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**APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
March 29, 2016
APPROVED – April 12, 2016**

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CALL TO ORDER - approximately 6:30PM

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

ABSENT: None

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PLEDGE OF ALLEGIANCE

MINUTES REVIEW

March 15, 2016

MOTION: (Lynde/Spencer) To approve the March 15, 2016 meeting minutes as written.

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

March 15, 2016 Non-public minutes – Available for review.

ANNOUNCEMENTS

- **Board / Committee Openings.** All interested parties are to submit applications to the Selectmen's office or via email to volunteers@pelhamweb.com by March 31, 2016. Volunteer applications can be found at: www.pelhamweb.com/employment
 - **Board of Adjustment: 2 members for 3 years (April 2016-March 31, 2019);**
 - **Board of Adjustment: 2 alternates for 3 years (April 2016-March 31, 2019) and 1 alternate for 2 years (April 2016-March 31, 2018);**
 - **Forestry Committee: 1 member for 3 years**
 - **Budget Committee: 3 members for 3 years**
 - **Elderly Exemption Review Committee: 7 person committee (containing an Assessing Official, a Pelham Council on Aging member and 5 other interested citizen of Pelham)**
 - **Planning Board: alternate positions (submit application by April 15th)**
- **Pelham Substance Misuse Summit – April 21, 2016 at Sherburne Hall, 6 Village Green from 6:30PM to 8:30PM;**
- **Pelham Board of Selectmen is accepting applications for the newly-formed Pelham Youth Council. Applicants must be a Pelham Resident, attend Pelham High School, Pelham Memorial School, home schooled or attend a private or specialty school. Applications and information can be found on the website at <http://www.pelhamweb.com/pelham-youth-council> Applications must be submitted by April 25, 2016 to be considered.**

OPEN FORUM

44 No one came forward.

45

46 **APPOINTMENTS**

47

48 **Finance Director Dayanand Ramgopaul – Employment Contract Signing**

49

50 Mr. Viger stated Mr. Ramgopaul had done a phenomenal job as the Town’s interim Finance Director
51 since October, 2015. Mr. McCarthy read aloud his formal recommendation for Mr. Ramgopaul to be
52 appointed as the Finance Director for the Town of Pelham. He told the Board Mr. Ramgopaul had
53 previously served in the positions of Town’s Bookkeeper and Town Accountant. He told the Board
54 Mr. Ramgopaul was a trusted, dependable and dedicated Town employee since 2008. Since being in
55 the Finance Director position, Mr. Ramgopaul had demonstrated the needed knowledge and skill to
56 efficiently manage the finance department. Countless accolades have been received from other Town
57 employees regarding their interaction with Mr. Ramgopaul relating to routine daily finance and
58 budget matters. Mr. McCarthy highly recommended Mr. Ramgopaul for appointment as Finance
59 Director.

60

61 Speaking for the Board, Mr. Viger told Mr. Ramgopaul he had done a very good job and they were
62 happy to offer the Finance Director position to him.

63

64 Mr. McCarthy thanked Charlene Takesian, Town Treasurer for her assistance with acclimating Mr.
65 Ramgopaul into the position.

66

MOTION: (Spencer/Leonard) To appoint Dayanand Ramgopaul to the position of Finance
Director for the Town of Pelham.

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

67

68 Mr. Ramgopaul’s employment contract was fully executed by the Selectmen and Mr. Ramgopaul.

69

70 **Review – Quarterly 2016 Budget – Revenue & Expenses**

71

72 The Board reviewed the quarterly information for the total budget, which appeared to be “on track” at
73 approximately 18%-19% expended.

74

75 **VFW Post 10722 Chairman Ray Brunelle – Killed in Action Monument – Request for a Killed
76 in Action Memorial Bench to be placed outside of the Town Hall in memorial of those men and
77 women of Pelham killed in action.**

78

79 Chairman Brunelle stated the comrades of VFW Post 10722 would like to install a bench of honor
80 and education for the Pelham residents that gave their all to the community. The black polished
81 granite bench will be placed on a full granite pad and proposed to be located to the right of the Town
82 Hall entrance. It will be pinned and epoxied to prevent tipping. The bench will be installed by
83 Hudson Monument and require no maintenance by the Town.

84

85 An information packet was provided to the Board, which included pictures of the proposed bench and
86 where it would be located.

87

88 Mr. Leonard felt the proposed bench would be a nice addition to the Town Hall and it would help to
89 raise awareness. Ms. Spencer thanked the members of the VFW for their service and felt the

90 proposed bench was a fantastic idea to commemorate in stone the fellow citizens who had served and
91 lost their lives.

92

93 Mr. Viger questioned if there were provisions to add more names to the bench. Chairman Brunelle
94 answered yes, there were provisions.

95

MOTION: (Lynde/Spencer) To accept the generous gift offered by the Pelham VFW to place
a memorial bench to those who gave their ultimate sacrifice, to be placed on the
right side of the Town Hall entrance.

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

96

97 The VFW will coordinate with Mr. McCarthy.

98

99 **Police Chief Joseph Roark – Future plans and needs for Animal Shelter**

100

101 Chief Roark explained the current facility was a modest 30-year old building located on Simpson Mill
102 Road. They've put some money into it over the past few years; however, it wasn't adequate for
103 contemporary animal shelter and was in need of replacement. He provided the Board with an
104 information packet based on the Capital Improvement submission, which was scheduled for 2017.
105 The listed amount of \$414,991 was a 'ball park' figure based on 2013/14 estimated police-type
106 building costs. Chief Roark summarized the items that would need consideration with a new shelter
107 and noted the diagram of the shelter was based on Hudson's shelter. Consideration should be given
108 to changing the shelter's location, possibly in close proximity to the Police Station. He requested the
109 Board's direction for how they preferred to proceed.

110

111 Mr. Lynde agreed a new location should be considered. He said the Board needed to discuss the
112 shelter and the Highway Department needs. Mr. Leonard commented they were going to embark on
113 site improvements to the Highway Department and Transfer Station, and questioned if it made sense
114 to incorporate the shelter at that location. Chief Roark felt that was a sound thought process; they had
115 discussed other locations such as Raymond Park, next to the Library and also behind the Police
116 impound area. He told the Board he could create a pro / con comparison of the various areas for
117 consideration.

118

119 Mr. Viger asked if there would be value in creating a committee, or if research had already been done.
120 Chief Roark believed a lot of the fact finding had been. Mr. Leonard felt it may be worthwhile to
121 expand the scope of the facilities committee and recruit a few more volunteers to join so they could
122 explore all options at the same time.

123

124 Mr. McCarthy suggested tasking Chief Roark with narrowing down the location. He said having an
125 off-site location made sense, but at time he liked the idea of having everything centrally located,
126 which allowed them to assist residents and keep their eye on the facility.

127

128 Mr. Lynde stated they would need to consider noise and possible effects on neighbors. Chief Roark
129 told the Board he would like to create a pro / con matrix for each location, including the existing
130 location. Another consideration was the mechanism for the project; whether through design build,
131 having an architect and bidding out plans.

132

133 Mr. Viger asked Chief Roark to fine tune the project so the Board could then consider how to
134 proceed. Mr. Leonard felt there were economies of scale to be had by everyone working together
135 once the frame work was determined. Chief Roark replied he would be happy to work with the

136 committee. Mr. Viger stated once the project information was put together and narrowed down, the
137 Board could determine how to move forward at budget time. Mr. Leonard noted there could be a cost
138 benefit by having an architect review a master plan of the Town's building projects. Ms. Spencer
139 agreed. She wanted to give Chief Roark's opinion top priority with regard to the shelter's location.
140 Mr. Leonard reiterated the concern about noise. Chief Roark believed there was a pre-conception that
141 there were a lot of dogs held for long periods of time. He informed that the vast majority of dogs
142 were held for less than four hours. He noted last year there was one dog kept for ten days.

143
144 Mr. Lynde questioned if the project needed to include the cost for demolition of the existing building.
145 At this time Chief Roark was unsure if the Animal Rescue Network of New England (who also used
146 the shelter facility) would be interested in keeping the building on their own. He suggested it be
147 demolished if no one was interested in the building.

148
149 Mr. McDevitt wanted Chief Roark's opinion regarding the location of the shelter. He noted the
150 existing location and the Transfer Station both had homes in close proximity, which were equally
151 sensitive. Chief Roark noted if the shelter was located at the Police Station it would be behind the
152 impound area (between the Skate Park and Library). This would allow a vehicle to have easy access
153 to the shelter. Mr. McCarthy pointed out if the shelter was located at the Police Station it would have
154 easy access to water and heat. He suggested noise may be mitigated by not disturbing the tree buffer.
155 He questioned if there would be value in leaving the existing shelter for ARNNE's use. Chief Roark
156 replied there was value in having an independently run shelter. He said although they had a good
157 working relationship with ARNNE, they would need to consider the future if their function changed
158 or they were absorbed by another league.

159
160 Chief Roark will create a matrix of possible locations and provide information to the Board.

161
162 **Lieutenant Robert Horne – HeartSafe Designation Presentation to the Town of Pelham by:**
163 **William Wood, Coordinator, Preparedness & Special Projects - NH Bureau of EMS and**
164 **Nancy Vaughn, NH Founders Affiliate – American Heart Association**

165
166 Lt. Horne came forward with Mr. Wood and Ms. Vaughn. Mr. Wood told the Board they came
167 forward to recognize Pelham for achieving HeartSafe Community Status. Pelham is the twenty-
168 seventh community in New Hampshire to receive recognition, which was a combination of Citizen
169 CPR, Public Automated External Defibrillators, as well as Advance Life Support Paramedic Service.
170 Mr. Wood commended the Pelham Fire Department and community for completing the process. He
171 read aloud a letter sent by NH Bureau Chief Nick Mercuri that thanked the Town for becoming a
172 HeartSafe community. He also read aloud the NH HeartSafe Certificate presented to the Town.

173
174 Ms. Vaughn told the Board on behalf of the American Heart Association, they appreciated Pelham's
175 efforts in improving the chance of survival from cardiac arrest by increasing public awareness and
176 CPR training. She presented Pelham with a New Hampshire HeartSafe Community sign.

177
178 Lt. Horne told the Board that the project started with the late Lt. Robert Chatel. When he passed, the
179 Department picked up where he had left off to see it come to fruition.

180
181 The Board thanked Lt. Horne, the Fire Department, Mr. Wood and Ms. Vaughn.

182
183 **OTHER BUSINESS**

184
185 **Board of Selectmen Committee Assignments**

186

187 The Board reviewed the list of committees and decided upon the assignments for the coming year.

188

189 **Pelham Bridges**

190

191 Mr. McDevitt told the Board he received correspondence from resident Bill Scanzani who informed
192 Salem, NH had moved forward with their bridge reconstruction and were then repaid by the
193 Department of Transportation over a period of time. Mr. Scanzani questioned why Pelham couldn't
194 do the same. Mr. McDevitt explained in the past the DOT worked with towns, but they no longer did.
195 Mr. Viger commented that Pelham was being proactive in regard to the Willow Street Bridge to try
196 and have it moved up on the State's Plan. Mr. Lynde noted they would have things ready by the end
197 of the year to have parts of it go out to bid, although it wasn't scheduled on the State Plan until the
198 2020-2022 timeframe. He said the idea was to get the project 'shovel ready' so it might be moved up
199 on the list.

200

201 **Village Green Tree Fund – Emerald Ash Borer**

202

203 Mr. McDevitt told the Board he had a number of concerns with regard to the ornamental trees
204 belonging to the Town. In a rough count there are between 85-100 ornamental trees in the areas of
205 Muldoon Park, Lyons Park, the Village Green, Library and along Marsh Road. He displayed
206 photographs of some of the areas and provided a status of the trees. He said he would be speaking to
207 a third-party organization to see if they would replace three crab apple trees at Muldoon, since there
208 was no specific fund to take care of the trees at the park. He was concerned about the long-term
209 health of the trees. Mr. McDevitt spoke about the trees planted at Village Green. There is a Village
210 Green tree fund containing approximately \$5300 that can be used for their maintenance/replacement.
211 One of the dedicated trees is dying and will need to be replaced. He then discussed the concern of the
212 Emerald Ash Borer being identified in the area and how it may affect Town trees. Mr. McDevitt told
213 the Board he had a conversation with the Parks and Recreation Director, who indicated there may be
214 money in the budget to solve some of the tree problems in the parks. He suggested contacting
215 certified arborists with a description of the trees and request they provide an estimate to prune and
216 provide general welfare advice and service.

217

218 The Board gave permission for Mr. McDevitt to get in touch with arborists. Mr. Leonard questioned
219 if they should also contact UNH or the cooperative extension. Mr. McDevitt said he briefly spoke
220 with them and recalled there wasn't much they could do. He said the purpose for bringing the subject
221 forward was to put it on the Board's 'radar'. Mr. Lynde felt the Selectmen should consider including
222 a budget line in Town Buildings so they could have an on-going program. Mr. McDevitt will further
223 work with Mr. McCarthy and Parks and Recreation Director Brian Johnson and contact arborists for
224 information/estimates. Mr. Leonard questioned if the Highway Department had a budget line or tree
225 trimming/chipping that might be available. Mr. McCarthy said he might be able to answer that
226 question later in the budget season (October/November).

227

228 **Continued Discussion – Tick Control / Preventative Treatments**

229

230 Mr. McCarthy provided the Board with an information packet about Ticks, tick protection/prevention,
231 which was also uploaded for citizens on the Town website. He had been in contact with the State and
232 the Town Health Officer for information. He learned at present there was no information about there
233 being a tick problem in Town. As a precautionary measure, he recommended spraying the fields and
234 schools as discussed at the previous meeting (by the same company who conducts the mosquito
235 spraying program).

236

237 Mr. McDevitt wanted to review what the Town could do before spending, such as public education
238 and posting informational signs. He understood that the transition area from grass to the forest is the
239 area to worry about. He suggested looking at the various parks and identifying the transition areas so
240 a mitigation plan (such as spreading wood chips) could be created. Mr. Leonard agreed. He spoke
241 about the transition areas at the Raymond Lacrosse fields and suggested the Highway Department
242 may be able to assist by providing wood chips. Ms. Spencer agreed with reviewing costs and
243 options. She was concerned by the map of the area showing Pelham was in a potentially high
244 problem zone for Lyme disease cases. Mr. Lynde also agreed park areas should be reviewed. He
245 noted the bulk of the problems would most likely be at residential houses.

246
247 The Selectmen will explore additional precautionary measures and the associated costs. Mr.
248 McDevitt will work with Mr. McCarthy.

249

250 **Personnel Policy Review**

251

252 Mr. McCarthy previously provided the Board with a proposed Personnel Policy for review and
253 comment. He said a lot of work had gone into drafting the policy and felt it was a great platform to
254 move forward in the future. He noted policies reduce liability, set expectations and create an
255 understanding of what's to be expected. The policy has been submitted to legal to ensure that the
256 document would protect the interest of the Town. Additionally, the policy was reviewed against
257 department head contracts and collective bargaining agreements for conflicts. Mr. McCarthy stated
258 he forwarded the policy to the Selectmen for review and in return received some suggestions. He said
259 at some point he would like the Board to consider accepting the policy as the Town's personnel
260 policy manual. Once this occurs, the policy will be disseminated to employees for review. He said
261 he would then commenced training programs with groups of Town employees. Mr. McCarthy
262 pointed out that the policy would be a constantly changing document as rules and laws change.

263

264 Mr. Lynde made a motion to approve the revised Personnel Policy. Mr. Leonard seconded. Mr.
265 Lynde understood that the policy was a living document and may have changes in the future. He felt
266 it was in great shape at present.

267

268 Mr. Viger stated creating the policy was one of the biggest tasks the Board put on Mr. McCarthy
269 when he was hired because they realized the Town's exposure. He thanked Mr. McCarthy for taking
270 on the task and for doing a great job. Ms. Spencer also thanked Mr. McCarthy. She also thanked Mr.
271 Viger, who had been instrumental in getting the policy started and his involvement. Mr. McCarthy
272 thank the Board for their contributions. He also thanked former Selectman Edmund Gleason for his
273 involvement at the inception of the policy.

274

MOTION: (Lynde/Leonard) To approve the revised Personnel Policy put together by Town
Administrator Brian McCarthy.

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

275

276 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

277

278 Mr. McDevitt told the Board he learned per RSA 31:22 the Selectmen can name two alternate
279 members to the Trustees of the Trust Funds. He asked that the Board announce the positions at their
280 next meeting. He told the Board there was an interested person who came forward a couple years
281 ago, but at that time didn't pursue the position. Knowing alternates could be appointed, he would
282 contact that person.

283

284 Mr. Lynde reported he and his wife attended a forum and movie showing titled "Chasing the Dragon"
285 hosted by the Bedford Police. The movie was put together by the FBI. They followed six people for
286 a couple years who suffered from addiction; some outcomes were good, some were bad. Mr. Lynde
287 commented that the movie starkly laid out the issues; every person in the movie started between the
288 ages of 11-13. He learned people were working on the wrong end of the problem; they need to work
289 on recovery. He said he had a copy of the movie and would make it available to those interested.

290

291 Ms. Spencer informed that the application and constitution were available on pelhamweb.com for the
292 Pelham Youth Council. Announcements will be made at the schools. She highly encouraged
293 students to apply as it would be a good experience to learn and gain exposure to businesses and
294 community leaders.

295

296 **ADJOURNMENT**

297

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

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

298

299 The meeting was adjourned at approximately 8:14pm.

300

301

Respectfully submitted,

302

Charity A. Landry

303

Recording Secretary