

1
2
3
4
5
6
7
8
9

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
August 2, 2016
APPROVED – August 9, 2016

10
11
12
13
14
15
16

CALL TO ORDER - approximately 6:30PM

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

ABSENT: None

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

July 26, 2016

MOTION: (Lynde/McDevitt) To approve the July 26, 2016 meeting minutes as amended.

VOTE: (4-0-1) The motion carried. Mr. Leonard abstained.

17
18
19
20

ANNOUNCEMENT

- 21
22
23
24
25
26
27
28
29
30
31
32
33
34
- Pelham Farmer's Market – Open every Wednesday 3pm-7pm on the Village Green;
 - Summer Concert Series on the Village Green – August 3rd 6pm-8pm – Performing will be 4EverFab – a Beatles Tribute Band. It's also Cruise Night, sponsored by: Salem 66 Auto Center, Metropolis Auto Sales, Old Rock Motors and Charlie's Auto Village;
 - Household Hazardous Waste Collection in Pelham on August 27, 2016 being held at Municipal Building - Back Parking Lot from 8AM to 12PM. Cost is \$10 for up to 10 Gallons or 20 lbs. Details on what is accepted, etc. can be found on the Recycling Center page on our Website at www.pelhamweb.com;
 - Public Hearing – Board of Selectmen will hold a public hearing Tuesday, August 16, 2016 at 6:45pm at Sherburne Hall, 6 Village Green, Pelham, NH to discuss and potentially approve a gift of five (5) acres of land offered by National Grid as mitigation for local impacts resulting from the Merrimack Valley Reliability Project;
 - Press Release – Voluntary Water Ban.

35
36
37
38

OPEN FORUM

No one came forward.

39
40
41
42
43

APPOINTMENTS

Discussion – Monica Hurley, Corcoran Consulting Associates and Assessing Assistant Sue Snide – Discuss the impact from the change in values for the 2016 year.

44 Mr. Hurley provided the Board with information to review. She stated that the Department of
45 Revenue Administration had determined that Pelham's overall equalization ratio (assessment
46 compared to sales prices) was 91% for the 2015 tax year. She noted by July, 2016 the overall
47 assessment to sales ratio fell into 88%. The last full evaluation was done in 2011. Ms. Hurley stated
48 they had reviewed all qualified sales (arms-length transactions) with a median ratio of 88% from
49 October 1, 2015 through July 15, 2016. Corcoran has conducted a full field review of 5,530
50 properties in June-July to confirm all data collected was accurate. Ms. Hurley then reviewed the
51 information provided to the Board, which contained the new assessment status. She provided studies
52 to show where Pelham's ratio value was at present. Information will be posted on the Town's
53 website.

54

55 Mr. Lynde wanted to know the appreciation prior to the 'reset. Ms. Hurley replied the gain in value
56 was \$240 million, which was from the revaluation, updating the tables and included \$68 million in
57 new construction building permits. Without the reset, the Town's valuation would have increased by
58 \$68 million. Mr. Lynde wanted residents to understand just because their property value had
59 increased didn't mean their taxes would increase by the same percentage.

60

61 Mr. Viger questioned if Pelham's growth was similar to other communities. Ms. Hurley replied it
62 was similar to other communities, Pelham was higher, but she didn't have another community with as
63 much new construction.

64

65 The Board thanked Ms. Hurley for updating the Board.

66

67 **OTHER BUSINESS**

68

69 **Press Release – Voluntary Water Ban**

70

71 Present for the discussion was Parks & Recreation Director Brian Johnson and Town Landscape
72 Contractor Charlie Boyden of Boyden Landscaping.

73

74 Mr. Viger read aloud a Press Release dated July 29, 2016 issued by the Department of Environmental
75 Services that stated parts of Rockingham, Cheshire, Hillsborough and Strafford counties are
76 experiencing severe drought. Officials have stated there is a good chance the drought could persist
77 into the fall, so they are urging people to use water only for essential use. Effective immediately, the
78 Town of Pelham will limit outdoor water usage for all Town properties and parks. Until further
79 notice, the Town strongly urges citizens to participate in a voluntary water ban and limit their outdoor
80 water use to conserve water. *(full Press Release and information provided to the Board is posted at*
81 *www.pelhamweb.com)*

82

83 Mr. McCarthy explained the drought situation had been at the forefront of the news during the past
84 couple weeks. He stated the Federal Government had deemed Southern New Hampshire as being in a
85 severe drought status; as such they've asked all the communities to enact some type of water
86 restriction. He spoke with a representative of the NH Department of Environmental Services who
87 explained they were recommending all communities take conservation measures. He noted the
88 National Weather Service didn't anticipate any significant rain between now and October. Mr.
89 McCarthy told the Board that the press release was put together to urge residents to conserve water as
90 much as possible now and not wait until a crisis situation. He noted all the information given to the
91 Board was going to be posted onto the Town website. Mr. McCarthy stated because the Federal
92 Government had declared Hillsborough County a severe drought area, RSA 41:11,D authorized
93 municipalities to adopt regulations restricting residential lawn watering (within their political
94 boundaries) during a drought for properties obtaining water through either a public water system or

BOARD OF SELECTMEN MEETING/August 2, 2016

95 on-lot private domestic wells. Although he wasn't suggesting doing so at this time, if the situation
96 persists it could be an option to consider.

97

98 Over the weekend the Town terminated use of the sprinkler systems at Village Green, Meeting House
99 Park and the Fire Department. Mr. McCarthy said he asked Mr. Johnson and Mr. Boyden for input
100 regarding the situation. He also reached out to the School (Facility Manager Alan Miller) to ensure
101 they received a copy of the voluntary ban. He was notified by School Business Administrator Deb
102 Mahoney that they had reduced irrigation use for all non-essential areas and will continue to assess
103 the situation. He was told by Mr. Miller that all sprinkler systems around the school had been turned
104 off except for the athletic fields, which had been reduced in half.

105

106 Mr. Johnson said he would follow the Board's direction. He explained the fields were used in the
107 spring and fall. They were fixed in the summer and during the last month they reseeded all the fields
108 at a cost of approximately \$10,000. Prior to the drought situation, Mr. Johnson discussed with Mr.
109 Boyden possible solutions such as adding wells at the parks because their systems couldn't keep up
110 with what they currently had. He stated if they cut the water to half use at the parks, the fields would
111 die.

112

113 Mr. Leonard understood it was a sensitive topic asking people to not water their lawn using their
114 private wells. He believed the Board should consider creating a plan/program to schedule watering
115 athletic fields between 12am-5am to reduce evaporation. He said they didn't want to throw out
116 \$10,000 worth of reseeding.

117

118 Mr. Viger questioned if they could reasonably cut back watering some athletic fields. Mr. Boyden
119 replied they would lose some of the turf. He then spoke about how a watering plan could be created,
120 which would still have some deterioration in areas.

121

122 Mr. McDevitt felt there were two types of grass area, decorative and athletic fields. He asked what
123 would happen if the Village Green wasn't watered. Mr. Boyden replied it would go dormant and then
124 come back. He said if there was a lot of play on it there would be some discoloration and damage.
125 He noted they could cut back on mowing, which was typically done at this time. He felt the Town
126 should not water their decorative lawn but would need to water the athletic fields. Mr. Viger
127 questioned if the Village Green lawn would come back once it turned brown. Mr. Boyden believed
128 tot soccer may do some damage and scour areas of the root system. He said areas would need to be
129 redone, but it would come back.

130

131 Ms. Spencer believed the Board should be thoughtful especially for fields used for athletics (Town
132 and School). They would need to weigh if they need to be completely reseeded and redone after
133 spending \$10,000. She noted they should also consider the safety of the children/athletes from fields
134 becoming slippery/muddy after the grass goes dormant. She agreed with coming up with a schedule
135 that permitted preservation of functional space (athletic fields). Mr. Leonard suggested a rotating
136 watering schedule that would consider the use of the areas. He felt Mr. Boyden could effectively
137 communicate with Mr. McCarthy and Mr. Johnson regarding such.

138

139 Mr. Viger agreed the bodies of water were low and there had been a lack of rain, he also noted there
140 was no way of knowing what was below ground and in the aquifers. With that he wanted to balance
141 conservation.

142

143 Mr. McCarthy proposed the Selectmen allow him to work with Mr. Boyden to develop a prioritized
144 watering schedule. He agreed with Mr. McDevitt's suggestion to suspend watering of decorative
145 lawn areas and focus on athletic fields. He said they could revisit the situation in the coming weeks

146 and adjust as necessary. There was a brief discussion regarding the current watering schedule. Mr.
147 Lynde questioned what a 'life support' schedule would be. Mr. Boyden replied each area was
148 different based on the soil conditions and topography.

149

150 Mr. McDevitt felt the Town should stop watering the decorative lawns, otherwise it would be difficult
151 to make a case to the average person to have them reduce/stop watering their lawns. Mr. Viger
152 questioned what constituted a 'decorative' lawn. He pointed out that there were a variety of events
153 conducted on the Village Green, such as concerts, tot soccer etc.

154

155 The Board discussed how they would proceed. There was a consensus to cease watering at the
156 Village Green, Meeting House Park and the Fire Station. Athletic fields will have a reduced watering
157 schedule. Mr. McCarthy, Mr. Boyden and Mr. Johnson will work together and monitor the areas.
158 Mr. McCarthy will provide the Board with a status report during their meeting in two weeks.

159

160 **Continued Discussion – Possibly renaming the Senior Center**

161

162 Mr. Viger had a discussion at their last meeting and have received an application in accordance with
163 the Town's Naming Policy to rename the Senior Center. Mr. McCarthy provided the Board with a
164 copy of the Naming Policy. He said there were three possible names: 1) The Hobbs Community
165 Center, 2) Pelham Community Center and 3) Pelham Senior Center.

166

167 From the initial discussion Ms. Spencer recalled there was concern with renaming the center with
168 'community center' connoting there may be less use for the Seniors and more use by others. She
169 wanted to know the general consensus of the Council on Aging ('COA'). Mr. McCarthy replied the
170 Senior Center Director consulted with the COA who were in agreement with the name change and
171 expressed a cautionary comment that they wanted to ensure that the seniors wouldn't be pushed out.
172 He said they assured the COA that would not occur and their services would not diminish.

173

174 In reviewing the Naming Policy, Mr. Lynde saw that a public hearing was to be held to discuss the
175 proposed names. Mr. McDevitt noted that a public meeting was the Board's policy, not by statute.
176 He believed the reason for a public hearing was to make sure that the Board didn't name something
177 after someone in the community that the public would disagree with. He understood the Selectmen
178 received an application from the Senior Center Director, which he assumed the COA agreed with.
179 He believed the public received ample notice about the request. He didn't object to deferring a
180 decision for a public hearing, but wanted to be in agreement about a proposed name.

181

182 Ms. Spencer agreed with Mr. McDevitt that the Board should have a proposed name discussed at a
183 public hearing.

184

185 Mr. Leonard inquired if there were other instances of the Selectmen entertaining names/re-naming
186 other Town buildings. The other Board members couldn't recall an instance where they've ever had a
187 reason to apply the policy. Mr. Viger summarized the Board's previous meeting. He said with the
188 purchase of a new bus, they had the opportunity to letter the bus with something other than Pelham
189 Senior Center. The suggestion came from the Senior Center Director to rename the building, since
190 the word 'senior' had a bad connotation to some of its members. Mr. Leonard wanted to defer the
191 discussion to another meeting because it was brought to his attention there were other naming
192 opportunities that were refused. He wanted to ensure the Board was not acting arbitrary and
193 capricious. Mr. Viger was surprised to hear there were other opportunities because the Selectmen had
194 no discussions. Mr. Leonard replied he was not speaking of the Senior Center. To his knowledge,
195 Mr. McDevitt stated the Selectmen never considered a name for a building. He was aware of some
196 background noise, but there had not been a proposal since he had been on the Board.

197

198 Ms. Spencer wanted to know what opportunities Mr. Leonard was referring to, so the Board and the
199 public could understand. Mr. Leonard felt it would be in the best interest to table the discussion so he
200 could gather information and address it at the next meeting. Mr. Viger inquired what new
201 information would come forward if the Board tabled discussion to a later meeting. Mr. Leonard told
202 the Board that an individual approached him to inform that several years ago they offered the Town a
203 check in the amount of \$275,000 to name the Library after a certain individual when the new Library
204 was built and it was refused. Mr. McDevitt stated there was misunderstanding surrounding that; no
205 check was offered. He said he receive a phone call to try and convince him (as a Selectman) to back
206 the name of an individual; no amount of money was ever mentioned. He said he was offended at the
207 time that anyone should ask. He said he heard rumors that there was money; however, no one ever
208 contacted the Library Trustees or sat with them formally or informally or came forward with a check.
209 He assured the Board no one ever came forward with a check or a serious offer of money. Mr.
210 Leonard would like to do due diligence.

211

212 Mr. Viger said he would go with the purview of the Board.

213

214 Mr. McDevitt questioned the status of the bus. Mr. McCarthy said the bus was not an issue. They
215 would take possession of the bus and when a name was decided, he would bring it back to the bus
216 company for lettering.

217

218 Mr. McDevitt offered the following motion:

219

MOTION: (McDevitt/Spencer) To hold a public hearing in two weeks on renaming the
Pelham Senior Center as The Hobbs Community Center.

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

220

221 **Discussion – Village Green Trees**

222

223 Mr. McDevitt explained that the three trees moved to the right of the Library had not fared very well.
224 He said he had personally watered the trees and they continued to struggle. He commented that the
225 dedicated tree was dead and the other two (moved from the front of Sherburne School) that had been
226 dedicated to Ruth Richardson were not making it. Mr. McDevitt recommended cutting all three trees
227 down and having them removed. He said he would be in touch with family (of the dedicated tree) to
228 suggest an alternative tree. He also suggested dedicating other trees for Ruth Richardson.

229

230 The Board asked Mr. McCarthy to work with the Highway Department to coordinate the removal of
231 the trees and research their dedication rights. Mr. McDevitt will work with Mr. McCarthy regarding
232 the rededication of the trees. Mr. Lynde questioned if the stumps would be removed. Mr. McDevitt
233 believed the stumps should be removed. He didn't recommend replacing trees in the same location
234 since trees had difficulty growing in that area.

235

236 **2017 BUDGET REVIEW**

237

238 **Police Department** – presented by Police Chief Joseph Roark and Office Manager Celia Lingley
239 2017 Budget request: \$2,633,864 an increase of 3% over last year
240 2016 Operating Budget: \$2,555,504

241

242 Chief Roark stated their budget was submitted with a 3% increase, which was essentially all
243 contractual.

BOARD OF SELECTMEN MEETING/August 2, 2016

244

245 *Salaries* – Contractual increase. Under Fitness Exams there are twelve people listed, which will be
246 reduced to eleven if proposed by the Budget Committee during their review. There are no requests
247 for new staff.

248

249 *Supplies* – Reduced based on one-time purchase of RAD equipment last year.

250

251 *Telephone* – There were cellular changes; addition of a smart phone for School Resource Officer.
252 Additional mobile data terminal that requires cellular connection.

253

254 *Gas, Oil, Etc.* – Under the line for tires, Chief Roark noted they had reduced the quantity of tires;
255 however, the cost of tires had increased, which was the government quoted price. It was noted that
256 the gasoline price is determined in the Fall.

257

258 *Equipment Repairs* – Increase for consoles & repeaters based on maintenance contract. Mr. Leonard
259 questioned why the line for Fleet Maintenance/Repair was held at the same amount from last year.
260 Chief Roark replied the fleet would be two years old. In the past the figure was over \$30,000. He
261 said the line was used to maintain fourteen vehicles. The fleet is turned in before they get into the
262 larger repair costs. The line for computer repairs covered equipment and was not technology based.

263

264 *New Equipment* – Increase for Watch Guard Cruiser Video and Patrol PC Cruiser MDTs, which were
265 moved from FEMA through an agreement with the Town three years ago. Chief Roark noted a copy
266 of the meeting minutes during which the agreement was made had been provided to the Board. In
267 summary the cost for the first three years of leasing the equipment came from FEMA funds, the
268 fourth and fifth year is the responsibility of the Police Department. Mr. McDevitt asked how much
269 was currently in the FEMA account. Mr. McCarthy replied there was currently approximately
270 \$24,523, which was already ‘earmarked’ for other things. Mr. Viger noted if there became a
271 remaining balance in the budget at the end of the year the Board could possibly ‘earmark’ it for next
272 year.

273

274 *Expenses* – Decrease for CALEA funding. The department will have a mock assessment in two
275 weeks and were on course for the official assessment November 28, 2016.

276

277 Mr. McCarthy commended the Chief and the Police Department for their work through the CALEA
278 process. He said the end result would be the Town having a Police Department with an accepted
279 standard of excellence that very few departments in the country carry.

280

281 Chief Roark told the Board they had one item on the department’s priority list, which was to address
282 the traffic at the Sherburne Road and Mammoth Road intersection. The proposal was to have a detail
283 officer at the intersection for two hours during the evening commute, five days a week. The cost
284 would be \$45/hr. totaling \$22,410 for the year. It was noted that the detail rate was slightly lower
285 than the average overtime cost and didn’t contribute toward retirement. Also, having the detail would
286 open the position to be filled by part-time and salaried officers.

287

288 Mr. Leonard, who lives in the Sherburne Road area appreciated the attention to the traffic situation.
289 He previously spoke to Mr. McCarthy about possibly getting a rumble strip at the top and bottom of
290 Sherburne Road to possibly increase patrol during the commute timeframe. Chief Roark replied he
291 spoke to the officers if there was no backup at the intersection they were to go up Sherburne Road for
292 speed enforcement and visibility. He said typically if there was no traffic at Sherburne Road, the
293 officer went to the intersection of Marsh Road and Mammoth Road for traffic assistance. Chief Roark
294 commented that Sherburne Road didn’t get the daily presence as some of the routes in the center

295 based on the natural pattern of patrol so they would have response times that were equal to all parts of
296 Town.

297

298 Based on the number of emails from concerned citizens that Ms. Spencer received on the issue, she
299 felt the request wasn't exorbitant. She said if the Chief felt confident that having the detail would
300 alleviate the issue, she questioned if the Board should encourage having the position in the budget.
301 Mr. Viger replied that was the proposal. He felt it was a good solution to have the position as detail
302 versus overtime. The Board will review the proposal during their budget review. Mr. McDevitt said
303 he would be surprised if the request wasn't supported. He was very much in favor of the proposal.

304

305 There was a brief discussion regarding the traffic. Mr. McCarthy noted that the Nashua Regional
306 Planning Commission had begun the intersection modeling for roundabouts at the
307 Mammoth/Sherburne Road and Marsh / Mammoth Road intersections. There will also be simulations
308 for stop signs and stop lights.

309

310 **OTHER BUSINESS CONTINUED**

311

312 **Review and Approval – Joint Loss Management Committee Employee Safety Manual**

313

314 Mr. McCarthy provided the Board with the final draft of the manual. Mr. Viger stated that the
315 content had been vetted through legal. Mr. McCarthy noted Primex was also involved with the
316 manual. He said they will also participate in the Joint Loss safety meetings. It was understood that
317 the manual was a fluid/working document. Mr. McCarthy has the authority to make changes to keep
318 the document relevant.

319

320 **2017 BUDGET REVIEW CONTINUED**

321

322 **Retirement** – presented by Town Administrator Brian McCarthy
323 2017 Budget request: \$1,482,840 an increase of 2.1% over last year
324 2016 Operating Budget: \$1,452,133

325

326 Mr. McCarthy noted the budget contained placeholders that would be updated during Budget
327 Committee reconsideration. The budget also contained contractual increases and increases with the
328 State.

329

330 **REQUEST FOR NON-PUBLIC SESSION**

331

MOTION: (Lynde/McDevitt) Request for a non-public session per RSA 91-A:3,II, a & d
(Personnel; Consideration of acquisition, sale or lease of property)

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

CALL: Mr. Leonard-Yes

332

333 It was noted that when the Board returned, after the non-public session, the Board would not take any
334 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
335 meeting. The Board entered into a non-public session at approximately 8:29pm.

336

337 The Board returned to public session at approximately 9:20pm.

338

BOARD OF SELECTMEN MEETING/August 2, 2016

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

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

339

340

341 **ADJOURNMENT**

342

MOTION: (Spencer/Viger) To adjourn the meeting.

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

343

344 The meeting was adjourned at approximately 9:20pm.

345

346

347

348

349

350

Respectfully submitted,
Charity A. Landry
Recording Secretary