

1 **APPROVED**  
2 TOWN OF PELHAM  
3 BUDGET COMMITTEE - MEETING MINUTES  
4 Monday, April 20, 2015  
5 APPROVED – September 14, 2015  
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8 **CALL TO ORDER** – at approximately 7:30pm  
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PRESENT: Mr. Daniel Guimond, Mr. David Cate, Mr. Bob Sherman, Ms. Daryle Hillsgrove, Ms. Amy Spencer, Mr. Leo Rush, Mr. Michael Bilby, Ms. Donna Dube, Selectmen Representative Doug Viger, School Board Representative Megan Larson

ABSENT: None.

10 Also present: Town Administrator Brian McCarthy and Finance Director Cindy Kelley

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12 The Board welcomed newly elected member Donna Dube to the Board.  
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15 **PLEDGE OF ALLEGIANCE**  
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18 **ELECTION OF OFFICERS**  
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MOTION: (Sherman/Cate) To elect Daniel Guimond as Chairman.

VOTE: (10-0-0) The motion carried.  
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MOTION: (Sherman/Spencer) To elect David Cate as Vice Chairman.

VOTE: (10-0-0) The motion carried.

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23 **DISCUSSION**  
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25 Mr. Guimond announced that the Board had a vacant position. Anyone interested should contact  
26 the Selectmen's office for a volunteer application.  
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28 Mr. Guimond then discussed the need for the Board to have both Town and School liaisons. The  
29 liaisons ensure questions/information is shared between entities. Mr. Cate and Ms. Dube  
30 volunteered to be School liaisons. Ms. Spencer volunteered to be a Town liaison.  
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32 **MEETING MINUTES**  
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34 **February 4, 2015**

MOTION: (Cate/Spencer) To approve the February 4, 2015 meeting minutes as written.

VOTE: (7-0-3) The motion carried. Ms. Hillsgrove, Mr. Rush and Ms. Dube abstained  
(they were not present during the meeting being reviewed)

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36 **TOWN BUDGET OVERVIEW**

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Town Administrator Brian McCarthy and Finance Director Cindy Kelley came forward to update the Board regarding the current status of the Town budget.

Mr. Guimond noted an area of concern was the Highway Budget expenditure to date due to the severe winter. 35.67% of the budget had been spent within the first 25% of the year. Mr. McCarthy explained that the unusual winter had been quite costly to the Town. They had accumulated approximately \$26,000 of unanticipated expenditures due mostly for snow removal on the roof and around multiple Town buildings. The \$26,000 was paid out of the Town Buildings budget from the projects line. Mr. McCarthy told the Board the New Hampshire Emergency Declaration had been approved by the President, therefore Pelham would receive some money back. Once FEMA determines how much Pelham will receive, Mr. McCarthy hoped to put some of the projects in Town Buildings will be put back on line. During the FEMA meeting he also learned consideration was being given to reimburse towns for snow removal due to the past winter.

Mr. McCarthy stated they would continue to manage the Highway Department budget and look for ways to hold off spending. He then told the Board that the Highway Road Agent would be retiring after 50+ years of service to the Town. Mr. Foss' institutional knowledge of the Town and the roads would be a difficult position to fill. Mr. McCarthy commented that the Selectmen were considering restructuring departments to potentially have one person run both the Highway and Transfer Departments. More information will be brought to the Board as it becomes available.

Mr. Rush asked Mr. McCarthy if he had an opinion regarding SB242 which changes how budgets are approved in SB2 towns. Mr. McCarthy replied at this time had no opinion, as he had only quickly read the bill. He understood the New Hampshire Municipal Association ('NHMA') had concerns how the bill would impact communities if it came to fruition. He heard the bill didn't have a lot of support.

Mr. Guimond understood SB242 required separate warrant articles for any changes made to an operating budget during deliberative session. He explained currently any changes made to the budget during deliberative session were folded into the budget presented on the ballot.

Mr. Cate questioned if the Retirement Fund would be okay, or if additional funding would be necessary (due to the retirement of Mr. Foss). Ms. Kelley replied money would come from the Compensated Absence budget.

Mr. Spencer wanted to know if there was an existing employee that would manage the Highway and Transfer departments if they were combined. Mr. McCarthy replied it could be an existing employee or someone new. Combining the departments was a new concept that had some appealing components. The final outcome would be the most cost effective and prudent solution for the Town. Mr. Viger added they were in the early investigation stage and didn't know where it would lead. Mr. Cate questioned if the departments were combined if the supervisor would be considered a new position requiring a warrant article. Mr. McCarthy felt a restructure wouldn't add to the employee compliment; however if they were to move forward he would seek opinion/advice from NHMA.

Mr. Sherman spoke of the importance of having a knowledgeable person oversee the highway/road position. Mr. McCarthy had spoken to Mr. Foss about periodically consulting with a new person to ensure a smooth transition.

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Mr. Guimond outlined the Board's schedule that begins with a walk through of School and Town facilities and follows with Monday and Thursday meetings from September to November. After which meetings are scheduled at the call of the Chair.

**TOWN MEETING RESULTS**

Mr. Sherman summarized the vote results of the Town and School warrant articles from the March, 2015 Town Meeting.

Mr. Guimond asked the status of the properties that were approved by voters to be auctioned. Mr. Viger replied the Selectmen were fact gathering to determine the best process. Mr. McCarthy explained he contacted Municipal Resources Incorporated ('MRI') who conduct a lot of investigations and have dedicated staff who write requests for proposals ('RFP'). He asked MRI to draft an RFP for the auction. He will forward information to the Board once it's received.

Ms. Dube inquired why the properties were being auctioned. Mr. Viger replied properties were taken for unpaid taxes. He noted the houses were empty and the banks hadn't take them over. He didn't know who the occupants had been or what their circumstances were. Mr. Guimond added that permission was needed from the taxpayer to auction the properties.

Mr. Rush questioned why permission was needed from the voters. He had always believed the Tax Collector held tax sales. Mr. Guimond stated Town Counsel advised permission was needed.

Mr. Cate spoke of the warrant articles that passed for bridges within the Town. He understood that the State budget had some problems/shortfalls and questioned if the Department of Transportation ('DOT') would be effected, thereby effecting Pelham's bridge projects. Mr. McCarthy replied the Town recently met with Quantum (bridge engineers), who felt because the design and engineering were done the Town's project would most likely still continue. He was awaiting a confirmation letter from the State.

Ms. Spencer recalled the passage of the warrant articles were contingent upon Pelham receiving money from the State. She confirmed with Mr. McCarthy if State money wasn't received the taxpayer money wouldn't be forthcoming. Mr. McCarthy stated that was correct.

There was a brief discussion regarding the high school project. Ms. Larson informed that the project was currently on schedule and going well; there have been small adjustments but nothing that would affect the education of students. The new building was due to open in the fall. The tennis courts were up and running. The Town and Schools have been working together for sport field usage.

Ms. Larson told the Board that the School Business Administrator was retiring June 30, 2015. He will be replaced by Deb Mahoney, who has worked with Mr. Martin for over ten years. Ms. Mahoney has been fully involved with the new accounting system and all policies and procedures. The School Board is very confident in Ms. Mahoney's abilities and exited to have her step into her new role. It was noted when hiring within a public posting is not necessary; however if a position is being filled by an external person a public posting is required.

Mr. Rush wanted to know what percentage of registered voters actually voted during Town Meeting. Mr. Cate believed there were over 9,000 registered voters and under 1,800 voted.

139 **ADJOURNMENT**

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**MOTION:** (Sherman/Cate) To adjourn the meeting.

**VOTE:** (10-0-0) The motion carried.

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142 The meeting was adjourned at approximately 8:15 pm.

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Respectfully submitted,  
Charity A. Landry  
Recording Secretary