

1
2
3
4
5
6
7

**APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
November 24, 2020**

8
9
10
11
12
13

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

PRESENT: Robert Haverly in person
Hal Lynde via Zoom
Jaie Bergeron in person
Kevin Cote in person
Town Administrator Brian McCarthy via Zoom

ABSENT: Heather Forde

14
15
16
17
18
19
20
21
22
23
24

PLEDGE OF ALLEGIANCE

MINUTES REVIEW:

November 10, 2020:

MOTION: (Cote/Bergeron) To approve the November 10, 2020 meeting minutes as amended.

VOTE: (4-0-0) The motion carried.

25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

OPEN FORUM

No one came forward.

APPOINTMENT(S)

Fire Chief James Midgley (in person) and Health Officer Karen McGlynn (via Zoom) – Pandemic Update

Chief Midgley read aloud a statement submitted by Ms. McGlynn. New Hampshire currently has 18,000 cases of Covid. Last week Pelham reached almost 60 cases; however, as of yesterday and today Pelham was holding between 47-55 cases. The public was reminded that the Governor implemented a statewide mask order on November 20, 2020. The State is no longer able to do back-traces of new cases due to the increase of Covid cases; they are now depending on the public health officers and partners to assist in getting it done. Ms. McGlynn is available to assist people with their own contact tracing by contacting the Town's main phone number. Chief Midgley summarized the CDC's recommendations for the holiday.

Mr. Cote mentioned there had been a lot of talk about what different states were implementing regarding travel and asked if Chief Midgley had any information regarding this. Chief Midgley showed the Board a current map of the country with all states being 'red', with the exception of Maine and Vermont. He said the numbers were running between 50-100 per 100,000. He spoke about the State's statistics regarding hospitalization. He was concerned with the intensive care unit beds becoming unavailable; states are tracking to make sure needed equipment goes to the right places. Mr. Cote questioned if

40 deaths were remaining within certain age groups. Chief Midgley replied it was still with the elderly
41 and at-risk population; they were starting to see ‘one-offs’ succumbing to the disease. They were also
42 seeing an up tick in the long-term ramifications of someone who has contracted Covid-19. Ms.
43 McGlynn added there were already statistics being put together to follow people up to 2-3 years. Mr.
44 Cote asked if there were additional statistics pertaining to blood types and which are more susceptible.
45 Ms. McGlynn answered yes; however, she didn’t know the specifics. She added statistics have shown
46 those with ‘O’ blood type did not seem to get Covid seriously and most won’t have symptoms.
47

48 Chief Midgley informed that the director of the CDC spoke about dosing and the vaccine. They are
49 projecting a vaccine will be available and distributed by the middle of December. He discussed the
50 number of vaccines that were projected to be available in the coming year and by the end of 2021. He
51 noted the Pfizer and Moderna vaccine comes in a frozen form; Johnson & Johnson does not. He was
52 not sure about the form of the Astrazeneca vaccine. Chief Midgley commented they had started a
53 program at the Fire Department where all firefighters are offered testing. They have almost 95% of
54 their people who have signed up.
55

56 Mr. Haverty understood the CDC earlier in the day had ‘walked back’ some of their quarantine
57 regulations (from 14 days to 7-10 days) and wanted to know if the Chief had heard anything about this
58 at the State level. Chief Midgley answered yes; Massachusetts backed quarantine down to 10 days and
59 believed New Hampshire was also looking to back down as well. Ms. McGlynn heard about it earlier
60 in the day but did not have all the details at this time.
61
62

63 **Planning Director Jeff Gowan:**

- 64 - **Highway Safety Committee Recommendation**
- 65 - **Master Plan Update**
- 66 - **Hudson Amazon Project Update**
- 67 - **Road acceptance – schedule public hearing**
- 68

69 Mr. Gowan joined the meeting via Zoom. He reviewed the Highway Safety Committee (‘HSC’)
70 recommendation for flashing beacons at the cross walk positioned in front of the Fire Department (exit
71 at Village Green horseshoe).
72

73 Mr. Cote questioned if there was a specific style of lighting. Mr. Gowan replied the Police Chief had
74 something in mind, which he believed was installing a flashing beacon on each side of Marsh Road at
75 the pedestrian crossing.
76

77 Mr. Lynde asked if the light would be kept where it was or if it would be moved. Mr. Gowan believed
78 there was nothing currently there; preparation work was being done.
79

80 There was no objection voiced regarding the Highway Safety Committee’s recommendation. *A motion*
81 *was made later in this discussion; however, it is shown here for discussion topic continuity.*
82

MOTION: (Cote/Bergeron) To accept the Highway Safety Committee’s recommendation
regarding the flashing beacons.

VOTE: (4-0-0) The motion carried.

83

84

85 Mr. Gowan spoke about the proposal for a Master Plan update. He explained the Planning Board had
86 discussed abandoning the chapter by chapter update approach. He stated having a master plan was a

BOARD OF SELECTMEN MEETING/November 24, 2020

87 prerequisite to having a Capital Improvement Plan, impact fees etc. The Town's current plan was
88 essentially twenty years old; the State Statute suggests it be updated every 5-10 years. In Mr. Gowan's
89 opinion it was the most important document for any municipality because it was essentially a roadmap
90 for how a community evolves and defines a path to get there. An RFP has been sent out (last Friday)
91 that basically seeks proposals from various consultants, many of which specialize in master plans. The
92 estimated cost for a community of Pelham's size is \$75,000-\$125,000. He noted the biggest piece is
93 community involvement. The deadline for the RFP is set to come back the week before Budget
94 Committee reconsideration.

95
96 Mr. Lynde asked if a warrant article would be drafted for presentation to the Budget Committee. Mr.
97 Gowan felt it would make sense to be prepared to do so. Mr. Lynde asked for Mr. Haverly's opinion
98 (as Budget Committee representative) for having the cost added to the budget or contained in a warrant
99 article. Mr. Haverly recommended and would speak in favor of adding the cost to the budget and have
100 a fall back position of submitting a warrant article. Mr. Gowan said that is how he will proceed. He
101 mentioned there would be Planning Board representation present during the budget reconsideration
102 meeting.

103
104 Mr. Gowan addressed the Hudson Amazon Project. He told the Board that Hudson had a presentation
105 regarding the traffic impacts during their most recent meeting. His initial concerns were in the area of
106 Sherburne Road, which Pelham was currently working with the Department of Transportation ('DOT')
107 to have roundabouts built. He said the presentation boiled down to only employee traffic from the
108 facility. He noted it will be a fulfillment center, not a distribution center. He noted the traffic study
109 would be widened for additional scrutiny. In communicating with the Hudson Planning Board, he
110 reserved the fact that the Pelham Selectmen and/or Planning Board might have input to bring back to
111 them. He added that Pelham still had the option of hiring a consultant as they had done during Salem's
112 Tuscan Village project.

113
114 Mr. Cote questioned if there was any mention about the number of employees. Mr. Gowan replied he
115 understood the truck traffic would affect the roads from the facility to the highway; there will be no
116 truck traffic from the facility onto the smaller roads to Pelham. He said the traffic counts split down
117 the employee traffic to 3% heading south onto Dracut Road. He said they would be able to get tighter
118 figures for the number of trips. He found it surprising that the expected traffic was anticipated to be
119 less than that generated by the Rockingham Mall and other businesses in that area. He will obtain more
120 clarity from Hudson regarding how much traffic they believe will be generated. Mr. Cote understood
121 it would be a logistics facility and was interested to see the effects on the bridge and Wasson Street.
122 He felt there was almost no reason for the trucks to come toward the Pelham area. He questioned if
123 hiring a consultant was worth doing. Mr. Bergeron asked if the Town found the information valuable
124 when they hired a consultant for the Salem project. Mr. Gowan replied the Town's consultant hired
125 for the project in Salem basically found they agreed with the peer review analysis. He believed there
126 was a greater possibility for increased traffic from the Tuscan project, whereas he could not imagine
127 the same circumstance for the Hudson project.

128
129 Mr. McCarthy recalled the idea of having a consultant involved with the Tuscan project was to confirm
130 the numbers were accurate and ensure there would be no impact to Pelham. He was curious to know
131 how many employees the Hudson facility would have.

132
133 Mr. Cote agreed that the Tuscan Village project was completely different. He said his basic question
134 for Hudson was how many employees they would have since they pretty much knew trucks would not
135 be coming through Pelham. Mr. Bergeron recalled reading somewhere there would be 1,500
136 employees. Mr. Haverly read through information and shared that Hudson's professional had projected

137 there would be up to \$4.8 million in tax revenue generated from the project while creating 1,400 direct
138 paying jobs; it will also generate another 900 indirect jobs.

139

140 Mr. Lynde inquired what major highways would be used. Mr. Gowan replied it was all about Route 3
141 connecting to other highways. He noted the reason the location was chosen was because of its
142 proximity to the highway. He mentioned after the presentation some of the Hudson officials had voiced
143 their hope the project would have their own dedicated ramp off the bridge. Mr. Lynde wanted to know
144 the potential truck traffic traveling to fulfillment centers that may travel through Pelham. From what
145 Mr. Gowan understood it would be the same as it currently was. He added if they were to change the
146 manner in which the facility operated; they would need to go back in front of the Hudson Planning
147 Board.

148

149 Mr. Haverty stated according the article he read, the group 'Save Hudson' says the Amazon project
150 will generate more than 8,700 truck trips per day, but according to Hudson's professional (Hillwood),
151 the real number is fewer than 300 (truck trips) per day. Mr. Gowan pulled numbers out of the meeting
152 (he attended) and stated the worst-case scenario would be 334 truck trips inbound during AM peak hour
153 with 210 trips outbound during that hour. During the PM peak hour there would be 373 inbound and
154 382 outbound. He stated he would go back and watch the presentation again to extract specific
155 numbers. Mr. Haverty mentioned he would forward the article he was reading to the Selectmen and
156 Mr. Gowan.

157

158 Mr. Gowan told the Board he hoped to set up another public hearing for road acceptance as there were
159 three additional roads. He had most of the documents squared away with legal counsel and a
160 recommendation for the Planning Board. He hoped to target the December 22nd Selectmen meeting.
161 Mr. McCarthy noted that meeting would be at the call of the Chair as it was Christmas week. Mr.
162 Gowan replied it could be scheduled for the beginning of January and will work with Mr. McCarthy to
163 do so.

164

165 **At this point in the meeting Mr. Haverty pointed out the Board needed to make a motion to accept the*
166 *Highway Safety Committee's recommendation. That motion is shown above for meeting minutes*
167 *continuity of discussion topic. Mr. Cote questioned the procedure. Mr. McCarthy explained typically*
168 *when the HSC makes a recommendation the Board votes either 'Yay' or 'Nay'.*

169

170 **Contract Signing & Introductions**

171

- **Dena Hoffman – MS-4 Environmental Regulation Specialist**

172

- **Lynne Slattery – Parks and Recreation Part-time**

173

- **Melissa Binette – Full-time Selectmen Administrative Assistant**

174

175 Planning Director Jeff Gowan (via Zoom) introduced Dena Hoffman, who came forward in person, as
176 the Town's MS-4 Environmental Regulation Specialist. He gave accolades for her recent work
177 performance. Ms. Hoffman discussed her education and told the Board she was excited to work in the
178 Town.

179

180 The Selectmen and Ms. Hoffman fully executed Ms. Hoffman's employment contract.

181

182 Lynne Slattery and Melissa Binette both came forward in person. Mr. McCarthy made the introductions
183 and described the positions they would fill and explained their contracts had been updated to reflect
184 their employment.

185

186 The Selectmen and Ms. Binette fully executed Ms. Binette's employment contract. The Selectmen and
187 Ms. Slattery fully executed Ms. Slattery's employment contract.

188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215

DISCUSSION(S)

Curbside Trash RFP update

Mr. McCarthy stated they had received some phone calls and had questions back and forth between a couple vendors. Two site walks were conducted with individual companies to review the existing facilities. The RFP will close this Friday. He was not aware of any bids being received.

Mr. Cote confirmed the Town’s current contract expired in October 2022. Mr. McCarthy believed that was correct.

Town Investment Policy review

Mr. McCarthy stated every year there were typically 3-4 policies the Board reviews, the investment policy being one of them. Each year the Town Treasurer reviews the policies and makes any changes based on State and/or Federal changes mandated to be adopted. He informed the Treasurer had gone through the policy and approves it; however, the Board also needs to approve it.

Mr. Lynde mentioned his wife was the Town Treasurer. He said she did a great job keeping her eye on where the money was and what interest rates were being offered. When she sees a place where the Town could get significantly more, she lets the current institution know to see if they will match the rate. He stated she had done a good job over the years generating income for the Town.

Mr. Haverty echoed Mr. Lynde’s comments and stated the Treasurer has always been a good custodian to the Town’s investments. Mr. McCarthy told the Board she also did a great job reviewing the Town’s policies each year to ensure there is accountability and transparency in all financial transactions.

MOTION: (Cote/Bergeron) To accept the Town Investment Policy.

VOTE: (3-0-1) The motion carried. Mr. Lynde abstained.

216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234

Setting the tax rate

Mr. McCarthy stated he and Mr. Lynde were on the phone the other day with the Department of Revenue Administration (‘DRA’); everything has been evaluated and approved. Mr. Lynde said they had tried to get the figure so there would not be a big increase and believed they were looking at an approximate \$.10 increase (.056%) in the tax rate. To do so they will have to use \$1.4 million out of the fund balance. He noted in addition there was another \$630,000 in the proposed warrant article. Mr. Lynde believed the Town was in good shape and would have a decent tax rate.

Mr. Cote questioned if they could use another \$40,000 from the fund balance to keep the tax rate the same. Mr. Lynde believed they should be concerned about having money for next year because there were bigger expenses coming. He felt they would be better served to not have a big jump in the rate.

Mr. McCarthy said he and Mr. Lynde would be in touch with the DRA tomorrow to make the transaction official so a press release can be sent out with the new tax rate. He asked the Board to make a motion to expend \$1.4 million out of the Unassigned Fund Balance for the purposed of tax rate setting. Mr. Cote made the motion; Mr. Bergeron seconded. Mr. Lynde confirmed the motion was with the

235 understanding the motion was in addition to the money allocated by the warrant article for the fire truck.
236 Mr. Cote answered yes.

237

MOTION: (Cote/Bergeron) To expend \$1.4 million from the Fund Balance.

VOTE: (4-0-0) The motion carried.

238

239

240 **Recording Secretary Charity Landry**

241

242 Mr. McCarthy stated they had received a letter from the Town's long-time Recording Secretary Charity
243 Landry. He read aloud her letter of departure from the position effective December 4, 2020.

244

245 Mr. Haverty stated he had enjoyed working with Ms. Landry during his years on many boards and
246 subcommittees. He was sorry to see her go and wished her the best in her future endeavors.

247

MOTION: (Cote/Bergeron) To accept, with regret, the resignation of Charity Landry as
Recording Secretary.

VOTE: (4-0-0) The motion carried.

248

249

250 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

251

252 Mr. McCarthy stated the tax rate would be set within the next week (or so); a press release will be sent
253 out. He informed the Town would be closed on Thanksgiving and the day after to reopen for normal
254 business November 30th. The recording secretary position will be posted. The deputy treasurer position
255 has completed posting; there are two applicants attending the next meeting for interviews.

256

257 With respect to the recent change in Town Clerk/Tax Collector office hours, Mr. Lynde spoke briefly
258 about the duties of the Town Clerk's office. He stated they had a very dedicated employee who was
259 currently manning the office and going a great job. Mr. McCarthy reminded citizens they could conduct
260 business online; there was also a drop box outside the Town Hall.

261

262 Mr. Cote noted the schools would be going to remote learning starting Monday. He read aloud a memo
263 regarding school meal delivery (same as in the spring) that would occur during remote learning. He
264 spoke about the recent Planning Board meeting, during which they discussed a proposed 'open space
265 subdivision ordinance' and some of the requirements. He said a lot of work had gone into the ordinance
266 and felt it had been improved dramatically. He believed the residents will be happy with the changes.
267 The Planning Board also looked at bringing back a table of permitted uses for the Mixed Use Zoning
268 District.

269

270 **REQUEST FOR NON-PUBLIC SESSION**

271

ION: (Cote/Bergeron) Request for a non-public session per RSA 91-A:3,II, a and d
(personnel; consideration of acquisition, sale, or lease of property)

VOTE: (4-0-0) The motion carried.

BOARD OF SELECTMEN MEETING/November 24, 2020

272 It was noted that when the Board returned, after the non-public session, the Board would not take any
273 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
274 meeting. The Board entered into a non-public session at approximately 7:57 pm.
275

MOTION: (Cote/Bergeron) To leave non-public session.

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

276 The Board returned to public session at approximately 8:30 pm.
277

MOTION: (Cote/Bergeron) To indefinitely seal the minutes of the non-public session.

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

278

279

280 **ADJOURNMENT**

281

282 The meeting was adjourned at approximately 8:30 pm.

283

284

285

286

Respectfully submitted,
Charity A. Landry
Recording Secretary