

1 **APPROVED**

2
3 **TOWN OF PELHAM**
4 **BOARD OF SELECTMEN – MEETING MINUTES**
5 **December 8, 2020**

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

8
9 **PRESENT:** Robert Haverty, Heather Forde, Hal Lynde, Jaie Bergeron, Kevin Cote, Town
10 Administrator Brian McCarthy

11
12 **ABSENT:** None

13
14
15 **PLEDGE OF ALLEGIANCE**

16
17 **MINUTES REVIEW:**

18
19 **November 24, 2020**

20 **MOTION:** (Cote/Lynde) To approve the November 24, 2020 meeting minutes as amended.

21
22 **VOTE:** (4-0-1) The motion carried. Forde abstained.

23
24
25 **OPEN FORUM**

26
27 No one came forward.

28
29
30 **APPOINTMENTS**

31
32 **Chief Midgley and Karen McGlynn – Pandemic Update**

33
34 Ms. McGlynn informed the number of positive COVID cases in New Hampshire was currently 5,380, with
35 185 of those cases hospitalized. In Pelham, there were 84 positive cases in the past two weeks, with 63
36 positive cases at the meeting time. This number is expected to increase over the next few days due to the
37 Thanksgiving holiday. She informed the Board that the CDC changed its guidelines and isolation time from
38 14 days to 10 days. NH has adopted this change as well but did not opt for testing out of quarantine at 7
39 days. She informed that quarantining starts from a positive test date, the first day of symptoms, or from the
40 last date you had contact with a confirmed positive case.

41
42 Mr. Haverty asked for clarification regarding quarantining with a positive case in your household. She
43 clarified that the family would start their quarantine on the positive person's last day of quarantine. This
44 means that the family would isolate for the 10 days of quarantine for the positive household member, and
45 then 10 additional days for their own, resulting in 20 full days of quarantine.

46
47 She then informed the Board about updates regarding a vaccine for the virus. The FDA has finished its
48 initial review of the vaccine and found that the current vaccine does meet all safety and efficacy
49 requirements to be distributed. The vaccine is scheduled to go in front of the FDA Advisory Committee on
50 December 10th, 2020 to decide if it is ready for use. It is expected to be rolled out due to current reviews.
51 Distribution of the vaccine will happen in phases. The first wave will go to healthcare workers, nursing

52 home facilities, and first responders of public health. It is predicted that the general public will begin to
53 receive the vaccine in the early spring of 2021. She wanted to make clear that the vaccine does not mean
54 people can stop wearing masks. The vaccine will be two doses and will not be effective until 28 days after
55 the last dose. The vaccine will be approved for those over the age of 16. For more information on the
56 vaccine and how vaccines are made, the CDC website has excellent resources. Ms. McGlynn wanted to
57 remind everyone to try to celebrate the coming holidays with those who are in your close personal bubble.
58

59 Mr. McCarthy asked if this is the only vaccine available. Ms. McGlynn replied that other vaccines will
60 become available but are further behind the two-dose vaccine. Mr. McCarthy asked how long it takes for
61 the other options to become effective. She replied that most vaccines for COVID are about 28 days until
62 they are effective.
63

64 Chief Midgley stated that he received his guidance from the Department of Safety through the Emergency
65 Operation Center, so it does align with the State's guidelines of 10 days of isolation. He said it was good
66 for the Town, especially because the Fire Department has three personnel out on quarantine.
67

68 Chief Midgley then spoke about national standings for the virus. He informed the Board that New England
69 now has the most infectious state in the country, which is Rhode Island. The state currently has an infection
70 rate of 122 per capita, which means that a person in Rhode Island has more potential for contacting someone
71 who is COVID positive in that state per capita than they do anywhere else in the country. For perspective,
72 New Hampshire is at 50.7 per capita, with Massachusetts not far ahead with 68.8 per capita. He asked if
73 you are traveling to Rhode Island to please be extra cautious, wear your mask, and take necessary
74 precautions.
75

76 Chief Midgley then went on to discuss the ICU headroom in New Hampshire. New Hampshire was at 32%
77 headroom, meaning that only 32% of ICU beds have been used. Massachusetts is only at 24% headroom.
78 This means that there was plenty of capacity at hospitals, especially for critical cases. He informed the
79 Board that field hospitals are starting to come up in Massachusetts, but they do not take critical patients.
80 Field hospitals only accept patients who do not need critical care. The Chief wanted to clarify that these
81 field hospitals do not mean that there is a shortage of hospital beds.
82

83
84 **Yvonne La-Garde/Chairperson for the Council on Aging.**
85

86 Ms. La-Garde came forward to update the Board about the Council on Aging's activities. She thanked the
87 Board for their continued support and for the increased funding to the Hobbs Community Center for 2021.
88 She informed the Board that roughly 5,000 people live in Pelham over the age of 50, meaning that more
89 than 35% of Pelham's population is seniors. She identified the top three needs of seniors from Southern NH
90 services to be:

- 91 1) Transportation services and options
- 92 2) Affordable and available housing options, and
- 93 3) In-home health care services
94

95 She explained that Pelham had not included senior needs in the current Master Plan. The Pelham Council
96 on Aging would like to work with the Board of Selectmen and the Planning Board to include senior needs
97 into the 2021 Master Plan. The Council on Aging worked with the Nashua Regional Planning Commission
98 (NRPC) to conduct a Senior Needs Assessment in the Town of Pelham. The assessment will include:

- 99 1) A demographic analysis
- 100 2) Assessment of existing facilities and services,
- 101 3) A resident survey, and
- 102 4) A recommended plan of action

103 This assessment is predicted to be completed by April 2021. The Council on Aging invited a representative
104 from the Board of Selectmen and the Planning Board to attend a meeting with the NRPC when they present
105 their final report's findings towards the end of April 2021.

106
107 The Council of Aging also requested a member of the Council of Aging to sit on the Pelham Master Plan
108 subcommittee to represent seniors' needs in the Town of Pelham.

109
110 Mr. Cote asked if Ms. La-Garde had been in touch with Mr. Gowen or Mr. Thomas from the Planning
111 Board. She replied that she had sent a letter to them expressing the same information shared at the meeting.
112 Mr. Cote informed that Mr. Thomas was taking a leave regarding the Master Plan. He said he would reach
113 out to Mr. Thomas to make sure the two could get in touch. He also informed her that the Planning Board
114 would put out an RFP for a consultant to do a whole master plan, so this would be the perfect time for her
115 to contact them.

116
117 Mr. Haverly said that Mr. Cote would carry the message that the Board of Selectmen see the value in this
118 and recommend that the Council on Aging be included in the Master Plan sub-committee.

119
120

121 **Charlene Takesian – Clearing old Balance Sheet Accounts/Financial Policy Review & Vote.**

122
123 Ms. Takesian came forward to discuss how the General Ledger balance has not reconciled with the Bank
124 Balance since June of 2007. Town Accountants have tried to reconcile the amounts, to no avail. She
125 informed the Board that previous Town Accountants attempted to reconcile the balance but never adjusted
126 for the incorrect amount, so it has never been resolved. When the Town switched accounting software from
127 UniSmart to Accufund, Ms. Takesian suggested that the Town make all of the current balances match what
128 was in the bank and go forward with those balances for several months to confirm that those balances were
129 indeed correct. The Town has been doing this for three years now, checking every month to assure that the
130 balances match the bank's balance. Everything has remained accurate, except for the adjustments that are
131 still on the balance sheet that never got resolved. This becomes an issue when the auditors review the
132 balance sheets, as they want it to be corrected and have information to back it up, which the Town does not
133 have.

134
135 One entry was found from the Town Clerk's Office to a liability account. There was an incorrect entry in
136 the amount of \$10,000 to that account alone with no corresponding entry in the Treasurer's Logs. The
137 Treasurer's Logs reconcile to the bank, proving that this was an incorrect entry.

138
139 Ms. Takesian is suggesting that the Town writes this off. She asked Mr. McCarthy of the appropriate way
140 to write this balance off. The Board discussed with Mr. McCarthy and Ms. Takesian the best way to go
141 forward with the incorrect balance. Mr. Cote asked for clarification on what this balance means. She
142 explained that the Town has two sets of books; the Treasurer has a set of books and the Town has a set of
143 books. The Treasurer's books keep track of all the money that goes in and out of the bank in total gross
144 amounts. The Town books record what goes into each line item for each Budget. The Treasurer receives all
145 the bank statements and reconciles the Treasurer's book to the bank. The Town books need to reconcile to
146 the Treasurer's books to ensure that the amounts in the Town books match what is in the bank. Right now,
147 the Town's book says there is more money in the Budget than there actually is.

148
149 Mr. Haverly asked if it was possible to have someone go through all of the previous books to find where
150 the discrepancies came from. Ms. Takesian said that we could hire someone to fix it, but it would end up
151 overspending the Budget, and the Town would still need to adjust the incorrect money. It would end up
152 costing the Town more money than just writing it off. Mr. Lynde said that he thinks the simplest way to
153 resolve the issue would be to assign the amount in a line item in someone's Budget. Mr. McCarthy suggested

154 putting it in the Treasurer's Budget, which would become an over-expenditure to come out of the Fund
155 Balance. Ms. Takesian suggested running this idea by the auditors.

156
157 **MOTION:** (Cote/Forde) To move \$20,200.29 from the Cash Variance account to the Treasurer's
158 Expense Line Item in the Budget, pending approval from the Auditors.

159
160 **VOTE:** (5-0-0) The motion carried.

161
162 Ms. Takesian was then asked her opinion on current financial policies in place. Most of the policies in
163 review were all policies that have been in place. Mr. McCarthy mentioned that all the policies went to the
164 auditor to get approval. The auditor mentioned that the policies that were put in place regarding
165 transparency should be implemented in other towns as well.

166
167
168 **MOTION:** (Cote/Lynde) To approve the Unassigned Fund Balance Policy as provided.

169
170 **VOTE:** (5-0-0) The motion carried.

171 -----
172 **MOTION:** (Forde/Cote) To approve the Management of Cash Fund Policy.

173
174 **VOTE:** (5-0-0) The motion carried.

175 -----
176 **MOTION:** (Cote/Forde) To approve the Fraud Policy.

177
178 **VOTE:** (5-0-0) The motion carried.

179 -----
180 **MOTION:** (Cote/Forde, Lynde) To approve the Town Policy for Returned Checks.

181
182 **VOTE:** (5-0-0) The motion carried.

183
184
185 **Frank Ferreira – Budget Expenditure Request**

186
187 Mr. Ferreira came forward to discuss fuel tanks for the Highway Department. He said the fuel tanks had
188 not been serviced since they were put in, in 2002. Keach-Nordstrom came in recently to complete a spill
189 control plan that is supposed to be done every five years and indicated that all of the equipment is currently
190 very outdated. He then informed the Board that Gaftek came to look and confirmed that nothing would pass
191 state inspection. Currently, the estimated cost would be \$51,042.00, but they also need a new Veeder-Root,
192 a piece of measurement equipment, which will bring the expense up.

193
194 Mr. Cote asked if there will be any additional costs to the project, like excavation. Mr. Ferreira said that all
195 of the excavation and additional work that might need to be done would be completed by the Highway
196 Department to cut costs. Companies currently need to go on top of the tanks to fill them, which is no longer
197 allowed by the State. There will need to be fills put in near the tanks to bring them up to code.

198
199 It was also brought to the attention of the Board that there are reports that need to be filled out for the State,
200 which the State has checked over already. They have already filled out everything they can, but one part is
201 left for Gaftek to fill out. This report, the AST report, has not been filled out for at least the last seven years
202 when it is supposed to be filled out every two to three years to ensure the above ground petroleum tanks are
203 adequately maintained.

204

205 They reached out to a few companies for quotes. Only two companies responded that they were willing to
206 undertake the job, with Gaftek having the better pricing of the two companies.

207
208 Mr. Cote brought up his concerns that these things have slipped through the cracks for so long, which they
209 agreed with. It was noted that since these reports have not been filled out, a few more discrepancies were
210 also present. These included having the Town marked down as using heating oil, which was switched over
211 to propane in 2017, as well as the incorrect address for the fuel tanks. This new report would fix all of these
212 errors. Mr. Cote also asked if there were any risks of fuel contamination to the area during this project.
213 They ensured Mr. Cote that even though the tanks have not recently been serviced, there should be no
214 contamination risk.

215
216 Mr. Haverty asked if they should do an RFP for this issue. Mr. McCarthy answered by saying the issue was
217 too urgent and needed to be resolved. The State is aware of the issue and is expecting it to be fixed. Mr.
218 Cote then asked where the money would come from for this project. Ms. Forde asked if it was possible for
219 all departments that use the fuel to use money from their Fuel Lines in their budgets. Mr. McCarthy said
220 that we could do that, but it would take too much time to fix this issue. Mr. Lynde agreed and said it was
221 best to keep it as simple as possible and not go through each and every department within the Town.

222
223 Mr. Bergeron commented that he would have liked to get a few more quotes from different companies but
224 understood that under these pressing circumstances, there was not the time for that.

225
226 **MOTION:** (Forde/Cote) Move to upgrade fuel management system for the highway department with
227 a budget not to exceed \$65,000 from the highway gas and oil fuel line item

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

230
231

232 **DISCUSSIONS**

233
234 **NRPC Vacancy**

235
236 Mr. McCarthy notified the Board that he received an email from Kate Lafond of the Nashua Planning
237 Committee informing Pelham that per RSA 36-46 and based on the most recent census, Pelham is entitled
238 to three representatives for the Commission. Currently, Pelham has two representatives, Mr. Hennessey and
239 Mr. Lynde, so there is an opening for a third person for the Committee.

240
241 Mr. Haverty asked who the position could be filled by and if they could advertise it to the community. Mr.
242 McCarthy answered that they could do that, and in the past, that was how they handled the vacancies. Mr.
243 Lynde added that the person would only meet with the Committee once every three months unless they
244 were on the Executive Committee.

245
246

247 **Highway Building Capitol Reserve Expenditure**

248
249 Mr. McCarthy stated that there were three expenditures to go over. The first was for the cost associated
250 with a consultant on whether there should be a sprinkler system installed in the Town Hall building.

251
252 **MOTION:** (Lynde/Cote) To expend \$1,295.00 from the Highway Building Capital Reserve fund.

253
254 **VOTE:** (5-0-0) The motion carried.

255

256 Mr. McCarthy stated that the second request was to expend \$87,990.00 from the Highway Building Capital
257 Reserve fund. This is to pay Morton Buildings second payment, which Mr. Haverty explained was due
258 when the building was framed, roofed, and sided per the contract. Mr. McCarthy noted that this had been
259 completed.

260
261 **MOTION:** (Lynde/Cote) To expend \$87,990.00 from the Highway Building Capital Reserve fund.

262
263 **VOTE:** (5-0-0) The motion carried.

264
265 Mr. McCarthy stated that the last request was to expend \$34,375.00 from the Highway Capital Reserve
266 Fund for the cost associated with the heating and air conditioning system for the Town Hall building.

267
268
269 **MOTION:** (Lynde/Cote) To expend \$34,375.00 from the Highway Capital Reserve fund.

270
271 **VOTE:** (5-0-0) The motion carried.

272
273
274 **2020 Encumbrances**

275
276 Mr. McCarthy stated that there were two requests out of the Compensated Absence Account. The first one
277 for an earned time for an employee who has left the Town of Pelham and the second for an employee who
278 was retiring. These came from both the Fire Department and the Police Department.

279
280 **MOTION:** (Lynde/Forde) To accept the request of \$1,525.15 from the Compensated Absence Account
281 to pay out an employee's earned time.

282
283 **VOTE:** (5-0-0) The motion carried.

284 -----
285 **MOTION:** (Lynde/Cote) To accept the request of \$28,057.73 from the Compensated Absence Account
286 to pay out an employee's retirement.

287
288 **VOTE:** (5-0-0) The motion carried.

289
290 Mr. McCarthy stated that Chief Midgley would like to replace the Police and Fire communications
291 infrastructure. It has aged out and will no longer be able to be serviced after December 31, 2020. A plan
292 was presented to the Town in June 2020, and the equipment was placed into the CIP in two phases. He is
293 looking to encumber money to replace the repeaters and the vintage equipment at the end of its life. There
294 are many shortcomings of the system in place now, with one being poor communications in the southwest
295 corner of the Town near Rocky Hill Road. Mr. McCarthy also stated that this would help to complete the
296 Tower Hill Road site, which was a condition of the agreement with American Tower. Chief Midgley is
297 asking to encumber \$160,000.00 from the Pelham Fire Department 2020 Budget and \$60,000.00 from the
298 Pelham Police Department 2020 Budget for a total of \$220,000.00 to replace the outdated equipment.

299
300 **MOTION:** (Cote/Forde) To encumber a total of \$220,000.00 to replace the communication system for
301 the Fire and Police Departments.

302
303 **VOTE:** (5-0-0) The motion carried.

304
305 Mr. McCarthy stated that the next request for encumbrances was from the Library Board of Trustees. They
306 were requesting \$32,987.31 from line item 01-4550.390.02.000 for the Library Noise Abatement Project

307 into 2021. \$56,148.00 was put into this line item to begin the project to put sound panels in and redo the
308 stairwell to the second floor. Currently, they have quotes and invoices for all related work to be done, some
309 of which will take place in January 2021.

310
311 **MOTION:** (Lynde/Cote) To encumber \$32,987.31 for the Library Noise Abatement Project.

312
313 **VOTE:** (5-0-0) The motion carried.

314
315

316 The final encumbrance request was from Mr. McCarthy regarding the 2020 Projects Budget looking to
317 encumber a total of \$19,662.00. He stated that due to old projects coming in under Budget and the holding
318 off spending due to COVID, roughly 20% of the total Budget remains. So, he is looking to fix some
319 lingering small projects with these funds. One of these projects is to replace the lights in both roundabouts.
320 The originally installed ones were of low quality, causing them to fill with water and blow their fuses
321 regularly. This project would cost \$1,492.00.

322
323 The second project would be to upgrade the Town Hall building's security system to add some additional
324 door dobs to two locations. The first location is the door to the roof above the Planning Department. That
325 is the only interior access to the roof. The only way back into the building once on the roof is to keep a
326 block of wood jammed in the doorway; otherwise, it will lock whoever is on the roof out. A fob to that door
327 would fix this issue. The second location to add a door fob is to the Communications Room, which contains
328 all the internet and phone lines for the building. Currently, a lock and key are needed to open the door. The
329 cost of this project would be \$3,437.00.

330
331 The next project would be to replace the ceiling tiles in the Town Hall building. Last year, with permission
332 from the Board, the Town purchased new tiles for the building. They held off on replacing them at that time
333 due to the consistent roof leakage. There have been no issues with the new roof vendor, so Mr. McCarthy
334 would like to move forward with replacing the ceiling tiles. This project would only be paying for the labor
335 to cut and install the tiles as well as install cameras and fire suppression devices, as the ceiling tiles have
336 already been purchased. The cost of this project would be \$7,060.00.

337
338 Mr. McCarthy stated that another project he wants to do is install three roof drains on the Sherburn Hall
339 roof. There is currently only one drain, which is original to the building, that is failing and causing water to
340 settle on the roof. Two years ago, the roof was evaluated and given a five-year life span. Early estimates on
341 replacing the roof were around \$110,000.00. This project would replace the failing drain and add two
342 additional drains to evacuate water from the roof to increase the life roof's life expectancy. The cost of this
343 project would be \$8,260.00.

344
345 The final project would be the replacement redirection of the existing drain in the Library sub pump. It was
346 found during a flood last year that the pipe that drains the water out dead ends, leaving nowhere for the
347 water to go. This has already cost the Town \$3,000.00 as it burned out the sub pump. The cost of this project
348 would be \$700.00.

349
350 **MOTION:** (Cote/Lynde) To encumber \$19,662.00 for the 2020 Projects Budget.

351
352 **VOTE:** (5-0-0) The motion carried.

353
354

355 **COVID Reimbursement funds to the 2020 budget**

356

357 Mr. McCarthy stated that when the COVID Pandemic hit, the State created the CARES Act, designed to
358 create funding to aid towns by offsetting the cost of the pandemic. Pelham was awarded \$326,166.00, which
359 could be used for any COVID-related expenses, including salaries, supplies, or anything that could be done
360 to improve the Town's infrastructure to reduce disease transmission. He explained that a new grant recently
361 became available for Town Clerks and Tax Collectors to aid in offsetting the expenses for elections. They
362 applied for the grant and were awarded \$21,148.17. This brought the total for the CARES Act to
363 \$347,314.17.

364
365 Mr. McCarthy explained that some parts of the Budget, like Emergency Management, have some
366 overspending. This is due to the spending all coming from one location to aid in tracking the COVID-
367 related expenses. Mr. McCarthy recommended replenishing several budget line-items with the Cares Act
368 funds to compensate for the overspending. He would like to add \$16,653.46 to the salary line-item and
369 \$4,494.71 to the supplies line-item to replenish Election expenses, postage, and additional ballot clerks for
370 the recent election. The total department reimbursement would be \$21,148.17.

371
372 Mr. McCarthy would also like to add \$5,000.00 to Mr. Carter's, the Town maintenance worker, salary line-
373 item. It was explained that Mr. Carter had completed many extensive COVID-related projects that were not
374 covered under the CARES Act. This was due to a learning curve for what the State considered to be covered
375 by the Act. This money would replenish Mr. Carter's salary-line item.

376
377 Mr. McCarthy went on to state that he would like to add \$100,000 to both the Police Department's and the
378 Fire Department's salary line-items, even though neither department has exceeded their budgets. The
379 CARES Act reached out to municipals, offering to replenish these funds, so Mr. McCarthy accepted.

380
381 Next, McCarthy stated he would like to replenish the supply and repairs line-item in the Emergency
382 Management budget with the CARES Act fund. These funds were used to purchase and install materials
383 to protect both Town employees and customers from COVID exposure in Town facilities. The total for
384 this reimbursement would be \$15,162.60 for the purchasing of materials and \$14,988.85 for the labor of
385 installing said materials.

386
387 Mr. McCarthy would like to add \$924.65 to the New Equipment budget line-item, which was used to
388 purchase thermometers for the Police and Fire Departments. These thermometers were for a new policy
389 enacted by Chief Midgley for temperature checks before entering the Police and Fire Stations.

390
391 Lastly, Mr. McCarthy would like to add \$21,791.00 to the Health Officer budget line-item. This would help
392 to pay for Ms. McGlynn's salary. He explained that this position is usually a quarterly stipend, but due to
393 the virus, the Board opted to pay her an hourly rate of \$30.00 an hour. This would bring the total
394 reimbursement request for the CARES Act to \$279,014.26, leaving a balance of \$68,299.91 remaining. Mr.
395 McCarthy would like to keep this remaining balance in the CARES Act Fund moving into 2021 for future
396 COVID related expenses instead of moving it into the General Fund.

397
398 Mr. Haverty brought up the point that there was still 20% of the General Budget leftover as well as money
399 in both the Fire and Police Department's budgets. He thought it might be useful to save the CARES Act
400 money and use the leftover Budget to absorb some of the reimbursements. Mr. Cote agreed and
401 recommended having the Police and Fire Departments use their budgets to cover their salaries. This way,
402 the CARES Act could be used when a vaccine becomes available to purchase vaccines for the Town's first
403 responders. Mr. Cote also stated that COVID is predicted to be in effect until at least next Christmas, so
404 saving some of this money could be in the Town's best interest.

405
406 Mr. Haverty suggested pushing the rest of this discussion off until the next meeting to deliberate it further.
407

408 **Curbside Trash RFP Update**

409
410 Mr. McCarthy stated that two RFP's came in, one from Waste Management and one from Republic. The
411 Board will post a date and time to open the bids and invite those in public and the companies who bid to
412 come in to discuss the bids. He will have these in by the first meeting in January.

413
414
415 **Default Budget Vote**

416
417 Mr. McCarthy stated that the current default budget for 2021 is \$18,115,336.00.

418 **MOTION:** (Cote/Forde) To vote on the default budget of \$18,115,336.00.

419
420
421 **VOTE:** (5-0-0) The motion carried.

422
423
424 **New tax rate**

425
426 Mr. Lynde informed the Board that the new tax rate went up by \$0.80. He stated that this increase was
427 primarily due to the Operating Budget for the Town increasing by 1.4 million between 2019 and 2020,
428 equating to \$0.70. Some of the Fund Balance largely offset this amount. He went on to explain that the
429 Schools also increased by an additional \$0.40. Mr. Lynde explained that part of this increase was due to
430 adding more personnel to the Town. There were two employees added to the Highway Department to aid
431 in keeping up with the increasing developments in Town, and one MS4 employee was added to the Planning
432 Department. Mr. Lynde believed that the Town would be able to replenish the amount put aside from the
433 Fund Balance to offset this tax rate hike and allow the Town to go into the new year, keeping the tax rate
434 down.

435
436
437 **ANNOUNCEMENT**

438
439 Mr. McCarthy informed the Board that Sergeant Chase had announced his retirement from the Pelham
440 Police Department. His anticipated last day is December 31, 2020. Mr. McCarthy told the Board that
441 Sergeant Chase wanted to thank the Board of Selectmen and the Town. He stated that he would miss the
442 great times he had working for the Town, most specifically the Pelham Police Department's great men and
443 women.

444
445 Mr. Haverty stated that the Board is happy for his retirement but certainly sad to see him go.

446
447
448 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

449
450 Mr. Bergeron had nothing to report.

451
452 Ms. Forde wanted to bring to attention the Toys for Tots drive happening at the Fire Station. She also urged
453 people to consider donating to the Food Pantry, as there is more of a need this season for donations.

454
455 Mr. Cote gave an update on the Solar project with Revision Energy. The company has been extremely busy
456 with municipality and contract requests. The Town was supposed to sign with the company in November
457 but was unable to due to their high volume of requests. Mr. Cote stated that even though the Town has not
458 signed with them yet, our rates should be protected.

459
460 He then went on to discuss the Animal Ordinances in Town. He stated that he spent a lot of time thinking
461 about this and would recommend not putting anything forward on the ordinance until after the election. He
462 informed the Board that a petition article was being put together to potentially remove the power of the
463 Selectmen to create ordinances. He stated that he was regretful that it might pass but understood that if the
464 Residents of Pelham want it, it must be respected. He wanted to express that this would slow down the
465 process of the government more, especially with there already being several checks and balances in place.
466 Mr. Cote said that the Agriculture Commission had put together an animal ordinance was currently working
467 on a health ordinance for the livestock under the UNH Guidelines. He believed that it was in the general
468 public's interest to wait to push this through until after the election. He stated he does not believe in rushing
469 ordinances through just to get them passed.

470
471 Mr. Haverty asked if it was possible to put the ordinance on the ballot in March to be voted on. Mr. Cote
472 replied that it was possible. Mr. Haverty went on to say that it might be better to put it on the ballot in this
473 coming March instead of waiting; that way, in the event the Board loses its power to pass ordinances, the
474 ordinance will not be put on hold until the following March. Mr. Cote offered to bring this up at the next
475 Agriculture Commission meeting. Mr. Lynde agreed that this would be a good idea.

476
477 Mr. Cote then discussed some of the discussions from the Planning Board meeting from December 7, 2020.
478 He stated that a conceptual plan for a workforce housing opportunity of 90+ units in the B5 district was
479 brought to the Planning Board. He then gave some general information on workforce housing and how the
480 prices have increased significantly over the past year for Pelham's district. He believed that it would be in
481 the Town's best interest to create a Workforce Housing Ordinance, as Pelham currently does not have one.
482 Pelham is guided by the State's Workforce Housing regulations, meaning that 20% of houses in the
483 development must be workforce housing, with the remaining 80% going to market value. He felt that this
484 was not what the true intent of workforce housing should be.

485
486 He gave an example from Dover, NH, of a couple who created workforce housing to provide personnel to
487 their nursing homes in the area. They built cottages that they rented to their workers at \$1,000.00, which is
488 well below the area's affordable rent rate. Mr. Cote believed that this was more indicative of the nature of
489 workforce housing. If this proposed conceptual plan were to go through, it would follow the State's 20-80
490 split guidelines. He believed that the Town should consider creating an ordinance for workforce housing to
491 fit Pelham. He wanted to note that the Regional Law regarding workforce housing states that Pelham would
492 need to meet workforce housing's regional needs, not just Pelham's needs.

493
494 It was discussed at the Planning Board meeting what the impact of an additional 90+ units would have on
495 the infrastructure of the Town, specifically on the Schools, Fire Department, and Police Department. For
496 real-estate purposes, this development would have a net negative impact on the Town's taxes. Pelham has
497 voted to opt-out of creating new elderly housing development, which is a net positive on taxes with a very
498 low impact on the Town infrastructure. Mr. Cote believed that moving forward into 2021 that the Town
499 should revisit the option of adding new elderly housing developments.

500
501 Mr. Lynde added that this project would also need a variance to proceed, though they currently would most
502 likely not qualify for one as they propose putting over 90 units on about 30 acres of wetland. For a variance
503 to pass, they would need to demonstrate a hardship on the land. In contrast, this project only reflects a
504 hardship in manufacturing. He informed the Board that this proposed plan would be discussed at the next
505 Zoning Board of Adjustments meeting.

506
507 Mr. Lynde wanted to commend the team that put together the lights on the Village Green. He stated that it
508 had been a wonderful thing for the Town, especially with the Police and Fire Departments getting involved.
509 Mr. Haverty agreed that it was beautiful and that the organizers of the project deserved praise.

510 Mr. McCarthy stated that there were two candidates for the Deputy Treasurers position. Mr. Haverty asked
511 what the process as moving forward with this position. Mr. McCarthy responded that the next step would
512 be to interview the candidates with the Town Treasurer and have the Treasurer recommend a candidate to
513 the Board of Selectmen. Mr. Haverty asked to have this recommendation in by January to move this process
514 along as fast as possible. He explained that the Town has an operational vulnerability if the current Treasurer
515 ever had an unexpected leave of absence, so having a Deputy Treasurer available would help protect the
516 Town.

517
518 Mr. Lynde wanted to know what we would pay for this position and asked what their responsibility would
519 be while the Town Treasurer was present. Mr. McCarthy said the position would be paid a stipend similar
520 to other part-time positions. Mr. Haverty further explained that having the Deputy Treasurer work alongside
521 the Treasurer would help the Treasurer keep the Deputy up to date on all skills and requirements of the
522 Town if a transition was needed rapidly for the Deputy to step in. He tatted that this pandemic has shown
523 that it can cause dramatic, unexpected interruptions for prolonged periods of time, and the Town needs to
524 have the ability to continue certain functions. He stated that the Board could discuss with the Treasurer how
525 to keep this person acclimated, up to date, and ready to step in if needed after being hired.
526

527 Mr. Haverty had two things to note. The first was that Mr. Gladu from Campbell Road has officially
528 informed the Board that there is no interest in the residents of that area to take up the \$1.5 million worth of
529 work to bring their private roads up to Town code. They have decided to keep the responsibility of plowing
530 the private roads themselves. Mr. Haverty also wanted to thank the gentlemen who plowed the roads after
531 the first winter storm. He noted that the roads were cleared so well that one could not even tell there had
532 been a storm the night before.

533
534

535 **REQUEST FOR NON-PUBLIC SESSION**

536

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

538

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

540

541 It was noted that when the Board returned, after the non-public session, the Board would not take any other
542 action publicly, except to possibly seal the minutes of the non-public session and to adjourn the meeting.
543 The Board entered a non-public session at approximately 9:00 pm.

544

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

546

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

548

549 -----

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

551

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

553

554 **ADJOURNMENT**

555

556 The meeting was adjourned at approximately 10:00 pm.

557

558

559

560

Respectfully submitted,
Jordyn M. Isabelle
Recording Secretary