

1
2
3
4
5
6
7
8
APPROVED
TOWN OF PELHAM
BUDGET COMMITTEE - MEETING MINUTES
Monday, September 26, 2016

9
10
11
12
13
14
CALL TO ORDER – at approximately 7:30pm

PRESENT: Mr. Daniel Guimond, Mr. David Cate, 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 Amy Spencer. Also present was Town Administrator Brian McCarthy and Finance Director Dayanand Ramgopaul

ABSENT: None.

9
10
11
12
13
14
PLEDGE OF ALLEGIANCE

MEETING MINUTES

September 19, 2016

MOTION: (Sherman/Hillsgrove) To approve the September 19, 2016 meeting minutes as amended.

VOTE: (8-0-2) The motion carried. Ms. Spencer and Mr. Cate abstained.

15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
Mr. Guimond stated during Deliberative Session there had been a tax impact/relief committee set up and to his knowledge had not conducted any meetings. He asked about the status. Ms. Spencer replied Selectmen Paul Leonard had taken the lead and met with some people on the Council on Aging. She didn't know if any official committee meetings had taken place. She stated Mr. Leonard was highly committed to the process. She noted that the committee had been constituted and there were at least two members of the public had been accepted and appointed. Mr. Sherman commented that the committee report would need to be completed by December so any recommended changes could be submitted for the ballot. It was noted that January 10, 2017 is the deadline for petition warrant articles. Ms. Spencer stated she will confer with the board and let the Budget Committee know the status.

2017 TOWN BUDGET REVIEW

Senior Center - presented by Senior Center Director Sara Landry
2017 Budget request: \$113,710 an increase of 3.09% over last year
2016 Operating Budget: \$110,298

Salaries – Increase mainly due to 1.5% COLA increase. Ms. Landry noted her staff was very low on the salary scale and was slowly trying to bring them up. They had a 1.5% last year as well. Ms. Hillsgrove suggested providing comparison salaries so the Board could support the increase.

Gas, Oil, etc – Mr. McCarthy noted the bus was gas instead of diesel therefore the fuel cost will be reduced when the final figure is brought in during reconsideration.

40 *Equipment Repairs* – Mr. Cate asked if \$500 would be adequate. Ms. Landry felt it should be
41 given the bus was under warranty. Mr. Guimond questioned how many miles the bus would be
42 driven each year. Ms. Landry believed it would be approximately 12,000-15,000 miles.

43

44 *Expenses* – Increase My Senior Center Software program update. Ms. Landry explained they
45 were able to purchase software for a new check-in system through a grant and donations. Seniors
46 are issued a key tab that is scanned as they enter the building and used to check-in for specific
47 programs. The system provides the director with attendance and demographics. Ms. Landry said
48 the program was helpful in programming. She discussed the previous process that was labor
49 intensive. The start-up cost was \$4,500. The annual maintenance for the software was included
50 in the budget.

51

52 Mr. Sherman asked for an update regarding the current paving project. Mr. Guimond replied the
53 parking lot project would be covered under Town Buildings. Mr. Sherman suggested putting
54 information out so the public understood the project. Ms. Spencer noted there was concern
55 regarding tree removal during the process, but a buffer would remain.

56

57 Ms. Hillsgrove asked if additional key tabs would be needed. Ms. Landry replied they currently
58 had approximately 600 members in their data base and they had 900 key tabs. She said in the
59 event they needed additional tabs, they could fund raise to cover the cost.

60

61 **Conservation Commission** – presented by Conservation Commission Chairman Paul Gagnon
62 2017 Budget request: \$3,747 – No increase
63 2016 Operating Budget: \$3,747

64

65 Mr. Guimond questioned what remained in the conservation fund after the purchase of the golf
66 course. Mr. Gagnon replied there was \$315,000 remaining after purchasing the golf course. He
67 provided the Board with a spreadsheet of all acquisitions since 2002. He said they committed to
68 preserving 1,000 acres and believed they were at 914 acres. There is a public hearing at the next
69 Selectmen meeting for the purchase of another 30 acres off Gibson Road. The land is owned by
70 the Smith Farm and abuts Raymond Park. The plan is to purchase 18 acres (fee simple) and add
71 it to Raymond Park for access of emergency vehicles. Smith family will receive back a
72 conservation easement so they can continue to farm 11 acres. In summary 30 acres will be
73 protected from development of which 18 will become Town land and the Town will own
74 development rights for the remaining 11 acres.

75

76 Ms. Dube questioned if the family would pay rent for the 11 acres. Mr. Gagnon answered no;
77 they would pay taxes on the conservation value. Ms. Dube asked why the Town wasn't renting
78 the land to the Smith family. Mr. Gagnon spoke about the benefits to the proposal both monetary
79 and in the form of land preservation. Ms. Dube wanted to know the criteria for purchasing land.
80 Mr. Gagnon discussed the deal points for purchasing the golf course. Ms. Spencer added if the
81 deal had been to rent the property, the purchase price would have been significantly higher.

82

83 Mr. Sherman asked if there were any plans to connect Pelham Veteran's Memorial Park
84 ('PVMP') to Town land across Sherburne Road. Mr. Gagnon answered no. The parcel abutting
85 PVMP (38 acres) had been purchased approximately one year ago for \$350,000. The buyer had
86 already spent money on engineering and believed there may be a conservation subdivision that
87 would include a trail easement for existing trails.

88

89 The Conservation Commission is level funded. Mr. Gagnon noted they usually come in under
90 budget. He noted that the Recording Secretary doesn't bill all the hours and chooses to volunteer.

91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141

Cemetery – presented by Cemetery Trustee Dave Provencal
2017 Budget request: \$144,207 an increase of .07% over last year.
2016 Operating Budget: \$143,236

Salaries – Contractual increase.

Mr. Sherman asked for information regarding the new State regulation regarding the manner in which perpetual graves were tracked. Mr. Provencal stated they had a fund for perpetual care graves. Mr. McCarthy informed there was \$1,000 in the Trustees of the Trust Fund budget. He explained the NH Department of Justice Division of Charitable Trust has declared that all graves are now a trust; Pelham has over 1,000. The additional \$1,000 is the estimated cost to upload information into the Department of Justice’s website.

New Equipment – Mr. Sherman questioned if the Cemetery anticipated the need to replace any tractors or mowers. Mr. Provencal stated they may need a mower next year, but they would be able to handle the situation.

Mr. Guimond asked what percent of the budget is usually spent. Mr. Provencal believed they had approximately \$10,000-\$14,000 remaining each year. Mr. Guimond asked if the cemetery had room for expansion. Mr. Provencal replied they had room for 4,000-5,000 full burials; the number could increase for cremations.

Parks & Recreation – presented by Parks & Recreation Director Brian Johnson
2017 Budget request: \$230,079 an increase of 13.4% from last year
2016 Operating Budget: \$202,948

Salaries – Mr. Johnson explained to the Board that the department was at the point of needing additional help in the office. He summarized the increase of attendance in the recreation programs that occurred since 2008. They pulled in help when they could using Rockingham Park funds; however that program was no longer occurring. Mr. Cate provided the Board with a brief history. In the past there had been a Parks & Recreation Advisory Committee that he had chaired for years. During that time Park & Recreation could seek assistance from the committee; however, the committee hasn’t been in existence since 2007. With the department not having that resource, he felt the request was reasonable. Mr. Johnson stated they were seeking a 32/hr per week position at \$16/hr.

Mr. Guimond asked if the position would include benefits. It was noted an employee is eligible for benefits at 30 hours, and eligible for pension at 35 hours. Mr. Johnson offered to reduce the hours to 29.5 hours per week. Mr. Guimond confirmed the position was a new part-time position. Mr. Johnson answered yes. Mr. Guimond stated it had always been the Budget Committee’s stance that new positions are presented as warrant articles. Mr. Cate pointed out that the department had been using part time help as programs became busier. He said it really wasn’t a new position, they had been having assistance. Mr. Sherman felt it was technically a new position that should be submitted as a warrant article with an explanation in the voter’s guide.

Mr. McCarthy understood that part-time positions were not eligible for warrant articles, but full-time positions (+37 hours) were. Mr. Guimond believed a 32-hour position needed to be in a warrant article. Mr. Bailey wanted to know if the intention was to have a single-named individual in the position. Mr. Johnson preferred have one person; there was certain training that went along with the position. Mr. Cate asked how many hours had been worked by part-time assistance and

142 how it was paid for. Mr. Johnson spoke about their regular office assistance, which was paid for
143 through the Rockingham Park program or programs the assistance was needed for. Mr.
144 McCarthy stated the Town had always hired part-time help without warrant articles, such as part-
145 time Police Officers, office help etc. Mr. Cate questioned if the position should be reduced to
146 29.5 hours. Mr. McCarthy replied 32 hours was still considered part-time. The Town policy was
147 anyone working +37 hours is considered full-time. Mr. Cate believed the Board's concern was
148 benefits. The Board wanted to know if a person was considered 'full-time' if they had benefits.
149 Mr. McCarthy told the Board he would research and provide the Board with an answer.

150
151 Mr. Sherman noticed that the salary for lifeguards had remained the same for the past few years.
152 He asked if there were any difficulties hiring lifeguards. Mr. Johnson said they had no problem
153 hiring lifeguards; they didn't hire everyone that applied. Ms. Dube questioned if students from
154 the high school could be hired as lifeguards to fulfill community service hours. Mr. Johnson
155 commented that lifeguards had to go through a certification process, which cost approximately
156 \$300. His experience with community service was students weren't overly committed. The
157 lifeguard position had to be consistent as two were required to be on duty at all times. Mr.
158 Guimond questioned if there would be a liability issue. Ms. Spencer believed it could be a
159 liability issue with regard to insurance for someone being a Town employee.

160
161 Ms. Hillsgrove understood Parks & Recreation used volunteers to help with other programs. Mr.
162 Johnson stated they used volunteers for coaching, summer camp junior leaders, maintaining disc
163 golf, skate park etc. Ms. Dube asked how the student volunteers had worked out. Mr. Johnson
164 said they were a huge help for programs. Often students volunteer in anticipation to become
165 employed as they come to age.

166
167 Mr. Guimond wanted to know why maintenance had increased. Mr. Johnson explained he was
168 looking to add a part-time summer employee. Ms. Hillsgrove noted that most programs were
169 self-funded. Mr. Johnson discussed the things that had been done by volunteers and programs
170 fees. Ms. Hillsgrove questioned how much funding was brought in during the past few years
171 from grants. Mr. Johnson didn't have an exact figure but believed it was approximately \$40,000.
172 Ms. Spencer
173 asked if having additional office help would allow him to seek out and apply for larger grants.
174 Mr. Johnson said assistance would free him from administrative work and answering the phone.
175 Mr. Cate asked if they still used the prisoner release program. Mr. Johnson said it no longer
176 existed.

177
178 *Supplies* – Mr. Guimond recalled last year's budget containing funding for disc golf and wanted
179 to know if there would be any replacements this year. Mr. Johnson said the volunteers were so
180 appreciative of the \$1,000 they had done at least \$4,000-\$5,000 worth of labor to upgrade the
181 course. Mr. Guimond questioned if Pelham Veteran's Memorial Park still experienced
182 vandalism. Mr. Johnson said the vandalism had been less destructive. Mr. McCarthy told the
183 Board he had been working with Comcast, Liberty Utilities and Fairpoint. More poles have been
184 added from Mammoth Road to the club house which will allow Comcast to string an internet
185 cable for internet access into the park. He said it was very important for lifeguards to have
186 internet access to monitor the weather and have constant updates. Having the internet cable will
187 enable the Town to install the voice internet phone system at the club house and lifeguard shack.
188 The lines will also allow the installation of cameras that are monitored by the Police.

189
190 In speaking with the Finance Director, Mr. McCarthy told the Board that the Town set the hours
191 for full-time employment at 37.5 hours. Anything below 37.5 hours per week is considered part-
192 time. Mr. Sherman understood that the new Federal regulation required benefits to be paid after

193 30 hours. Mr. McCarthy replied benefits didn't affect the full-time or part-time nature of a
194 position. The State mandates retirement at 35 hours. Ms. Spencer understood the current
195 proposal was 32 hours per week. She said they could revisit the hours if necessary, but in terms
196 of a warrant article, the proposal was not a full-time position. Mr. Sherman said historically
197 anytime a position received benefits the Board's opinion was they were full-time. Moving
198 forward, the Board will consider what number of hours constitutes part- and full-time
199 employment.

200

201 Mr. Cate questioned if the budget line was only the salary or if it included benefits. Mr. Johnson
202 said the budget line was the straight labor cost not including benefits. Mr. Guimond asked if
203 consideration was given to reducing the number of hours below 30 hours. Mr. McCarthy said
204 they would do whatever the Board recommended. He said the 'rub' is the office had the same
205 amount of help for over twenty years and at some point in time they need to bring the office into
206 the current day and maintain efficiency. He said by bringing in the extra help, Mr. Johnson
207 would be able to bring in some extra grants that would most likely offset the cost of the position.

208

209 Ms. Spencer asked if a By-Law change would be needed to change the 'hours' requirement. Mr.
210 Sherman believed it had been the Board's 'practice', which could be changed. She asked if it was
211 in the By-Laws. Mr. Guimond recalled it was past practice. Mr. Bilby questioned the cost of
212 benefits. Mr. McCarthy said they cost approximately \$22,000-\$26,000. Mr. Cate asked if Mr.
213 Johnson would be okay with reducing the hours from 32 to 29. Mr. Johnson answered yes. Mr.
214 Bilby asked if the department would get the type of employee they wanted if they didn't have
215 benefits. From experience, Mr. McCarthy felt it limited the candidate pool. Mr. Cate suggested
216 having it in the budget as a trial basis. Mr. McCarthy said they could revisit the position in a
217 year. Ms. Hillsgrove said she would support a full-time position. She felt the real question is
218 what the department needed. Mr. Cronin agreed with Ms. Hillsgrove. He said the programs
219 basically paid for itself. Mr. Sherman felt the department should have the added help. He felt the
220 Board should clarify the number of hours that would be considered a position full-time and
221 submitted as a warrant article. Mr. Guimond said he would add an agenda item to discuss the
222 subject. Mr. Bailey suggested having clarification of hours and employments included in the By-
223 Laws.

224

225 Ms. Dube inquired if the office assistance required specific training. Mr. Johnson said they
226 would have to be trained to use the software. He said they would also need to be knowledgeable
227 about the department and the programs and work somewhat independently. Ms. Dube suggested
228 creating a lottery system for elderly residents who needed tax relief to work in Town
229 departments; in return for their work they could receive a tax abatement. Mr. Guimond said it
230 would be a policy change that would have to be made by the Selectmen. Ms. Spencer said that
231 discussion could be addressed by the tax impact committee and brought forward for the
232 Selectmen to consider. She stated this was not the appropriate time or the appropriate board to
233 address the question.

234

235 *Equipment Rentals* – Mr. Sherman asked for the number of port-a-potties and their location. Mr.
236 Johnson discussed the locations and the length of time they were in place.

237

238 *Expenses* – Mr. Johnson explained that last year's budget had a one-time expense for RecTrac
239 Software Update and the Credit Card Reader. Due to a problem with the Town's server they
240 could not be installed during 2016 and were scheduled for February, 2017. The money from the
241 line items were being encumbered so the update could occur. The line would not be included in
242 the budget the following year.

243

244 With the land purchase of the Smith Farm for conservation land (that abutted Raymond Park) Mr.
245 Sherman inquired if signs had been added to Raymond Park to identify the new park borders.
246 Mr. Guimond suggested speaking with the Conservation Commission. Mr. Johnson said he
247 would speak with the Conservation Commission.
248

249 **Transfer Station** – presented by Town Administrator Brian McCarthy and the Highway Road
250 Frank Ferreira

251 2017 Budget request: \$659,323 a decrease of 1.2% from last year

252 2016 Operating Budget: \$667,314
253

254 Mr. McCarthy explained the staffing changes and merge of departments occurring with the
255 Transfer Station and Highway Department for the next 90-days; after which the Selectmen will
256 review the situation and possibly continue for an additional 90-days. If after the initial 90-days if
257 the merge isn't working the Selectmen will separate the departments and seek to hire a Transfer
258 Station Director. However if the merge is effective after six months, the Selectmen will then
259 make a decision whether to formalize the merger of both departments under Mr. Ferreira. Mr.
260 McCarthy stated at present the budgets would remain separate.
261

262 Mr. Guimond read aloud questions submitted to the Board in reference to the budget and Mr.
263 McCarthy's answers to such. (*See Attached*)
264

265 *Salaries* – Contractual increases. Part-time union had an increase of approximately 400 hours.
266 Mr. Cate questioned if Mr. Ferreira would be accommodated for handling both the Highway
267 Department and the Transfer Station. Mr. McCarthy replied some incremental changes had been
268 made. He said after the initial 90-day period the Selectmen would review the merge and
269 restructure if appropriate. He will provide an update during reconsideration. The budget wouldn't
270 be restructured until 2018.
271

272 *Equipment Rentals* – the 12x60 office trailer at the Transfer Station and the trailer at the Highway
273 Department will be turned back in when the new Highway building is constructed. Mr.
274 McCarthy noted the agreement had an escape clause.
275

276 *Expenses* – Contractual increase for trash disposal. Mr. McCarthy will review the cost for
277 electronics and determine if the increase is contractual. Mr. Sherman questioned if the tire trailer
278 rental and tire removal (3 loads) was a new line. Mr. Ferreira said he just received the bill for the
279 tire trailer rental. He will review the cost and get information back to the Board.
280

281 **Highway Department** – presented by Highway Road Agent Frank Ferreira

282 2017 Budget request: \$1,492,436 an increase of 5.90% from last year

283 2016 Operating Budget: \$1,409,354
284

285 Mr. Ferreira told the Board that the 2016 Highway Block Grant figure has been updated to:
286 \$312,575.
287

288 *Salaries* – Contractual increase. The part-time employees have an increase of \$1 per hour. Mr.
289 Ferreira said they had a hard time hiring employees for the salary being offered. He noted that the
290 Transfer Station was paying more than the Highway Department by approximately \$.30. Mr.
291 Guimond wanted to know if Transfer Station employees would be able to work for the Highway
292 Department if the two departments were merged. Mr. Ferreira believed they should be able to if
293 they qualified. Ms. Spencer noted there were a number of issues that would need to be ferreted
294 out if the departments merged.

295

296 *Supplies* – Mr. Ferreira discussed the sand and salt increase and explained they put bids out each
297 year.

298

299 *Telephone* – New line for Highway Agent cell phone. Ms. Spencer noted there had been seven
300 cell phones, the Highway Agent cell phone was broken out into it's on line. It wasn't a new
301 expense, it was a different expense.

302

303 *Equipment* – Increase for DEF fluid for diesel trucks. Mr. Ferreira noted the fluid stayed inside
304 the building because it had to stay heated. Mr. Sherman questioned where the trucks filled for
305 fuel. Mr. Ferreira replied they had their own pump.

306

307 *Equipment Rentals* – Increase for the bucket truck and crane. Mr. Ferreira stated they were
308 adding two days for crane work. He commented that they would rent a loader for the winter to
309 determine if they should buy one. He explained the difficulty with removing snow at the school
310 due to the poor design of the parking lot. Ms. Hillsgrove questioned how many additional days
311 they could use the crane. Mr. Ferreira said he added two day from what they previously had. He
312 said trees were dead everywhere, but they worked with what they could. He commented if they
313 added two more days he would have a total of six days with the crane, which would help remove
314 trees that were potential problems. He told the Board they Town was losing a lot of Ash trees due
315 to the Ash Borer.

316

317 *New Equipment* – Increase for Hot Patcher/Reclaimer. Mr. Ferreira explained the benefits to
318 having the equipment, which kept hot top soft making road work more efficient. He also noted it
319 would make hot top all winter rather than using cold patch material that required to be redone
320 repeatedly. Another benefit of having a reclaimer is the ability to melt down and reuse material
321 broken down from roadways. There will be a cost savings that would pay for itself within 5-6
322 years. Mr. Ferreira stated that pavers disposed of material at Keating; he might be able to take
323 advantage of having local people disposing material in the reclaimer.

324

325 *Expenses* – Slight increase for workshops. Mr. Ferreira said the workers attended workshops
326 mainly held at University of New Hampshire.

327

328 **Selectmen** – presented by Town Administrator Brian McCarthy and Finance Director Dayanand
329 Ramgopaul

330 2017 Budget request: \$462,909 a decrease of 10.0% from last year

331 2016 Operating Budget: \$514,233

332

333 *Salaries* – Increase due to Recording Secretary position being moved into Selectmen and
334 removed from other areas of the budget. Another increase was for a Human Resources
335 Coordinator being increased from a part-time position to full-time. Mr. McCarthy said they
336 pushed for the position because the Town was at the point of needing a full-time employee. He
337 summarized the importance of the position not only to take care of the Affordable Care Act
338 requirements, but also for every day employee issues. He noted the Town was 'dinged' recently
339 by the insurance company because the Town didn't have a Human Resources position. He said
340 the Budget Committee was very gracious last year allowing the department to have a part-time
341 position; however the thirty-two hours per week wasn't enough time. He spoke about the need
342 for updating the employee files; it would be problematic if the files were audited. Mr. McCarthy
343 stated it was a multi-faceted position that helped in a variety of ways in the department.

344

345 Mr. Guimond asked if it would be a new full-time position. Mr. McCarthy answered yes. He
346 would be submitting a warrant article. He stated it was a critical position to the operation of the
347 Selectmen's office and the Town. He understands why there's a threshold to give the voters the
348 ability to vote new positions; the difficulty was if the position was turned down it would make the
349 Town continue to operate in an inefficiency.

350
351 The budget line was salary only; benefits (approximately \$22,000-\$25,000) would be listed under
352 the Insurance budget. Mr. Sherman asked how many hours the position currently was. Mr.
353 McCarthy replied it was currently a 32 hour position. Mr. Sherman suggested the budget contain
354 the current salary (for 32 hours) and have the warrant article show the full-time salary (40hours)
355 with wording to explain that the position was only being increased 8 hours and retirement. Mr.
356 Guimond said the Board would discuss what positions would be submitted as warrant articles.
357 Mr. Bailey wanted the budget to be clear that if the warrant article didn't pass, the position would
358 still be in the budget, just not for the full 40 hours.

359
360 *Supplies* – Mr. Guimond questioned if the Town worked with the School to reduce costs. Mr.
361 McCarthy explained that the School's budget was one year ahead of the Town, which made it
362 challenging. He told the Board he spoke with the Business Administrator and they were going to
363 try to work something out for fiscal year 2019. He said they may also be able to work with
364 Primex to give a Town-wide rate rather than working individually. At present, the School didn't
365 want to work with the Town because the Town's rating wasn't as good as the School's rating.

366
367 *Equipment Repairs* – Mr. Cate asked for the length of the copier contract. Mr. McCarthy replied
368 they had a five year contract and believed they were currently in year two.

369
370 *Expenses* – Decrease for Town Report. Mr. McCarthy explained he had decreased the number of
371 boxes when he first began and he was still seeing an overrun of eight boxes of Town Reports that
372 weren't picked up by residents, therefore he cut them out of the budget. Town reports are
373 provided in book and disc formats. It is also available on-line.

374
375 *Compensated Absence*- This line showed a reduction. Mr. McCarthy explained that the budget
376 line covers the Town in the event it was to shut down completely and the employees were paid
377 out. He stated that the Department of Revenue Administration recommends that the Town have
378 half the money in a fund. Last year there was a warrant article for \$100,000 and the budget had a
379 line for \$100,000. An anticipated retirement occurred and the Town was able to pay for it from
380 what was budgeted. The remaining money was carried over; the Town's current exposure is
381 approximately \$440,000. Mr. Sherman suggested leaving a one dollar placeholder in the budget.
382 Mr. McCarthy said they would leave the placeholder. He noted he would submit a warrant article
383 for \$50,000, which would bring the Compensated Absence Fund just over \$300,000. Ms.
384 Hillsgrove suggested including a note in the budget for future years explaining why the line was
385 reduced.

386
387 **Town Buildings** – presented by Town Administrator Brian McCarthy and Finance Director
388 Dayanand Ramgopaul
389 2017 Budget request: \$756,354 an increase of 11.9% from last year
390 2016 Operating Budget: \$675,983

391
392 Mr. McCarthy spoke about the current project to double the size of the parking lot at the Senior
393 Center. The size of the lot and the individual parking spaces were too small and challenging to
394 navigate. In reviewing the Trust Funds he found a \$72,500 Senior Center Impact Fee fund that
395 was for the purposes of developing and enhancing the Senior Center. He got together with the

396 Highway Agent and put together a plan for the parking lot expansion. The funding is coming out
397 of the fund and not from the budget. The project will also correct the existing drainage issues on
398 the property. Also a car port will be built to keep the bus out of the elements. Mr. McCarthy
399 summarized the work that had been accomplished during the last year to make the center safe and
400 easily accessible.

401
402 *Salaries* – Mr. McCarthy told the Board a maintenance/handyman was hired to complete multiple
403 tasks. He summarized all the areas that were addressed by having the maintenance person. He
404 noted in 2016 the salary exceeded the budget amount listed for 2017. He said there would
405 possibly be an increase brought in during reconsideration. He noted the Town was saving money
406 by having the maintenance person versus having a lot of the work subcontracted out.

407
408 *Utilities*- Mr. McCarthy told the Board he signed a new electrical contract last week. The new
409 rate will be effective November 1, 2016 and show a reduction. Once they receive a bill the new
410 number will be calculated and brought forward at reconsideration. Mr. Bailey questioned if solar
411 options had been reviewed. Mr. McCarthy said he would speak to it later in his presentation.

412
413 *Facility Equipment Repair* – Mr. McCarthy told the Board that his first year at the job the
414 Sherburne Hall roof was slated to be replaced; unfortunately that was the same year there was
415 several feet of snow downfall. All Town building roofs had to be shoveled several times and the
416 funding came from the roof budget. He stated the Sherburne Hall roof replacement would be
417 done in 2017. He added buffer in the event costs have increased or there is an unexpected
418 problem.

419
420 Mr. McCarthy discussed the budget line to upgrade lights in an around the Municipal Building.
421 He explained National Grid/Liberty Utilities had a program called NH Saves, which was
422 essentially grant money. He said they will give half the money and roll the remainder into the
423 electric bill so there is no out-of-pocket expense. He's been in contact with a representative and
424 hoped to receive \$65,000. He told the Board if the Town received the grant money, the money
425 budgeted would be returned to the General Fund. Ms. Spencer noted in the event of an
426 emergency situation, she wanted the Board to understand that the Selectmen may consider a
427 resolution and how to fund such; however that would be done through public discussion.

428
429 The final project was a heat and a/c system for Sherburne Hall. Mr. McCarthy told the Board that
430 he was also in the process of fixing the echo problem in the hall by installing sound detuning
431 panels on the walls. He told the Board that he attended a seminar at NH Saves that discussed
432 energy audits. A company comes in and evaluates a building and provides costs for fixing
433 deficiencies. Prior to the heat and a/c project being done, Mr. McCarthy will have an energy
434 audit conducted, which NH Saves will pay half the cost. He'll be discussing the audit with the
435 Selectmen at their next meeting. There was a brief discussion regarding the natural gas project
436 that would be run from Routh 38, down Willow Street then along in front of the Schools to the
437 Municipal Building and along Main Street.

438
439 Mr. Sherman questioned if the handicap entrance to the VFW building had been reviewed. Mr.
440 McCarthy said the current entrance wasn't ADA compliant. He felt consideration should be
441 given to having the handicap access at the rear of the building. He said there were also other
442 things that would need to be reviewed within the building, which would be done as discussions
443 occurred.

444
445 Mr. Bailey questioned if there were any aging warrant articles that had been identified. He
446 wanted to know if there was any money deemed for a purpose that wasn't being used. Mr.

447 McCarthy said he had identified articles with the Treasurer and would spend down what was
448 allowed per the Board of Selectmen. He noted the auditors had also identified certain accounts
449 with little to no money that would be closed; funds will be turned into the General Fund.

450

451 **ADJOURNMENT**

452

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

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

453

454 The meeting was adjourned at approximately 10:10pm.

455

456

Respectfully submitted,

457

Charity A. Landry

458

Recording Secretary

459

460

461

462

463

464

465

466

467

468

469

470

471

472

473

474

475

476

477

478

479

480

481

482

483

484

485

486

487

488

489

490

491

492

493

494

495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512

Budget Committee Questions / Answers Regarding Transfer Station / Highway Department

From: Brian McCarthy [mailto:bmccarthy@pelhamweb.com]
Sent: Monday, September 26, 2016 10:45 AM
To: Dan Guimond <daniel.guimond@comcast.net>; Dave Cate <trubusbem@myfairpoint.net>
Cc: Dayanand Ramgopaul <dramgopaul@pelhamweb.com>; Frank Ferreira <fferreira@pelhamweb.com>; Doug Viger <dviger1@pelhamweb.com>
Subject: Budcom Responses

Dan, here are the responses to your questions;

- 513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
1. On the cover the 2015 revenue is listed as estimated, Is that still an estimate because the 2016 says the same? **A. Yes, because we do not know what the figures at the end of the year will be.**
 2. Backhoe- is that a used backhoe for 7500? Is that the one being transferred from the highway department?
A. Yes to both questions.
 3. Why such the large increase in number of hours (400)--thus salary for the Non-union part time positions?
A. There are two issues; 1. There are not enough hours for all of the part time positions at transfer. 2. No one is applying for the open part time positions that we have. The current part time staff is always looking for more hours so the thought is that if we keep the part time staff at the current level, not fill vacancies and increase the hours for next year, there will be enough time to keep the current staff busy and reduce the need to hire additional employees.
 4. Significant reduction in hauling, is that due to compacting the single stream? 54K What is change in Single stream hauling that will result in reduction in cost? Will this be enough to cover taking out more than half?
A. Yes. Instead of hauling the two dumpers out, we will be compacting the these dumpsters thus lessening the need for daily hauling. B. Yes
 5. Do we charge fees for electronics, propane tanks and fCFC/HCFC disposal? When was the last time we took a look at the pricing for this to ensure we cover the costs of handling them **A. Yes, 20.00 fee. B. The fee has not been updated for several years we can discuss this with Frank.**
 6. Status of new building at PERK? Design of new layout there needed. **A. The new building is in the final stages of design. TF Moran is completing the plans and we should be breaking ground shortly. B. The building will meet our needs of today and into the future**
 7. How will present building be now used? **A. One bay will be used electronics and the second will be used for clothing. The third bay will be used for Freon items. This will cause a reduction in our expenses budget because we will not need to rent two storage containers.**
 8. When will the new building at capacity and can it be expanded then? **A. I'm unsure what you are asking. The building that will house the new compactor should not get to "capacity" therefore not need to be expanded.**
 9. The town has 2 storage containers there: 1 rented and the other owned by the town. What is the plan for the town owned one? **A. It will be used at the highway department for storage of cones and barricades and other misc. equipment.**

BUDGET COMMITTEE MEETING/Monday, September 26, 2016

- 551 10. What is the plan for the highway garage and office with time table? **A. *There is a Highway/Transfer***
552 ***building committee that is working on this issue. My guess would be that they will have something***
553 ***together for FY 2018.***
- 554
- 555 11. If having 1 department head for both departments works out, what happens salary wise and will there be
556 assistant positions need? **A. *Each department has a "Forman" position which is a supervisor position so***
557 ***there won't be a need to have assistant positions. Stan's position and salary will be restructured for a***
558 ***much needed IT position (Per BOS approval).***
- 559
- 560 12. What is status of offices: space, locations, and bathrooms at facilities? **A. *There are is a new office trailer***
561 ***there with heat and a/c that meets their needs. There is a bathroom there as well that is satisfactory***
562 ***until a new building is built.***

563 I hope this answers your questions.

564

565 Brian

566

567 **Brian McCarthy, Town Administrator**

568 **Town of Pelham, New Hampshire**

569 **6 Village Green**

570 **Pelham, NH 03076**

571 **603-508-3074**

572

573 *"Never tell people how to do things. Tell them what to do and they will surprise you with their ingenuity"*

574 *- Gen. George S. Patton*

575