

1
2
3
4
5
6
7
8
9

**TOWN OF PELHAM
BOARD OF SELECTMEN
MEETING MINUTES
June 7, 2016
APPROVED – June 21, 2016**

10
11
12
13
14
15
16
17

CALL TO ORDER - approximately 6:30PM

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

ABSENT: Ms. Amy Spencer

18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

May 24, 2016

MOTION: (Lynde/McDevitt) To approve the May 24, 2016 meeting minutes as amended.

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

34
35
36
37
38
39
40
41
42
43

ANNOUNCEMENTS

- **Pelham Farmer's Market has re-opened. Every Wednesday 3PM to 7PM on the Village Green;**
- **Reminder: Noise Ordinance in Effect – as Adopted October 27, 2015. It shall be unlawful for any person to make, continue, or cause to be made or continue any loud, unnecessary or unusual noise or any noise which annoys disturbs, injures or endangers the comfort, repose, health, peace or safety of others, within the Town's limits. In addition this prohibition shall include, but is not limited to, any such loud, unnecessary or unusual noises made during the hours of 11:00PM and 7:00PM, seven days per week, unless such noise is exempt as in the Policy.**

EMPLOYEE APPRECIATION PRESENTATION

Owen Poumakis – PTV

PTV Director James Greenwood came forward and recognized Owen Poumakis for his hard work and dedication to the Cable Television Department during the past nine years. The Selectmen thanked Mr. Poumakis.

OPEN FORUM

No one came forward.

44 **APPOINTMENTS**

45

46 **Volunteer Interview**

47 **Elderly Exemption Review Committee – 2 additional Citizen member positions for 1-year**

48 **George Hallisey**

49

50 Mr. Hallisey came forward to discuss his application to be a member of the Elderly Exemption
51 Review Committee. He told the Board he was currently the president of a senior town house
52 development in Town and knew nine residents with a fixed income. He said people don't want to
53 admit that they need assistance. He hoped to bridge communication so people weren't afraid to
54 request help.

55

56 Mr. Lynde noted that the Town currently had an Elderly Exemption for those who qualify by income.
57 Mr. Hallisey hoped to be involved with the committee to assist with having a process to get
58 information out to people in need.

59

MOTION: (Leonard/Lynde) To appoint George Hallisey as a full-time member of the Elderly
Exemption Review Committee with a term effective April 1, 2016 through March
31, 2017.

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

60

61

62 **PUBLIC HEARING**

63 **To accept the following Donation: A New Press Box at Muldoon Park – Major's Field with a**
64 **value (to include labor, materials and installation) of approximately \$21,496.69 by Pelham**
65 **Baseball**

66

67 Parks & Recreation Director Brian Johnson and Pelham Baseball President Scott Paquette came
68 forward to discuss a project at Muldoon Park. Mr. Paquette, who recently took over as President,
69 explained one of the goals was to create a press box. The Selectmen were in favor of the project, as
70 was Mr. Johnson who believed it would motivate the children.

71

72 Mr. Viger opened the hearing to public input. No one came forward.

73

MOTION: (Leonard/Lynde) To accept the donation of approximately \$21,496.69 for the value
of a new press box at Muldoon Field, which includes labor, materials and
installation.

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

74

75

76 **APPOINTMENTS CONTINUED**

77

78

79 **Frank Ferreira, Highway Agent – RFP Recommendations for Paving and Crack Sealing**

80

81 Mr. Ferreira reviewed the bids received for paving and crack sealing and provided the Board with his
82 recommendations.

83

MOTION: (McDevitt/Lynde) To accept Mr. Ferreira's recommendation to award the Crack

Sealing bid to Superior Sealcoat, Inc. (as the lowest qualified bidder at \$7.10 per gallon – material and application)

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

84 -----
85

MOTION: (Lynde/McDevitt) To accept Mr. Ferreira’s recommendation to award the Paving bid to P.J. Keating (as the lowest qualified bidder).

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

86
87

Anthony Bullock – Leasing of Engine 2 to Firefighter Association

89

90 At a previous meeting, the Selectmen discussed leasing Engine 2 (1929 Ford Model A) to the
91 Firefighter Association. Mr. McCarthy stated he spoke with Attorney Ratigan (Town Counsel) and
92 drafted a lease agreement that protected both the Town and Firefighter Association. Mr. Lynde
93 assumed the lease agreement was acceptable to the association and they would carry on maintenance
94 of the fire truck. Mr. Bullock answered yes. He recommended entering the lease agreement. He
95 hoped to get a lot of the work accomplished within the 1 year term of the lease so the Board could see
96 the value and benefit from it when reviewing an extension.

97

98 Mr. McCarthy stated one of the reasons the lease was structured for a year was because the Town
99 wasn’t allowed to enter into a lease agreement longer than one year without Town Meeting approval.
100 He anticipated a warrant article allowing the Town to enter into a lease extension.

101

MOTION: (Leonard/McDevitt) To authorize Town Administrator Brian McCarthy to enter into a one-year lease agreement for Engine 2 with Pelham Firefighter’s Association.

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

102
103

Michael Licata, Liberty Utilities – Regarding Franchise Right to serve Pelham with Natural Gas

105
106

107 Mr. Michael Licata representing Liberty Utilities came forward to provide an update on the franchise
108 petition that Liberty Utilities has filed at the Public Utilities Commission for franchise rights to serve
109 the Town of Pelham with natural gas. At a previous meeting he provided the Board with an overview
110 of the project. Recently he updated Mr. McCarthy and Planning Director Jeff Gowan where Liberty
111 Utilities stood with that proceeding. Mr. Licata summarized the current status.

112

113 Mr. Lynde asked for a description of the DCF method. Mr. Licata replied he would be happy to have
114 the Director of Business Development Bill Clark provide the data. He believe it was simply a
115 different type of modeling that staff prefers for larger projects. In looking at the report Mr. Lynde felt
116 it seemed to suggest the need for some amortization of the take station cost within Pelham. Mr.
117 Licata replied in a separate filing they filed for managed expansion rates (based on economics) over
118 ten years.

119

120 As additional customers sign on, Mr. McDevitt questioned if the cost of the take station would be
121 amortized over more people thus decreasing for those who originally signed on. Mr. Licata replied,

122 they filed for separate expansion rates that hadn't been approved yet, they would have to work
123 through them with staff. He believed the new customers would pay them through a prorated basis.
124 He noted if there was overpayment it would be reflected in the next rate case. Mr. McDevitt
125 understood the purpose of Mr. Licata's visit was to let the Board know the status. Mr. Licata
126 answered yes; it was an informational meeting. He provided the Board with a copy of a chart that
127 gave an example of what the NEP rate would look like should it be attached.

128

129 Mr. Viger stated the purpose of the meeting was for information. In the future there would be an
130 opportunity for public hearings to accept public input.

131

132

133 **Lori Adams, Library Trustee – Library Building Maintenance**

134

135 Mr. Viger stated he and Mr. McCarthy met with the Library Trustees a couple months ago when they
136 were looking at possible improvements. There was a brief discussion about the Trustees possibly
137 taking ownership of the Library at some point in the future. From that discussion questions and
138 concerns had been raised.

139

140 Library Director Irja Finn, Library Trustee Chair Lori Adams, Trustee Secretary Darlene Michaud,
141 Library Trustee Vice Chair Rosanne Cares came forward for the discussion. Ms. Adams noted a list
142 of items was provided to Mr. Viger and Mr. McCarthy during their meeting in April for awareness
143 prior to the budget process. She suggested Ms. Finn and Mr. McCarthy discuss the items.

144

145 Ms. Finn referenced the April 12th Selectmen meeting with a discussion item regarding the Library
146 Building. She thought it would be about the flooding and didn't realize it was a discussion they could
147 have had input. She was curious what the term 'beyond the Town's scope' meant in regard to
148 additional space. She said to them additional space meant for an office or study, not an addition. She
149 wanted to know what improvements the Board felt were beyond the Town's scope. Mr. Viger
150 explained he and Mr. McCarthy were tasked with maintenance for Town buildings and to prioritize
151 the work and create a schedule for each building. He said the Library had several items and was first
152 on the list; therefore, Mr. McCarthy put together an estimate for what it would be, which ended up
153 being over two years. He said they heard there were construction-type projects separate from the list
154 (i.e. sound rooms, interior changes), which weren't on their 'radar'. Ms. Adams replied it was always
155 their understanding if they wanted to create an office or study space it was their responsibility to
156 determine the funding. Mr. Viger agreed. Ms. Adams said they view the situation as the Selectmen
157 take care of the basic maintenance of the building and it was the responsibility of the Trustees to take
158 care of improvements to the building.

159

160 Ms. Cares noted the items on the list were those (larger cost) items needing repair. She said they
161 were working on the larger architectural items themselves. They've already hired an architect and
162 may bring forward a warrant article.

163

164 Mr. McDevitt stated there had never been a formal understanding, it had always been an informal
165 understanding that the Board of Selectmen took care of the outside of the building and maintenance
166 issues. He learned from Town Counsel that the Trustees were really responsible for the whole
167 building, but there was no reason why the Town and the Trustees couldn't have a 'handshake'
168 agreement. Ms. Adams learned from other libraries that most have similar agreements with towns.
169 Mr. McDevitt felt it was a good idea for the Trustees to speak with Mr. McCarthy regarding
170 maintenance issues. Ms. Adams said they wanted the Board to know what was going on in the
171 building so during budget season the list items could be considered. Mr. McDevitt suggested

172 prioritizing the list. Ms. Finn replied the list was meant for information. They will have further
173 discussion with Mr. McCarthy. Mr. Viger felt the Town and the Trustees had worked well together.

174
175 Ms. Cares questioned how the insurance would be affected if they made major changes to the
176 building. Mr. Viger understood that the insurance was open to change and accepted a lot of things.
177 Ms. Cares wanted to know if the Library was covered in the event someone submitted a claim of
178 illness caused by something within the building. Mr. Lynde replied they had a liability policy. Mr.
179 Viger said the Library was covered to the extent that any other Town building would be.

180
181 Ms. Adams reiterated the importance of keeping communication open between the Town and the
182 Library. The Selectmen agreed. The Trustees will get together with Mr. McCarthy to prioritize the
183 list of items.

184
185 Mr. Viger publically thanked Mr. McCarthy for overseeing and coordinating the work already done at
186 the Library.

187
188 **OTHER BUSINESS**

189
190 **2017 Budget Planning**

191
192 Mr. McCarthy has contacted Department Heads and requested they submit a zero-based budget
193 (minus contractual obligations) and attach a reasonable ‘wish list’ of other items for consideration.

194
195 Mr. McDevitt requested the Selectmen receive a copy of the Capital Improvement Plan as soon as
196 possible. He’d like a copy of the Department request forms as they are submitted to the CIP, prior to
197 the plan being submitted to the Planning Board.

198
199 **June 6, 2016 Tax Deeding of Property**

200
201 Mr. Viger stated there were properties deeded to the Town for non-payment of property tax:

- 202 - 5 Bowley Drive (Map 33 Lot 1-47-28)
- 203 - 6 Bowley Drive (Map 33 Lot 1-47-29)

204
205 Mr. Viger explained the Tax Collector was able to deed the property for lack of tax payment; it was
206 up to the Selectmen whether or not to accept. He noted the Conservation Commission Chairman
207 submitted a letter indicating there would be value in protecting the parcels given that they encompass
208 1700linear feet of Gumpas Pond Brook and they abut the Merriam/Cutter Conservation Area. Photos
209 of the area were displayed for the public.

210
211 Mr. McDevitt suggested sending a letter to abutters informing that the Town owned the property and
212 ask that they keep an eye on it. He will work with Mr. McCarthy to draft a letter.

213
MOTION: (Lynde/Leonard) To accept the following properties by deeding them to the Town:
5 Bowley Drive (Map 33 Lot 1-47-28) and 6 Bowley Drive (Map 33 Lot 1-47-29)

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

214
215
216 **UPDATES**

217
218 Mr. McCarthy provided the Board with a summary update regarding the following:

219

220 **Recent meeting with Congresswoman Ann Kuster-** to discuss the Bill she’s sponsoring called
221 Energy Consumer Advocacy Act.

222 **Recent Tick Control Preventative Spraying done on May 13th** – Completed May 13, 2016. Mr.
223 McDevitt recalled the company was going to advise the Town of other measures that might be taken
224 for tick control. He asked if any additional information was provided. Mr. McCarthy will follow up.
225 Mr. McDevitt also recalled Parks & Recreation was asked to post signs regarding tick prevention,
226 which had not been done. Mr. McCarthy will follow up.

227 **Hawker/Peddler License Revision** – Policy is in the process of being revised. Draft will be
228 submitted for the next meeting.

229 **Bookkeeper Position Filled-** Candidate has been selected, they are in the background check process.

230 **Sanborn & Head Meeting with Planning Board and Associated Costs** – Mr. McDevitt informed
231 there would be costs associated with the meeting.

232 **Public Property Sign Policy Update** – Deferred to a later meeting.

233

234 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

235

236 Mr. McDevitt suggested the Selectmen consider some type of provision for a pedestrian bridge over
237 Abbott Bridge.

238

239 Mr. Lynde stated they were still trying to get arrangements made between the Town and Hope for
240 New Hampshire Recovery.

241

242 Mr. McCarthy reported that the Senior Center Project was nearly complete. He was also working to
243 complete the walkway ADA compliant door at Sherburne Hall.

244

245 **REQUEST FOR NON-PUBLIC SESSION**

246

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

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

247

248 It was noted that when the Board returned, after the non-public session, the Board would not take any
249 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
250 meeting. The Board entered into a non-public session at approximately 8:03pm.

251

252 The Board returned to public session at approximately 9:10pm.

253

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

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

254

255

256 **ADJOURNMENT**

257

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

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

258

259 The meeting was adjourned at approximately 9:10pm.

260

261

Respectfully submitted,

262

Charity A. Landry

263

Recording Secretary

264

265