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**APPROVED**  
TOWN OF PELHAM  
BUDGET COMMITTEE - MEETING MINUTES  
Monday, September 28, 2015  
APPROVED – October 5, 2015

**CALL TO ORDER** – at approximately 7:30pm

PRESENT: Mr. Daniel Guimond, Mr. David Cate, Mr. Leo Rush, Mr. Michael Bilby,  
Ms. Donna Dube, Selectmen Representative Doug Viger

EXCUSED: Ms. Daryle Hillsgrove, Mr. Bob Sherman, School Board Representative Megan  
Larson

10  
11 Also present: Town Administrator Brian McCarthy and Finance Director Cindy Kelley,  
12 Conservation Commission Chair Paul Gagnon, Parks & Recreation Director Brian Johnson,  
13 Senior Center Director Sara Landry, Interim Highway Road Agent Frank Ferreira

14  
15 **PLEDGE OF ALLEGIANCE**

16  
17  
18 **MEETING MINUTES**

19  
20 **September 24, 2015**

**MOTION:** (Cate/Bilby) To approve the September 24, 2015 meeting minutes as amended.

**VOTE:** (5-0-1) The motion carried. Mr. Rush abstained.

21  
22 **2016 BUDGET PRESENTATION**

23  
24 ***Conservation Commission - \$3,747 requested – level funded from 2015***

25 Conservation Commission Chairman Paul Gagnon came forward to discuss the requested budget.  
26 He stated the role of the commission was to protect the natural resources of the Town. He told  
27 the Board they had submitted a modest budget containing three line items: salaries, supplies and  
28 expenses. Salaries and supplies were self-explanatory. The expenses line was generally used to  
29 pay the New Hampshire Association of Conservation Commission ('NHACC') dues. The  
30 NHACC asks member organizations to contribute \$450 per year for dues.

31  
32 Mr. Gagnon explained to the Board about a recent land purchase that connected the Merriam-  
33 Cutter Conservation Area with the Gumpas Pond Conservation Area. This purchase connected  
34 over 600 acres of Town land from Sherburne Road to Gumpas Pond. He noted the first choice  
35 for funding such purchases usually came from current use. If current use funds weren't available  
36 they would then use the bond set up years ago for such purchases. Mr. Gagnon explained the  
37 recent land purchases came from the current budget. The reason for using the current budget was  
38 because they had to get mortgage lien releases. The properties each had mortgages attached to  
39 the home and the property and the Town didn't want a mortgage associated with a property being  
40 purchased. In order to obtain a mortgage release the homes needed to be appraised and after  
41 which the bank had to be paid for the lien release. Mr. Gagnon added they were uncomfortable

42 charging it to the current use fund because that fund was used for buying property; therefore, they  
43 charged the associated cost to the budget line.

44

45 Mr. Guimond wanted to know the remaining balance in the bond. Mr. Gagnon replied it had a  
46 remaining balance of approximately \$900,000. He noted the bond had been in place since 2003.  
47 Since that time they were able to protect 836 acres and spent \$4.5 million (\$2 million from the  
48 bond and \$2.5 million out of current use). When the bond was initially put in place they told the  
49 Selectmen and taxpayers they would protect 1,000 acres. There was a brief discussion about the  
50 warrant article for maintenance and upkeep, the cost for which typically came from forest  
51 harvesting.

52

53 The Board thanked Mr. Gagnon presenting the budget.

54

55 ***Parks & Recreation - \$204,333 requested – an increase of \$13,253 over 2015 budget.***

56 Parks & Recreation Director Brian Johnson came forward to review the budget request.

57

58 *Salaries* – Contractual increase. Mr. Guimond recalled in the past there was a problem finding  
59 lifeguards, and questioned if they were able to find them now. Mr. Johnson replied he had no  
60 problem staffing lifeguards at all. He said the biggest problem was the college students went  
61 back to school the last week of August.

62

63 *Equipment Repairs* - In reference to the unanticipated vandalism repair line, Mr. Guimond asked  
64 if there was a lot of vandalism at the parks. Mr. Johnson said they had done pretty well recently  
65 with only minor problems to take care of. He spoke about what they had done to secure the  
66 locations and deter vandals.

67

68 *Equipment Rentals* - Mr. Johnson addressed the line for the road grader and materials. Dirt roads  
69 accessing, and within the parks, were redone in the spring and fall.

70

71 Mr. Johnson provided the Board with a brief overview of equipment that would be upgraded at  
72 the waterfront, such as floating rafts that would be clipped to a secured base. The cost of which  
73 would come from money raised through summer camp, and not through the budget.

74

75 *Expenses* - Mr. Johnson explained to the Board that they were informed the RecTrac Software  
76 used to track their programs, expenses, registrations, and various other functions had a mandatory  
77 update due. Without the update the current software would not work, as it was being deemed  
78 obsolete. Mr. Cate questioned if the revolving fund could be used in part or in whole to pay for  
79 the software. Mr. Guimond wanted to know how much was contained in that fund to date. Mr.  
80 Johnson replied there was approximately \$80,000 in the fund, but the figure was misleading  
81 because there were ongoing programs that would be drawing from that money. If needed, he said  
82 they could pull some money from the fund to defray the cost. Mr. Viger understood that the  
83 revolving fund was typically used for specific programs, whereas the software update couldn't be  
84 applied to one particular program. The software helped develop rosters and allowed participants  
85 to pay for programs using credit cards online. Mr. Johnson stated it was a general registration  
86 tool that enabled the department to run efficiently.

87

88 Mr. Bilby questioned how often the software was updated. Mr. Johnson replied since he became  
89 Director (7 years ago) it would be the first update. Small maintenance updates were periodically  
90 done remotely. Mr. Bilby inquired when the next major update would be needed. Mr. Johnson  
91 didn't have that information. Ms. Dube asked him to find out when they would be updating  
92 again. She wanted to know if an update was truly necessary at this time. Mr. Johnson had been

93 told if the update wasn't done their software would no longer function. Mr. Bilby wanted to  
94 know the alternative in the event the software wasn't updated. Mr. Johnson reiterated the  
95 software would no longer work. Mr. Bilby inquired what a new software program would cost.  
96 Mr. Johnson believed the Town originally invested \$40,000 for the present software; he couldn't  
97 answer what new software would cost. Ms. Dube questioned if next year's budget would carry  
98 the same line item. Mr. Johnson answered no. He said he had worked for the Town for seven  
99 years and this was the first major update.

100  
101 Mr. Guimond questioned the line for the credit card reader. Mr. Johnson stated all new credit  
102 cards had microchips within them. The department's current credit card reader was not capable  
103 of processing the new type of credit card. Therefore, the budget had a one time line item to  
104 purchase a new credit card reader. It would not be in next year's budget.

105  
106 Mr. Johnson spoke about the skate park. He explained to the Board that the park was 12 years  
107 old and during the past year the department spent approximately \$3,000 in repairs. Mr. Guimond  
108 asked if the park was used a lot. Mr. Johnson replied it was used all the time, not just by children  
109 but also by adults. Mr. Bilby talked about the importance of having a skate park. Being a  
110 skateboarder when he was a teenager, he understood the damage that could be caused by not  
111 having a specific location for skateboarders. Mr. Johnson said he loved the skate park. The  
112 biggest issue was trash; however, it was just as bad at the basketball courts. He summarized the  
113 work that had been done and what still needed to be done in the coming year.

114  
115 Ms. Dube wanted to know how many children/young adults the recreation department serviced.  
116 Mr. Johnson didn't have an exact number in front of him but was comfortable saying there were  
117 at least a couple thousand. Ms. Dube questioned if everything had a registration fee. Mr.  
118 Johnson said programs had associated fees. Ms. Dube wanted to know where the fees were held.  
119 Mr. Johnson provided a brief explanation of the revolving fund. When a program was being  
120 developed they determined how much it would cost to run, and then built in slightly more for  
121 maintenance, utilities etc.

122  
123 With regard to playground maintenance Mr. Johnson added a budget line since they had  
124 consistently been experiencing an annual cost for maintenance. He provided an overview of the  
125 type of maintenance performed at each park and within the playgrounds. Mr. Guimond asked for  
126 information about the disc golf course. Mr. Johnson told the Board there was a disc golf course at  
127 Muldoon Park that had been listed as one of the top 10 places in New England to visit. Pelham  
128 has a disc golf club who worked with Mr. Johnson completely redesigning the course two years  
129 ago through countless hours of volunteer work. Periodically the club asked if there was any  
130 money in the budget to help out, it was only this past year that Mr. Johnson was able to replace a  
131 couple items that cost approximately \$600. He said they hadn't provided any funding during his  
132 time as director. He described the location of the course and noted it was free for use by the  
133 public. The recreation department had some discs that could be used. Mr. Johnson informed the  
134 Committee during the past year, for the first time Pelham was included on the disc golf tour and  
135 there had already been four tournaments.

136  
137 Mr. Cate questioned if there were any fees charged to the groups. Mr. Johnson answered no. He  
138 worked with the group putting the tournaments on. They kept it inexpensive and usually would  
139 only break even. The disc golf club was adamant about keeping the sport free so people would be  
140 drawn to play. Mr. Viger recalled the disc golf course was created using grant money. Since that  
141 time the organization had done the upkeep of the course. He felt the investment would be well  
142 worth it. Mr. Johnson described the type of maintenance and associated cost that would be  
143 needed. Mr. Cate wanted to know if the dollar figure in the line would remain the same each

144 year. Mr. Johnson believed he could lower it next year, but wanted to keep something in the  
145 budget each year. He commented the volunteer work would definitely continue.

146  
147 Ms. Dube inquired if they had ever thought of charging a nominal fee for non-residents. Mr.  
148 Johnson replied enforcement would be difficult as it was an open park. He noted a lot of the  
149 volunteers were from out of Town.

150  
151 The Board thanked Mr. Johnson for his budget presentation.

152  
153 **Senior Center - \$111,602 requested – an increase of \$9,980 over 2015 budget.**

154 Senior Center Director Sara Landry came forward to review the budget request.

155  
156 Mr. Guimond inquired how many seniors were registered at the center. Ms. Landry replied there  
157 were approximately 650; although they were in the process of registration.

158  
159 *Salaries* - a portion of the increase was contractual. Ms. Landry pointed out there was a  
160 salary line for a travel assistant. She explained it wasn't a new position, it was previously funded  
161 through the National Able program. The program contract was ending which meant the salary  
162 would now be listed in the budget. Although it was a newly funded position in the budget, it had  
163 been an existing position at the Senior Center for years. Mr. Viger said Senior Center would now  
164 need to pay for the position since it contributed to a specific level of service. Mr. Rush  
165 questioned if a warrant article was needed for the position. Mr. Guimond said the Board would  
166 discuss how to proceed. He said the Board's Bylaws specify a new position that had not  
167 previously been funded by the taxpayers needed to be in a warrant article. Ms. Landry said in the  
168 past the position was potentially paid in part by the Town. She went on to explain prior to her  
169 becoming the director, the previous director was doing the position. When the previous director  
170 retired, she maintained the position as a volunteer. Then when she retired from volunteering the  
171 Senior Center was able to have the position funded through National Able and reallocated the  
172 work. As volunteers left and new people came in, the work was reallocated. In summary the  
173 travel assistant position was previously a funded function of the Senior Center (as it was a  
174 function of the Director and volunteers), until they were able to secure National Able funds.  
175 Although program funding would end, the Senior Center needed the position to maintain the level  
176 of service that had always been provided.

177  
178 Mr. Rush suggested the Selectmen and Ms. Landry determine a way for the position to be in the  
179 budget without requiring a warrant article. Mr. Viger responded the Selectmen had put the  
180 position into the budget. He said it was up to the Budget Committee to decide whether a warrant  
181 article was prudent or not. He pointed out the position would continue level of service they had  
182 for years. Ms. Landry reiterated that they had always had a travel assistant position, it just wasn't  
183 separated out in the budget lines. The work they did required an experience person with  
184 specialized knowledge. Mr. Guimond asked what would happen if they didn't have a travel  
185 assistant. Ms. Landry replied the senior center wouldn't be able to do any of their trips. That  
186 would be a huge disappointment to the members as they look forward to the various trips  
187 throughout the year. Mr. Guimond asked how many people attended each of the trips. Ms.  
188 Landry replied the average was 50 - 55 per trip and they had approximately 13-15 trips per year.

189  
190 Ms. Dube asked if volunteers would be amenable to assuming the role. Ms. Landry stated they  
191 needed one person to oversee the trips who understood the needs of the seniors. She felt it would  
192 be difficult for her to supervise several volunteers. Mr. Rush questioned what salary was  
193 designated for the position. Mr. Cate replied it was a part-time position for 18 hrs/week (\$11/hr)  
194 for 39 weeks.

195

196 Mr. Guimond stated if anyone on the Board wanted to recommend a warrant article for the  
197 position he would entertain a motion during review and vote of the Town budget. If not, the  
198 salary line would stay within the budget.

199

200 *Equipment Repairs* - Mr. Guimond asked how old the bus was. Ms. Landry replied it was a  
201 2006. She said they would need the bus replaced and had set money aside (\$25,000) in a warrant  
202 article last year. Mr. Guimond asked the cost of the new bus. Mr. McCarthy told the Board a  
203 new bus would cost approximately \$60,000-\$65,000. He noted a warrant article was approved  
204 last year for \$25,000 to be placed in a capital reserve; it was their intention to do the same this  
205 year so the bus could be replaced in the next couple years.

206

207 *Equipment Rentals* –The increase for the trash dumpster was based on cost. The increase for the  
208 copier was contractual.

209

210 *Expenses* - Increase in background checks for the volunteer. Mr. Guimond asked how many  
211 volunteers they currently had. Ms. Landry replied they had 50 people. The budget line will  
212 decrease as it was a one-time fee for the existing volunteers, going forward it would be as people  
213 were hired/volunteered.

214

215 The Board thanked Ms. Landry for presenting the budget.

216

217 ***Town Buildings* - \$655,988 requested – an increase of \$8,740 over 2015 budget.**

218

219 *Utilities* - Mr. McCarthy explained electricity had increased \$.50; therefore, the budget was  
220 adjusted. He noted they signed a contract with B & H Oil for heat, which dropped the cost  
221 approximately \$1 per gallon.

222

223 *Facility / Equipment Repairs* - Mr. Guimond recalled a maintenance plan had been drafted at the  
224 time Mr. McCarthy became the Town Administrator. He asked how it had been working out.  
225 Mr. McCarthy stated it was working out very well and they were adjusting as they moved  
226 forward when necessary. He spoke about the work that had been done during the past year and  
227 what was expected in the coming year. Mr. Viger told the Board specific items had never been  
228 identified in the past and they were put the position of trying to find funding. He said since Mr.  
229 McCarthy had become Town Administrator he created a maintenance program which would  
230 provide a tax savings going forward. Last year they ran the program and were able to hold true  
231 numbers. He hoped the Board would support them continuing with the plan.

232

233 *New Equipment / Technology Plan* – Mr. Guimond questioned the line for the required computer  
234 accessories. Mr. McCarthy provided a list of necessary computer programs that would be  
235 updated/replaced by the line item. These items weren't new items, they were replacements of old  
236 technology. He told the Board what an asset they had in (former Selectmen) Victor Danevich,  
237 the Town's IT volunteer. Mr. Guimond asked if there was an inventory of the Town's computers.  
238 Mr. McCarthy stated there was a technology plan in place that cycled every three years. Mr.  
239 Guimond wanted to know what happened to old equipment. Mr. McCarthy said a majority of it  
240 was kept in the event something broke down. An example of this was a recent accident that  
241 happened in front of the high school that knocked out the phones at the Senior Center. He said  
242 the update to the new phone system would allow outside departments such as the senior center,  
243 Library, Transfer Station, Highway, Cemetery and the Town parks to connect to the municipal  
244 system. At this point there was no projected cost; research would be done.

245

246 Mr. Guimond thanked Mr. McCarthy for presenting the budget.

247

248 **Highway Department - \$1,415,572 requested – an increase of \$9,381 over 2015 budget.**

249 Acting Highway Road Agent Frank Ferreira presented the budget.

250

251 Mr. Guimond wanted to know how many miles of road were in the Town. Mr. Ferreira replied  
252 they were 107 miles of Town road, and 1.3 miles of private road. Private roads are plowed by the  
253 Town if the residents of those roads pay the Town to do so.

254

255 *Salaries* – Contractual increase. Mr. Ferreira noted part-time/non-union employees were  
256 receiving a \$.50 per hour increase.

257

258 Ms. Dube wanted to know the job description of the road agent. Mr. Ferreira replied the road  
259 agent provided oversight to everything involving the roads. Ms. Dube questioned who was on  
260 salary. Mr. Ferreira said only the road agent was a salary position. Ms. Dube asked how many  
261 hours were in an average workweek. Mr. Ferreira said a workweek was 40 hrs, after 40hrs the  
262 employee received time and a half wages. Ms. Dube wanted to know what the laborers were  
263 responsible for. Mr. Ferreira replied they handled everything such as repair to catch basins, tree  
264 work and anything involving road maintenance. Ms. Dube asked if they needed all the people  
265 listed as laborers. Mr. Ferreira answered yes and commented they could actually use more.

266

267 *Winter Materials* - Mr. Ferreira told the Board they received the State bid price for salt which had  
268 an increase over the past year.

269

270 *Gas, Oil, Etc.* – New line item for diesel exhaust fluid which was required in the new diesel  
271 trucks for emissions.

272

273 *Equipment Repairs* - Mr. Cate questioned if \$500 would be enough for bridge repair. Mr.  
274 Ferreira said the figure was adequate in the past and so they kept at the same.

275

276 *Equipment Rentals* - The four large increases were for the sweeper, bucket truck/crane, office  
277 trailer rental, pickups with plows. Mr. Ferreira spoke about the new office trailer that had been  
278 delivered during the last week. The trailer was a five-year rental with an escape clause. With  
279 regard to the pickups with plows Mr. Ferreira said they had increased by one truck so the  
280 department now had two.

281

282 *Expenses* - Increase mainly due to street lighting. Mr. McCarthy told the Board he and Mr.  
283 Ferreira were looking into the streetlight program to reduce costs next year. Mr. Cate questioned  
284 how they arrived at the number contained in the budget. Mr. Ferreira replied the figure reflected  
285 next year's cost.

286

287 Mr. Guimond asked how many roads would be fixed in the coming year. Mr. Ferreira had 4.8  
288 miles listed for crack sealing and 4.95 miles of paving. He discussed how roads were reviewed  
289 and determined if they needed repairs

290

291 The Board thanked Mr. Ferreira for presenting the budget.

292

## 293 **DISCUSSION**

294

295 Mr. Dube questioned if the board could be provided information for how much money all the  
296 departments needed to operate versus the amount of money the Town took in for taxation revenue

297 plus interest. Mr. McCarthy replied he would look at the numbers and provide the Board with  
298 any data they requested.

299

300 **ADJOURNMENT**

301

302 Mr. Guimond reviewed the upcoming meeting schedule.

303

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

**VOTE:** (6-0-0) The motion carried.

304

305 The meeting was adjourned at approximately 8:57pm.

306

307

308

309

Respectfully submitted,  
Charity A. Landry  
Recording Secretary