

1
2
3
4
5
6
7
8
9

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING MINUTES
July 5, 2016
APPROVED – July 19, 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, Ms. Amy Spencer,
Town Administrator Brian McCarthy

ABSENT: Mr. Paul Leonard

18
19
20
21
22
23
24

PLEDGE OF ALLEGIANCE

25
26
27
28
29
30
31
32
33
34

MINUTES REVIEW

35
36
37
38

June 9, 2016

MOTION: (Lynde/McDevitt) To approve the June 9, 2016 meeting minutes as written.

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

June 21, 2016

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

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

ANNOUNCEMENTS

- **Pelham Farmer’s Market has re-opened. Every Wednesday 3PM to 7PM on the Village Green;**
- **Concert on the Village Green – July 6, 2016 from 6pm-8pm – Ricky King Russell Band;**
- **2017 Board of Selectmen Budget Schedule – each Tuesday starting July 12th thru August 30th**
- **Dog Licenses – Delinquent Notices going out on July 21st. To avoid additional \$25.00 fee, please register all dogs before July 15, 2016**
- **Tree Dedication on the Village Green for retired Highway Road Agent Don Foss to be held Tuesday, July 19, 2016.**

OPEN FORUM

No one came forward.

39 **APPOINTMENTS**

40

41 **Fire Chief James Midgley – Introduction of Newly Promoted Lieutenant Robert Horne**

42

43 Chief Midgley presented Newly Promoted Lieutenant Robert Horne. He described the testing and
44 promotion process, which took place over two years. He spoke of Mr. Horne’s accomplishments and
45 credentials. The Selectmen congratulated Mr. Horne.

46

47 **Parks & Recreation Director Brian Johnson**

48

- Yearly Review of 80’s Fund – Revenue & Expense

49

- Review of 3 quotes on Muldoon Park guard rail

50

- Discussion rebound devices

51

52 80’s Fund - Mr. Johnson explained for the public that the 80’s Fund was a revolving program account
53 that had program user fees deposited that were then used to pay program expenses. The account
54 allows programs to be self-funded. The Town’s accounting office tracked the account activity.

55

56 Mr. Lynde wanted to know how many programs were run out of the Parks & Recreation office. Mr.
57 Johnson replied there were approximately 48. Mr. Lynde asked for an explanation of park rental.
58 Mr. Johnson replied there were groups, such as the Junior Lowell Spinners, that rent out use of the
59 fields. The revenue is used to maintain the fields and facilities. He described some of the other
60 programs included on the list.

61

62 Ms. Spencer told Mr. Johnson his department was doing a great job. She appreciated the number of
63 programs available and pointed out they were being conducted on a very reasonable budget.

64

65 Muldoon Park Guard Rail – Mr. Johnson spoke about the condition of the existing guard rails. He
66 summarized bids received. His recommendation was to award the bid to Lakeside Dock and Fence.

MOTION: (McDevitt/Spencer) To award the bid to Lakeside Dock and Fence to replace the
Muldoon Park guard rails for a total of \$4,204.16.

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

67

68 Rebound Devices – Mr. McCarthy explained that bounce houses, trampolines etc. were items that the
69 Town’s new insurance carrier (Primex) defined as rebounding devices. Primex will not cover the
70 Town if rebound devices are allowed on Town property. Mr. Johnson told the Board he spoke with
71 the insurance company for further clarification and was told they considered anything inflatable a
72 rebound device.

73

74 The Selectmen made the following motion based on information received from the Town’s insurance
75 carrier:

MOTION: (McDevitt/Spencer) Due to the fact that the Town’s insurance carrier has
advised against the Town using rebound devices (also known as trampolines,
bounce houses and the like) the Selectmen no longer allow them to be used on
Town property.

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

76

77

78 **Transfer Station – Recycling Center Director Stan Walczak- RFP Recommendations for**
79 **Transfer Station Building and Site Work**

80
81 Mr. Walczak began by summarizing the status of the approved warrant to purchase equipment
82 (compactor, transfer trailer) construct a metal building and do the necessary site work. He noted that
83 the equipment came in roughly \$13,000 under budget. The initial bids for the building were rejected.
84 The scope of the work was amended and rebid. Mr. Walczak reviewed the new bids with the Board.
85 He recommended awarding the bid to Brussard General Contractors, who were more than qualified,
86 had the lowest proposal and an outstanding reputation. He said a remaining issue was a \$25,627
87 deficit from what was approved in the warrant article. He felt some of the deficit could be made up
88 internally, another portion could possibly be made up by the Highway Department doing culver work,
89 paving etc. He asked for permission to further negotiate with Brussard to see if the gap could be
90 slightly closed.

91
92 Mr. Lynde saw the benefit of the project and felt the sooner it could be done the better; however,
93 there was an approved warrant article. He felt the situation would be better if Mr. Walczak first had
94 an agreement with Brussard and the Highway Department. Mr. Walczak noted in doing budget
95 preparation for 2017, his department was showing a \$54,000 reduction if the building was
96 constructed.

97
98 Ms. Spencer believed the Town would be okay if they were over budget as long as they didn't spend
99 more from the warrant article (source) than what was dedicated; however, she felt they could make up
100 costs through other sources, such as the Highway Department. Mr. McDevitt agreed that the warrant
101 article didn't impose a limit, it was considered a source of funding. It was noted that the warrant
102 article didn't list the amount as a 'not to exceed figure'.

103
104 Mr. Walczak pointed out if the building was up and running prior to the end of the year, they could
105 have a cost savings in this year's budget.

106
107 The Selectmen were in favor of moving forward and approving the bid. At the same time, they would
108 like to have Mr. Walczak report back to the Selectmen prior to the end of the project and advise what
109 had been done to adjust the figure by working with Highway Department and get the estimate as close
110 as possible.

111
112 Mr. Viger confirmed that the project was 'turn-key'. Mr. Walczak replied the project was complete.

MOTION: (Lynde/Spencer) To award the bid for the new metal building and site work at
the Transfer Station to Brussard General Contractors, Inc. for an amount not to
exceed \$170,855.

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

113

114

115 **OTHER BUSINESS**

116

117 **Update - Public Property Signage**

118

119 The Selectmen deferred discussion until a full Board was present.

120

121 **Discussion/Disposition – Cell Tower**

122

123 Mr. Viger noted the Town had not received updated information from the company making the
 124 request for the cell tower. He asked for the Board’s opinion. Mr. McDevitt was against the project.
 125 Mr. Viger felt it would be in the Selectmen’s best interest to abandon the project. Ms. Spencer
 126 agreed. She stated there had been a recent Highway Department/Transfer Station Project planning
 127 meeting that was very productive. She said the cell tower project would take space away from things
 128 the Town may want to pursue in that area.

MOTION: (McDevitt/Spencer) To abandon the cell tower project proposed on Town property and convey to the company the Town was not interested in hosting the tower on the site.

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

129
 130 Mr. Viger stated the company was welcome to explore other parcels in Town.

131
 132 **Discussion Continued – Sherburne Road/Mammoth Road Traffic Solution -**

133
 134 Planning Director Jeff Gowan came forward. He told the Board he spoke with NRPC Transportation
 135 Coordinator Julie Chizmas to learn how the Town could get the alternatives analysis of the project
 136 moving forward. He learned about an NRPC computer software program that had the ability to do a
 137 simulation. He said the costs to conduct the analysis could come from building exactions or other
 138 Selectmen approved funding. The important component was to ensure any proposed solution would
 139 be supported by the Department of Transportation. Mr. Gowan would like Ms. Chizmas to meet with
 140 the Board once the analysis was complete and give a presentation for what they were trying to
 141 achieve. As things move forward, he said he would keep the Board up to date with the status.

142
 143 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

144
 145 Mr. Lynde reported that the CIP committee had their first meeting. They received approximately
 146 eleven submissions from departments (most were from previous years). He drafted a status
 147 spreadsheet, which was provided to the Selectmen along with copies of the submissions. The School
 148 District was expected to submit information by the next meeting.

149
 150 Ms. Spencer reported that the Highway Department/Transfer Station Improvement Committee met
 151 and brain-stormed potential projects and discussed how they would proceed.

152
 153 Mr. McCarthy thanked and commended the Police Department, Fire Department, Pelham Community
 154 Spirit and everyone involved for the recent July 4th Celebration.

155
 156 **REQUEST FOR NON-PUBLIC SESSION**

157
MOTION: (McDevitt/Lynde) 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 CALL: Mr. Lynde-Yes; Mr. McDevitt-Yes; Mr. Viger-Yes; Ms. Spencer-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 7:37pm.

162

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

164

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

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

165

166

167 **ADJOURNMENT**

168

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

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

169

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

171

172

Respectfully submitted,

173

Charity A. Landry

174

Recording Secretary

175