noted the three-
333 year cycle to renew the fleet lease would be next year (2020); the funding was included in debt
334 service. All front-line patrol vehicles are actually financed; they own the cars at the end of the
335 cycle.

336

337 Ms. Ryan inquired if the School Resource Officers would wear the body cameras. Chief Roark
338 stated the School Resource Officers would also wear the equipment. Ms. Ryan asked if they would
339 be running at all times while the officers were in the schools. Chief Roark replied they would
340 address the usage in the policy. He believed it would be up to the officer when it was appropriate
341 to activate the camera. Lieutenant Perriello added they would work with the School District and
342 Statutes to work language into their memorandum of understanding. Chief Roark noted they would
343 give the School District a lot of discretion; if they don't want the officers to wear cameras, they
344 won't wear them. He hoped there would be a compromise because he felt there was value in doing
345 so. Ms. Ryan will mention it to the School Board to add an agenda item for discussion.

346

347 Ms. Capone wanted to know the warranty of the body cameras. Chief Roark believed the warranty
348 was five years for both the body and dash cameras. Ms. Capone suggested considering a staggered
349 replacement schedule. Chief Roark hoped some would outlast their original warranty so they could
350 set up a staggered replacement schedule similar to what they had done with other equipment.

351
352 Mr. Sasi inquired why there were so many recent accidents along Mammoth Road. Chief Roark
353 spoke about the fact there had been an increase in east/west commuting in Town. He explained
354 when Sherburne and Mammoth Roads start to back up map systems redirect drivers over other
355 roads. He said there were certain areas they didn't typically see accidents; driver distractions and
356 traffic congestions contributed to such. Mr. Sasi commented he was in favor of conducting
357 analytics and would support doing so regarding traffic and vehicles. There was further discussion
358 regarding the current difficulties experienced by drivers at various locations within Town.

359
360 Budget review concluded.

361
362 **ADJOURNMENT**

363
MOTION: (Sherman/Hillsgrove) To adjourn the meeting.

VOTE: (9-0-0) The motion carried.

364
365 The meeting was adjourned at approximately 10:03 pm.

366
367 Respectfully submitted,
368 Charity Landry
369 Recording Secretary