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APPROVED
TOWN OF PELHAM
BUDGET COMMITTEE - MEETING MINUTES
Thursday, September 18, 2014
APPROVED – September 22, 2014

CALL TO ORDER – at approximately 7:30pm

PRESENT: Mr. Dan Guimond, Mr. David Cate, Mr. Bob Sherman, Mr. Greg Smith,
Ms. Daryle Hillsgrove, Ms. Amy Spencer, School Board Representative Megan
Larson (arrived after the meeting commenced), Selectmen Representative Doug
Viger

ABSENT: Mr. Dave Cronin (excused), Mr. Everett Gibbons (not excused),
Mr. Leo Rush (not excused)

Also present: Town Administrator Brian McCarthy, Finance Director Cindy Kelley, Cable Coordinator Jim Greenwood, Town Clerk Dorothy
Marsden, Deputy Town Clerk Linda Newcomb, Assessing Assistant Sue Snide, Interim Library Director Carol Roberts, Library Trustee Chair
Lori Adams, Library Director Irja Finn (to begin 10/6/14)

PLEDGE OF ALLEGIANCE

2015 BUDGET PRESENTATION

Finance Director Cindy Kelley came forward for budget presentation/review.

Cable - \$105,552 requested – an increase of \$5,981 over 2014 budget.

Cable Coordinator Jim Greenwood explained to the new members of the Board that the Cable budget was funded from revenues received from
Comcast. He said Comcast paid Pelham a franchise fee (5% of their gross revenues) of which Cable is allowed to spend 50% on their budget. The
anticipated revenues for 2014 is approximately \$214,000.

28
29 *Salaries* – Contractual increase for manager. Increase for Production Assistant and Lead Technician. Increase also shown for production support
30 during Sherburne Hall performances, which have increased.

31
32 Mr. Guimond questioned if the performance groups using Sherburne Hall gave anything to the Town. Ms. Kelley said the theater group ran as a
33 program through Parks & Recreation. Mr. Greenwood believed the theatre program basically broke even.

34
35 Mr. Smith asked for clarification of the 2015 revenues. Mr. Greenwood said the figure would likely increase from \$216,000 to be closer to
36 \$220,000 based on actuals received. He said the figure never decreased.

37
38 Mr. Sherman questioned when the current cable contract would expire. Mr. Greenwood replied it was in effect until 2020.

39
40 *Expenses (using current Grant Fund)*- Increase for PEG central online storage. A web host (similar to Cloud technology) and streaming video on
41 demand service making it easier to deliver high quality video to the Town. Allows for quicker download and hours of archived information. Mr.
42 Greenwood will continue to do historic archives. The web host has a compatible viewer operating system with Windows, Mac OSX, Linux, iOS
43 and Android.

44
45 Mr. Guimond questioned if PTV was still located at the Annex building. Mr. Greenwood answered yes. Mr. Guimond asked if they would be
46 remaining in the building. Mr. Viger said PTV location (repairs vs. vacating) was being reviewed; no decision has been made. Mr. Guimond
47 confirmed that the building was not a hazardous work environment. Mr. Viger said the area PTV worked from was not hazardous.

48
49 ***Assessing* - \$152,184 requested – a decrease of \$687 from 2014 budget.**

50 Assessing Assistant Sue Snide explained to the new members of the Board that her primary function was to maintain the database of assessing
51 records and to interact with the public and provide information.

52
53 *Salaries* - Contractual increase.

54
55 *Supplies* – Increase for printer supplies. Ms. Snide explained they were supporting their own court cases rather than channeling through the
56 attorney. The contract Assessor was handling the situations more frequently and required color copies (pictures of properties) to present to the
57 court.

58
59 *New Equipment* – Mr. Sherman suggested the line should contain \$1 as a placeholder. He will bring it forward during Board discussions/vote.

60

61 *Expenses* - Decrease in consulting fee for credit checks. Ms. Snide explained they explored doing credit checks for those applying for
62 exemptions; however some of the information they would gain would be problematic to keep secure within their facility. Because of this the
63 decision was made to not pursue the credit check aspect for exemptions.

64
65 Mr. Guimond questioned what impact the Town would have from not doing credit checks. Mr. Viger replied the information received wasn't
66 pertinent enough to move forward. Mr. Guimond then asked about the term of the Corcoran contract. Mr. Viger said they were under contract,
67 and would get additional information for the Board.

68
69 Ms. Spencer was curious if the postage line should increase. Ms. Kelley explained that the amount listed wasn't exact. She said they usually
70 didn't revise for a few dollars. She noted that the cost may not increase.

71
72 ***Elections - \$9,465 requested – a decrease of \$6,382 from 2014 budget.***

73 Decrease due to there being only one election in 2015, versus there being three elections in 2014.

74
75 Mr. Sherman wanted to know if additional people would be needed during elections because of the new voter identification process. Ms. Marsden
76 answered no, they had done fine during past elections.

77
78
79 ***Town Clerk / Tax Collector - \$222,267 requested – an increase of \$6,144 over 2014 budget.***

80
81 *Salaries* – Contractual increase. Ms. Kelley provided a brief explanation of vacation buybacks contained in the Support contract. She explained
82 employees could buy up to four weeks of vacation at 90%. Previously the budget accounted for two weeks because not everyone bought vacation
83 back; however in reviewing the statistics the average was three weeks. The budget reflects three weeks of buyback although Support employees
84 were allowed four weeks.

85
86 *Supplies* - Increase for postage. Ms. Marsden commented last year's budget accounted for \$.46, when the actual postage was \$.48. Certified
87 mail has also increased.

88
89 Ms. Marsden explained there was a new law regarding dog tags (civil forfeiture notice), which had increased revenues to the Town. This year they
90 collected \$5,700 in civil forfeiture fees for dogs. In 2014 there have been 1,975 dogs licensed. Mr. Viger noted the major benefit for licensing
91 dogs was the requirement for those dogs to have rabies vaccinations.

Mr. Guimond understood that residents could pay their taxes on-line. He asked if there were a lot of people using the service. Ms. Marsden said people mainly register their motor vehicles on line. There weren't many who paid their taxes on line. Mr. Guimond asked how many utilized on-line services. Ms. Marsden will provide the Board with a breakdown.

Expenses - Contractual increase of \$136 for MuniSmart Software support.

Library - \$271,341 requested – an increase of \$24,990 over 2014 budget.

Carol Roberts Interim Library Director and Lori Adams, Library Board of Trustees came forward to discuss the proposed budget. Introduction of the new Library Director Irja Finn. Ms. Finn will begin Monday, October 6, 2014. She discussed her credentials.

Only increase was to the salaries line.

Ms. Adams noted this was the second year in a row that the only increase was to the salaries line. After reviewing similar New Hampshire libraries with similar budgets, they found Pelham's salaries were dead last, significantly lower than others in some categories. She said a four year plan and pay matrix for every position was put in place (based on the comparison) to try and correct the situation. Each position has an entry, mid and high level. She told the Board that raises were based on performance reviews. Ms. Adams explained how the pay matrix was compiled and the process of seeking a new director. She said instead of waiting three years to bring the employees up to entry level salary, the Library is requesting to increase the salaries this year to the entry level rate. There are concerns that Pelham will become a training ground. They are trying to retain existing staff.

Ms. Adams reviewed the programs provided by the Library, such as technology classes, on-line language courses, tax preparation assistance, as well as outreach to the public and clubs within the Town. The Library offers Kindles on loan. She said the reason they can provide what they do is attributed to their terrific staff. She said they need to pay them fairly so they don't all want to leave.

Ms. Hillsgrove stated she and her son had great experiences with the Library, which was directly associated with the staff and the way they respect everyone who walks through the door. She said they take a personal interest in trying to help people. She supported the salary increase. Ms. Hillsgrove also noted that children utilized the Library all the time after school, which was a safe place for them to be.

Mr. Guimond supported the salary increase and recognized the value that the Library gave back to the Town.

Ms. Larson arrived.

Mr. Sherman understood there were some physical problems with the building that needed to be addressed. Mr. Viger replied that all the physical problems with the building have been brought to the Selectmen's attention. He said it was a work in progress, the problems are being addressed.

Ms. Roberts reported that they experienced a great response time and attention to detail. They have a building facilities management program that Mr. McCarthy had taken great interest in. Ms. Roberts said she felt like they were being heard.

Mr. Cate said he was a patron and had always been treated very nicely when going into the Library. He supported the increase.

Mr. Guimond asked for the balance of the Library trust fund. Mr. Viger will provide trust fund details at the next meeting.

The Board concluded their review of the budget.

ADJOURNMENT

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

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

The meeting was adjourned at approximately 8:20pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary