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APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
September 1, 2015
APPROVED – September 15, 2015

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CALL TO ORDER - approximately 6:30PM

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

ABSENT: Mr. William McDevitt

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PLEDGE OF ALLEGIANCE

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MINUTES REVIEW

August 8, 2015 (previously approved 8/18/15 - confirmation of approval-no amendments)

MOTION: (Leonard/Viger) To approve the August 8, 2015 meeting minutes as written.

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

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August 18, 2015

MOTION: (Leonard/Viger) To approve the August 18, 2015 meeting minutes as written.

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

ANNOUNCEMENTS

- **Pelham Farmer’s Market – Wednesdays from 3pm to 7pm on the Village Green**
- **Budget Committee Opening to fill vacancy – Complete Volunteer Application and submit to Dan Guimond or Dave Cate**
- **Trustee of the Trust Funds, Need to fill vacancy – Complete Volunteer Application and submit to Board of Selectmen**
- **Planning Board vacancies: 1 Full Member and 2 Alternates – Completed Volunteer Applications will be accepted until 4pm Wednesday, September 16th to the Planning Department**
- **Gumpas Pond Association approved fall Gumpas Water Draw Down for September 26, 2015**
- **Pelham Old Home Day – Saturday, September 19, 2015**
- **Highway Safety Committee – Public Service Announcement (‘PSA’) regarding E911 change of addresses – Reminder to change house numbers on affected homes**
- **Kinder Morgan Community Open House Schedule – Local Open House – September 16, 2015 from 6pm to 8pm at Rockingham Park, 79 Rockingham Park Blvd., Salem, NH**

OPEN FORUM

41 No one came forward.

42

43 **OTHER BUSINESS**

44

45 **Kinder Morgan Pipeline Update**

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47 Mr. Lynde informed of a meeting he attended with Mr. McCarthy, Planning Director Jeff Gowan and
48 Conservation Commission members Paul Gagnon and Kaela Law to look at the estimated route of the
49 pipeline through Pelham. Should the pipeline come through Pelham, they began to identify areas the
50 pipeline should avoid. Mr. Lynde provided a summary of what was initially determined and would
51 be included in a memo to Kinder Morgan. Mr. McCarthy noted that the purpose of the meeting was
52 to be proactive and possibly avoid additional inconvenience of the project should it move forward.

53

54 **Liberty Utility Meeting Update**

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56 Mr. Lynde indicated that Liberty Utilities had filed a petition with the New Hampshire Public Utility
57 Commission ('NHPUC') to extend natural gas service to a limited area of Pelham. Liberty Utilities
58 came to Pelham and reviewed the proposed areas for service.

59

60 Mr. Michael Licata, Director of Community and Government Relations for Liberty Utilities came
61 forward to discuss their proposal. He stated they filed a petition with NHPUC for franchise rights to
62 serve areas of Pelham and Windham with natural gas service. They currently serve 32 towns in the
63 State with natural gas, mainly along the I93 corridor. It was their intention to tap into the existing
64 Concord lateral and serve Pelham with a natural gas distribution system. They proposed an initial
65 phased build out. The first phase would be to have a tap near 125 Bridge Street (area of existing
66 lateral) run across Willow Street, up Marsh Road (north toward the Village Green) to service
67 municipal buildings. Mr. Licata noted the NHPUC approval process typically took several months.
68 They welcomed the Town as an intervener in the process, which provided Pelham with the
69 opportunity to submit their position. The intention was to provide opportunity for a detailed
70 presentation and public input.

71

72 Mr. McCarthy provided the Board with a copy of the Liberty Utility filing with NHPUC. A copy of
73 the filing is available to the public on the NHPUC website (reference #DG15362).

74

75 Ms. Spencer questioned what construction would consist of. Mr. Licata replied they would
76 essentially be trenching and reviewing the Town's right-of-way. He noted they had a good
77 relationship with the State Department of Transportation ('DOT') and would work closely with the
78 Town's public works. They try to minimize road disruption and would be responsible for restoration
79 of roads they cut into.

80

81 Mr. Leonard questioned why they were tapping on Bridge Street rather than Marsh Road. Mr. Licata
82 believed they were looking to tap off Bridge Street: 1) service businesses, and 2) due to the
83 availability of land in that area to locate the tank station. He described the tank station as being a tap
84 of the exiting line, similar in size to a shed-type structure. Mr. Leonard understood the Pelham
85 Economic Development Committee expressed interest in discussing natural gas availability with
86 businesses along Route 38. He questioned if the committee had been approached. Mr. Licata replied
87 they were in the initial public announcement phase. He believed in September, 2014 there were some
88 conversations between Liberty Utility staff and the Economic Development Committee along with
89 the Planning Director about the concept. He stated they had every intention to be open and
90 transparent and willing to listen to the Town about route selection for the initial service. Mr. Leonard
91 questioned when the project would take place and wanted to know if it would be in the same

92 timeframe as the Willow Street Bridge project. Mr. Lynde didn't feel there would be conflict
93 between the two projects. He believed Liberty Utilities would be drilling/trenching underground and
94 possibly complete prior to construction on the Willow Street Bridge. Mr. Licata added the project
95 would depend on how long it took to obtain NHPUC approval of the franchise. If approval is
96 achieved over the next few months, their intention would be to begin construction in the Spring of
97 2016 and the initial phase of serving customers by Fall 2016.

98
99 During the discussion with Liberty Utilities, Mr. Lynde informed they spoke about the sidewalks by
100 the schools being disrupted which would have to be replaced. Knowing this, there was some thought
101 of having a further extension of the sidewalk, essentially past the high school and down Willow
102 Street. The idea is a concept requiring further discussion. Mr. Licata added they would use a
103 sidewalk where available and install a new sidewalk once work was complete.

104
105 Mr. Licata provided the Board with his contact information if there were further questions.

106
107 **Proposed New Program – Upload Event and Town Photos for Possible Uses on Town Website**

108
109 Mr. McCarthy told the Board he saw a lot of Town events posted on (personal) Face Book pages and
110 was in the process of working with Special Projects Manager Marie Maruca to allow citizens to share
111 their photos. He hoped to have a page on the Town website to display event photos similar to what
112 WMUR calls ULocal Photos. The anticipated release is in the Fall. More information will be
113 presented as the release date gets closer.

114
115 **Non-Union Salary Review**

116
117 Being that Mr. McDevitt was the founder of the topic, Mr. McCarthy requested that the Board
118 deferred discussion when Mr. McDevitt was present. The Board deferred discussion until their next
119 meeting.

120
121 **Tax Deeded Property Auction Update**

122
123 Mr. Lynde stated during the last Town Meeting the voters approved auctioning off several pieces of
124 Town property. Mr. McCarthy told the Board that there was no response to the RFP. He reached out
125 to a reputable auctioneer (Ron Pelletier) and will meet with him on Wednesday, September 2nd. The
126 Board will receive an update after the meeting.

127
128 Mr. Leonard questioned if there was an expected timeline for completion. It was Mr. McCarthy's
129 goal to have the process completed prior to the end of the year. Mr. Lynde stated at this time, there
130 were only self-imposed deadlines.

131
132 **New Highway Truck Funding – Warrant Article / Debt Service**

133
134 Mr. Lynde noted the Board had a discussion at their last meeting regarding how to proceed with the
135 new Highway Department truck, either by having a warrant article or placing the vehicle in Debt
136 Service. He recalled doing a lease/purchase of a Highway truck last year by adding the cost into Debt
137 Service without the use of a warrant article. He understood that the Board had the ability to enter into
138 a lease/purchase agreement as long as it contained an 'opt-out' clause in the event the Town didn't
139 fund the vehicle. He questioned how the Board wanted to proceed.

140
141 Mr. Viger commented that the Board had approved a level of service with a warrant article for the
142 number of trucks (in the department). He stated replacing a truck maintains a level of service; they

143 were not requesting something new. He believed placing the truck in Debt Service would maintain a
144 level of service and they don't need voter approval to maintain that level of service.

145
146 Mr. Leonard understood the Board, without voter approval, could add items to Debt Service if they
147 were replacing equipment with 'like' pieces of equipment and not upgrading equipment. Mr. Lynde
148 replied the Board could enter into a lease/purchase regardless; however in this instance the proposal
149 was essentially a replacement truck. He asked if they wanted to direct Mr. McCarthy to adjust the
150 budget to reflect that position. Mr. Viger noted there may be times to replace equipment with
151 different/greater specifications to maintain the level of service. He previously questioned if it was
152 legal for the Selectmen to enter into a contract without voter approval. Subsequently, both Town
153 Counsel and the New Hampshire Municipal Association indicated because of the dollar value and the
154 escape clause the Selectmen could enter into an agreement without having a warrant article.

155
156 There was a consensus of the Board to direct Mr. McCarthy to include the Highway truck in Debt
157 Service and add a reference note in the Highway Department budget regarding the truck. The
158 Selectmen will reconsider the revised Debt Service budget when appropriate. The Budget Committee
159 will be advised of the Selectmen's decision.

160
161 **Town Infrastructure Study Committee for Transfer & Highway Departments**

162
163 Mr. Lynde drafted and read aloud a committee mission statement for Selectmen review and input.

164
165 Ms. Spencer suggested including the Transfer Station Director on the committee to speak to their
166 needs. The Board agreed. It was noted that Mr. Leonard and Ms. Spencer will be the Board's
167 representatives. Mr. Lynde added that Mr. McCarthy could be included as a 'resource' and point
168 person; however, he didn't want to commit him to membership on the committee. Mr. Leonard
169 questioned if people were being solicited or nominated that may have an interesting perspective or
170 knowledge. Mr. Lynde felt people with insight or the desire to volunteer would be desirable, but not
171 a requirement.

172
173 Ms. Spencer questioned when the committee would be required to submit information/report for the
174 Town Report. Mr. Lynde felt the project should be thorough prior to submitting to the Town Report.
175 Mr. Leonard felt it would be reasonable to state the committee charter and include a progress report.

176
177 Mr. Lynde stated he would make adjustments (typographical) and the document would become the
178 charter. The Board agreed.

179
180 **Planning for Potential New / Additional Sidewalks**

181
182 This agenda item was discussed earlier in the meeting during the Liberty Utility topic. Mr. Lynde
183 noted that the Willow Street Bridge project included a sidewalk that essentially lead nowhere. He felt
184 there was a need for safe pedestrian traffic between the schools and Route 38. He wanted to put a
185 discussion on the Boards 'radar' and future action. Mr. Leonard noted that the Board received
186 correspondence from citizens about the importance of safe pedestrian access on Main Street and
187 Willow Street. Mr. Lynde suggested having a goal to gathering information for the 2017 warrant.

188 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

189
190 Mr. McCarthy reported that the Town received an Arboviral Report that indicated there were no
191 issues with mosquitos in Pelham at this time. He then read aloud a press release submitted by the
192 Highway Safety Committee in reference to the importance of accurate house numbering. He
193 informed that the Town was in contact with GPS mapping companies to inform them of the update

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194 and request them to update their maps. Mr. McCarthy was optimistic they would address the
195 situation in the near future.

196

197 Mr. Lynde noted there were citizen requests reviewed by the Highway Safety Committee. He read
198 the committee's recommendations of such as contained in the memo of August 31, 2015.

199

200 Mr. Leonard informed that additional vendors had been added to the Farmer's Market, which is held
201 on Wednesdays from 3pm-8pm at the Village Green. He reminded citizens of the Pelham Clean Up
202 Day scheduled for September 26, 2015 from 9am-2pm.

203

204 **REQUEST FOR NON-PUBLIC SESSION**

205

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

ROLL Mr. Lynde-Yes; Mr. Viger-Yes; Mr. Leonard- Yes; Ms. Spencer-Yes

CALL:

206

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

210

211 The Board returned to public session at approximately 8:10 pm.

212

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

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

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214

215 **ADJOURNMENT**

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

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

217

218 The meeting was adjourned at approximately 8:12 pm.

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222

Respectfully submitted,
Charity A. Landry
Recording Secretary