

APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
August 9, 2016
APPROVED – August 16, 2016

CALL TO ORDER - approximately 6:30PM

PRESENT: Mr. Doug Viger, Mr. Hal Lynde, Mr. William McDevitt, Mr. Paul Leonard,
Town Administrator Brian McCarthy, Finance Director Dayanand Ramgopaul

ABSENT: Ms. Amy Spencer

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

August 2, 2016

MOTION: (Leonard/Lynde) To approve the August 2, 2016 meeting minutes as amended.

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

ANNOUNCEMENT

- Voluntary Water Ban – still in effect
- 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;

OPEN FORUM

No one came forward.

2017 BUDGET REVIEW

Finance Director Dayanand Ramgopaul came forward to assist with the budget review

Library – presented by Library Director Irja Finn and Library Trustee Chairman Lori Adams
2017 Budget request: \$327,022 an increase of 12.31% over last year
2016 Operating Budget: \$291,178

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Mr. Viger stated that the Library was run by its own Board of Trustees. The Board of Selectmen has no purview over their budget. He said the Board appreciated the opportunity to review the budget.

Salaries – Ms. Finn explained that prior to her employment, the Library had created a pay matrix for all positions; the budget reflects that document. Also, the budget shows an increase for ILL (Inter Library Loan) Librarian to move the position from part time to full time (with benefits). They will put a warrant article forward for the increase, if it doesn't pass they will remove the budget line for that position. Position of Tech Services/YA Librarian has been restructured and shows a salary increase to bring the position in line with peers. Assistant Director position has also been restructured, the salary reflects the experience of the person hired.

Supplies- small increase for printer paper and toner based on the type of machine being used.

Telephone – small increase similar to what other Town departments were experiencing with New Horizons.

Equipment Repairs – placeholder for grandfather clock maintenance

New Equipment – small increase for software update. Increase in the furniture line to replace chairs; this will be done in a two-phase process (over two years).

Expenses - Increase in for catalog record services. Small increase for professional membership for Assistant Director, who will be a presenter next year for the regional association.

Specials- Correction from previous budget to reflect actual cost to purchase Adult Large Print Books, Magazine Subscriptions and newspapers. Audiobooks and Videos were increased to expand collection to accommodate the increase customer demands.

Ms. Finn reviewed a four-year analysis and projection of the Library's circulation numbers for books, audio and videos.

Mr. McDevitt questioned whether the Sunday hours were being used by people who would have come in on another day if the Library wasn't open Sunday. Ms. Finn replied a lot of the people were happy about the Sunday hours because they had commitments during the Saturday hours of 10am-2pm. She noted if the Library stayed open later on Saturday (till 5pm), they would need additional staff to cover lunch hours. They saw more children's books checked out on Sundays.

The Board thanked the Library for sharing their budget.

Human Services – presented by Human Services Director Dawn Holdsworth

2017 Budget request: \$88,040 level funded

2016 Operating Budget: \$88,040

Ms. Holdsworth explained that they couldn't predict the needs of the residents. She discussed the types of short-term emergency assistance offered through the Town. Long-term assistance goes through the State.

During the past week Mr. Lynde recalled seeing a bill for a well pump. He asked how it was handled and if there was a lien onto the property. Ms. Holdsworth replied there was a resident who had no water. She said the responsibility of the Town, under RSA 165 was to make sure that someone coming in to see her has their basic needs. For that person she had the situation inspected and taken care of so they have water. The Town then put a welfare lien on the person's house.

Cemetery – Mr. Viger commented that the Cemetery was run by their Trustees; the Selectmen have no purview over their budget. He reviewed the budget as submitted.

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2017 Budget request: \$144,207 an increase of 0.7% over last year

2016 Operating Budget: \$143,236

Transfer Station- presented by Transfer Station Director Stan Walczak and Foreman Larry Neskey

2017 Budget request: \$646,623 a decrease of 3.1% from last year

2016 Operating Budget: \$667,314

Salaries – Contractual and performance based increases.

Equipment Repairs – small increase for Bobcat filters

Equipment Rentals – Mr. McDevitt questioned if the office trailer had a rent to purchase agreement. Mr. Walczak answered no; it was a straight rental that could be canceled at any time.

Expenses – small increase for tire removal and tire trailer rental. Large decrease for single stream recycle/hauling due to new building being constructed. Increase for trash disposal based on contractual increase and increase in tonnage being removed.

Mr. Viger asked how the new lights were working at the facility. Mr. Walczak replied the lights were working very well.

Mr. Walczak discussed the two items listed on the department's priority list:

1) Replacement of the 1995 Ford 555E Backhoe with the Highway Department's machine at the trade-in cost of \$11,000;

2) Increase part-time labor by 400 hours to allow a committed 3-day week for one part-time employee or to offer two part-time employees two days per week each. No effect on benefits.

There was a brief discussion regarding the cost of the backhoe. The Board asked that he research the cost of a used machine.

Mr. Walczak spoke with the Board about saving money by purchasing a used trailer. He asked if the Board would entertain bidding an auctioned trailer. There is an auction on August 25th in Andover. He will be reviewing the unit with a welder and getting an appraisal from the auctioneer for what they believed the unit will sell for. Mr. Viger replied if the department's budget could sustain the purchase, he had no problem with Mr. Walczak bidding. The Selectmen voiced no objection.

Budget Committee – presented by Town Administrator Brian McCarthy

2017 Budget request: \$162 a decrease of 96.1% from last year

2016 Operating Budget: \$4,180

Salaries – Recording Secretary budget was moved to Selectmen's budget.

Selectmen – presented by Town Administrator Brian McCarthy

2017 Budget request: \$486,953 a decrease of 5.3% from last year

2016 Operating Budget: \$514,233

Salaries – Contractual increases. Mr. McCarthy noted the Human Resources Coordinator increased from part-time to full-time with benefits (as the Selectmen and Budget Committee approved last year during budget review). He included back up information regarding the operation of the department and spoke of the various requirements regarding maintenance of personnel records and additional requirements of the Affordable Care Act.

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Mr. McDevitt asked for clarification of the \$10,000 listed for non-union wage increases. He noted there were a few budgets containing non-union wage increases and wanted to know if it was a lump sum. Mr. McCarthy replied it was a lump sum figure in the event the Board made a decision to increase the salary of a department head or office staff who was not in the union. Mr. Lynde wanted to see a 5-year path to increase the Selectman stipend to be in line with the School Board stipend.

Equipment Rentals – Mr. McCarthy told the Board he was working with the vendor to enable the software to show actuals for each department.

Expenses - Decrease for Town Report. Mr. McCarthy understood the importance of having enough books and at the same time felt they could afford to cut 800 copies. He was in the process of reviewing a 3-year trend.

Miscellaneous – Reduction of \$75,000 for compensated absence. Mr. McCarthy explained that the Town currently had just under \$300,000 in the Compensated Absence Fund, with approximately \$600,000 exposure. In the past couple years the Town was low in the fund and anticipated the retirement of a senior employee. He noted the senior employee retired last year and they were able to absorb the retirement and payout in the budget through a warrant article. Mr. McCarthy reviewed employees close to retirement and there was no one that could cost the Town the same type of money. He believed the budget line could be reduced to \$25,000 and submit a warrant article (\$25,000-\$50,000) if the Board felt it necessary.

Mr. McCarthy stated he didn't have a priority list other than the projects list contained in the budget.

Mr. McDevitt asked that Mr. McCarthy provide the Board with a recommendation for non-union increases within all the departments. Mr. McCarthy noted some of the department head contracts contain increase provisions.

Mr. Viger asked Mr. McCarthy to create a spread sheet listing the priorities for each department. Mr. McCarthy noted Mr. Ramgopaul would be able to compile the information for the Board. Similar to what the Board reviewed in previous years, Mr. McDevitt requested a summary sheet of all the department budgets. Mr. McCarthy replied they would provide the Board with a spread sheet.

ADJOURNMENT

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

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

The meeting was adjourned at approximately 7:43pm.

Respectfully submitted,
Charity A. Landry
Recording Secretary