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**APPROVED**  
**TOWN OF PELHAM**  
**BUDGET COMMITTEE - MEETING MINUTES**  
Monday, September 18, 2017

**CALL TO ORDER** – at approximately 7:30pm

**PRESENT:** Mr. David Cate, Mr. Michael Bailey, Mr. David Cronin, Mr. Bob Sherman, Ms. Daryle Hillsgrove, Mr. Brian Carton, School Board Representative Megan Larson, Board of Selectmen Representative Doug Viger. Also present was Town Administrator Brian McCarthy

**ABSENT:** Not Excused: Ms. Deborah Gibbons

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**PLEDGE OF ALLEGIANCE**

**MEETING MINUTES**

**September 11, 2017**

**MOTION:** (Sherman/Bailey) To approve the September 11, 2017 meeting minutes as amended.

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

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**2018 TOWN BUDGET REVIEW**

**Parks and Recreation** – presented by Parks and Recreation Director Brian Johnson.

2018 Selectmen approved budget: \$233,615

2017 Operating Budget: \$230,079

Mr. Johnson provided a brief summary about the department and the programs they offer for all ages. He noted that work would be done to the summer camp lodge using funds that had earmarked for that purpose. Mr. Cate understood that no tax dollars were involved with the work that had been done during the past year. Mr. Johnson stated that was correct.

*Salaries* – Mr. Johnson explained they had reclassified the Office Manager’s job to now be a Program Director. To offset the salary increase for the position, the office coverage line was decreased. Mr. Cate questioned if the water front / lifeguard staff salaries were adequate and also asked if there were any shortfalls. Mr. Johnson replied there were no problems with staff. The problem was with water quality.

Mr. Sherman questioned if residents were required to purchase ‘stickers’ to be able to use the park. Mr. Johnson replied stickers weren’t required to use the park; however, they were required to use the beach. He explained that beach permits were for Town residents only, at a cost of \$20 for the season. Beach permits allow access to the beach and allow usage of kayaks and other equipment. Mr. Sherman had concerns brought to his attention regarding a number of Massachusetts vehicles parked in the parking lot. Mr. Johnson replied when lifeguards are on

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

46  
47 Mr. Cate asked for clarification of the salary line for maintenance. Mr. Johnson replied the  
48 department had a maintenance helper. Mr. Sherman questioned if the prisoner program was still  
49 available for maintenance. Mr. Johnson answered no; it had been gone for a number of years.

50  
51 *Gas and Oil* – Mr. Cate questioned if \$2.50 per gallon would be the standard used throughout the  
52 budget. Mr. Viger replied they typically come in with final numbers during reconsideration.

53  
54 *Equipment Repairs* – Mr. Cronin questioned if anything had been expended from the vandalism  
55 repairs line and if vandalism was up or down. Mr. Johnson replied vandalism had decreased  
56 considerably. He noted that the budget line for repairs covered number of things. He told the  
57 Board that the park now had cable/internet and the security cameras were monitored by Police  
58 dispatch in real time.

59  
60 *Equipment Rentals* – Mr. Sherman questioned the weed trimmer quantity number. Mr. Johnson  
61 explained in that budget line he looked at the dollar figure, not the number of times they rented a  
62 specific piece of equipment. Mr. Sherman inquired if the department had defibrillators. Mr.  
63 Johnson replied they owned three. The Fire Department helps to maintain the units.

64  
65 *Expenses* – Mr. Cate wanted to know what the lifeguard training reimbursement was used for.  
66 Mr. Johnson hoped to use the line to pay for the Waterfront Director's training.

67  
68 Mr. Bailey felt the department ran a lot of great programs that were appreciated by the Town. He  
69 said he would like to see the revenues from this year and projected revenues/expenses for next  
70 year to better understand the programs in whole. Mr. Johnson replied he would provide figures  
71 from the 80's fund (revolving program fund) to the Board. It was noted that a Police call box had  
72 been installed at Veteran's Memorial Park, which had received a lot of positive feedback.

73  
74 **Library** – presented by Trustee Chair Lori Adams and Library Director Wynn Flint.  
75 2018 Requested budget: \$422,391  
76 2017 Operating Budget: \$401,507

77  
78 Ms. Flint provided the Board with a brief summary of the Library's programs.

79  
80 *Salaries* – Ms. Adams explained how there had been a change in the Library Director and inter-  
81 loan Librarian position. Mr. Cate recalled in past years, the Trustees discussing a pay matrix that  
82 would increase salaries over a few years and questioned if the proposed budget was in line with  
83 that previous discussion. Ms. Adams stated they were trying to remain competitive and believed  
84 they were just about there. Ms. Adams discussed the duties of the proposed on call custodian,  
85 noting they budgeted an average of three hours per week. Mr. Cate questioned if Town Buildings  
86 should take care of the maintenance. Mr. Viger commented that the Town had a part-time  
87 maintenance worker. Ms. Adams replied they had great response from the Town's worker. She  
88 explained with the light maintenance, and setting up and taking down for programs would fill the  
89 three hours per week. Mr. Sherman questioned if they would be better off adding a line for  
90 overtime. Ms. Adams stated that the contractual people were on salary and wouldn't get overtime.  
91 She said they wanted someone who had the right skills, and was unsure a Library assistant would  
92 possess such.

93

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

99

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

103

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

107

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

121

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

126

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

129

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

131

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

141

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

144 requiring electronic filings. Ms. Flint explained that Wikipedia was a free source and not  
145 considered authoritative. Ms. Adams discussed the increase for digital resources, which was a  
146 hugely popular resource for downloading material. She said the budget line would allow Pelham  
147 to have its own designated copy versus competing with copies available to the State.  
148

149 **Police** – presented by Police Chief Joseph Roark, Office Manager Celia Lingley  
150 2018 Selectmen approved budget: \$2,755,256  
151 2017 Operating Budget: \$2,673,312  
152

153 Chief Roark provided the Board with a brief summary of the department’s status. Mr. Cate  
154 questioned what effect new homes in Town would have on the department. Chief Roark noted they  
155 were requesting two additional officers, one to be hired at the beginning of the year and the other  
156 to be hired toward the end of the year. One of the officers would be hired specifically to assist with  
157 the opioid problem as a drug treatment and prevention detective. The second officer would be hired  
158 in August to attend the academy, which would have them on the street as a patrol officer in the  
159 beginning of 2019. This position is in response to some of the development in Town and in  
160 anticipation of the Tuscan Village project in Salem, NH, which will have an impact on Pelham’s  
161 traffic corridor.  
162

163 *Salaries* – Ms. Hillsgrove asked if there would be a contract coming up. Chief Roark replied it was  
164 currently being negotiated and submitted in a warrant article. Mr. Cronin asked for clarification of  
165 the new officers. Chief Roark noticed the two officer positions had been ‘flip-flopped’, so he  
166 clarified that the officer coming in August would be \$20,900, the other position was listed as DTPO.  
167 Mr. Cronin asked for an explanation of the salary reductions. Chief Roark replied that the newly  
168 hired officers were brought in at a lower pay scale than the officers they were replacing. Mr.  
169 Sherman saw there was one vacancy and asked how the position would be filled. Chief Roark  
170 replied typically when the budget had a placeholder, the new person would come in at entry level  
171 or lateral salary; they would hire the best candidate.  
172

173 Mr. Sherman asked for the hourly salary of the crossing guards and when they received their last  
174 raise. Chief Roark believed they were paid approximately \$12.50 per hour. Ms. Lingley said the  
175 last raise was two years ago. Mr. Cate questioned if they were part of the union contract. Chief  
176 Roark answered no. He said they were lucky to keep the crossing guards during the past few years.  
177

178 *Telephone* – Contractual increase, and addition of smart phone for School Resource Officer.  
179

180 *Gasoline* – With the addition of officers, Mr. Cate asked if there would be more vehicles on the  
181 road or an increase to the gasoline line. Chief Roark stated they would keep the same fleet.  
182 Currently they tried to keep three cars on the road through overtime, so he didn’t anticipate an  
183 increase to mileage and felt they would remain well within the limits of the budget.  
184

185 *Equipment Repairs* – Decrease to fleet maintenance/repair with new fleet coming on line next year.  
186

187 *New Equipment* – Mr. Sherman questioned if emergency responders should have a drone in their  
188 department for certain types of situations. Chief Roark understood they had good uses, but he  
189 hasn’t followed up at this point. Mr. Sherman believed it might be helpful for the Fire Department.  
190

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

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

201

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

205

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

210

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

212 2018 Selectmen approved budget: \$392,994

213 2017 Operating Budget: \$301,770

214

215 *Salaries* – Mr. Gowan explained that many of the salaries were contractual. He explained that he  
216 made a proposal to the Selectmen to increase the inspector's (building, electrical and plumbing)  
217 salaries. He provided the Board with a comparison chart showing Pelham's compensation versus  
218 other similar towns. His request would bring their salary up to a moderately competitive level.  
219 The Selectmen felt his initial proposal would be too much of a jump in salary for one year and  
220 instead agreed to approve a three-year incremental increase as follows: 2018=45%, 2019=35%,  
221 2020=20%.

222

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

236

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

243

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

246

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

251

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

254

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

262

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

267

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

273

274 **Insurance** – presented by Town Administrator Brian McCarthy

275 2018 Selectmen approved budget: \$2,426,881

276 2017 Operating Budget: \$2,372,263

277

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

282

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

285

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

288

289 **Retirement** – presented by Town Administrator Brian McCarthy

290 2018 Selectmen approved budget: \$1,674,851

291 2017 Operating Budget: \$1,482,840

292

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

295

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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**ADJOURNMENT**

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

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

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The meeting was adjourned at approximately 9:30pm.

Respectfully submitted,  
Charity A. Landry  
Recording Secretary