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**APPROVED**  
TOWN OF PELHAM  
BUDGET COMMITTEE - MEETING MINUTES  
Monday, October 2, 2017

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

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

ABSENT: Excused: Mr. Bob Sherman, Mr. Brian Carton

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**PLEDGE OF ALLEGIANCE**

**MEETING MINUTES**

**September 25, 2017**

**MOTION:** (Viger/Cronin) To approve the September 25, 2017 meeting minutes as written.

**VOTE:** (6-0-1) The motion carried. Ms. Larson abstained.

**BYLAW DISCUSSION / VOTE – Continued from April 20, 2017 & September 11, 2017 meeting**

Proposal #3

Section VI, D

Change From:

*A quorum shall consist of a majority of six members of the Budget Committee Including the appointed members from the Board of Selectmen and the School Board as provided by RSA 21:15.*

Change To:

*A quorum shall consist of a majority of the Budget Committee including the appointed members from the Board of Selectmen and the School Board as provided by RSA 32:15*

Mr. Bailey explained that the ‘majority of six members’ was changed since the Board had more than six members. The second change was the reference to the RSA. He noted RSA 21 related to joint authority and had nothing to do with the Budget Committee.

**MOTION:** (Cronin/Hillsgrove) To approve the Bylaw amendment as proposed for Section VI,D.

**VOTE:** (7-0-0) The motion carried.

Proposal #5

38 Section VI, G

39 *G. Role of the Recording Secretary/Clerk*

40 *1. The Budget Committee shall employ a recording clerk chosen by vote of the majority of the*  
41 *committee.*

42 *2. The recording clerk shall be paid an amount appropriate in the annual budget on a basis*  
43 *adopted by the committee. The Chair and Secretary shall review and approve the salary requests*  
44 *of the clerk and forward them to the Selectmen for payment*

45 *3. The recording clerk shall prepare a draft of the official minutes of the committee. An official*  
46 *copy of the clerk's records is to be on file in the Selectmen's office and open to inspection by any*  
47 *person at reasonable times. In addition to keeping the minutes of the meetings, it is the duty of the*  
48 *recording clerk to keep a roll of members and to call the roll when required. The clerk shall*  
49 *record the essentials called the 'minutes' of the proceedings as follows:...*

50 Mr. Bailey suggested removing subsections 1 and 2 given that the choice of secretary is already  
51 covered in Section II,B,1 and the Board no longer 'employs' the secretary as the position is fully  
52 funded by the Board of Selectmen. He noted that the duties were not changed/amended. Mr.  
53 Cate suggested also removing subsection 3. There was no objection. Mr. Bailey stated if the  
54 Board ever employed their own recording secretary in the future they could change the Bylaws  
55 back, but felt they should be current for what was being done at present.

**MOTION:** (Hillsgrove/Larson) To approve the Bylaw amendment as proposed for Section VI,G.

**VOTE:** (7-0-0) The motion carried.

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57 Proposal #6

58 Section VI, H, 11, b

59 Change From:

60 *A matter shall be reconsidered or rescinded at a subsequent meeting in the same budget year by*  
61 *an affirmative vote of a majority of the budget committee members present at that meeting, at*  
62 *which a quorum is present, as is provided by RSA 21:15 and discussed in an Opinion of the*  
63 *Attorney General dated March 9, 1990.*

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65 Change To:

66 *A matter shall be reconsidered or rescinded at a subsequent meeting in the same budget year by*  
67 *an affirmative vote of a majority of the budget committee members present at that meeting, at*  
68 *which a quorum is present, as is provided by RSA 32:15 and discussed in an Opinion of the*  
69 *Attorney General dated March 9, 1990.*

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71 Rationale:

72 RSA 21:15 has to do with Joint Authority and has nothing to do with the operation of the budget  
73 committee. Section 32:15 covers who is counted as quorum.

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75 Mr. Cronin recalled Mr. Sherman had a problem with the proposal. Mr. Bailey replied Mr.  
76 Sherman's problem was because a portion of the last sentence was not included. He noted the  
77 change occurred with the reference to the RSA, which was now correct.

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**MOTION:** (Cronin/Hillsgrove) To approve the Bylaw amendment as proposed for Section VI, H, 11,b.

**VOTE:** (7-0-0) The motion carried.

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**2018 TOWN BUDGET REVIEW**

The Board held their discussion to the specific departments for which questions had been submitted to Chairman Cate.

**Planning Department**

Planning Director Jeff Gowan came forward.

Adjustment of UNH intern pay scale under Special Projects to be reduced from \$25/hr. to \$21/hr. The line adjustment for the two interns would be \$3,840, or \$1,920 per intern. Ms. Hillsgrove explained that she consulted with her company's human resources department and found that their scale was \$17-\$21 based on years of experience and college year. She felt \$25 was high without knowing the person's experience. Mr. Gowan felt the adjustment was reasonable and noted the \$25/hr was a not to exceed number.

Both Ms. Hillsgrove and Mr. Cronin had questions regarding the proposed stipend increase for the inspectors (Building, Electrical, Plumbing). Ms. Hillsgrove stated she wanted to see the backup information for the proposal. Mr. Cronin proposed an adjustment for the inspectors to be three equal steps, versus the 45%,35%,20% put forward in the budget. He provided the Board with a breakdown of the proposal. Mr. Gowan told the Board that the inspector's pay was shockingly out of step with the region. He noted he wasn't terribly happy with the Selectmen's percentage increases, but understood the proposal. He commented if any one of the inspectors were to leave it could possibly cost the Town \$80,000 (with benefits) to replace them. He stated the original proposal was \$36,000 in total for all three inspectors and the Selectmen broke the number down to percentage increases over three years. In reviewing Mr. Cronin's proposal, Mr. Gowan noted that the inspectors weren't paid by the hour, they were paid an annual stipend. His breakdown showed how the stipend would equate to an hourly salary.

Ms. Hillsgrove agreed that the inspector's pay was low and needed to increase but the information given to the Board made it hard to determine what would be best. Mr. Viger stated the Selectmen were split when deciding on the percentage increase that went forward. He noted the proposal was big percentages on relatively small dollars. He pointed out that there was no guarantee to the Selectmen's changes, because they can't pay tomorrow's money in this year's vote. Mr. Cronin understood there was a three-year proposal. Mr. Viger replied Mr. Gowan presented it to the Selectmen as a one-year (lump sum) proposal to catch up the inspector's pay. He said the Selectmen made it a three-year proposal and wrestled with the same difficulty of not having a guarantee for increases moving forward. Mr. Cronin said it was difficult to determine if they were being fair and equitable. Mr. Viger explained they hadn't changed the payment method for over thirty years, but they had not realized that the Town had experienced inspectors that were nearing, or past retirement age. The Town had to look at the big picture of how they would replace the inspectors if they were to leave.

Mr. Cate questioned how the situation would be handled in next year's budget. Mr. Gowan suggested he may submit a budget using an hourly rate. Mr. Viger noted having the inspectors paid hourly may be difficult in that they have separate jobs and look in to review plans and meet with people when they have time. If they are paid hourly, they would need to track their time,

126 which may limit their abilities daily, or weekly. He said being stipend employees they don't have  
127 to worry about hitting a certain amount of hours weekly, or paying benefits.

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129 Ms. Hillsgrove felt they were missing data, such as the actual time being put in, the time it takes  
130 to review, etc. which would make it easier to make a decision. She understood that different  
131 inspections took different amounts of time. Mr. Gowan replied the department was switching  
132 their software system that would allow them to 'crunch' the numbers more efficiently. Mr.  
133 Bailey asked how other communities paid their inspectors. Mr. Gowan said he didn't find any  
134 other New Hampshire communities that paid a stipend; for the most part communities paid hourly  
135 wages. He had a chart that showed a salary comparison of other communities.

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137 Mr. Cate referenced the Office Supply line that had a clerical error which eliminated \$1,133. He  
138 said he would be asking that it be put back into the budget.

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#### 140 **Library**

141 Director Winnifred Flint and Trustee Chair Lori Adams came forward.

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143 Mr. Cate suggested eliminating the line for the part-time custodian position (\$1,989) since the  
144 Library could ask assistance of the Town maintenance person or Park and Recreation assistants.  
145 He also spoke about the increase to the Library budget during the past years, and understood they  
146 were increasing salaries to compensate employees to competitive rates. He felt there may be lines  
147 that could be adjusted to offset the increase. With that he suggested eliminating the line that  
148 increased Friday hours (\$2,912).

149

150 Ms. Adams felt it was reasonable to eliminate the custodial hours. They would work with Mr.  
151 McCarthy to coordinate assistance. However, they added the Friday hours to accommodate  
152 children services and early literacy programming. The additional hours would allow two  
153 additional programs (approximately 36 children). Mr. Bailey spoke in favor of keeping the  
154 money in the budget, mainly because it was geared toward younger children. He felt it would  
155 benefit the community to have the additional programs. Ms. Larson agreed and believed the  
156 Library was a great meeting place for parents and a community builder. Ms. Hillsgrove felt the  
157 additional programs may assist the schools by getting children further along before entering the  
158 schools and preparing for success. Mr. Cate stated he would withdraw the adjustment.

159

160 Mr. Cate discussed the budget line increase for the grandfather clock repair (\$2,100). He said he  
161 contacted other people and believed they may be able to get grants through Community Spirit or  
162 others to cover the costs. It was Ms. Adams' personal opinion that the clock was difficult for  
163 them to maintain and suggested it was a beautiful antique and they should let it run down. She  
164 was not opposed to eliminating the \$2,100 as well as the regular maintenance cost of \$450 for a  
165 total of \$2,550. Mr. Cate said he may want to keep the regular maintenance line of \$450.

166

167 Mr. Cronin suggested that the Library build their salary increases with steps to alleviate one time  
168 increases.

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#### 170 **Parks and Recreation**

171 Parks and Recreation Director Brian Johnson came forward.

172

173 Mr. Cate acknowledged that the Board received information regarding the revolving fund and the  
174 number of programs that were included. He noted in 2005 members of the Park and Recreation  
175 Advisory Board were successful in getting the 80's Fund into a warrant article so programs could  
176 be funded by program costs. He wanted to thank his colleagues for their hard work and

177 dedication on the advisory board. He then spoke to the budget line for disc golf course  
178 maintenance and suggested reducing \$200. He felt it could possibly be funded by the revolving  
179 fund. Mr. Johnson told the Board that he would figure out the funding.

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181 **Highway Department and Transfer Station**

182 Highway Road Agent/Transfer Station Director Frank Ferreira came forward.

183

184 Mr. Sherman (who was not in attendance) submitted the following comments/questions:

- 185 1) The year before asking for construction of garage, we should put in the budget any site or  
186 engineering fees, so that our committee has the plans & building costs for the year of  
187 construction of the building.
- 188 2) When will the new building be finished & operational? Mr. Ferreira believed it would be  
189 finished by the end of the month.
- 190 3) Would the separation of aluminum cans be a greater & more reliable source of revenue  
191 than cardboard? Mr. Ferreira answered no. He said they had been advised if they started  
192 taking out aluminum cans that the cost for single stream would increase. They would also  
193 have to purchase a can separator. He said it was the same scenario for cardboard, and they  
194 would have to buy a crusher and bailer.
- 195 4) Would Separation of glass & cardboard also result in savings for the town? Mr. Ferreira  
196 said he said he had a meeting with a gentleman to discuss setting up a cardboard bailer and  
197 the associated costs. He noted there was no market value for glass.

198

199 Mr. Cate spoke about propane tank removal and understood there would be a small fee for removal.  
200 Mr. Ferreira noted that the gentleman that was previously removing them free of charge hadn't  
201 been in a while. He included \$500 in the budget as an estimate for next year. Currently there is no  
202 charge for propane tank disposal. They charge a disposal fee for electronics, items containing  
203 Freon and furniture (bulk items). The revenue is put into the General Fund.

204

205 Mr. Cronin wanted to know how much was spent on miscellaneous under Equipment Repairs last  
206 year and where the budget was for that line year-to-date. Mr. Ferreira discussed what had been  
207 spent this year and noted he was close to going over budget this year. Mr. Cate questioned if the  
208 budget line would be adequate for next year. Mr. McCarthy noted when Mr. Ferreira took over at  
209 the Transfer Station he saw areas that could have been maintained better and had been working  
210 toward that this year. He suggested going another year and reviewing where the budget was after  
211 that time.

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213 **Human Services**

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215 Mr. Cronin proposed an increase of \$5,000 to the General Assistance line under Expenses. He said  
216 the economy was still not as it should be for everyone and felt \$100 per week was a small amount  
217 to increase something in such a worthy department. Mr. Cate understood that the line being  
218 discussed was the one line that could be overspent if needed. Mr. McCarthy replied statutorily it  
219 was the only account they had the right to overspend, but would amend the number as requested.

220

221 Ms. Gibbons questioned if all the money in the budget was used. Mr. McCarthy said sometimes it  
222 does and sometimes it doesn't. Anything not used is put back into the General Fund. Ms.  
223 Hillsgrove wanted to know what had been spent to date this year and what was spend last year.

224

225 **GENERAL DISCUSSION / CLOSING COMMENTS**

226

227 Mr. Cate spoke about how the Board would conduct its final discussion and vote during the  
228 Thursday, October 5, 2017 meeting. Ms. Hillsgrove asked if the Board had an overall budget  
229 number. Mr. McCarthy would email the information to the Board.

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231 **ADJOURNMENT**

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

**VOTE:** (7-0-0) The motion carried.

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234 The meeting was adjourned at approximately 8:32pm.

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Respectfully submitted,  
Charity A. Landry  
Recording Secretary