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**APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
February 16, 2016
APPROVED – March 1, 2016**

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CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Harold Lynde, Mr. William McDevitt, Mr. Doug Viger, Mr. Paul Leonard,
Ms. Amy Spencer, Town Administrator Brian McCarthy

ABSENT: None

PLEDGE OF ALLEGIANCE – Led by Boy Scout Troop 610 – Citizen in the Community Merit
Badge Candidates

MINUTES REVIEW

January 19, 2016

MOTION: (Leonard/McDevitt) To approve the January 19, 2016 meeting minutes as written.

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

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ANNOUNCEMENTS

- **2016 Town Meeting** – Tuesday, March 8, 2016 from 7AM to 8PM at Pelham High School;
- **2015 Town Report and 2016 Town Meeting Voter’s Guide**–will be available by March 1st;

Hard copies and CD copies of the Report will be available at the Tax Collector/
Town Clerk’s Office, Selectmen’s Office and the Public Library. It will also be
available on the Town’s website: www.pelhamweb.com;

- **Public Hearing** – Per RSA 675:7 Notice is given that the Pelham Board of Selectmen will hold

a public hearing on March 1, 2016 at 6:45PM in Sherburne Hall, 6 Village
Green, Pelham, New Hampshire to consider acceptance of Ballard Road and
Goldfinch Drive as Class V public highways in accordance with RSA 674:40a;

- **2nd Roundtable Discussion with Residents of South Pelham, Sherburne Road area**
Regarding Water Service, Tuesday, February 23, 2016, 7PM in Sherburne Hall,
6 Village Green

OPEN FORUM

No one came forward.

APPOINTMENTS

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Selectwoman Amy Spencer – Presentation of Pelham Youth Council (‘PYC’)

44 Mr. Lynde spoke of the previous Selectmen meeting, during which Pelham High School Student
45 Body President Nia Manjunath came forward to discuss the possibility of creating a Pelham Youth
46 Council. During that meeting Ms. Spencer volunteered to assist Ms. Manjunath.

47

48 Ms. Spencer brought forward a proposal to institute the Pelham Youth Council ('PYC'). The Board
49 was provided with a draft of the PYC Chapter Constitution and member application to review. She
50 summarized the constitution and noted that the council would serve under the auspices of the
51 Selectmen.

52

53 Mr. Leonard wanted to know if there were additional methods of approval of messages prior to be
54 given to social media postings. Ms. Spencer replied she would be the Selectmen Representative to
55 the PYC. She felt part of the member selection process would be to have responsible and trusted
56 students.

57

MOTION: (McDevitt/Viger) To approve the establishment of a Pelham Youth Council
through the Chapter Constitution using the proposed application.

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

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61 **Appointment of Frank Ferreira as Highway Road Agent**

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63 Mr. McCarthy discussed the position of Highway Road Agent, which had been filled on the interim
64 basis by Frank Ferreira when former agent Don Foss retired. He recommended appointing Mr.
65 Ferreira as the permanent Highway Road Agent. He then read aloud his recommendation statement.

66

MOTION: (Spencer/Leonard) To appoint Mr. Frank Ferreira as Pelham's Highway Road
Agent.

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

67

68 The Selectmen signed Mr. Ferreira's employment contract.

69

70 Mr. McCarthy brought forward the employment contract for Transfer Station Director Stan Walczak.
71 He explained that the contract had been reformatted to be more in line with department head contracts
72 and to add an additional year. He told the Board that Mr. Walczak was an asset to the Town.

73

74 The Selectmen signed Mr. Walczak's employment contract.

75

76 **Planning Director Jeff Gowan –**

77

- 78 • **Update from State Meeting Regarding the 10-year Transportation Improvement Plan**
- 79 • **Review Capital Improvement Plan**
- 80 • **High School Impact Fee**

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82 State 10-year Transportation Plan - Mr. Gowan told the Board he attended a hearing regarding the
83 State's 10-year Transportation Plan. During the meeting he described the Town's situation of having
84 a State-to-State road intersection that had gone through various studies and the Department of
85 Transportation audit process and was found to fail. He stressed the point that the Town would be
86 spending \$25,000-35,000 in Police detail to keep the traffic moving at the State's intersection. He let
the State know that the Town was committed, but would hope the State would consider funding the

87 intersection project, noting that the Town would be spending some of the money collected from
88 exactions to obtain actual engineering details.

89

90 Mr. Lynde questioned if engineering would be coordinated with the State. Mr. Gowan stated once
91 they had collected approximately \$50,000 in the exaction fund, he would like to speak to the
92 Department of Transportation to either have them do engineering, or review their short list of
93 engineering companies. He noted he would coordinate with Mr. McCarthy and the Selectmen
94 through the process. He said if being 'shovel ready' and having funding may make a difference.

95

96 Capital Improvement Plan – Mr. Gowan provided the Board with a copy of the current CIP and noted
97 that the committee would be reviewing the plan shortly after the Town Meeting. The Board reviewed
98 the plan.

99

100 High School Impact Fee – Mr. Lynde commented that an impact fee study was conducted to assess
101 whether the Town could impose an impact fee for the high school expansion. It was determined that
102 the Town could collect an impact fee. Mr. Gowan provided the Board with the proposed High School
103 Impact Fee Schedule. He summarized the Impact Fee Enabling Ordinance and noted that the
104 Planning Board conducted a public hearing and approved the High School Impact Fee Schedule. He
105 noted the Ordinance contained a requirement for the Selectmen to vote to implement the impact fee.
106 There was a brief discussion regarding how the fee would be implemented and the ability for it to be
107 waived under specific criteria.

MOTION: (McDevitt/Spencer) To implement the High School Impact Fee as approved by
the Planning Board on February 1, 2016 effective immediately upon passage of
this vote.

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

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110 **OTHER BUSINESS**

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112 **Discussion – Pipeline Coalition letter dated January 4, 2016 regarding route changes**

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114 Mr. McCarthy said the Pipeline Coalition was requesting that the Board assist to stop the proceedings
115 and initiate new FERC hearings and extension of filing dates. Mr. McDevitt understood where the
116 coalition was coming from, but the majority of their request was beyond the Board's ability to
117 change. Mr. McCarthy explained that the coalition needed more time to go through information and
118 appropriately review. He had kept the Pelham/Windham Pipeline Awareness group 'in the loop' of
119 information. He spoke about the actions the coalition had taken with FERC and filings. He told the
120 Board he would reach out to his contact on the Pelham/Windham group and reply to the
121 correspondence appropriately.

122

123 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

124

125 Mr. McCarthy provided the Board with information regarding research done in the area of Human
126 Resources. He said while looking at their internal operation and with having a new insurance
127 company, one of the problems the Town faced was not having a dedicated human resources person.
128 The duties were being split between a number of positions. He reviewed the information given to the
129 Selectmen and discussed the challenges and advantages of the position. He was looking to initially
130 present a part-time position and conduct an evaluation near the end of the year and requested
131 permission to proceed.

132

133 Mr. Viger questioned how the school handled human resources. Mr. McCarthy replied they had a
134 full-time Human Resources Coordinator. He said the Town had been 'behind the eight-ball' for a
135 long time. Ms. Spencer wanted to know how much of a demerit the Town had for not having a
136 dedicated person. Mr. McCarthy said he would forward information.

137

138 Mr. Leonard wanted additional time to review the information. He didn't feel comfortable taking
139 action at present. Ms. Spencer understood. She noted that the Board had previously discussed the
140 information and the Budget Committee had approved. Mr. Leonard replied he wanted additional time
141 to review the proposal. Mr. McDevitt believed the general feeling was the position was a good idea.
142 There was no objection to wait two weeks to vote.

143

144 Mr. McCarthy updated the Board regarding the Library. They recently discovered a pipe let go in the
145 boiler room that resulted in significant flooding on the first floor. The problem has since been fixed
146 and remediation had taken place.

147

148 Mr. Leonard reported that the Highway Transfer Study Committee would be meeting in two weeks to
149 discuss the needs of the departments.

150

151 Mr. Lynde noted Liberty Utilities would be updating the Town on their project to bring natural gas
152 into Town. Also, Quantum Construction will be providing an update on the bridge projects. Mr.
153 Lynde informed they had sent more detail to Hope for New Hampshire of the support the Town
154 would like to have, so it could be included in their proposal.

155

156 **REQUEST FOR NON-PUBLIC SESSION**

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MOTION: (McDevitt/Leonard) Request for a non-public session per RSA 91-A:3,II, a, c &
e (Personnel; Matters which, if discussed publicly, would affect adversely the
reputation of any person; Consideration or negotiation of pending claims or
litigation)

ROLL Mr. Lynde-Yes; Mr. McDevitt-Yes; Mr. Viger-Yes; Ms. Spencer-Yes;
CALL: Mr. Leonard - Yes

158

159 It was noted that when the Board returned, after the non-public session, the Board would not take any
160 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
161 meeting. The Board entered into a non-public session at approximately 7:52pm.

162

163 The Board returned to public session at approximately 8:45pm.

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

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

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167 **ADJOURNMENT**

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

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

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170 The meeting was adjourned at approximately 8:45pm.

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Respectfully submitted,
Charity A. Landry
Recording Secretary