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APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
July 14, 2015
APPROVED – July 21, 2015

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CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Hal Lynde, Mr. William McDevitt, Mr. Doug Viger, Ms. Amy Spencer
(arrived after the meeting commenced), Town Administrator Brian McCarthy,
Finance Director Cindy Kelley

ABSENT: Mr. Paul Leonard

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PLEDGE OF ALLEGIANCE

OPEN FORUM

No one came forward.

2016 BUDGET REVIEW

Finance Director Cindy Kelley came forward to assist with the budget review.

Senior Center – presented by Senior Center Director Sara Landry with Finance Director Cindy Kelley.

2016 Budget request: \$111,602, constituting a 9.82% increase over last year.

2015 Operating Budget: \$101,622.

Salaries – Proposed 1.5% cost of living increase for staff. Proposal for travel assistant position included in budget. Ms. Landry explained the position was currently funded through the Federal National Able program for approximately 20 hours per week. National Able is an employment program for low income seniors.

Mr. Viger questioned if the travel assistant would be a new position, or if it would be filled by an existing person by increased hours. Ms. Landry replied it would be a new part-time (18 hour/week) position in the Senior budget, but an existing function the Senior Center had outside the budget. She felt the proposed hours were needed based on the amount of work the employee would perform.

Mr. Lynde questioned if there was any offsetting income as a result of the position. Ms. Landry explained when the seniors travelled the money goes through the Council on Aging, so if there was any extra it would be treated as a donation to the Council, which was then given back into the Senior Center programs. Mr. McDevitt wanted to know if the income could go toward the cost to offset the person. Ms. Landry replied it wouldn't be enough; if a trip made extra, it might only be \$50.00, which wouldn't be enough. She noted they keep the costs of trips as low as possible. The purpose of the programs was to allow people to access programs and socialize. If the cost of the trips was increased, it would limit the amount of people who could participate.

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46 Mr. Viger questioned what portion of the salary was paid by other sources in the past. Ms. Landry
47 replied 100% had previously been covered by National Able, which will no longer be funded after
48 2015. Mr. Viger confirmed that the position would be part-time and have no benefits. Ms. Landry
49 answered yes. Mr. Lynde asked how long the position had been available. Ms. Landry replied it had
50 been available for two years.

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52 *Telephone* - Increase adjusted to match actual costs.

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54 *Gas, Oil, etc* - Figure to be adjusted in October/November.

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56 *Equipment Repairs* - Increase due mainly to the senior bus. Ms. Landry felt it was important to add
57 a cushion due to the age of the bus; additional \$500. The amount for copier repair was reduced from
58 \$200 to zero, since they no longer had the machine and were now renting a copier.

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60 Mr. McDevitt wanted to know the age of the bus and mileage. Ms. Landry replied the bus was a 2006
61 and in fair condition. Mr. McCarthy believed the mileage was in the mid 80's. Mr. Viger asked that
62 the Town vehicle inventory include the senior bus. It was noted there had been a warrant article
63 approved last year to set aside \$25,000 in a capital reserve fund toward a comparable bus. The
64 approximate replacement cost is \$60,000-\$65,000. Ms. Landry spoke of the importance of the bus.

65

66 Mr. Viger questioned if the bus could be considered with the Senior Recreation Impact Fee being
67 reviewed.

68

69 *Equipment* – Contractual increases. Mr. McDevitt asked that the Selectmen be provided with the
70 figure for trash dumpster rentals for the whole municipality. Mr. McCarthy noted fees were
71 increasing for 2016. The Selectmen will be provided with the figures. Mr. Lynde questioned the
72 increase for the copier. Ms. Landry explained that they no longer owned the copier previously listed
73 under repairs; they currently rent a copier and pay for the maintenance.

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75 *Expenses* - Increase mainly due to the cost for volunteer background checks. Ms. Landry told the
76 Board there had been a discussion and agreement for background checks to be done for people
77 volunteering at the Senior Center. Currently they have approximately fifty volunteers; the cost is
78 \$10.00 per background check. Mr. McCarthy spoke of the importance for doing the background
79 checks. He noted they were initially paying \$25.00 per check; however the State now offers a
80 different program for volunteers, which has reduced costs. Ms. Landry spoke of the fact that seniors
81 could be easily taken advantage of. Mr. McCarthy added that seniors and children were the most
82 vulnerable in society.

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84 The Selectmen thanked Ms. Landry for presenting her budget.

85

86 Ms. Spencer arrived.

87

88 **Town Clerk / Tax Collector** – Presented by Town Clerk/Tax Collector Dorothy Marsden and
89 Deputy Town Clerk/Tax Collector along with Finance Director Cindy Kelley.

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2016 Budget request \$228,024, constituting a 1.73% increase over last year.

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2015 Operating Budget: \$224,143.

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93 *Salaries* - Ms. Kelley noted each of the support staff salary lines in the budget will contain two lines
94 based on the warrant article that passed at Town Meeting. The first line will show the salary from
95 January through the end of April, the second will show the salary from April through December. She
96 noted this was also reflected in the 2015 budget.

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Supplies – Dog license reminders showed an increase due to license reminders and civil forfeiture notices that are sent.

Telephone – Ms. Spencer questioned if the Town had looked into computer programming that would allow faxes to come in through PDF via e-mail. Mr. McCarthy replied they are in the process of transitioning and have very few fax lines remaining.

Expenses –Ms. Marsden noted they adjusted the figure for deed searches based on this year’s actual numbers.

Elections - Presented by Town Clerk/Tax Collector Dorothy Marsden and Deputy Town Clerk/Tax Collector along with Finance Director Cindy Kelley.
2016 Budget request \$23,227, constituting a 145.4% increase over last year.
2015 Operating Budget: \$9,466.
Ms. Marsden noted the Election budget had increased to reflect the number of elections.

Assessor – Presented by Assessing Assistant Sue Snide with Finance Director Cindy Kelley
2015 Budget request: \$164,874, constituting a 7.9% increase over last year.
2015 Operating Budget: \$152,752.

Mr. Lynde questioned when the Town would have the valuation data. Ms. Snide replied she was currently doing the data entry. The information is typically put together in the early fall when the MS-1 is done. She noted there would be a reset because the Town was below fair market value in the assessed values. There was a brief discussion regarding the revaluation process, which was done through a 5-year cyclical process.

Treasurer - Presented by Finance Director Cindy Kelley.
2016 Budget request: \$11,113, constituting a 1.57% increase over last year.
2015 Operating Budget: \$10,941.

Ms. Kelley told the Board there was a slight increase in salary and postage. Mr. Viger questioned the basis for the salary increase. Ms. Kelley replied the Treasurer hadn’t had an increase since 2012. Mr. Viger pointed out that it was an elected position.

Trustees of the Trust Funds - Presented by Finance Director Cindy Kelley.
Budget level funded - \$70.00

Budget Committee - Presented by Finance Director Cindy Kelley.
Budget level funded - \$4,180.00

Town Celebrations - Presented by Finance Director Cindy Kelley.
2016 Budget request: \$9,452, constituting an 11.8% increase over last year.
2015 Operating Budget: \$8,452.

Debt Service: Interest / Principal -
Interest:
2016 Budget request: \$133,490, constituting a 4.7 increase over last year.
2015 Operating Budget: \$127,491.

Principal:

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148 2016 Budget request: \$615,510, constituting a -10.4% decrease below last year.
149 2015 Operating Budget: \$687,180.

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152 **Legal** - Presented by Finance Director Cindy Kelley
153 Budget level funded - \$100,000.

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156 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

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No Reports.

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REQUEST FOR NON-PUBLIC SESSION

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MOTION: (McDevitt/Spencer) Request for a non-public session per RSA 91-A:3,II, e
(Consideration or negotiation of pending claims or litigation)

ROLL Mr. Lynde-Yes; Mr. McDevitt-Yes, Mr. Viger-Yes; Ms. Spencer-Yes

CALL:

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163 It was noted that when the Board returned, after the non-public session, the Board would not take any
164 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
165 meeting. The Board entered into a non-public session at approximately 7:27pm.

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167 The Board returned to public session at approximately pm.
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MOTION: (Spencer/McDevitt) To seal the minutes of the non-public session indefinitely.

VOTE: (4-0-0) The motion carried.

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171 **ADJOURNMENT**

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MOTION: (Viger/McDevitt) To adjourn the meeting.

VOTE: (4-0-0) The motion carried.

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174 The meeting was adjourned at approximately 7:58 pm.

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Respectfully submitted,
Charity A. Landry
Recording Secretary