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APPROVED
TOWN OF PELHAM
BUDGET COMMITTEE - MEETING MINUTES
Monday, September 19, 2016

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CALL TO ORDER – at approximately 7:30pm

PRESENT: Mr. Daniel Guimond, Mr. David Cronin, Mr. Bob Sherman, Ms. Daryle Hillsgrove, Mr. Michael Bilby, Ms. Donna Dube, Mr. Michael Bailey, School Board Representative Brian Carton, Board of Selectmen Representative Doug Viger. Also present was Town Administrator Brian McCarthy and Finance Director Dayanand Ramgopaul

ABSENT: Mr. David Cate (excused)

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PLEDGE OF ALLEGIANCE

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MEETING MINUTES

Mr. Cronin questioned if an answer had been received to his question during the previous meeting regarding the Human Services budget. Mr. Guimond replied an answer had been received and he will forward the information to the Board.

September 12, 2016

MOTION: (Sherman/Bilby) To approve the September 12, 2016 meeting minutes as amended.

VOTE: (7-0-2) The motion carried. Mr. Viger and Mr. Carton abstained.

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2017 TOWN BUDGET REVIEW

Cable - presented by Cable Coordinator Jim Greenwood
2017 Budget request: \$120,014 an increase of 6.6% over last year
2016 Operating Budget: \$112,573

Salaries – Contractual increases. Mr. Greenwood noted that there was no change in the cable technician salary, but the number of hours for meetings and functions had increased. The largest increase was in the line for Sherburne Hall Productions which relates to theater, forums etc. that are televised/recorded for the public. There are a number of events that aren't broken out in the budget such as Old Home Day, 4th of July, Yuletide, Horribles Parade, PSA's which are performed using the pool of hours. Ms. Hillsgrove suggested listing out all the events in the budget to clearly define the Cable TV services provided.

Supplies – Increase for cables etc. Mr. Greenwood stated in the past he was able to make purchases at Radio Shack but with their closure he was now purchasing through mail order.

Telephone – Mr. Guimond questioned if some of the lines could be eliminated when the Cable department moved into the municipal building. Mr. Greenwood believed they would be able to connect to the Town's system at that point. Mr. Viger stated the plan was to move the department, but there was no definite time frame. Mr. Guimond questioned if the existing (Annex) building

42 was dangerous to work in. Mr. Greenwood answered no; they had a second egress and
43 everything was up to code.

44

45 *Equipment Repair* – Mr. Greenwood spoke about the franchise fees. He noted there was \$12,000-
46 \$14,000 remaining and he expected to receive a check for approximately \$20,000 at the
47 beginning of 2017. A new franchise agreement with Comcast will be negotiated at the beginning
48 of 2020. Mr. Sherman asked for the status of Comcast enrollment. Mr. Greenwood replied
49 enrollment remained consistent at approximately 3,500 subscribers. Revenues continue to
50 increase and based on the trend, he believed the Town would receive approximately \$260,000 in
51 2017. The Cable budget uses half the fees and the remaining half is returned to the General Fund.

52

53 *New Equipment* – Mr. Greenwood added the budget line because although some of the items were
54 replacements, they would be new items. The budget would purchase a new playback unit.

55

56 Mr. McCarthy came forward and wanted the Board to know the Annex building was safe. He
57 said the problem was the building was deteriorating with age and needed to be ADA compliant.
58 He noted to make the building ADA compliant would be extremely expensive; therefore, they
59 were reviewing moving Cable into the municipal building.

60

61 **Library** – presented by Library Director Irja Finn and Assistant Director Winifred Flint
62 2017 Budget request: \$327,022 an increase of 12.31% over last year.
63 2016 Operating Budget: \$291,178

64

65 Ms. Finn explained the Library was governed by a Board of Trustees (5 elected members) who
66 manage the budget and set policies. The day-to-day operations were handled by the Director and
67 Assistant Director. Ms. Finn referenced an information packet previously provided to the Board.
68 She reviewed a spreadsheet showing the balance of the trust funds. Ms. Cindy McGee (Library
69 Trustee Treasurer) came forward and explained that the trust funds were held at Citizen's Bank.
70 She said they reviewed the interest each quarter so they would only spend the interest. There was
71 a restricted balance that wasn't allowed to be touched.

72

73 *Salaries* – Ms. Finn reviewed the positions and the proposed adjustments made in the budget to
74 fall in line with the pay matrix created by the Trustees in 2013. She explained the need for the
75 proposed adjustments were also due to an increase in circulation, interlibrary loans and
76 downloadable offerings.

77

78 Mr. Cronin requested a copy of the pay matrix.

79

80 Mr. Sherman asked how many hours were needed for benefits. Ms. Finn replied benefits were
81 paid at 30 hours. She said they would be submitting a warrant article to increase the hours of the
82 Circulation/ILL librarian from 25 hours to a full-time position.

83

84 *Supplies* – Increase for printer toner. Ms. Finn noted they converted their printers to color
85 machines and the cost for toner was more expensive.

86

87 *Telephone* – Increase due to the Town changing providers. Mr. McCarthy explained the Library
88 was one of the last departments to convert to the new phone system. He said all Town buildings,
89 except for one, were now on the voice over internet system. Ms. Dube questioned if the cost
90 would increase next year or stay consistent. Mr. McCarthy didn't anticipate any dramatic
91 increase.

92

93 *New Equipment* – Increase for reupholstering public area chairs. There are thirty chairs in need
94 of reupholstering, they are doing half this year and half next year. Photographs of the chairs were
95 included in the Board’s information packet. Mr. Viger questioned the cost for new chairs versus
96 reupholstering. Ms. Finn replied new chairs would cost approximately \$200 each. She noted
97 that the chairs were structurally secure and to reupholster with the proper fire retardant fabric cost
98 approximately \$100 each.

99
100 Ms. Finn discussed proposed safety modifications (phone and nearby light switch) that would be
101 proposed for the Molly Hobbs room. She told the Board an assessment would be done and they
102 anticipated bringing an amended line in during reconsideration. Mr. Bailey questioned if any
103 thought was given to installing closed circuit television to monitor the rooms from the main desk.
104 Ms. Flint replied they used video recordings, but didn’t have the cameras open to view. She said
105 if they felt something bad happened they could review the recording.

106
107 *Expenses* – Increase for Catalog Record Services. Ms. Finn stated book and audiobook vendors
108 now charge \$.25 for machine readable catalog records that are uploaded into the online catalog.
109 The other increase was \$60 for the New England Library Association. Ms. Finn told the Board
110 that Ms. Flint would be making a presentation; it was the first time Pelham would be regionally
111 represented. They felt it was important to pay the membership fee. The conference was being
112 held in Danvers, MA.

113
114 *Specials* – Ms. Finn noted the main increase was in large print books. She explained in previous
115 budgets she carried forward an incorrect budget figure. She told the Board there was a continuing
116 increase in the number of large print books being checked out, which has led the Library to
117 purchase books in many formats. Ms. Finn said the increase for magazine and newspaper
118 subscriptions was increased to reflect actual figures. She noted the increase to audio books was
119 to keep up with the demand. There is also an increase to the video line to get them back in line to
120 where they were in the past.

121
122 There was a discussion regarding the Library having Sunday hours. Ms. Finn said in June they
123 were circulated 71 items; in September they already had a higher average than in the Spring.

124
125 Mr. Sherman questioned if video and other electronics were covered by interlibrary loan. Ms.
126 Finn replied some libraries loaned, some didn’t. Mr. Sherman asked if the Library assisted
127 residents in using their android and/or Apple devices. Ms. Finn replied they offered technology
128 drop-in twice a week; Thursday at 1pm and Tuesday at 5:30pm. She noted every hour they were
129 open they had staff that could assist.

130
131 **Police Department** – presented by Police Chief Joseph Roark and Office Manager Celia Lingley.
132 2017 Budget request: \$2,673,312 an increase of 5% over last year.
133 2016 Operating Budget: \$2,555,504

134
135 Chief Roark noted their overall budget was up 5%; however, approximately 90% of the increase
136 was contractual. He briefly discussed their mobile and portable coverage within the Town.

137
138 *Salaries* – Mr. Guimond questioned if the department had a full compliment. Chief Roark
139 answered yes. There was one officer currently at the academy being trained. Mr. Guimond
140 recalled a request in previous years for a dispatch supervisor and wanted to know if a warrant
141 article would be submitted this year. Chief Roark replied they were in discussions with the Board
142 of Selectmen. He said the Fire Department brought things forward that would impact it. At the
143 request of citizens and the Selectmen there was a line listed as Detail Officer for \$22,241. Chief

144 Roark said that line was to have a Police officer at the intersection of Mammoth Road and
145 Sherburne Road each night for approximately two hours. He discussed the situation, which was a
146 safety concern. It was noted that the detail rate was less than the current overtime rate. An
147 advantage to using the detail rate was they could have part-time/reserve/non-union officers work
148 that shift. Mr. Guimond asked if there was someone at the location at present. Chief Roark
149 answered yes; an on-duty patrol officer was at the location, until/unless they received a call for
150 assistance. Having the budget line will allow for a dedicated officer. Mr. Guimond asked if it was
151 a State road. Mr. Viger replied both Mammoth and Sherburne were State roads and Pelham
152 weren't listed on the State's plan. He stated the Selectmen voted unanimously to include a
153 budget line for the dedicated officer to be at the intersection.

154
155 Mr. Guimond noted that Mr. Cate (who was absent for the meeting) extended a thank you to the
156 Chief for working to reduce the Cooper's Test line.

157
158 Chief Roark noted that there was an increase to the DARE line because the program had been
159 expanded into the middle school. Mr. Bilby questioned if there were any future plans to have a
160 similar program in the high school. Chief Roark replied they had discussed expanding the role of
161 the School Resource Officer into the high school. He said the one officer tried to spend equal
162 time between the three schools; however, the high school took more of the officer's time. There
163 isn't a DARE curriculum specific to the high school. They were hopeful that some grants would
164 come up for school resource officer positions.

165
166 Under training, most of the items had been in previous budgets. Chief Roark noted the lines for
167 Ethics and Bias Based training were included as part of the department's accreditation process.
168 He provided the Board with an update of the Cael accreditation process. The department did well
169 during their mock assessment. The official assessment process will occur in November and
170 include public outreach. Once accredited, Pelham will be one of twelve departments within the
171 State out of 180 departments.

172
173 *Supplies* – Showed a decrease in the community policing line because RAD equipment was
174 purchased in last year's budget. They've added a line for Police Explorers for basic supplies,
175 which had a current roster of fifteen, but was expected to increase.

176
177 *Telephone* – Chief Roark explained in the past they issued each officer a phone, but that had
178 changed so each cruiser was issued a phone. This scenario had worked out well for accounting
179 purposes. He noted the additional cost was for the Detective Sergeant and School Resource
180 Officer's smart phones. The increase for mobile data terminals (in the cruisers) reflected the
181 increase from Verizon.

182
183 *Tires* – Budget line shows actual expenses.

184
185 *Equipment Repairs* – Increase for console & repeater service contract for dispatch console.
186 Copier contract showed an increase. The Information Management Corp. line showed an
187 increase for a new investigative module support, which is the software that allows for internal
188 investigations and helps track policies etc.

189
190 *New Equipment* – Decrease for the ACO truck lease; the department now owns the truck. They
191 anticipated an additional five years of use. Chief Roark spoke to the increase for the Watch
192 Guard Cruiser Video and the Patrol PC Cruiser MDTS. He explained when they originally came
193 forward with the items during budget discussion the former Town Administrator believed the
194 leases could be paid through the FEMA account, which was robust at the time. They got through

195 the first three years using FEMA; however the money didn't replenish as anticipated, therefore
196 the cost now fell back to the department for the last two years of the leases. Chief Roark believed
197 the useful life of the equipment was approximately 7-7.5 years.

198

199 Mr. Sherman questioned when the cruiser lease would end. Chief Roark replied they would
200 renew in 2018.

201

202 *Expenses* – Reduction for CALEA. The budget line reflects the cost for the final cost to bring the
203 assessors in and expense for department to attend the CALEA conference in Mobile, AL. Mr.
204 Cronin questioned if the department would be surveyed once it was accredited. Chief Roark
205 answered yes; there was an annual review and every third year went through the assessment
206 process. He spoke to the benefits of being accredited. Mr. Baliey asked if being accredited
207 would help with insurance rates for the residents. Chief Roark wasn't familiar with there being a
208 direct correlation, but felt anecdotally a decrease in crime would bring up value.

209

210 Mr. Sherman asked for an update regarding the animal shelter. Chief Roark stated they had a
211 preliminary discussion with the Selectmen. The shelter was listed on the Capital Improvement
212 Plan for 2018. The existing building didn't meet modern standards. He spoke about the needed
213 improvements and reiterated it was on the CIP for consideration and hopeful they could follow
214 the schedule. Mr. Viger said they were exploring spaces where the shelter could be located and
215 where it would work best.

216

217 Ms. Dube questioned if accredited police departments had standardized police procedures or if
218 police procedures were governed by State and Federal laws. Chief Roark replied there were
219 standard policies that the commission for accreditation vets and provides best practice language.
220 He stated there were some policies that were governed by RSA. Ms. Dube confirmed that
221 accredited police departments shared in common standard police procedures. Chief Roark
222 answered yes.

223

224 **Planning Department** – presented by Planning Director Jeff Gowan

225 2017 Budget request: \$305,077 an increase of 0.9% from last year

226 2016 Operating Budget: \$302,430

227

228 Mr. Gowan began by speaking about a Master Plan survey that would collect the community's
229 input before certain sections of the plan were amended. The survey is available at:
230 https://www.surveymonkey.com/r/PEL_MP_Survey2016

231

232 *Salaries* – Contractual increase. Mr. Gowan noted there was a 2% increase for the inspectors
233 (building, plumbing & electrical). He also noted that the Recording Secretary salary was moved
234 to the Selectmen's budget. Mr. Bilby questioned at what point the Town would reach the size to
235 need full-time inspectors. Mr. Gowan didn't feel the Town would keep three full-time inspectors
236 busy. He said they might keep one full-time inspector busy, if they were doing all three types of
237 inspections. He believed it would be an expensive proposition to get the same level of expertise.
238 He said the current system worked for the Town. Ms. Hillsgrove confirmed that the inspectors
239 were licensed in their respective trades. Mr. Gowan answered yes.

240

241 Mr. Sherman wanted to know how the Code Enforcement vehicle was running. Mr. Gowan said
242 it was a wonderful machine and worked out great. He felt it would satisfy the department's needs
243 for many years. It currently has approximately 5,000 miles.

244

245 *Expenses* - Slight increase for Nashua Regional Planning Commission assessment.

246

247 *Miscellaneous* – Decrease for Impact Fee Development. Mr. Gowan said they had no new impact
248 fees to develop in the coming year.

249

250 Mr. Gowan provided the Board with an update regarding the Sherburne Road/Mammoth Road
251 intersection. He was currently working with the Nashua Regional Planning Commission and the
252 Department of Transportation to review the traffic data (within the next few months). The data
253 will be used to create simulation to understand the best solution. Exactions collected from area
254 developments will help offset study costs. The intersection is not on the State's plan, but if the
255 project becomes 'shovel ready' it may enable it to be listed as a priority. Mr. Gowan provided a
256 brief update regarding the Town bridge projects.

257

258 **Insurance** – presented by Town Administrator Brian McCarthy and Finance Director Dayanand
259 Ramgopaul

260 2017 Budget request: \$2,376,728 an increase of 7.19% from last year

261 2016 Operating Budget: \$2,217,391

262

263 The budget figure is a placeholder. Final number will be presented at reconsideration.

264

265 Mr. Guimond questioned if there would be a reduction once the Police Department became
266 accredited. Mr. McCarthy said he hoped for a reduction, but it was yet to be determined. He
267 spoke about the Town changing insurance companies and the creation of a Policies and Procedure
268 manual. He said the Town's employees were being trained in multiple areas such as shelter in
269 place, First Aid, CPR, AED etc. which would also reduce the Town's liability. Mr. McCarthy
270 spoke to the changes in the Affordable Care Act that made the Town responsible for specific
271 information that had to be submitted in a timely manner or it result in significant fines. He told
272 the Board when he was hired he was tasked with reviewing the Town's efficiency. He said there
273 had been some restructuring within departments and employees. He focused on restructuring
274 positions as opposed to adding employees. He noted one example was the human resources
275 position and discussed how efficient and effective Diane Hurd had been in her new role.

276

277 Mr. Sherman asked if the Town's human resources department was working with the School's
278 human resources. Mr. Viger replied the school had a full-time human resources person for quite a
279 while. Mr. McCarthy told the Board he was in communication with the School who had been a
280 great help and forthcoming with information.

281

282 **Retirement** – presented by Town Administrator Brian McCarthy and Finance Director Dayanand
283 Ramgopaul

284 2017 Budget request: \$1,482,840 an increase of 2.1% from last year

285 2016 Operating Budget: \$1,452,133

286

287 The figures are contractual and State mandated.

288

289 **ADJOURNMENT**

290

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

VOTE: (9-0-0) The motion carried.

291

292 The meeting was adjourned at approximately 9:36pm.

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Respectfully submitted,
Charity A. Landry
Recording Secretary