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APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING MINUTES
June 21, 2016
APPROVED – July 5, 2016

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CALL TO ORDER - approximately 6:30PM

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

ABSENT: Ms. Amy Spencer, Mr. Paul Leonard

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PLEDGE OF ALLEGIANCE

MINUTES REVIEW

June 7, 2016

MOTION: (Lynde/McDevitt) To approve the June 7, 2016 meeting minutes as amended.

VOTE: (3-0-0) The motion carried.

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ANNOUNCEMENTS

- **Pelham Farmer's Market has re-opened. Every Wednesday 3PM to 7PM on the Village Green;**
- **Concerts on the Village Green will begin June 22, 2016 from 6PM-8PM;**
- **Board of Selectmen begin Budget Season July 12 thru the end of August (every other Tuesday).**

OPEN FORUM

No one came forward.

APPOINTMENTS

Introduction of New Employees

Diane Hurd – Human Resources

Laura Robertson – Bookkeeper

Mr. McCarthy introduced the new employees to the Board. He discussed their credentials and described their roles with the Town. The Selectmen welcomed Ms. Hurd and Ms. Robertson.

Introduction of Assistant Library Director – Winifred Flint

43 Library Trustee Darlene Michaud came forward and introduced Winifred Flint, the new Assistant
44 Library Director. She discussed her experience and role at the Library. The Board welcomed Ms.
45 Flint.

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47 **Junkyard License Renewals**

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49 **Coombs & Sons**

50 The Board reviewed the application and confirmed it was complete and all appropriate inspections
51 had been conducted and were signed off.

MOTION: (Lynde/McDevitt) To approve and renew the Junkyard License for Coombs & Sons for the period of one year from July 1, 2016 through June 30, 2017.

VOTE: (3-0-0) The motion carried.

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54 **Jack Mansur’s Auto**

55 The Board reviewed the application and confirmed it was complete and all appropriate inspections
56 had been conducted and signed off. It was noted there was a letter in the file regarding a water issue.
57 Mr. McCarthy stated that the matter was in the process of being resolved.

MOTION: (McDevitt/Lynde) To approve and renew the Junkyard License for Jack Mansur’s Auto, LLC for the period of one year from July 1, 2016 through June 30, 2017.

VOTE: (3-0-0) The motion carried.

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60 **Jean-Guy’s Used Autos and Parts**

61 The Board reviewed the application and confirmed it was complete and all appropriate inspections
62 had been conducted and signed off.

MOTION: (McDevitt/Lynde) To approve and renew the Junkyard License for Jean-Guy’s Used Autos and Parts for the period of one year from July 1, 2016 through June 30, 2017.

VOTE: (3-0-0) The motion carried.

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64 **OTHER BUSINESS**

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66 **Lyme Disease – Permanent Metal Signs**

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68 Mr. Viger noted the Board previously discussed signs that the State had put out regarding Lyme
69 Disease and Tick Prevention. During the discussion, Mr. McDevitt asked that the Town make signs
70 and post them at different parks within the Town. The Board was provided with a copy of the
71 proposed sign (metal screen-printed with UV protected laminate) along with a cost estimate (30 signs
72 - \$400). Mr. McCarthy offered to work with Mr. McDevitt to choose locations where signs would be
73 installed. Mr. McDevitt noted that the idea of the signs was to raise awareness through information
74 put out by the CDC. The CDC grants permission for reproduction.

75

76 Mr. Viger suggested that the cost of the signs may be a candidate for expenditure from the Park &
77 Recreation Fund based on support of the field usage. Mr. McDevitt agreed. Mr. McCarthy will speak
78 with the Park & Recreation Director regarding funding.

MOTION: (Lynde/McDevitt) To give Town Administrator Brian McCarthy permission to proceed with creating the signs and explore having funding from the Park & Recreation Fund.

VOTE: (3-0-0) The motion carried.

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80 **Discussion - Approval for Expenditure of Hydrologist Engineering Fee to meet with Planning**
81 **Board**

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83 Mr. Viger stated the Board had an initial discussion and questioned if they had since received cost
84 estimates for a hydrogeologist engineer to meet and have a discussion with the Planning Board. Mr.
85 Lynde referenced an email from Charlie Head of Sanborn Head that wasn't encouraging. Mr.
86 McDevitt said it might be expensive to have studies done, but felt it may be helpful for Mr. Head to
87 meet with the Planning Board to discuss if there are changes that could be made to the existing
88 regulations. He hoped if the Selectmen approved an expenditure that the Planning Board would
89 schedule a discussion with the engineering firm. Based on the estimate provided by Sanborn Head,
90 Mr. McDevitt suggested authorizing an expenditure to allow the Planning Board to meet with the
91 firm.

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93 The Board discussed what amount may be appropriate to authorize.

MOTION: (McDevitt/Lynde) To authorize the expenditure of up to \$1,000 to have a representative of Sanborn Head speak with the Planning Board.

VOTE: (3-0-0) The motion carried.

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95 Mr. McDevitt stated he would communicate via email with the Chairman of the Planning Board.

96

97 **Discussion – Warrant Article Fund carried over from previous year.**

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99 In speaking with the Finance Director, Mr. McCarthy learned there were warrant article funds carried
100 over from the previous year that had not been officially encumbered. He provided the Board with a
101 list of the funds that needed to be encumbered. The money had already been carried over to 2016, the
102 Board had not taken a vote regarding such. The Selectmen reviewed the list and took the following
103 action:

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MOTION: (Lynde/McDevitt) To encumber \$120,671 for the Fire Station in 2016.

VOTE: (3-0-0) The motion carried.

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MOTION: (McDevitt/Lynde) To encumber \$477 for Forest Management (from 2012-9) in 2016.

VOTE: (3-0-0) The motion carried.

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MOTION: (Lynde/McDevitt) To encumber \$73,230 for Willow Street Bridge (2013-6) in 2016.

VOTE: (3-0-0) The motion carried.

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MOTION: (McDevitt/Lynde) To encumber \$3,197 for Forest Management (2013-11) in 2016.

VOTE: (3-0-0) The motion carried.

108

MOTION: (Lynde/McDevitt) To encumber \$93,176 for Highway Block Grant (2015-4) in 2016

VOTE: (3-0-0) The motion carried.

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MOTION: (Lynde/McDevitt) To encumber \$12,663 for (2015-10) in 2016.

VOTE: (3-0-0) The motion carried.

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MOTION: (Lynde/McDevitt) To encumber \$22,610 for Raymond Park Maintenance (2015-11) in 2016.

VOTE: (3-0-0) The motion carried.

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TOWN ADMINISTRATOR / SELECTMEN REPORTS

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Mr. Lynde spoke about Pelham Community Coalition, which is an organization working to inform/educate people of the dangers of addiction. He said using a grant from Pelham Community Spirit the coalition was providing funding for five high school students to attend a leadership training program. They looked forward to creating a peer mentoring group.

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Mr. McCarthy informed that the Senior Center project had been completed. The changes to the patio area were well received during the annual Strawberry Festival. He also informed that the 2016 Library projects had been completed.

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REQUEST FOR NON-PUBLIC SESSION

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

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

CALL:

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It was noted that when the Board returned, after the non-public session, the Board would not take any other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the meeting. The Board entered into a non-public session at approximately 7:12pm.

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Non-Public Session was canceled.

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The Board returned to public session at approximately 7:13pm.

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ADJOURNMENT

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

VOTE: (3-0-0) The motion carried.

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138 The meeting was adjourned at approximately 7:13pm.

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Respectfully submitted,

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Charity A. Landry

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Recording Secretary

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