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**APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN – MEETING MINUTES
January 19, 2021**

CALL TO ORDER – Mr. Haverty called the meeting to order at approximately 6:30 pm

PRESENT: Robert Haverty, Heather Forde, Hal Lynde, Jaie Bergeron, Kevin Cote, Town Administrator Brian McCarthy

ABSENT: None

PLEDGE OF ALLEGIANCE

MINUTES REVIEW:

January 5, 2021

MOTION: (Cote/Forde) To approve the January 5, 2021 meeting minutes as amended.

VOTE: (5-0-0) The motion carried.

OPEN FORUM

No one came forward for open forum.

APPOINTMENTS

Chief Midgley and Karen McGlynn – Pandemic Update

Chief Midgley informed that New Hampshire has seen a total of 57,864 cases with 50,487 of those cases recovered and 933 deaths from those cases. There is currently 6,444 cases in New Hampshire and only 36 tests pending at the New Hampshire Public Health Lab. Chief Midgley stated that this is good news, as in November there were over 1,000 tests pending. He explained that there are 73 active cases in Pelham, which is consistent with what has been seen the past few weeks. The difference now is that more school aged children, including preschoolers, are starting to get sick with the virus.

Chief Midgley informed that as of last Friday, 56,000 New Hampshire Residents had received the vaccine. He stated that this was Group 1A and comprised mainly of public health and safety workers. He informed that there was a slight change to Group 1B. Per the State, Group 1B now includes adults aged 65 and older, those with significant health concerns including family members and caregivers for those who are under the age of 16, New Hampshire residents with developmental disabilities and live in congregate residential living, the staff for those group home settings, correction officers and staff, as well as populations experiencing health disparities. This means that if someone had a child under 16 who was medically ill, then they would be eligible for the vaccine. Chief Midgley explained that if someone has two or more serious health conditions, then they also apply. These health conditions include cancer, chronic kidney disease, chronic obstructive pulmonary disease, Down’s Syndrome, heart conditions including heart failure, coronary heart disease, and cardio myopathies, immunocompromised states not including those who are currently under therapy that is working, obesity, pregnancy, sickle cell disease, and type two diabetes.

52 Chief Midgley informed that if someone does not know if they qualify, they can go to nh.gov/covid19 and
53 go to the “Vaccine Phase Check” tab. He stated that vaccine registration for Group 1B will open on January
54 22, 2021 at 8:00 am. Registration for the vaccine can be found at vaccine.nh.gov. He informed that there
55 are only enough registration slots available for the number of vaccines allocated for Group 1B.

56
57 Chief Midgley stated that the State had issued some new quarantine guidance. He stated that if someone
58 has received that last dose of the vaccine and 14 days have passed since that dose of the vaccine then they
59 do not need to quarantine after an exposure. If someone is less than 90 days out from being diagnosed with
60 the virus, then they do not need to quarantine after an exposure either, as they should have the antibodies
61 present. Chief Midgley also informed that the guidance for public safety personnel had changed slightly.
62 Now, if everyone is wearing a mask and one of those individuals becomes positive, the others do not need
63 to quarantine as masks have been found to be extremely effective at stopping the spread of this disease.

64
65 Chief Midgley explained each phase of the vaccine roll out. He informed that those who took the vaccine
66 in Group 1A would most likely receive their second dose of the vaccine by the end of January or early
67 February. He stated that all of the Fire Department and Police Department Members who signed up to
68 receive their vaccine had gotten their first dose. Phase 2 is scheduled to begin in March through May and
69 Phase 3 is scheduled to begin in May and beyond, which is a tentative schedule. Phase 2A will include K-
70 12 and school and childcare staff. Phase 2B will include individuals aged 50-64. Phase 3A will include
71 medically vulnerable individuals less than age 50 with moderate risk with one or more of the conditions
72 mentioned above. Phase 3B will include everyone else.

73
74 Mr. Lynde asked where people go to get the vaccine after they sign up for it. Chief Midgley replied that the
75 system will give a few options. He explained to only sign up for the “open” sites as “closed” sites are for
76 the hospitals. If someone tries to sign up for a closed site, it will cancel your appointment. He stated that
77 the hope is that once it is time for people to sign up for the vaccine the website will be much clearer easier
78 to navigate. Chief Midgley stated that if anyone had questions on if they qualify or not, to go to the website
79 he mentioned previously. Mr. Haverly stated that the questionnaire on the website is very clear and easy to
80 navigate. He asked Mr. McCarthy to put this link on the Town website. Chief Midgley stated that if someone
81 thinks they qualify, they should find out as soon as they can as the State only has a certain number of
82 vaccines for each group.

83
84 Chief Midgley then informed some of the national standings regarding COVID. He stated that there has
85 been a lot of talk over whether to go into lockdown. He stated that people have been looking to Florida,
86 which is completely open, and California, which is completely shut down. The numbers in both states have
87 remained mostly the same, but California is now starting to climb, and Florida is starting to go down.
88 California is now considered to be in severe outbreak while Florida is now in the red. He stated that some
89 of the northern states are starting to come out of severe outbreak and go into the orange. He informed that
90 New Hampshire, Vermont, and Maine remain in the red as they have been for the last few weeks. Chief
91 Midgley explained that the ICU capacity headroom in New Hampshire has decreased from 74% from the
92 last meeting to now 59%. This means that there are plenty of available ICU beds if they are needed.

93
94 Chief Midgley stated that the Governor has extended the mask order until March 26. He informed that the
95 Fire Department has received its first shipment of N95 masks, as well as a significant shipment of PPE.

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97

98 **Jeff Gowan – Acceptance of Town Roads**

99
100 Mr. Gowan, the Planning Director, stated that he was there to seek approval of three Town roads. These
101 roads are Squire Drive, Savannah Drive, and Wellesley Drive. He stated that he gave the Selectmen images
102 of the roads as well as a letter from himself and the Planning Board recommending the acceptance of these

103 roads. He suggested that any motion be conditional upon the Town Council's sign off on any deed language
104 and the Planning Director recording that deed.

105
106 **MOTION:** (Forde/Cote) With recommendation from the Planning Board to accept Squire Drive,
107 Savannah Drive, and Wellesley Drive as Town Roads.

108
109 **VOTE:** (5-0-0) The motion carried.

110
111

112 **DISCUSSION**

113
114 **Revision Energy final contract review.**

115
116 **MOTION:** (Cote/Forde) To approve the Revision Energy final contract.

117
118 **VOTE:** (3-0-2) The motion carried. Mr. Haverty and Mr. Bergeron voted not in favor of the motion.

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120

121 **APPOINTMENTS**

122
123 **Public Hearing: Petition for Class Highway Layout on a Portion of Campbell Road**

124
125 Mr. Haverty stated that this public hearing was to petition for the first 789 feet of Campbell Road off Dutton
126 Road to be accepted as a Class V Highway road. He informed that the Class V portion of the road would
127 have a width of 25 feet and a length of approximately 789 +/- feet. The Class V roadway would provide
128 public access to the properties and the land along this portion of Campbell Road. Mr. Haverty explained
129 that in years past this portion of Campbell Road had been treated as a Town road. The Town plowed it,
130 filled cracks, fixed potholes, and fresh cut it. In the past year it was discovered that there was never an
131 official Town vote to accept the road as a public road. This public hearing is to legally finalize that and
132 reflect the vote in the minutes. He informed that there is public safety value in accepting this road as a Town
133 road, as this road connects a neighborhood to another public road. Mr. Gowan stated that this process and
134 vote will allow the Town to properly maintain the road and continue to provide winter maintenance to the
135 road.

136
137 Mr. Haverty opened the discussion to the Public.

138
139 Mr. Erik Fehmel of 3 Campbell Road came forward. He informed that he had lived in the area for almost
140 20 years, growing up at 5 Campbell Road. He stated, to his knowledge, the road was deeded to the Town
141 in 1971. He explained that when he built his house in 2001 it started to become an issue of whether this was
142 actually a Town road, while he had always been under the impression that it was. Mr. Haverty explained
143 that while the Town had been treating it as a public road, there was no evidence of a vote to indicate so.
144 This step is to formalize Campbell Road as a Town road.

145
146 Mr. Fehmel stated that he was also there on behalf of 7 Campbell Road. He informed that the well on 7
147 Campbell Road is very close to the road and the owners were concerned that when plows come through the
148 snow and salt would be dumped on top of their well. Mr. Haverty replied that the Town would maintain he
149 first 789 feet of the road and put the snow in a little turnaround. Mr. McCarthy stated that as it came time
150 to plow to talk to him and he would ensure it would not become an issue.

151
152 As no one else from the public came forward, Mr. Haverty closed the discussion to the public.

153

154 **MOTION:** (Cote/Forde) To accept the first 789 feet of Campbell Road as a Class V Highway.
155

156 **VOTE:** (5-0-0) The motion carried.
157
158

159 **Jeff Gowan – Grant Application Request**
160

161 Mr. Gowan stated that over the past 5 years he has talked to several people, including former Selectman
162 Bill McDevitt, about the possibility of building a pedestrian bridge across Beaver Brook in vicinity of the
163 historic Abbott Bridge. He informed that Abbott Bridge is not safe for pedestrian access. Mr. Gowan
164 became aware of a Transportation Alternatives Program that would provide federally funding for qualifying
165 projects.
166

167 Mr. Gowan stated that he had drafted a letter of intent based off of the New Hampshire Department of
168 Transportation model letter. He also consulted with Mr. Steve Keach to help him calculate the approximate
169 cost of sidewalk per foot and with Mr. Jim Bouchard of Quantum Engineers about what a pedestrian bridge
170 of about 100 feet would cost. Mr. Gowan stated that this is merely a possibility at this time, but thinks it is
171 worth pursuing as an opportunity as these are rare. It was his opinion that a pedestrian bridge about 100-125
172 feet southwest of Abbott Bridge would be the perfect way to observe the historic bridge and wildlife habitat
173 while providing pedestrian access without blocking or crowding the bridge.
174

175 Mr. Gowan informed that the estimated cost of the project is \$966,000.00, though 80% of the project would
176 qualify for federal funding leaving only \$193,200.00 left to the Town to cover. He explained that the
177 Department of Transportation would require the Town to extend sidewalks on each end of the bridge to
178 provide access to it.
179

180 Mr. Gowan stated that there are possibilities this project could open up including the Town purchasing a
181 plot of land that would connect two pieces of property own by the School District. This land would allow
182 easement to the bridge as well as enable there to be trails from there all the way to Willow Street. He stated
183 that this would need to be separate from the grant for a pedestrian bridge but is something to start thinking
184 about. Mr. Gowan stated that all he is looking for now is to send a letter of interest out.
185

186 Mr. Lynde and Mr. Haverly thought this would be a great idea. The Board was in agreement to have Mr.
187 Gowan send out the letter of intent. Mr. Gowan stated that he would keep Mr. McCarthy informed moving
188 forward.
189

190
191 **DISCUSSIONS**
192

193 **Farmers market update**
194

195 Mr. McCarthy informed that he spoke with Ms. Jenny Larson of the Agricultural Commission and Attorney
196 Ratigan about the possibility of creating a subcommittee for the Farmers Market. Attorney Ratigan
197 informed that the Agricultural Commission was able to create their own subcommittee for the Farmers
198 Market. Mr. Cote stated that they had already formed the subcommittee since receiving the news.
199

200 *Note – there is more discussion regarding the Farmers Market during Jenny Larson and the Agg.*
201 *Commission: Acceptance of UNH Livestock Guidelines appointment below.*
202
203

204 **Highway building expenditure request**

205
206 Mr. McCarthy stated there were three expenditure requests. The first was for \$10,000.00 for the Project
207 Manager Roland Soucy. The second was for \$11,000.00 to Rick Jean Plumbing and Heating. The third was
208 for \$28,539.00 to DEM Electric for electrical work done on the project. Mr. McCarthy informed that the
209 total expenditure request was for \$45,539.00 to be paid from the Highway Building Capital Reserve Fund.
210

211 Mr. Cote had a question about an invoice from DEM Electric for \$2,375.00 for a transfer switch. He stated
212 that this was an exclusion from the contract. Mr. McCarthy informed that he made the decision to add a
213 generator that was not part of the original project plans. He stated there were remaining funds in the budget,
214 so he opted to add a generator. Mr. Cote stated he was okay with that.
215

216 Mr. Lynde asked if the project went out to bid for the electrical work. Mr. McCarthy replied that the project
217 did go out to bid and that DEM Electric was significantly cheaper than all other bids submitted.
218

219 **MOTION:** (Cote/Forde) To expend \$10,000.00 from the Highway Building Capital Reserve Fund for
220 the project manager.
221

222 **VOTE:** (5-0-0) The motion carried.
223 -----

224 **MOTION:** (Forde/Cote) To expend \$11,000.00 from the Highway Building Capital Reserve Fund for
225 Rick Jean Plumbing and Heating.
226

227 **VOTE:** (5-0-0) The motion carried.
228 -----

229 **MOTION:** (Cote/Forde) To expend \$28,539.00 from the Highway Building Capital Reserve Fund for
230 DEM Electric.
231

232 **VOTE:** (5-0-0) The motion carried.
233

234
235 **2021 Voters' Guide**
236

237 Mr. McCarthy informed that they are working on the Voters' Guide. He stated the only change was that
238 \$4,000.00 was added to the Library's Budget. He explained that all of the DRA forms were completed and
239 had the forms for the Selectmen to look at. Mr. Lynde asked where he could get a copy of the warrant
240 article. Mr. McCarthy replied that he would send him a copy of it.
241

242
243 **Finance Director Position**
244

245 Mr. McCarthy informed the Board that the Finance Director position had been advertised and would be
246 advertised for about a month. He stated that MRI is assisting with the financial aspects of the operation
247 until that position is filled. Mr. Haverty asked where people could go to see the advertisement for the
248 position. Mr. McCarthy replied that people could find it on the Town Website, the Eagle Tribune, the New
249 Hampshire Government Finance Officers Association website, and the NHMA website as well. Mr.
250 Haverty then asked who would be conducting the interviews. Mr. McCarthy replied that he, along with a
251 consultant from MRI and his staff, would be conducting the interviews.
252

253
254 **2nd Pennichuck Water Increase/Surrounding Towns Objecting**

255 Mr. McCarthy stated that Pennichuck Water increased their rates by 19% this past year and wants to go up
256 another 21%. He informed that a lot of towns are upset over this increase. He stated that the Town Manager
257 of Londonderry reached out to him and surrounding towns to see if they were interested in banding together
258 to get an attorney to represent them to help ward off the additional increases. Pennichuck Water has stated
259 they need more money to cover their infrastructure costs as they have been expanding, but this has happened
260 more than once. Mr. McCarthy stated that every year around budget time they come in with a 15-20% rate
261 increase. He asked if the Board would be okay with him looking into getting involved with the legal matter.
262 Mr. Lynde replied that he wanted Mr. McCarthy to get involved. Mr. Haverty stated that the Board was in
263 agreement that he should get involved.

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266 **Letter of Resignation**

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Mr. Haverty read aloud Ms. Jean Olson's resignation letter. The letter informed that her last day with the Town was January 8, 2021.

271 **MOTION:** (Forde/Bergeron) To accept Jean Olson's resignation letter.

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VOTE: (5-0-0) The motion carried.

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Mr. Haverty thanked Ms. Olson for her years with the Town and wished her well with her future endeavors.

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278 **APPOINTMENT**

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Chief Roark/Promotions

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Chief Roark thanked everyone for coming. He stated that it is not often that they have promotions, let alone three, so it was a special night for them. He informed that the first officer up for promotion was Lieutenant Anne Perriello. He stated that after 19.5 years of working with the department, she was being promoted to Captain. He stated that she has her master's degree in Social Justice and is working towards a second master's degree in Social Work. Ms. Linda Newcomb swore her in.

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The next officer up for promotion was Corporal Adam Thistle. He had been working with the Town for 8.5 years. Chief Roark informed that Corporal Thistle was a Veteran of the United States Navy and had a bachelor's degree in Criminal Justice. He was being promoted to Sergeant. Ms. Newcomb swore him in.

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Chief Roark introduced Corporal Ron Page next. He informed that Corporal Page had been working with the Town for 13.5 years and was Veteran of the United States Marine Corp. Chief Roark informed that Corporal Page was being promoted to Sergeant.

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Chief Roark then stated that they had two Lifesaver Awards to give out to Corporal Mike Kasiske and Officer Mike Simes. He informed that on December 25, 2020 the Pelham Police and Fire Departments responded to Old County Road on a report of two people who had been stabbed. When the officers arrived, they immediately attended to the unconscious male from Litchfield, New Hampshire. He had multiple stab wounds and was suffering from life threatening injuries. Officer Simes noticed a stab wound to the victim's neck area and applied pressure to the wound with the use of his hands and fingers to stop blood loss. Corporal Kasiske noticed a large stab wound to the victim's right thigh that was bleeding excessively and was able to apply a tourniquet to help stop further blood loss. Officer Simes rode in the ambulance to keep pressure. Thanks to the efforts of both Officer Simes and Corporal Kasiske, they were able to help save his life.

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Mr. Haverty thanked all of the first responders in the building for all they do for the Town.

Jenny Larson/Agricultural Commission: Acceptance of UNH Livestock Guidelines

Ms. Jenny Larson, Chair of the Agricultural Commission, and Ms. Jessica Edwards, Vice Chair, came forward to give a presentation on the New Hampshire Agricultural Livestock UNH Guidelines Extension. This extension covers housing and spacing for livestock as well as the Manual of Best Management Practices for livestock. Ms. Larson informed that in 2012 there were over 4,000 farms in New Hampshire and that New Hampshire is that fastest growing state for farmers. She stated that New Hampshire is also number one in the nation for organic farm sales as well as women operators for farms. Ms. Larson informed that a farm is any land, building, or structure where agriculture and farming activities are carried out.

Ms. Larson then handed out a pamphlet on the suggested space and housing guidelines. She explained that the Manual of Best Management Practices goes hand in hand with the UNH Cooperate Extension Housing Guidelines. Ms. Edwards then explained more about the Manual of Best Management Practices. She informed that the guidelines touch upon nutrition, feeding, runoff, and how to avoid pollution of water sources. She stated that these guidelines should be taken with professional judgement and not be taken word for word. Ms. Edwards informed that the guidelines were made for commercial farms but can be applied and utilized by small-scale farms.

Ms. Edwards explained that there is a formal way to make a complaint to the State Commissioners Office for the improper manure handling. Any complaint that is received goes through a process where a team of professionals get together to look at the problem with people at the state and town level. Ms. Larson informed that when the State Commissioner receives a complaint the first thing he asks a town is if they follow the Manual of Best Management Practices and the UNH Extension Guidelines. She stated that she could send a copy of the guidelines to everyone and that it is roughly 65 pages in length.

Ms. Forde asked where people could get access to these resources. Ms. Larson responded that the Agriculture Commission had a master binder in their office. She stated that this is something that the Code Enforcement Officer and possibly the Animal Control Officer could get involved with. She stated that she knew there were some livestock issues in the past where people did not know where to go to for information. She stated that the Housing and Space Guidelines is short easily understandable for people.

Mr. Cote suggested having the links to these resources be available on the Town website. Mr. McCarthy stated that they could put the links on the Agricultural Commission Town webpage. Ms. Larson stated that she wants to try to advertise to the community that the Agricultural Commission exists in this Town. Mr. McCarthy replied that they could do a Public Service Announcement stating that the agricultural guidelines can be found on the Agricultural Commission website.

Mr. Lynde stated that he thinks this presentation was great and is in support of it. He stated that he thought that some of these guidelines should be incorporated into some of the health ordinances in Town, especially regarding manure removal.

MOTION: (Cote/Bergeron) To endorse the UNH Livestock Housing Guidelines and the Manual for Best Practices and have those URLs available on the Agriculture Commission website.

VOTE: (5-0-0) The motion carried.

BOARD OF SELECTMEN MEETING/January 19, 2021

356 Mr. Lynde asked how these guidelines would be enforced. Mr. Cote replied that they would not be enforced.
357 Mr. Haverty stated that the Board is only endorsing these as reference documents at this time for the
358 community to use. Mr. Lynde asked if there were any enforcement capabilities on it. Mr. Haverty responded
359 that they do not have enforcement capabilities at this time but could use these guidelines as a foundation
360 on developing ordinances moving forward.

361
362 Ms. Larson then gave a more extensive Farmers Market update. She stated that they already had six
363 participants for the subcommittee, and she is very excited about it. She informed that she is looking to have
364 the Farmers Market every Saturday from 10:00 am – 2:00 pm. They are currently looking at two locations:
365 The Pelham Salary and the old Fire Station. She asked if it was possible to have their own Facebook page
366 or if it had to go through Mr. Demers, the IT Administrator. Mr. McCarthy recommended that it go through
367 Mr. Demers to ensure it is consistent with the rest of the Town’s social media.

368
369 Ms. Forde asked if all of the venders had to go through the Board of Selectmen for approval first. Ms.
370 Larson stated that they register with the State of New Hampshire. It was then discussed that Mr. McCarthy
371 would need to research the Town insurance policy to see what would be covered. Mr. Cote asked for Ms.
372 Larson to talk more about what is required of venders for insurance. She explained that it is completely on
373 an individual basis depending on what they are actually selling. She stated that the subcommittee would
374 double check everything.

375
376 Mr. Haverty asked when they are looking to start the Farmers Market. She stated that they are still working
377 on it but are looking to possibly start in June. She explained that June is usually when farmer’s will have
378 their early crops available.

379
380 Ms. Larson asked how they would get approval for a location. Mr. McCarthy stated that the Board would
381 need information from the Highway Safety Committee to ensure that the parking lot can handle the egress
382 for what they are looking to do. He stated that if the Highway Safety Committee is okay with it, then they
383 should be all set. Mr. Cote asked how they would get on the agenda for a meeting. Mr. McCarthy replied
384 to contact Planning Director Jeff Gowan.

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387 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

388
389 Mr. Lynde had nothing to report.

390
391 Mr. Bergeron has nothing to report.

392
393 Ms. Forde reminded everyone that registration opens on January 20, 2021 to run for Municipal Office until
394 January 29, 2021 at 5:00 pm. She stated that number of seats would be open that need to be filled including
395 her own. She stated that as much as she has enjoyed her time working on the Board, her personal
396 circumstances have changed so she would be stepping down. Mr. Lynde and Mr. Haverty stated they would
397 be sad to see her go.

398
399 Mr. Cote informed that the Planning Board meeting for the week had been cancelled. He asked if it were
400 possible for the Town to buy their own curbside pickup truck that residents could opt in for, for an additional
401 fee. He stated that there could be a lot more options available to the Town that could be discussed.

402
403 Mr. McCarthy stated that the final reconsiderations were done. He informed that the Deliberative Session
404 for the Town is on February 2, 2021 and the Deliberative Session for the School is on February 3, 2021.
405 Mr. McCarthy stated that March 9, 2021 is the Town Meeting.

406

407
408 Mr. Haverty had nothing to report.

409
410
411 **REQUEST FOR NON-PUBLIC SESSION**

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413 **MOTION:** (Forde/Cote) Request for a non-public session per RSA 91-A:3,II, a (personnel).

414
415 **VOTE:** (5-0-0) The motion carried.

416
417 It was noted that when the Board returned, after the non-public session, the Board would not take any other
418 action publicly, except to possibly seal the minutes of the non-public session and to adjourn the meeting.
419 The Board entered a non-public session at approximately 8:32 pm.

420
421 **MOTION:** (Forde/Cote) To leave the non-public session.

422
423 **VOTE:** (5-0-0) The motion carried.

424
425 The Board returned to public session at approximately 9:03 pm.

426
427 **MOTION:** (Forde/Cote) To indefinitely seal the minutes of the non-public session.

428
429 **VOTE:** (5-0-0) The motion carried.

430
431 **ADJOURNMENT**

432
433 The meeting was adjourned at approximately 9:03 pm.

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Respectfully submitted,
Jordyn M. Isabelle
Recording Secretary