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APPROVED
TOWN OF PELHAM
BUDGET COMMITTEE - MEETING MINUTES
Monday, September 21, 2015
APPROVED – September 24, 2015

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CALL TO ORDER – at approximately 7:30pm

PRESENT: Mr. Daniel Guimond, Mr. David Cate, Mr. Bob Sherman, Ms. Daryle Hillsgrove,
Mr. Michael Bilby, Ms. Donna Dube, School Board Representative Megan Larson

EXCUSED: Mr. Leo Rush, Selectmen Representative Doug Viger

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Also present: Town Administrator Brian McCarthy and Finance Director Cindy Kelley, Cable
Television Coordinator James Greenwood, Library Director Irja Finn, Library Trustee/Treasurer
Cindy McGhee, Police Chief Joseph Roark, Police Office Manager Celia Lingley, Police Captain
Stephen Toom and Police Lieutenant Anne Perriello

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PLEDGE OF ALLEGIANCE

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MEETING MINUTES

September 17, 2015 – deferred

2016 BUDGET PRESENTATION

Cable Department - \$112,573 requested – an increase of \$7,021 over 2015 budget.

Cable Coordinator James Greenwood came forward to review the proposed budget. He explained
the cable budget was based on the amount revenue received through the franchise fees from
Comcast. The budget sheet showed a breakout of revenue and the targeted amount the Town
would receive along with the extended figure to date. Mr. Guimond understood the Town was
given money for capital improvements. He questioned what remained in the fund. Mr.
Greenwood replied there was approximately \$26,000 remaining, which would last until 2017
when the town would receive an additional \$20,000 which would hold them over until 2020.

Salaries - contractual increase. Mr. Greenwood stated he also increased the number of hours
designated for meetings since they had been running over the allotted time budgeted in the past.

Telephone - slight increase for the cable/internet at the studio.

Equipment and Equipment Repairs - level funded.

Expenses - a new line was added for mileage reimbursement. Mr. Greenwood explained he'd
never been reimbursed for mileage, although he used his own vehicle to travel to locations and
transport equipment back and forth to the studio. Mr. Guimond asked if he had ever been paid for
mileage. Mr. Greenwood answered no. Mr. Guimond stated he should definitely be paid for
mileage. Mr. Sherman saw that the rate was below the IRS rate. Ms. Kelley replied it was the

48 rate Pelham paid. Mr. McCarthy came forward and told the Board by the end of the year the
49 Town would be using the IRS standard for mileage reimbursement. Ms. Kelley noted the policy
50 would need to be changed for the rate increase. She believed the Selectmen would be reviewing
51 the policy.

52
53 It was reiterated that the Department was run solely from franchise fees. Mr. Greenwood pointed
54 out the estimated revenues for 2015 was \$226,000 from which he anticipated using \$112,000; the
55 remaining amount would be turned back to the General Fund and used to offset taxes.

56
57 Mr. Sherman asked if the number of cable subscribers was decreasing. Mr. Greenwood didn't
58 believe they were, based on the fact that revenues kept increasing. He said there were
59 approximately 3,500 subscribers, which covered approximately 70% of the Town. The cable
60 contract was due to be renegotiated in the year 2020.

61
62 ***Library - \$291,178 requested – an increase of \$18,535 over 2015 budget.***

63 Library Director Irja Finn and Trustee/Treasurer Cindy McGhee , came forward to present the
64 Library budget.

65
66 Ms. Finn provided a summary of the wide variety of programs being offered at the library. She
67 said they had also expanded their hours to be open until 8 PM Monday through Thursday. Mr.
68 Guimond asked how many patrons were using the library. Ms. Finn replied there were 5,390
69 registered for this year; a registered person was someone who had checked something out within
70 the last two years. The only difficulty with that number was those who use online services only
71 had not been calculated in. The only way to track online users was if they needed their card
72 activated/reactivated.

73
74 Mr. Sherman questioned if there were any physical problems with the building. Ms. Finn spoke
75 about the problems that occurred during the past year. She worked closely with Town
76 Administrator McCarthy to correct those situations.

77
78 *Salaries* - a line was added for contractual employee salary increases between August 1 –
79 December 31, which was not previously covered in the budget. Ms. Finn discussed the shift in
80 employees, which gave them the ability to merge the technical services and young adult librarian
81 position. Library assistants were brought in at a lower rate. In listening to the patrons, Ms. Finn
82 explained the library would run a trial of being open on Sundays from 1PM to 4PM during
83 March, April and May, 2016. If successful, they will request additional months.

84
85 Ms. Hillsgrove recalled the Trustees putting a plan together for salary increases. She questioned
86 if they were still following that schedule. Ms. Finn answered yes; they were in year three of the
87 performance pay matrix. They were currently recruiting for a children's librarian and found
88 Salem, NH was also recruiting for the same position. Ms. Finn noted Pelham was competing
89 with their salary being within \$500 of Salem's offer.

90
91 *Program Supplies* - a new line item was added to track expendable/disposable supplies which
92 were never properly captured in the budget. Mr. Guimond asked if the programs had good
93 participation. Ms. Finn answered yes. Mr. Guimond wanted to know if Friends of the Library
94 were still active. Mr. Finn answered yes and described the benefits of being a member.

95
96 *Expenses* - increase based on new programs. Ms. Finn explained to the Board they had been
97 quite successful receiving grants in the past; however, the State was now capping at two grants
98 per year. She said the average program was approximately \$300. They received help from

99 Pelham Community Spirit, Friends of the Library and the Trustees, but found the dollar was not
100 stretching as far as it needed to and the cost of programs were increasing. Mr. Cate asked if the
101 programs were well attended. Ms. Finn said some more than others. She summarized the
102 programs that were offered. Ms. Dube questioned how many people on average attended a
103 'speaker' event. Ms. Finn replied approximately 15. Ms. Dube asked if the Library had a policy
104 for the minimum number of attendees. Ms. Finn replied they didn't charge, the model for the
105 library was to provide cultural events and lifelong learning, they didn't know what attendance
106 would be until the start of the program. Ms. McGhee added that they track attendance of the
107 programs and conduct a review at their monthly meetings to determine if changes should be
108 made. Ms. Finn noted there were some programs where they charged for materials (such as
109 painting) and found when people pay, they generally attend. Ms. Hillsgrove asked how many
110 programs were offered. Ms. Finn stated they ran 846 programs last year. She called attention to
111 a community comparison spreadsheet included in the budget backup. She said they requested
112 additional funding in the budget because Pelham seemed to be experiencing donor fatigue. The
113 Library wasn't seeing the revenues that used to be available.

114

115 *Specials* - Ms. Finn discussed the items they were buying to increase circulation, which included
116 electronic materials/subscriptions.

117

118 The Board thanked Ms. Finn and Ms. McGhee for presenting the budget.

119

120 ***Police Department - \$2,575,854 requested – an increase of \$30,546 over 2015 budget.***

121 Police Chief Joseph Roark and Police Office Manager Celia Lingley, came forward to present the
122 budget.

123

124 Mr. Cate told the Board that Police Chief Roark worked with him and cut \$3,200 from the
125 Cooper's Test line.

126

127 Chief Roark provided the Board with an update on how the department was doing. He noted they
128 were up to full staffing patrols and dispatch. Although there were some gaps in the budget from
129 maternity leaves in dispatch.

130

131 Mr. Guimond wanted to know if the Town had 100% radio coverage. Chief Roark believed they
132 had approximately 97% coverage with the shoulder radios; the car radios had 100% coverage.
133 This was based on geography, not technology. Mr. Guimond noted that the voters turned down
134 the warrant article for the communication supervisor. Chief Roark replied it was the second time
135 it had failed, but noted it didn't mean the need had gone away. He had spoken with Mr.
136 McCarthy to possibly determine a strategy to fill the position by reorganization or some other
137 means. He said the people had spoken, and they would go back to the drawing board. Currently,
138 there were four dispatchers; the department runs a 24/7, 365 day a year full dispatch center. They
139 dispatch the Police, Fire and ambulance. The four dispatchers work eight hour shifts, and cover
140 all but two shifts per week. By union contract the two shifts per week must first be filled by
141 overtime before offering it to a part-time employee. They were just notified that their part-time
142 dispatcher got hired full-time in Windham. It's difficult to fill the position with a part-time
143 person because there is no guarantee what hours they would get.

144

145 Mr. Sherman commented that having a police officer at the intersection of Sherburne and
146 Mammoth in the evening had helped the traffic situation. Chief Roark explained he had talked
147 with the Town Administrator and had worked with Board of Selectmen about the issues at that
148 intersection. He was also well aware of the southbound Marsh Road and Mammoth Road
149 intersection problems that were developing, which were believed to be related to the roundabouts

150 in the Town center moving traffic quickly through. Chief Roark told the Board they had a pilot
151 plan for the Sherburne intersection by placing an officer for one or two hours during the evening
152 commute. He noted it would be difficult to sustain as they were putting an on-duty officer on
153 site, but at times they put an officer at the location for two hours of overtime. Having an on-duty
154 officer may delay response times as they would have to clear the intersection to get to a central
155 part of Town. There will be further discussion as to funding a solution, although he was not
156 prepared to include such in the proposed budget. To dispel some discussions that have recently
157 arisen, Chief Roark stated they could not put crossing guards at the location. A crossing guard's
158 authority only extends to crossing children, he would not feel comfortable having them at the
159 intersection and statutorily it was not allowed. Contracting a flag person would come to virtually
160 the same expense as having an officer. He's seen plans from the State for a three leg roundabout
161 and had also seen studies that appeared to be anti-signal light. He pointed out the solution was
162 not contained on the State's ten year plan, but believed the State may give the Town permission
163 to build a roundabout, with the Town funding the cost. He felt people needed to weigh the
164 expense of having a roundabout or try to put something in the budget to fund a police officer
165 being at the location nightly. Chief Roark said it was a challenging dilemma and he was working
166 with Mr. McCarthy and the Board of Selectmen towards a solution.

167
168 Mr. Guimond questioned how well the existing roundabouts were working for the Town. Chief
169 Roark thought they were great. He said they were safer and moved traffic faster and better. The
170 Town didn't experience the type of accidents it had been prior to the roundabouts being installed.

171
172 *Salaries* - Mr. Guimond understood approximately half of the line increase was contractual.
173 Chief Roark spoke about the change in the salary structure by having a full-time attorney as the
174 police prosecutor, which up until this year had always been a police officer by assignment. That
175 position became too difficult to juggle and wasn't fair to ask a police officer to go to trial against
176 high-priced attorneys. He noted Pelham was the last Town to have a police officer in that
177 position. Mr. Guimond confirmed that the prosecutor wasn't a new position it was a replacement.
178 Chief Roark answered yes; they replaced a union person with a non-union person. The police
179 prosecutor is a salaried non-union position and came at a saving of approximately \$1,500. Mr.
180 Cate questioned if the department saved legal fees by not going to outside counsel. Chief Roark
181 replied they typically they didn't use outside counsel unless there was a personnel matter; which
182 are sent over to Town Hall. He explained the department prosecuted felony level and below,
183 anything above would go to the county attorney.

184
185 Mr. Guimond questioned when the police contract was up. Chief work replied the contract was
186 up in April, 2018.

187
188 Mr. Bilby asked for a brief explanation of the DARE program. Chief Roark stated they had a
189 robust elementary school DARE program; every 5th grader was allowed to participate. They have
190 three officers instructing the course. He explained the program was based on realistic decision-
191 making models and provided children with strategies to talk their way out of situations and the
192 ability to validate their decision-making. There were many parents who had let him know how
193 pleased they are with the instruction. Chief Roark said the increase to the budget was the training
194 and salary for another employee to be certified as a DARE officer, and to bring the middle school
195 DARE module into Memorial School. They would need to coordinate with the School Board and
196 Superintendent to find where in the curriculum it would be taught. First, they needed to
197 determine if they have the ability to fund the program. There is another area within the budget
198 for the DARE program supplies. Chief Roark stated the middle school was a segment of the
199 population that the Police Department didn't reach very well. He said the School Resource
200 Officer spent a lot of time at the high school, by nature of the age group, and was also present at

201 the elementary school through the DARE program. Middle school children are very
202 impressionable and statistically those children have their first experience with illegal drugs and
203 alcohol at that age. Given the drug problem that exists in New England and in the area, he
204 wanted to reach those children. Mr. Guimond questioned how bad Pelham's drug problem was in
205 relation to other communities. Chief Roark replied it was no worse than any other town and
206 unfortunately had consistent overdose calls. Ms. Larson spoke about how the school had been
207 very involved with the Pelham Coalition to raise drug awareness in the community. She stated
208 they definitely needed a program such as DARE in the middle school, because it's such an
209 impressionable time. She said it was very important for the program to start in the fifth grade, so
210 the children could become aware since they are introduced to things earlier and earlier. She felt
211 education should continue from fifth grade forward. Mr. Bilby asked if there were any high
212 school programs, or if any were being considered. Chief Roark replied the Coalition had brought
213 up some ideas to reach the high school kids. The police have a presence at the high school with
214 the School Resource Officer and by having seminars for parents. That presence could be
215 strengthened and they did the best they could to reach children whenever possible.

216

217 Mr. Sherman asked for a brief explanation for the training lines and why some had been zeroed
218 out in the budget. Chief Roark replied, some of the training provided certification for more than
219 one year, so this budget reflected which certifications were on cycle to come due. In the case of a
220 new officer, much of the initial certifications were handled at the Police Academy.

221

222 *Supplies* – increase to the community policing line adding supplies for the DARE program and
223 the purchase of new equipment for the RAD program. There was a brief discussion regarding the
224 RAD program and how well received it was within the community.

225

226 Ms. Dube wanted to know if the line for tasers with cameras were for body cameras. Chief Roark
227 answered no. The tasers had an option for a camera on the bottom, which would provided audio
228 and visual for situations occurring. He discussed body cameras and believed the State would
229 mandate them quicker than the towns would. He said there was some difficulty implementing
230 them, not just because of the data storage necessary, but also because of the Right to Know Law.

231

232 *Telephone* - line for cell phones increased based on use and the addition of smartphones. Chief
233 Roark noted in the past they paid stipends, but due to phones being subpoenaed during discovery,
234 they had added telephones to the budget. Each marked police car has one assigned basic phone.
235 Each car is shared by three officers. It was noted rate plans had increased for the data usage. Mr.
236 Bilby questioned what an on-duty officer would use a smart phone for. Chief Roark replied the
237 cars had basic flip phones. The smartphones were only issued to the Chief, Captain, Lieutenant,
238 Prosecutor and Detective Sargent.

239

240 *Equipment Repairs* - Chief Roark stated the lion's share of the increase was for mobile and
241 portable radio repair. He explained the mobile radios were coming up to being three years old
242 and needed the batteries replaced. The line for equipment repair had increased based largely on
243 actual costs. Some cameras were coming up on 10 years old and needed to be replaced. Mr.
244 Guimond asked about the status of vandalism at Veterans Park. Chief Roark replied there was
245 still vandalism, but not a lot.

246

247 *New Equipment* - Mr. Sherman questioned when the lease was up for the cruisers. Chief Roark
248 stated the lease for the cruisers would end in 2018. He discussed the efficiency of the vehicles
249 being used by the department.

250

251 *Expenses* - the Chief provided a brief explanation of the CALEA accreditation, which was a
252 multi-year process. In December 2015 a mock assessment will be conducted. The first
253 assessment will be done in the spring 2016. Ms. Lingley noted annual dues were approximately
254 \$4,000. Chief Roark spoke about how difficult it was to achieve accreditation and how the
255 department was working hard towards that goal. There are only a handful of departments within
256 New Hampshire that are accredited. Accreditation is a policy and procedure based process to
257 ensure the department is efficient and professional. Each year they have to send in proofs and
258 standards and every third year go back through the accreditation process. Pelham wanted to be a
259 nationally accredited Police Department. Chief Roark appreciated the support he'd been given
260 and felt it would pay off in the long run

261

262 Mr. Guimond stated the board appreciated the presentation.

263

264 **ADJOURNMENT**

265

266 Mr. Guimond reviewed the upcoming meeting schedule. They will continue to begin at 7:30 PM

267

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

VOTE: (7-0-0) The motion carried.

268

269 The meeting was adjourned at approximately 8:54pm.

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271

Respectfully submitted,

272

Charity A. Landry

273

Recording Secretary