

1 **APPROVED**
2 TOWN OF PELHAM
3 BOARD OF SELECTMEN MEETING
4 MINUTES
5 August 11, 2015
6 **APPROVED – September 15, 2015**

7
8 **CALL TO ORDER** - approximately 6:30PM
9

PRESENT: Mr. Hal Lynde, Mr. William McDevitt, Mr. Doug Viger, Mr. Paul Leonard,
Ms. Amy Spencer, Town Administrator Brian McCarthy, Finance Director Cindy
Kelley

ABSENT: None

10
11 **PLEDGE OF ALLEGIANCE**
12

13
14 **ANNOUNCEMENTS**
15

- 16 ➤ **Pelham Farmer's Market – Wednesday, August 12th from 3pm to 7pm**
17

18 **OPEN FORUM**
19

20 No one came forward.
21

22
23 **2016 BUDGET REVIEW**
24

25 Finance Director Cindy Kelley came forward to assist with the budget review.
26

27 **Human Services**– presented by Human Services Administrator Dawn Holdsworth with Finance
28 Director Cindy Kelley.

29 2016 Budget request: \$88,040, constituting a 1.8% increase over last year.

30 2015 Operating Budget: \$86,480
31

32 *Salaries:* Increase from 2015 salary increase.
33

34 Ms. Holdsworth told the Board she was surprised at how low her budget was. During the summer
35 months she sees people with high electric bills and in the winter she dealt more with high fuel bills.
36 She assists people with budgeting by reviewing income sources to ensure people are paying what they
37 can. She ensures there is truly an emergency before the Town steps in.
38

39 Mr. McCarthy stated Ms. Holdsworth did a phenomenal job and had a great system. People knew
40 when they came in that they would have to 'sharpen their pencil', which was a credit to her and
41 helped keep people that may abuse the system from coming to Pelham. Mr. Lynde added that Ms.
42 Holdsworth was mindful to people's needs, worked with them and provided recommendations.
43

44 **Transfer Station**– presented by Transfer Station Director Stan Walczak and Transfer Station
45 Foreman Larry Nesky with Finance Director Cindy Kelley.

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46 Based on previous Selectmen meeting, two budgets were submitted. 1) increased hauling cost for
47 single stream (with anticipated warrant article); 2) includes increase for new single stream equipment
48 with reduction in cost of hauls.

49

50 Budget ONE (increase cost for hauls):

51 2016 Budget request: \$668,958, constituting a 13.1% increase over last year.

52 2015 Operating Budget: \$591,496

53

54 Budget TWO (increase for new compactor, trailer with cost savings for hauls):

55 2016 Budget request: \$883,718, constituting a 49.4% increase over last year.

56 2015 Operating Budget: \$591,496

57

58 Mr. Walczak preferred to have Budget One reviewed as it would be the worst case scenario in the
59 event a warrant article didn't pass. The Selectmen agreed with the suggestion and went on to review
60 Budget One.

61

62 *Salaries:* Contractual increase.

63

64 *Telephone:* Cable fee increase.

65

66 *Equipment Rentals:* Increase for office trailer rental due to existing office being uninhabitable.

67 Mr. Viger noted Mr. McCarthy received opinion regarding entering into a lease agreement without a
68 warrant article. Town Counsel John Ratigan checked with Department of Revenue Administration
69 who determined because the dollar amount of the lease was small it could be rolled into the budget
70 and also placed into the default budget.

71

72 *Expenses* – The Board did a side-by-side comparison of Budget One and Budget Two to understand
73 the associated increases with each. Mr. Lynde summarized that the difference between the two
74 budgets was if the Transfer Station had in place a building with a compactor inside and a new trailer
75 to accept single stream material so haul tons could be increased with a cost savings for each haul. Mr.
76 Viger wanted to know if they went forward with Budget One and a warrant article for the compactor
77 if they could safely take some of the money out of the budget and return it as a good faith effort. Mr.
78 Walczak answered yes there would be no problem.

79

80 The Board confirmed they would proceed with Budget One and a warrant article. Mr. Viger
81 questioned if the Town could enter into a lease/agreement for the compactor. Mr. Walczak replied
82 they could lease a compactor. He will find out if a trailer can also be leased. They could also go
83 through the leasing company used by the Town. Mr. Lynde wanted to know the comparison cost of
84 leasing versus purchasing a compactor. Mr. Walczak will provide Ms. Kelley with quotes.

85

86 **Library**– presented by Library Director Irja Finn and Library Trustee Treasurer Cindy McGhee

87 2016 Budget request: \$288,998, constituting a 6% increase over last year.

88 2015 Operating Budget: \$272,643

89

90 Mr. Lynde noted that the Selectmen were provided with the Library budget as a courtesy. The
91 Library Trustees control the budget.

92

93 *Salaries:* Increase due to gap time (22 weeks) when the contract employees receive their increase.
94 In the past it hadn't been included in the budget because it was absorbed through turnovers. It was
95 noted that the Young Adult Librarian was previously part time. The Tech Services employee retired.
96 The two positions were merged (for the professional pieces) into a 40-hour per week job; the

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97 remaining tasks have been delegated to assistants. Mr. Viger questioned if the job merge allowed the
98 employee to be eligible for benefits. Ms. Finn replied the position was already eligible.

99

100 *Supplies:* Line has been separated into two lines – Office supplies and Program supplies to clearly
101 identify actual costs.

102

103 *Expenses:* Programming costs increased to improve programs. Ms. McGhee noted in the past they
104 were focusing on salaries and now they were trying to get programming costs on track.

105

106 Ms. Finn spoke about the Library doing a trial for proposed Sunday hours from 1pm to 4pm. They
107 would use supplemental staff. They would like to run the trial during the months of March, April and
108 May as well as October, November and December. If the trial is successful, the following budget
109 year (2017) would run for the entire year. Ms. Spencer questioned if any research had been done to
110 determine if there was public interest for Sunday hours. Ms. Finn replied the proposal was the trial to
111 determine interest.

112

113 Mr. Viger asked if the \$2,000 for Sunday hours was included in the budget. Ms. Finn replied it was
114 not. Mr. Viger suggested including the cost in the proposed budget. The Selectmen agreed.

115

116 Ms. Finn provided a brief report about the Library programs and use of space.

117

118 **Cemetery**– reviewed by Finance Director Cindy Kelley.

119 2016 Budget request: \$144,520, constituting a 0.6% increase over last year.

120 2015 Operating Budget: \$143,660

121

122 Mr. Lynde noted that the Selectmen were provided with the Cemetery budget as a courtesy. The
123 Cemetery Trustees control the budget.

124

125 Only increase was contractual salaries and clothing allowance.

126

127 **Town Buildings**– presented by Town Administrator Brian McCarthy with Finance Director Cindy
128 Kelley.

129 2016 Budget request: \$663,988, constituting a 2.6% increase over last year.

130 2015 Operating Budget: \$647,248

131

132 *Salaries* - No increase, but seeking a new maintenance person.

133

134 *Utilities* – Increase based on actuals. Mr. McCarthy anticipated the number to decrease. He was in
135 the process of working with the Nashua Regional Planning Commission; the new contract numbers
136 were coming. He noted the line for heat had decreased based on a new contract and oil being \$1
137 cheaper. Water line based on Pennichuck rate increase. Pennichuck water used at Police
138 Department, Fire Department and Library. It was noted that the Municipal Building and irrigation ran
139 off an existing well.

140

141 *Facility/Equipment Repairs:* Mr. McCarthy provided a description of the proposed projects.

142 – Historical Society Building: year 2 of 3 maintenance plan

143 – Senior Center cement pad – replace patio

144 – Library exterior – repairs that deal with previous leaking and wood rot

145 – Annex stairs – 2nd floor egress

146 – Annex interior ceiling – due to previous leak in roof – repair around chimney and seal roof

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147

148 There was a brief discussion regarding the Annex building, cost for maintenance and the potential
149 relocation of Cable in the future. At present CERT was moved from the Annex to the Fire
150 Department because the upper floor of the Annex was not safe. Mr. Lynde stated the Selectmen will
151 need to address the Annex building and review areas within the municipal building as alternate space
152 needs. Mr. McCarthy has tasked the building inspector with reviewing vacant space in the municipal
153 building.

154

155 *New Equipment / Technology Plan* – Increase for computers based on on-going technology plan. The
156 line for Required Computer Accessories was previously in expenses. The Expenses line showed the
157 appropriate decrease. Mr. McCarthy noted that there was an increase in Rockport of \$234 for anti-
158 malware. By oversight, the Town had been receiving it free for years and was now being charged for
159 the service. He spoke about how lucky the Town was to have Victor Danevich as a volunteer;
160 technologically, Pelham is far ahead of other towns. Mr. Lynde asked that detailed backup be
161 provided as explanation for the increases.

162

163 *Expenses* - Mr. McDevitt questioned if the Town could perform its own electric and fire inspections.
164 Fire Chief James Midgley, who was seated in the audience, shook his head no. Ms. Kelley added that
165 a fire alarm safety technician performed the required inspections. It was noted that landscaping/snow
166 removal included municipal sidewalks as were required to be cleared by the American's with
167 Disabilities Act. Mr. Lynde recalled a request (last year) from the Highway Department to purchase
168 equipment to take care of the roundabouts and sidewalks. Mr. Viger noted the increased snow
169 removal cost could be seen by comparing the budget lines from 2014 to 2015. Mr. McCarthy added
170 that the requested equipment cost would have cost \$165,000, plus personnel. He stated that the
171 amount of time it would take the Town to recoup the cost would take several years. He didn't see the
172 benefit. Mr. Leonard discussed the equipment and spoke of its versatility by having attachments
173 perform several functions (grass cutting, sweeping etc.) making it useful year-round and not just in
174 winter months. He felt the equipment may have a cost offset that would allow for reductions in
175 contracted costs.

176

177 Mr. Leonard questioned if the cost for septic was annual maintenance, or if it included the portable
178 facilities in Lyons Park. Ms. Kelley replied it was annual costs; Parks and Recreation take care of the
179 cost for the portables. Mr. Leonard commented it may be worthwhile to review the cost of dumpsters
180 with Mr. Walczak based on the amount spent in various budgets. He confirmed that the budget line
181 for elevator service was for the Library. Mr. McCarthy answered yes.

182

183 **Selectmen**– presented by Town Administrator Brian McCarthy with Finance Director Cindy Kelley.
184 2016 Budget request: \$517,733, constituting a 2.7% increase over last year.
185 2015 Operating Budget: \$504,138

186

187 *Salaries*: Some salary adjustments with an overall decrease in the line of \$40.

188

189 *Supplies* – Mr. McDevitt asked that Ms. Kelley compile the cost for everyone's office supplies
190 (including Cemetery and Library). He was interested in seeing the cost so they could consider
191 bidding out.

192

193 *Telephone* - Decrease from shutting down two hot spots and a tablet.

194

195 *Expenses* – Increase for Rockport and phone system, background checks, miscellaneous consulting,
196 New Hampshire Municipal Association dues, Selectmen's office expenses. Decrease for conferences

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197 and Town Report printing. Based on the number of Town Reports remaining from last year,
198 reduction of two hundred copies.

199

200 *Miscellaneous* – Mr. Lynde discussed the compensated absence line. He explained they tried to keep
201 a sufficient balance for when a long-term employee retired. Mr. McDevitt questioned if there was
202 any money remaining in the Capital Reserve. Ms. Kelley replied it had \$192,000 remaining. She
203 noted that the Town’s current exposure was \$500,000+.

204

205 Ms. Spencer questioned if there was any requirement for an employee to give a specific amount of
206 notice prior to retiring. Mr. McCarthy replied the New Hampshire Retirement System required notice
207 no less than thirty days and no more than ninety days to retire. Anyone not in the system was an ‘at
208 will’ employee. Mr. McDevitt questioned if a there would be a warrant article to put money into the
209 Capital Reserve Fund. Ms. Kelley said they could; last year there was a warrant article for \$30,000.
210 Any remaining money in the Compensated Absence budget line at the end of the year couldn’t be
211 encumbered.

212

213 **2016 Complete Budget Review**

214

215 *Only those budgets with questions/comments are listed. Selectmen will vote on the budgets at a future*
216 *meeting.*

217

218 Ms. Kelley noted the budget had to be submitted to the Budget Committee by September 12, 2015.

219

220 *Elections* – Mr. McDevitt questioned if the Town was under a legal obligation to have a camera in
221 place during elections to photograph those who don’t have a photo i.d. with them when voting. Town
222 Clerk Dorothy Marsden came forward and told the Board they had not yet received the final word or
223 specifics.

224

225 *Health Services* – Mr. McDevitt questioned the increase for Sr. Joseph’s Community Services.
226 Senior Center Director Sara Landry came forward to explain St. Joseph’s provided the Meals on
227 Wheels and the meals at the Senior Center. There was an increase in clients served. Ms. Spencer
228 questioned the role of the Salvation Army and whether anything should be included in the budget
229 since they respond to house fires. Mr. McCarthy said the budget line was removed last year. He
230 noted the Town sent people to them for assistance and they referred those individuals back to the
231 Town. Mr. McDevitt believed requests for assistance due to fires was referred elsewhere. Fire Chief
232 James Midgley came forward and explained to the Board that the Salvation Army had pretty much
233 taken over for the Red Cross by supporting fire ground operations. When assistance is needed a
234 request is made through Nashua Fire Department and they dispatch personnel and their rehab truck to
235 assist in rehabbing the fire fighters. He noted in the past it was the American Red Cross, but because
236 they had been closing offices and getting farther away the department wasn’t getting support from
237 them. He added that Red Cross provided victim assistance after a fire. Mr. McDevitt questioned if
238 money should be included in the budget for Salvation Army given their assistance to fire personnel.
239 Chief Midgley felt Salvation Army provided vital support for the fire fighters and felt something
240 should be considered to support them. Mr. Lynde suggested taking a portion of the Red Cross
241 donation for Salvation Army. Chief Midgley felt that would be reasonable since in the past Red
242 Cross provided services to victims and fire personnel and no longer did. It was noted Salvation
243 Army had not submitted a request. The Selectmen will consider a reduction for Red Cross and a line
244 item for Salvation Army when conducting budget review for approval.

245

246 *Highway* - Mr. Lynde understood if they were to move forward with leasing a trailer the cost of such
247 would need to be added into the budget. Interim Highway Agent Frank Ferreira came forward to

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248 inform the Board he received notification that the State bid price for salt increased from \$50/ton to
249 \$52.47/ton. The line for salt will need to be increased to \$120,750. Ms. Spencer questioned if they
250 needed to add the cost of leasing a trailer. Mr. Lynde answered yes. Transfer Station Director Stan
251 Walczak came forward and told the Board that the highway trailer would be \$361/month. Ms. Kelley
252 noted the line would be listed under rentals. Mr. Lynde asked that the increase to salt and rentals be
253 included in the final budget for consideration.

254

255 Mr. Ferreira asked the Board to consider including the \$185,000 cost of the replacement 6-wheel
256 dump truck in debt service (information included in budget backup). Mr. McDevitt objected to
257 placing equipment cost in debt service because it understated the cost of running the department.
258 There was a brief discussion how/where to include the truck. It was decided to asterisk (*) the budget
259 sheet so the dollar amount didn't show up twice. The Selectmen agreed to consider the
260 lease/purchase cost under debt service with notation in budget pages; contingent upon Town Meeting
261 approval.

262

263 Mr. Lynde spoke of the need to come up with a long-term plan for the facility. Mr. Ferreira
264 discussed the machine that clears sidewalks and the versatility they have with attachments such as
265 mowers, booms, snow blowers, sidewalk brooms and milling machines. He noted it had a lot of
266 potential since it wasn't just used for one thing. Mr. Lynde said the issue of the machine was
267 justifying the cost, part of which would be show what the avoided costs are. Mr. McDevitt noted it
268 wasn't the machine that was the cost; it was the person operating the machine that was the cost. Mr.
269 Lynde felt it was a 'to be determined' item that needed backup data.

270

271 *Library* – To be increased by \$2,000 for Sunday hours 1pm to 4pm.

272

273 *Police* – Per Selectmen's discussion at previous meeting, the budget was updated to include \$13,462
274 for middle school DARE and RAD equipment. Fitness Exam was decreased \$3,200. Mr. McDevitt
275 recalled that the first two years for new equipment (watch guard cruiser video, patrol pc cruiser mdts
276 and Motorola radios) was paid by FEMA funds and questioned if there was enough in FEMA to pay
277 for the third (of five) years. Mr. McCarthy believed FEMA would have adequate funds to pay for the
278 equipment. Mr. Lynde commented that budget lines 560-6,7 &8 be reduced to zero and include a
279 note to indicate those items were covered by FEMA funds. The Board agreed. Ms. Kelley stated the
280 lease payment was due February, 2016. Police Chief Joseph Roark came forward. He said if there
281 was enough in FEMA they could theoretically make the 2016 payment. Mr. McCarthy noted there
282 was anticipated savings with the change in fuel prices (approximately \$11,000) and the balance
283 (approximately \$18,000) would be covered by FEMA. Mr. McDevitt stated the Police didn't have to
284 wait for the voters to vote on the budget if there was enough money in the FEMA account. Chief
285 Roark asked the Board if he should remove the cost of the three line items to anticipate FEMA had
286 enough to pay for them. Mr. Viger replied the FEMA money should be earmarked today for payment
287 in February, 2016. Ms. Kelley noted the whole FEMA claim is \$65,000 so they anticipated receiving
288 approximately \$35,000 by January. Currently the FEMA budget has approximately \$14,000. Mr.
289 McDevitt said when the Selectmen vote on the budgets, he will vote to zero the line items out and
290 note they will be paid using FEMA money. If FEMA money isn't received, he would make an
291 amendment on the floor of Deliberative Session to make sure the three items were included in the
292 budget. Paying for the items using FEMA will reduce the budget request.

293

294 *Senior Center* – The main increase was due to the addition of a 'trip advisor', which was previously
295 funded through a grant. There was a brief discussion about having positions that are funded through
296 grants that departments come to depend on even after the grant stops funding. Senior Center
297 Director Sara Landry came forward to speak to the specifics of the position. In the past a volunteer
298 was handling the position; however there was a shift in volunteer commitment levels. There are a

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299 handful of volunteers that put in regimented hours. The travel position needs a person with a certain
300 amount of expertise with computer skills, accounting and people. The position has evolved and
301 become more complex than it had been in the past.

302

303 *Transfer Station* – The Selectmen will consider Budget One.

304

305 In Summary:

306 2015 - \$13,807,331

307 2016 - \$14,079,264

308 *Difference of \$271,933 representing an increase of approximately 2%.*

309

310 Mr. McDevitt asked for an initial list of warrant articles. Mr. Lynde said he would put a summary
311 sheet together.

312

313 Mr. Lynde would also like the Town assessment if available at this time.

314

315 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

316

317 Mr. McCarthy reported that the Town received an Arboviral Report that indicated there were no
318 issues with mosquitos in Pelham at this time.

319

320 **REQUEST FOR NON-PUBLIC SESSION**

321

MOTION: (McDevitt/Leonard) Request for a non-public session per RSA 91-A:3,II, a
(Personnel)

ROLL Mr. Lynde-Yes; Mr. McDevitt-Yes; Mr. Viger-Yes; Mr. Leonard- Yes;

CALL: Ms. Spencer-Yes

322

323 It was noted that when the Board returned, after the non-public session, the Board would not take any
324 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
325 meeting. The Board entered into a non-public session at approximately 9:33pm.

326

327 The Board returned to public session at approximately 10:15 pm.

328

MOTION: (Spencer/Leonard) To seal the minutes of the non-public session indefinitely.

VOTE: (5-0-0) The motion carried.

329

330

331 **ADJOURNMENT**

332

MOTION: (Spencer/Leonard) To adjourn the meeting.

VOTE: (5-0-0) The motion carried.

333

334 The meeting was adjourned at approximately 10:15 pm.

335

336

Respectfully submitted,
Charity A. Landry

337

