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APPROVED
TOWN OF PELHAM
BUDGET COMMITTEE - MEETING MINUTES
Thursday, October 1, 2020

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CALL TO ORDER – at approximately 7:00pm

Chairman David Cronin opened the meeting and read aloud “A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency” (*regarding access to the meeting*)

Mr. Cronin asked Committee members, when their name is called, to please confirm their presence and to please identify as the right to know law requires, who, if anyone, was in the room.

ROLL CALL VOTE:

PRESENT: David Cronin – Present in person
Amber Capone – Present via Zoom (alone in the room)
Bob Sherman – Present in person
Meg Bressette – Present in person
Eduardo Martony – Present via Zoom (alone in the room)
Philip Haberlen – Present in person
Jason Croteau – Present in person
Kannan Sasi – Present via Zoom (alone in the room)
Jas Moorjani – Present via Zoom (joined after the meeting commenced)
School Board Representative Deb Ryan – unable to participate -observing remotely

ABSENT: Board of Selectmen Representative Bob Haverty – excused absence

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PLEDGE OF ALLEGIANCE

MINUTES REVIEW:

September 24, 2020:

MOTION: (Sherman/Croteau) To approve the September 24, 2020 meeting minutes as written.

ROLL CALL VOTE: David Cronin – Yes
Amber Capone - abstain
Bob Sherman – Yes
Meg Bressette – Yes
Eduardo Martony – Yes
Philip Haberlen – Yes
Jason Croteau – Yes
Kannan Sasi – Yes

(7-0-1) The motion carried. Ms. Capone abstained.

2021 BUDGET REVIEW

BUDGET COMMITTEE MEETING Thursday, October 1, 2020

26 Town Administrator Brian McCarthy, Town Finance Director Jean Olson and IT Administrator
27 Brian Demers were present for budget presentation.

28

29 *Assessing:*

30 2020 Operating Budget: \$206,640

31 2021 Requested Budget: \$228,722

32

33 Mr. Cronin was informed that the software budget line was corrected (decreased).

34

35 *Budget Committee:*

36 2020 Operating Budget: \$1

37 2021 Requested Budget: \$1

38

39 Mr. Sherman made a recommendation to add \$1 under salary given there was talk about the
40 Town possibly hiring an assistant treasurer. Mr. McCarthy noted should the position come to
41 fruition would go under the Treasurer's budget. Mr. Sherman said he would still like to leave the
42 line open for discussion.

43

44 *Cable Television:*

45 2020 Operating Budget: \$148,873

46 2021 Requested Budget: \$150,603

47

48 Mr. Cronin understood the figures were updated to correct a discrepancy with the salary budget
49 and the technician salary line was increased by \$.50 /hour. Mr. Sherman pointed out the priority
50 list items had already been addressed with the updated budget.

51

52 *Cemetery:*

53 2020 Operating Budget: \$152,793

54 2021 Requested Budget: \$162,266

55

56 Mr. Sherman recognized Mr. Edmund Gleason who had straightened out the whole budgetary
57 process through his hard work as a former Budget Committee member and as a Selectman.

58

59 *Conservation Commission:*

60 2020 Operating Budget: \$5,989

61 2021 Requested Budget: level funded

62

63 *Debt Service Interest:*

64 2020 Operating Budget: \$96,999

65 2021 Requested Budget: \$70,982

66

67 *Debt Service Principal:*

68 2020 Operating Budget: \$649,037

69 2021 Requested Budget: \$540,642

70

71 *Elections:*

72 2020 Operating Budget: \$30,779

73 2021 Requested Budget: \$16,283

74

75 *Emergency Management:*

76 2020 Operating Budget: \$8,644

BUDGET COMMITTEE MEETING Thursday, October 1, 2020

77 2021 Requested Budget: \$8,913

78

79 *Fire Department:*

80 2020 Operating Budget: \$2,491,529

81 2021 Requested Budget: \$2,647,234

82

83 *Health Officer:*

84 2020 Operating Budget: 45,776

85 2021 Requested Budget: \$45,916

86

87 *Health Services:*

88 2020 Operating Budget: \$73,500

89 2021 Requested Budget: \$73,700

90

91 *Highway Department:*

92 2020 Operating Budget: \$1,810,268

93 2021 Requested Budget: \$1,814,976

94

95 *Human Services:*

96 2020 Operating Budget: \$73,290

97 2021 Requested Budget: \$73,820

98

99 *Insurance:*

100 2020 Operating Budget: \$2,637,815

101 2021 Requested Budget: \$2,637,815 (placeholder)

102

103 *Legal:*

104 2020 Operating Budget: \$96,000

105 2021 Requested Budget: level funded

106

107 *Library:*

108 2020 Operating Budget: \$527,953

109 2021 Requested Budget: \$543,000

110

111 Mr. Cronin noted the figures under repairs had changed from a three-year plan versus the
112 discussion with the Capital Improvement Plan ('CIP') committee for a four-year plan. Mr.
113 Sherman spoke about the proposed project and associated yearly costs. Rose Cares, President of
114 the Library Board explained the CIP was supposed to be a 3-year plan but somehow it was
115 changed to a 4-year plan. The total request is \$164,000. They have received the first payment
116 this year and are requesting the second payment next year (of approximately \$56,000). She said
117 they will finish out the amount in the third year.

118

119 *Parks and Recreation:*

120 2020 Operating Budget: \$263,261

121 2021 Requested Budget: \$265,816

122

123 *Planning Department:*

124 2020 Operating Budget: \$507,131

125 2021 Requested Budget: \$535,804

126

127 Planning Director Jeff Gowan came forward. He explained after the last meeting he went back to
128 the Selectmen and adjusted the Building Inspector figure. He said the salary and benefits came in
129 under the Committee's threshold.

130

131 Mr. Cronin understood the position would be paid by stipend for the first three months of the year
132 and if the budget is passed the position would expand. Mr. Gowan said that was correct. Mr.
133 Cronin questioned if the position would have benefits during the stipend portion of the year. Mr.
134 Gowan answered no.

135

136 Ms. Capone asked if the Committee received figures on what the benefit costs were. Mr.
137 McCarthy reviewed the numbers: total department salary change is \$58,000; insurance will be
138 \$4,437, Retirement budget will change by \$7596.07 and associated taxes are \$4,437.

139

140 *Police Department:*

141 2020 Operating Budget: \$3,373,951

142 2021 Requested Budget: \$3,467,666

143

144 Ms. Bressette asked for a confirmation of the FLSA figure. There was a discussion regarding
145 what the budget line contained in the past. Mr. McCarthy explained it was a 'tricky' number
146 because they won't know the number until the end of the year; the budget line is a 'forecasted'
147 number. Police Chief Joseph Roark stated it was a difficult line to determine given the variables.
148 The budget line was raised from \$20,000 to \$30,000. He said they were comfortable with the
149 budget being \$30,000.

150

151 Mr. Sherman noted they had an opportunity to come back at reconsideration if the figure needed
152 to be adjusted further.

153

154 *Retirement:*

155 2020 Operating Budget: \$1,917,125

156 2021 Requested Budget: \$2,093,332

157

158 Mr. Cronin noted half-way through 2021 the rates will increase. Mr. McCarthy believed they will
159 change July 1st. He discussed the factors that drive the numbers up.

160

161 *Selectmen:*

162 2020 Operating Budget: \$525,214

163 2021 Requested Budget: \$530,324

164

165 *Senior Center:*

166 2020 Operating Budget: \$146,643

167 2021 Requested Budget: \$161,861

168

169 Ms. Bressette asked if they had looked at the possibility of keeping the position part-time and
170 adding approximately five hours to see if it will help alleviate what was needed.

171

172 Senior Center Director Sara Landry came forward. She explained the current part-time position
173 was 20 hours per week and the goal was to increase the existing position to full-time. The person
174 currently employed works 20 hours at the Senior Center and 20 hours at St. Josephs Community
175 Services. She said it would be difficult to find another person to fill the additional five hours who
176 was familiar with the programs. She explained the position assists with manning the phones,
177 helping with projects and activities and available to work by her side. Ms. Bressette asked if the

178 problem was with the person currently in the position. Ms. Landry described the duties of the
179 position and explained it needed to be one person for continuity based on familiarity with the
180 various systems/programs and based on who accesses the center. She needed the position to
181 cover her when she was out of the building; currently if she is sick or on vacation there is no one
182 else at the center.

183
184 Ms. Bressette wanted to know if the position was increased to full-time if it would have to be
185 opened up for applications or if it would automatically go to the person who currently has the
186 part-time position. Ms. Landry replied she would be offering it to the person currently in the
187 position. Ms. Bressette asked if that person would give up their other 20-hour position. Ms.
188 Landry answered yes.

189
190 Ms. Capone questioned if there was evidence to show there was enough work to justify increasing
191 the position. Ms. Landry replied prior to Covid she had all the figures. All programs are run
192 through a data base. She described the services and programs that were currently active. She
193 wanted to ensure the center ran efficiency for the members and Town residents.

194
195 Mr. Sherman understood the increase to full-time wouldn't occur until April 1, 2021. Ms. Landry
196 answered yes.

197

198 *Technology:*

199 2020 Operating Budget: \$161,728

200 2021 Requested Budget: \$171,368

201

202 *Town Buildings:*

203 2020 Operating Budget: \$668,118

204 2021 Requested Budget: \$625,337

205

206 *Town Celebrations:*

207 2020 Operating Budget: \$9,260

208 2021 Requested Budget: level funded

209

210 *Town Clerk / Tax Collector:*

211 2020 Operating Budget: \$266,846

212 2021 Requested Budget: \$274,441

213

214 *Transfer Station:*

215 2020 Operating Budget: \$861,154

216 2021 Requested Budget: \$922,146

217

218 *Treasurer:*

219 2020 Operating Budget: \$15,249

220 2021 Requested Budget: level funded

221

222 *Trust Funds:*

223 2020 Operating Budget: \$150

224 2021 Requested Budget: level funded

225

226 *Total Town Budget:*

227 2020 Operating Budget: \$17,768,706

228 2021 Requested Budget: \$18,189,616 – an increase of \$420,910 (2.3%)

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ADJOURNMENT

MOTION: (Sherman/Bressette) To adjourn the meeting.

ROLL CALL David Cronin – Yes

VOTE: Amber Capone – Yes

Bob Sherman – Yes

Meg Bressette – Yes

Eduardo Martony – Yes

Philip Haberlen – Yes

Jason Croteau – Yes

Kannan Sasi – Yes

Jas Moorjani – present via Zoom (not called during roll)

(8-0-1) The motion carried.

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The meeting was adjourned at approximately 7:55pm.

Respectfully submitted,
Charity Landry
Recording Secretary