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**APPROVED**  
TOWN OF PELHAM  
BUDGET COMMITTEE - MEETING MINUTES  
Monday, November 16, 2015  
APPROVED – January 14, 2016

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

PRESENT: Mr. David Cate, Mr. David Cronin, Mr. Bob Sherman, Mr. Michael Bilby, Mr. Leo Rush, Ms. Donna Dube, School Board Representative Megan Larson, Selectmen Representative Doug Viger

EXCUSED: Mr. Daniel Guimond, Ms. Daryle Hillsgrove

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Also present: School District Superintendent Amanda Lecaroz, School Business Administrator Deborah Mahoney, Town Administrator Brian McCarthy, Acting Highway Road Agent Frank Ferreira, Transfer Station Director Stan Walczak

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**PLEDGE OF ALLEGIANCE**

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**MEETING MINUTES**

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**November 12, 2015**

**MOTION:** (Sherman/Dube) To approve the November 12, 2015 meeting minutes as written.

**VOTE:** (7-0-1) The motion carried. Mr. Cronin abstained.

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**2016 SCHOOL WARRANT ARTICLE REVIEW and VOTE**

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School District Superintendent Amanda Lecaroz and School Business Administrator Deborah Mahoney came forward to review the proposed warrant articles. *(Article language has been summarized for the purpose of meeting minutes; full versions of each article available through the Superintendent's Office)*

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**School Article 1** – Operating Budget. At present they don't have a default budget figure. This article will be reviewed at reconsideration.

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**School Article 2** – Collective Bargaining Agreement for the Pelham Education Association (teachers). Currently in negotiation.

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**School Article 3** – \$150,933 – Installation of alarms and security cameras at Pelham Elementary and Pelham Memorial Schools.

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Ms. Lecaroz gave Board members a copy of the Capital Improvement Plan worksheet that outlined the project description (for Article 3 & 4) in detail. She explained the Office of Homeland Security had come to the district and performed a school security assessment and provided recommendations. They also helped with the security and main entrance design at the high school. The proposed article will allow for exterior and surveillance cameras at the schools and alert the main office if an access door is open. The high school project includes these components.

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The Voter’s Guide will contain an explanation of the project.

The cost breakdown is as follows:

Memorial School door security - \$22,192.00

Memorial School cameras - \$32,388.05

Elementary School/Modular Building door security - \$50,365.00

Elementary School /Modular Building cameras - \$46,047.60

Mr. Bilby asked what type of security measures were currently in place. Ms. Lecaroz discussed the existing security and noted the custodial staff monitor the access doors throughout the day. She stated they would be including a key fob system at certain access doors; employees will have this included with their identification badges.

Mr. Cronin asked for confirmation that the proposal included the purchase of doors, cameras and their installation. He wanted to know how many doors. Ms. Lecaroz confirmed the proposal included purchase and installation. She believed there were roughly nine doors at Memorial School and over twenty at the Elementary School.

Mr. Cate was in favor of protecting the students and the schools.

Mr. Bilby inquired if there were any recent incidents that lead the Schools to make the upgrade. Ms. Lecaroz couldn’t recall a specific incident within the Pelham School District; however there was concern in the greater community. She didn’t want to wait until something happened to upgrade the security system.

**MOTION:** (Viger/Larson) To recommend the Pelham School District Warrant Article 3 - \$150,933 – Installation of alarms and security cameras at Pelham Elementary and Pelham Memorial Schools.

**ROLL CALL** (6-2-0) The motion carried. The majority of the Board voted in the affirmative.  
**VOTE:** Mr. Rush and Mr. Bilby voted in opposition.

**School Article 4** - \$45,000 – Architectural and engineering fees for the redesign of main entrances for security improvements at Elementary and Memorial Schools.

Ms. Lecaroz noted this was also included in the Capital Improvement Plan worksheet. Once they were able to determine the redesign costs, the School would submit a warrant article the following year. She believed the Elementary School, would need a second set of interior doors. However, the major concern was at Memorial School, where there was currently no separation between staff and visitors once the visitor enters the building. They will be reviewing the entire front entrance /office / nurse office area. Ms. Lecaroz discussed the two schools and the limited security for each.

Mr. Cate asked if anything needed to be done at the School Administrative Unit building. Ms. Lecaroz believed at present that building was fine.

Mr. Bilby asked if they had an estimate for what the project warrant article would cost. Ms. Lecaroz answered no; they needed to have the proper architectural engineering design done prior to understanding the cost of the project.

**MOTION:** (Cronin/Sherman) To recommend the Pelham School District Warrant Article 4 - \$45,000 – Architectural and engineering fees for the redesign of main entrances for security improvements at Elementary and Memorial Schools.

**ROLL CALL** (7-1-0) The motion carried. The majority of the Board voted in the affirmative.  
**VOTE:** Mr. Rush voted in opposition.

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**2016 TOWN WARRANT ARTICLE REVIEW and VOTE**

Town Administrator Brian McCarthy came forward to review and discuss the proposed Town warrant articles. *(Article language has been summarized for the purpose of meeting minutes; full versions of each article available through the Selectmen’s Office)*

**Highway Block Grant - \$303,021 –** For repair, maintenance and upgrading Town roads; to be offset by the State Highway Grant.

Mr. Cate asked if ‘no tax impact’ language could be included in the article. Mr. McCarthy replied the Board of Selectmen had a discussion about doing so and were informed by the Department of Revenue Administration they were not allowed to. The Voter’s Guide will contain an explanation.

**MOTION:** (Viger/Sherman) To recommend the Town Warrant Article - Highway Block Grant - \$303,021 – For repair, maintenance and upgrading Town roads; to be offset by the State Highway Grant.

**VOTE:** (8-0-0) The motion carried.

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**Highway Department Maintenance Facility - \$50,000 –** To be placed in a Highway Department Capital Reserve Fund for the construction of a highway department maintenance facility to house highway department office and equipment.

Acting Highway Road Agent Frank Ferreira came forward for the discussion. Mr. McCarthy spoke of the current situation. He said they department had far-outgrown the facility and was in dire need of revising the building. Earlier in the year they had a significant mold infestation in the highway shed, to the point no one was allowed in unless they were wearing a mask. They have since eradicated the mold and made the area inhabitable. Mr. McCarthy stated the space was not adequate, there were trucks and equipment left out in the elements. He explained that the Selectmen had put together a committee called the Highway Transfer Station Evaluation Committee to evaluate both facilities to determine their needs and draft a fiscally responsible plan.

Mr. Viger made a motion for discussion. Mr. Sherman seconded. He asked if there was an estimated figure for architectural costs. Mr. Viger replied the committee was in the process of being established. At this point the needs of the facilities were unknown, but felt \$50,000 would be a good start for the future. Mr. Ferreira noted in 2007, the estimated cost for a facility was \$720,000.

**MOTION:** (Viger/Sherman) To recommend the Town Warrant Article - Highway Department

Maintenance Facility - \$50,000 – To be placed in a Highway Department Capital Reserve Fund for the construction of a highway department maintenance facility to house highway department office and equipment.

**VOTE:** (8-0-0) The motion carried.

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129 **Trash Compactor** - \$250,000 – For purchase of a new compactor and trailer to include a  
130 50ft.x30ft. new steel building to contain them in, for the purpose of collecting and processing  
131 single stream recyclables. All funds required for the cost of construction will be taken from the  
132 existing fund balance.

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134 Transfer Station Director Stan Walczak came forward for the discussion.

135

136 Mr. Viger noted that by paying for it out of the fund balance, it wouldn't raise taxes. The Voter's  
137 Guide will contain a complete description. He made a motion to recommend the article for  
138 discussion. Mr. Sherman seconded.

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140 Mr. Sherman questioned how the site would be laid out/shifted with due to the proposal. Mr.  
141 Walczak described what alterations would be made.

142

143 Mr. Rush asked if the proposed dollar amount was the absolute top figure. Mr. McCarthy  
144 answered yes; they rounded up when computing the estimate. Mr. Viger stated it was a 'not to  
145 exceed' number.

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**MOTION:** (Viger/Sherman) To recommend the Town Warrant Article - Trash Compactor -  
\$250,000 – For purchase of a new compactor and trailer to include a 50ft.x30ft.  
new steel building to contain them in, for the purpose of collecting and  
processing single stream recyclables. All funds required for the cost of  
construction will be taken from the existing fund balance.

**ROLL CALL** (8-0-0) The motion carried.

**VOTE:**

147

148 **Forest Maintenance** - \$31,000 – From the Forest Maintenance Fund for the purpose of forest  
149 management, stewardship, security, public education and other costs associated with the  
150 maintenance and care of Town Forests. Requested funds come from the revenues produced by  
151 timber harvesting, not property taxes.

152

153 Mr. McCarthy explained that the original article was for \$31,000; that was the figure approved by  
154 the Board of Selectmen. Subsequent to the Selectmen's vote, he received an email from the  
155 Forestry Committee indicating they made a mistake and would like to increase the request to  
156 \$36,000. The Board was provided with a breakdown of the proposed Forestry budget. Mr.  
157 McCarthy indicated that an increased figure of \$36,000 would be brought forward during  
158 reconsideration.

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160 Mr. Viger made a motion to approve \$31,000 for discussion. Mr. Sherman seconded.

161

162 Mr. Sherman reviewed the proposed budget breakdown and questioned where Wolven Park was  
163 located. Mr. McCarthy explained the Selectmen had been presented with a proposal for Wolven  
164 Park (a 'pocket' park utilizing a portion of the conservation land of late Diane Wolven) off  
165 Jericho Road. The park will allow the public to be involved with both passive and active

166 recreation activities on the property and be accessible to families, children, older folks and those  
167 who may have difficulty navigating through more rugged terrain; similar to a living classroom.

168  
169 Mr. Rush questioned if anyone had spoken to the neighbors about the park. He recalled a  
170 proposal for a park in his neighborhood, which was opposed by residents because of concerns  
171 with vandalism and misconduct. He didn't feel the proposed park would be a good idea and  
172 didn't think neighbors had been notified of the ramifications. Mr. Viger said the forest committee  
173 did due diligence with surrounding abutters and creating their plan. He said they would post  
174 signs for what was allowed, which the Police would pay attention to. Although the conversation  
175 was appreciated, Mr. Cate pointed out that it had nothing to do with the warrant article. He asked  
176 that the Board act on the motion.

177

**MOTION:** (Viger/Sherman) To recommend the Town Warrant Article - Forest Maintenance -  
\$31,000 – From the Forest Maintenance Fund for the purpose of forest  
management, stewardship, security, public education and other costs associated  
with the maintenance and care of Town Forests. Requested funds come from the  
revenues produced by timber harvesting, not property taxes.

**VOTE:** (7-1-0) The motion carried. Mr. Rush voted no.

178

179 **Kinder Morgan Pipeline Legal Fees** - \$49,000 – To be expended by the Selectmen in  
180 opposition to the proposed Northeast Energy Direct high pressure gas pipeline and/or to minimize  
181 the impact on the land and people of the Town.

182

183 Mr. Viger made a motion for discussion. Mr. Sherman seconded.

184

185 Mr. McCarthy explained at the recent coalition meeting they determined the projected legal  
186 expenses (hearings, filings, cost of consultants etc.) for 2016 should the pipeline be approved. He  
187 noted there were twenty-nine towns involved in the coalition and Pelham would have the largest  
188 impact (6.1 miles) in New Hampshire.

189

190 Ms. Dube questioned what involvement the Town and State Representatives had in the process  
191 and if Pelham could enlist their assistance. She was concerned if the Federal Government put it  
192 through that Pelham would be throwing good money into something they had no control over.  
193 Mr. McCarthy replied that the coalition had been in contact with the State Legislature, but had not  
194 been informed of their position. Recently he forwarded a letter from the Town to State  
195 Legislature demanding for them to take a stand one way or another. Other members of the  
196 coalition had done the same. He said Kinder Morgan would be filing on November 2<sup>0th</sup> for the  
197 right to run the pipeline through the State. The Selectmen had clearly spoken their opposition to  
198 the pipeline. Mr. McCarthy stated if the Federal Energy Regulatory Commission approved the  
199 project, it would go through. He said hypothetically, if the pipeline was approved and there was  
200 no more fight, the money would be turned back to the general fund. Ms. Dube asked if the local  
201 State Representatives were involved. Mr. McCarthy replied they were working diligently against  
202 the pipeline. Ms. Dube questioned when the legal process would begin. Mr. McCarthy replied  
203 the request would be used for what they may encounter in 2016.

204

205 Mr. Viger told the Board as the Selectmen's Representative he would vote in favor of the  
206 proposed article, but personally he was opposed. He didn't feel \$49,000 was nearly enough for  
207 what the Town was up against.

208

209 Mr. Bilby questioned why the request was put into a warrant article and not included in the legal  
210 budget. Mr. McCarthy replied they wanted the voters to have a say. If voters don't approve the  
211 article, there would be no need for the Town to participate in any further litigation in the matter.  
212 Ms. Larson asked if someone could submit a petition article on the ballot that was similar to the  
213 proposed article. Mr. Viger answered yes.

214  
215 Mr. Sherman wanted to know if the Town would receive additional revenue from the pipeline  
216 going through. Mr. Viger replied they would receive tax revenue similar to a utility line. Mr.  
217 Sherman asked they had an estimate for what the company was willing to pay. Mr. Viger said as  
218 it was proposed, the Town would have nothing to gain from the pipeline going through other than  
219 tax revenue from use of the right-of-way.

220  
221 Mr. Cate inquired if there were any property owners in danger of eminent domain. Mr. McCarthy  
222 couldn't answer because the pipeline route had changed multiple times and as recent as last week.  
223 No one could answer specifically, but there was a possibility that property could be encumbered.

224  
225 Mr. Rush didn't approve the article because he didn't feel the Town had any right to appropriate  
226 money to support or oppose a political point of view. Mr. Viger reiterated he personally didn't  
227 support the article. He said it wasn't a political point of view. Mr. Rush opposed the article  
228 because he wanted the pipeline to come to Town. He wanted to know if money from the article  
229 could be spent on having an expert from Tennessee Gas speak to the coalition. Mr. Viger replied  
230 the article was to pay for legal fees to oppose the pipeline. Again, Mr. Rush stated he felt the  
231 article was a political point of view and didn't feel it should have support. Mr. Viger said the  
232 article was proposed so people could voice their opinion.

233  
**MOTION:** (Viger/Sherman) To recommend the Town Warrant Article - Kinder Morgan Pipeline Legal Fees - \$49,000 – To be expended by the Selectmen in opposition to the proposed Northeast Energy Direct high pressure gas pipeline and/or to minimize the impact on the land and people of the Town.

**ROLL CALL** (5-1-2) The motion carried. The majority of the Board voted in the affirmative.

**VOTE:** Mr. Rush voted no. Mr. Sherman and Ms. Dube abstained.

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235 **Compensated Absence** - \$100,000 – To be placed in the Compensated Absence Trust Fund. The  
236 current balance of the Fund is \$14,000; unfunded liability is \$456,335.

237  
238 Mr. Viger made a motion for discussion. Mr. Sherman seconded.

239  
240 Mr. Cate questioned if there were any employees that would affect the budget. Mr. Viger replied  
241 they were aware of two employees. Mr. Cate asked if the amount could be reduced in the future.  
242 Mr. McCarthy said it was difficult to say given that the fund's current balance of \$14,000 and  
243 there were two employees that were likely to leave in 2016. After that occurs, they could do some  
244 forecasting and create a plan going forward. Mr. Viger said a portion of the exposure is usually  
245 managed in the budget; however, they don't have leeway to do so this year.

246  
247 Mr. Rush wanted to know what would happen if the Town didn't approve the article. Mr.  
248 McCarthy replied they would still have to pay the employees. The funds would have to come  
249 from elsewhere in the budget. The Town is legally obligated to make the payment.

250

251 Ms. Dube asked if there was a way to reduce the dollar benefit during contract negotiations. Mr.  
252 Viger said the future may be less, but the current employees were currently owed specific  
253 amounts.  
254

**MOTION:** (Viger/Sherman) To recommend the Town Warrant Article - Compensated  
Absence - \$100,000 – To be placed in the Compensated Absence Trust Fund.  
The current balance of the Fund is \$14,000; unfunded liability is \$456,335.

**ROLL CALL** (7-1-0) The motion carried. Mr. Rush voted no.

**VOTE:**

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**Senior Center Bus** - \$25,000 – To be placed in the Senior Center Bus Capital Reserve Fund.

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258 Mr. Cronin made a motion for discussion. Mr. Viger seconded. Mr. Cronin asked for the fund  
259 balance. Mr. McCarthy replied it contained \$25,000. The cost to replace the bus would be  
260 approximately \$65,000-\$70,000. The goal was to cover the remaining cost with the trade-in  
261 value.  
262

**MOTION:** (Cronin/Viger) To recommend the Town Warrant Article - Senior Center Bus -  
\$25,000 – To be placed in the Senior Center Bus Capital Reserve Fund.

**VOTE:** (8-0-0) The motion carried.

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264 Mr. Cate informed the next meeting would be reconsideration held on January 14, 2016.

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266 **ADJOURNMENT**

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

**VOTE:** (8-0-0) The motion carried.

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269 The meeting was adjourned at approximately 8:35pm.

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Respectfully submitted,

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Charity A. Landry

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Recording Secretary