

1 **APPROVED**
2 TOWN OF PELHAM
3 BOARD OF SELECTMEN MEETING
4 MINUTES
5 July 12, 2016
6 **APPROVED – July 19, 2016**
7

8 **CALL TO ORDER** - approximately 6:30PM
9

PRESENT: Mr. Doug Viger (arrived after the meeting commenced), Mr. Hal Lynde, Mr. William McDevitt, Ms. Amy Spencer, Mr. Paul Leonard, Town Administrator Brian McCarthy, Finance Director Dayanand Ramgopaul

ABSENT: None

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11 **PLEDGE OF ALLEGIANCE**
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13 **ANNOUNCEMENT**
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- 15 ➤ **Retirement Party for Fire Department Lieutenant James J. Foley on Saturday July 30, 2016, 4PM to 10PM at the American Legion Post 100, Pelham, NH . Celebrating Lt. Foley's over 20 years of Fire Service and service to the Town of Pelham and the Pelham Fire Department. Contact the Fire Department at 603-635-2703 with any questions.**
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21 **OPEN FORUM**
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23 No one came forward.
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25 **2017 BUDGET REVIEW**
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27 Finance Director Dayanand Ramgopaul came forward to assist with the budget review.
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29 **Town Clerk/Tax Collector** – presented by Town Clerk/Tax Collector Dorothy Marsden and Deputy
30 Town Clerk/Tax Collector Linda Newcomb.

31 2017 Budget request: \$233,821 an increase of 1.71% over last year.

32 2016 Operating Budget: \$229,900
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34 *Salaries:* Contractual increase.

35 *Supplies:* Decrease for dog tags. Tax bills and miscellaneous supplies increased.

36 No other changes.
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38 Mr. Leonard questioned if postage could be reduced by the department using electronic
39 billings/mailings. Mr. McCarthy replied he would consult with the IT Specialist.
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41 **Elections** - presented by Town Clerk/Tax Collector Dorothy Marsden and Deputy Town Clerk/Tax
42 Collector Linda Newcomb.

43 2017 Budget request: \$10,243 a reduction of 55.9% from last year

44 2016 Operating Budget: \$23,227
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46 Ms. Marsden stated there would only be one election in 2017.

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Mr. Leonard questioned if the voting machines needed to be upgraded. Ms. Marsden replied the State would have to approve the machine. The current machine was the only one used by the company.

Senior Center - presented by Senior Center Director Sara Landry
2017 Budget request: \$115,290 an increase of 4.53% over last year.
2016 Operating Budget: \$110,298

Salaries – 1.5% COLA increase for non-union employees. Ms. Spencer questioned if the travel assistant was a new position and why the salary was broken out differently for the first portion of the year. Ms. Landry replied the travel assistant was previously working under the ABLE Grant. Mr. McCarthy recalled the position was paid from a contract that ended. There had been discussion last year to bring the position into the budget as it was vital to the operation of the Senior Center. The salary shows a different rate of pay for the first portion of the year because it will stay under the default budget since increases can't be awarded until after the Town vote.

Telephone – Ms. Spencer questioned if each department received an allotted telephone budget based on the number of phone lines they had. Mr. McCarthy explained the Senior Center currently on its own phone lines. He was in the process of integrating them with the Town's system to save money.

Equipment Repairs – Mr. McCarthy told the Board there was a meeting with a bus vendor at the end of the week. If the bus meets the needs of the Senior Center, the goal would be to purchase it by the end of the year. Should that occur, the budget (repairs and gas) will be adjusted to show cost savings.

Equipment Rentals – Copier showed an increase due to more volume in connection with education materials for offered classes. The trash dumpster figure will be adjusted to show cost savings.

Expenses – Increase due to software upgrade to assist with understanding demographics for center usage. Ms. Landry received a private donation and was able to secure a grant for \$1,200 and have matching funds from the Council on Aging to cover the cost of the program for the first year.

Assessing – presented by Assessing Technician Susan Snide.
2017 Budget request: \$173,263 an increase of 5.1% over last year.
2016 Operating Budget: \$164,874

Salaries – Contractual increase.

Supplies – Increase for printer cartridges. More are being used and the cost for each has increased.

Expenses - Increase for Vision software reflects additional users. Database holds three years (static) records. Web hosting increased. Also an increase in outside consulting fees for general consulting and in field assessing.

Specials – Increase for cyclical assessment program. Ms. Spencer wanted to know how the increase was determined for infield assessing and the cyclical program. Ms. Snide replied she would contact the assessing company and provide information to the Board.

Mr. Lynde questioned the status of the evaluation update for 2016. Ms. Snide believed the assessing company collected the numbers and were working on finalizing their reports, which shows an overall increase in value by 10%-11%.

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98 **Treasurer** – presented by Finance Director Dayanand Ramgopaul
99 2017 Budget request: \$15,176 an increase of 36.57% over last year.
100 2016 Operating Budget: \$11,113

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102 *Salaries* – Increase to compensate for additional responsibilities (\$10/month added to stipend)

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104 *Supplies* – Increase in per case fee checks printed in-office (payroll, A/P).

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106 *Expenses* – Postage figure to be amended for consistency across all budgets.

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108 *Specials* – Mr. Ramgopaul explained the line had always been underfunded, the increase reflects the
109 actual figure based on a 12-month average. Ms. Spencer asked what types of fees were included in
110 the line. Mr. Ramgopaul replied the banks have a monthly fee. A breakdown of fees will be
111 provided to the Board.

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113 **Trust Funds** – presented by Mr. McCarthy

114 2017 Budget request: \$1,070
115 2016 Operating Budget: \$70

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117 *Specials* – Mr. McCarthy explained that the Department of Justice Charitable Trust Division had a
118 new requirement that considered graves sites as a perpetual care trust. As such, all the graves in
119 Pelham have to be entered into a database for oversite. The Town had never had to do this in the
120 past; it's a new line item. Ms. Spencer wanted to know why the cost wasn't in the Cemetery Trustees
121 budget. Trustee Ed Gleason attended the Department of Justice meeting where it was explained that a
122 Trustee of the Trust Funds was required to upload the information. Mr. McCarthy said it was
123 separate from the Cemetery Trustees. He noted if the entire line wasn't used, it would be returned to
124 the General Fund.

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126 Mr. McDevitt said the requirement sounded like an unfunded mandate, which was prohibited by the
127 New Hampshire State Constitution. He would like Mr. Gleason to ask the Department of Justice why
128 the requirement wasn't considered an unfunded mandate.

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130 **Town Celebrations** – presented by Mr. McCarthy

131 2017 Budget request: \$9,260 a decrease of 2.0% from last year
132 2016 Operating Budget: \$9,452.

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134 *Expenses* – Decrease because rebound devices were removed from Independence Day celebration.

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136 **Debt Service Interest** – presented by Mr. Ramgopaul

137 2017 Budget request: \$135,519 an increase of 1.5% over last year
138 2016 Operating Budget: \$133,490

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141 **Debt Service Principle** – presented by Mr. Ramgopaul
142 2017 Budget request: \$686,499 an increase of 1.1% over last year
143 2016 Operating Budget: \$678,875.

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145 **Legal** – presented by Mr. McCarthy

146 2017 Budget request: \$95,000 – level funded from 2016

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148 Mr. McCarthy spoke of the changes made to keep the budget on line. The departments have been
149 requesting advice from the New Hampshire Municipal Association rather than having the first call go
150 to Town Counsel. He noted the Town would be receiving a refund for the money contributed to the
151 pipeline project legal fees. The remainder of the warrant article will be returned to the General Fund.

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153 Mr. McDevitt suggested that the Board have a discussion regarding non-union employee salaries.

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155 **ADJOURNMENT**

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

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

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158 The meeting was adjourned at approximately 7:42pm.

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Respectfully submitted,
Charity A. Landry
Recording Secretary