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**APPROVED**  
TOWN OF PELHAM  
BOARD OF SELECTMEN MEETING  
MINUTES  
August 16, 2016  
**APPROVED – August 23, 2016**

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

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

ABSENT: None

**PLEDGE OF ALLEGIANCE**

**MINUTES REVIEW**

**August 9, 2016**

**MOTION:** (Leonard/Lynde) To approve the August 9, 2016 meeting minutes as amended.

**VOTE:** (4-0-1) The motion carried. Ms. Spencer abstained.

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**ANNOUNCEMENT**

- Pelham Farmer's Market – Open every Wednesday 3pm to 7pm on the Village Green. If raining, it will be held inside the municipal building, using the center entrance between the Town offices and Police Department;
- Last of the 2016 Summer Concert Series – on Village Green, August 17, 2016 6pm to 8pm – performing will be Ain't That Americana Band – Tribute to the words and music of John Mellencamp;
- 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](http://www.pelhamweb.com).

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**OPEN FORUM**

No one came forward.

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37

**APPOINTMENTS**

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**Discussion** - Parks & Recreation Director, Brian Johnson with Charlie Boyden of Boyden Landscaping to discuss voluntary water ban efforts (possible Town-wide water ban)

41 Mr. McCarthy noted there had been just under four inches of rainfall during the last two weeks. He  
42 felt it was beneficial to Town parks and properties. The Town's fields and decorative lawns have  
43 been monitored during this time.

44

45 Mr. Boyden reported on the conditions for 1201 Mammoth. The well is recovering and the water is  
46 back on, under the guidelines of cutting back water usage. He said the playing fields were looking  
47 good. The Village Green and roundabouts were under some stress.

48

49 In the areas where water has been shut off completely, Ms. Spencer wanted to know if there was  
50 evidence those areas would die and not recover. Mr. Boyden answered no, the areas were stressed  
51 but felt they would recover. Mr. McCarthy noted the Town had a 50% savings in water since  
52 enacting the voluntary ban. He recommended staying on course with focus on watering athletic fields  
53 and not watering the Town's decorative lawns. He said they would do an evaluation in two weeks.  
54 The Selectmen agreed.

55

56 Mr. Lynde questioned if there had been any change in the State or Federal requirements. Mr.  
57 McCarthy replied he checked the website, Pelham is still considered to be in a drought area. Mr.  
58 Lynde asked if the government recommended instituting a water ban. Mr. McCarthy answered yes;  
59 they suggested two weeks ago that towns in this district should enact some type of water restriction  
60 program. Pelham has asked for a voluntary water ban.

61

62 **Discussion – Tax Rate**

63

64 Mr. Lynde showed a graph of the Town's tax rate from 1970 through 2015 rising and dropping. He  
65 explained when the Town goes through the revaluation process, the valuation of the total Town  
66 increases, but the budget does not increase. With this, the tax rate needed to support the budget  
67 drops.

68 He stated at the end of 2015 Pelham's valuation ratio was 91% of 100% (9%), if the Town had the  
69 same budget, and raised the same amount of taxes, it was expected that the tax rate would drop by  
70 approximately the same percentage.

71

72 **PUBLIC HEARING: In accordance with NH RSA 31:95-e, a public hearing to discuss and**  
73 **potentially approve a gift of five (5) acres of land offered by National Grid as mitigation for**  
74 **local impacts resulting from the Merrimack Valley Reliability Project**

75

76 Speaking for National Grid were Attorney Todd Hildreth of McLane, Middleton and Sherrie Trefry of  
77 VHB (environmental consultants to National Grid). Attorney Hildreth came forward to ask the Board  
78 of Selectmen to accept a donation of land from National Grid in mitigation for impacts that the  
79 Merrimack Valley Reliability Project ('MVRP') would have on wetlands within Pelham. The project  
80 affects a transmission line running through Pelham, Windham, Hudson and Londonderry. In each of  
81 the towns there are some temporary and permanent impacts to wetlands; because of the permanent  
82 impacts, National Grid is required to compensate for such. The Pelham Conservation Commission  
83 has requested that the compensation take the form of a land donation. Based on the quantity of  
84 impacted area, the amount to be donated is approximately 5.5 acres. Attorney Hildreth described the  
85 proposed property donation, which was located at the northerly portion of the National Grid site and  
86 surrounded by Peabody Forest. He told the Board that the Conservation Commission was happy with  
87 the proposal. The deed was forwarded to Pelham Town Counsel for review. The Planning Board  
88 approved the lot line adjustment plan. It was Attorney Hildreth's understanding that the NH  
89 Department of Environmental Services and the Army Corps of Engineers were still in the process of  
90 reviewing the deeds. He noted if the Selectmen agreed to accept the donation, it would be subject to  
91 final review by Town Counsel, NH DES and the Army Corps, prior to the deeds being recorded.

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93 Attorney Hildreth displayed a plan of the National Grid parcel and highlighted the parcel's location.

94 Ms. Trefry provided a brief explanation of the MVRP.

95

96 PUBLIC INPUT

97

98 Ms. Karen Mackay Conservation Commission told the Board the commission had worked with Ms.  
99 Trefry for over a year regarding the mitigation. She noted that the commission had forwarded a  
100 favorable letter to the Board in December, 2015. She added that during a recent meeting, the  
101 commission voted unanimously in favor of the proposed land donation.

102

103 Mr. McDevitt asked for clarification regarding Town Counsel's review. Mr. McCarthy understood  
104 Attorney Ratigan had reviewed and approved the document, but suggested the approval be pending  
105 upon the approval of Town Counsel, NHDES and the Army Corps of Engineers. Attorney Hildreth  
106 told the Board that Attorney Ratigan suggested one minor change to the document, which had been  
107 done. It was expected that Attorney Ratigan would formally provide Mr. McCarthy with his  
108 approval.

109

110 Mr. McDevitt felt the Board should postpone voting until they had a copy of both deeds in front of  
111 them for review. Ms. Spencer agreed.

112

113 Mr. Viger stated the Selectmen satisfied the requirements of public hearing and took public input. He  
114 felt the Board could review the deed and sign at the next meeting. Attorney Hildreth noted neither of  
115 the deeds required the Town's signature. There are two deeds: 1) Deed from National Grid to NH  
116 DES (to accept the conservation easement restrictions), and 2) Deed from National Grid to the Town  
117 of Pelham (conveyance of parcel).

118

119 The Board postponed voting until their next meeting, with the understanding that the public hearing  
120 requirements (with public input) had been satisfied.

121

122 **PUBLIC HEARING: In accordance with the Pelham Naming Rights Policy approved October**  
123 **28, 2014, a public hearing on August 16, 2016 at 7pm to discuss and possibly approve the**  
124 **application to rename the Pelham Senior Center**

125

126 Senior Center Director Sara Landry came forward to speak regarding the application to rename the  
127 Pelham Senior Center as the Hobbs Community Center. Along with the application she provided a  
128 brief biography of the family to be honored. She also explained the various programs offered at the  
129 center through the Parks and Recreation Department, which were run outside the senior activity  
130 schedule. It was clear that the seniors (age 50 and above) would have priority in the building from  
131 8am-4pm, Monday through Friday.

132

133 Mr. Viger opened the hearing to public input. No one came forward.

134

135 Mr. Lynde struggled with the request because a Town building had not yet been named after anyone.  
136 He said the Hobbs name was well respected in Town and noted there were other well respected names  
137 such as Atwood, Currier, Gage and others. He was unsure if the request rose to the full breadth of the  
138 Naming Policy. With no disrespect to the family, he didn't feel it was appropriate to name the  
139 building after an individual at this time.

140

141 Mr. McDevitt respected Mr. Lynde's opinion. He noted the Council on Aging approved the request.  
142 Mr. Viger commented that by keeping things generic a town could lose their history. He felt naming

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143 places after significant contributors held Pelham's place in time and share it with the youth of the  
144 community.

145

**MOTION:** (McDevitt/Leonard) To rename the 'Pelham Senior Center' as the 'Hobbs  
Community Center'

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

146

147

148 **Discussion – William Clark and Mike Licata of Liberty Utilities – to discuss Liberty Utility Gas**  
149 **Agreement with the Town of Pelham**

150

151 Mr. Licata provided the Selectmen with an update of the proceedings in front of the Public Utilities  
152 Commission ('PUC') to award Liberty Utilities the franchise to offer natural gas service to residents  
153 of Pelham. The next step is for Liberty Utilities to schedule a hearing with PUC in connection with  
154 the Managed Expansion Docket settlement agreement. He hoped to be awarded the franchise so they  
155 could begin planning for construction activities for the next construction season. Mr. Clark provided  
156 an explanation of the overall bill impact to Pelham and how the numbers were reached. He noted  
157 they serviced thirty communities and discussed the enhancements to the program for customers  
158 interested in converting to natural gas.

159

160 Ms. Spencer questioned if all communities would be charged a premium rate. Mr. Clark explained  
161 they review existing rate structures prior to putting a new main in to see if it makes sense, if it  
162 doesn't, they apply the managed expansion rate. He expected most of the communities would have  
163 some portion of the managed expansion rate to extend service. The process of determining the  
164 premium rate for future expansion would be consistent. Mr. Lynde understood that the 30% rate was  
165 based on the projected customer base in Pelham. Mr. Clark replied the 30% was the managed  
166 expansion program for all thirty communities. He expected over the next 3-5 years each community  
167 would have some portion of a managed expansion rate for their town. Mr. Licata noted they had a  
168 separate proceeding from the franchise application (in Pelham and Windham) to develop a plan for  
169 certain areas that were economic for them to serve because of being a high up front cost to serve  
170 them. They will essentially spread the cost out over ten years. At the same time PUC didn't want the  
171 cost of the take station in Pelham to be spread across the other communities. Mr. Lynde asked if the  
172 proposal would bring the line further up Rt. 38 to Yarde Metal. Mr. Clark replied for phase I (2017)  
173 they would bring the line down to the Massachusetts border by Pike Industries. They would also  
174 have a loop from the Municipal Building to Rite Aid then travel down along Willow Street and along  
175 Marsh Road. Mr. McCarthy questioned if they would go north from Rite Aid. Mr. Clark said they  
176 didn't have a customer signed up yet, but it was possible. He noted if someone wanted to sign up  
177 between now and next March, they would bring the line. Mr. McCarthy commented there were  
178 potential customers on Main Street.

179

180 Mr. McCarthy asked for discussion regarding the sidewalk in front of the cemetery and schools and  
181 along Willow Street. Mr. Clark believed it was still in the discussion. He had received information  
182 regarding the Willow Street Bridge from the engineer.

183

184 Mr. Lynde wanted to know the typical rate for a customer. Based on last year's commodity charges,  
185 Mr. Clark replied it would be the equivalent of paying \$1.65/gallon for oil or \$1/gallon for propane.

186

187 Mr. McDevitt asked what plans they had for public information. He also wanted a briefing regarding  
188 the take station. He assumed they would give a presentation to the Planning Board. Mr. Licata  
189 replied the take station was essentially the size of a free standing single-car garage. They had

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190 infrastructures in Londonderry and Manchester and would be happy to provide photographs of such.  
191 Mr. Clark said inside the structure was a tap that reduced the pressure for what was delivered to the  
192 street. It was similar to a regulator on a gas grill. There is also a small heater in the building, gas  
193 meter and instrumentation, which is monitored 24/7 by the control center in Londonderry who can  
194 remotely turn things off in if needed. Tennessee Gas Line will negotiate the specific location. Mr.  
195 Licata noted they have a sales/marketing team located in Manchester who will notify the public and  
196 make them fully aware of the opportunity to tap into the gas main.  
197

**MOTION:** (McDevitt/Lynde) To enter into an agreement with Liberty Utilities for Phase I of  
the gas pipeline buildout and authorize Town Administrator Brian McCarthy to  
sign the agreement on behalf of the Board of Selectmen.

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

198  
199 Mr. McCarthy noted that the agreement had been approved by Attorney John Ratigan (Town  
200 Counsel).  
201

202 **OTHER BUSINESS**

203  
204 **Board of Selectmen, as agents to expend, to approve the following expenditures from the**  
205 **Pelham Veteran's Memorial Park Fund:**

- 206 ○ **\$415 to the Town of Pelham for the grading and rake out of the beach for the summer**  
207 **season;**
- 208 ○ **\$2,987 to the Town of Pelham for the labor and materials to install a heavy duty 16 gage**  
209 **steel door on the pump house**  
210

**MOTION:** (Lynde/Leonard) To approve the total of \$3,402 to be expended out of the Pelham  
Veteran's Memorial Park Fund for repairs and maintenance at Pelham Veteran's  
Memorial Park.

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

211  
212 **2017 BUDGET REVIEW**

213  
214 Finance Director Dayanand Ramgopaul came forward to assist with the budget review.  
215

216 Previously the Selectmen reviewed individual department budget requests and priority lists. At this  
217 time the Board conducted an overview of departmental budgets in preparation for their vote, which  
218 would occur at a subsequent meeting.  
219

220 Assessing: Ms. Spencer questioned how the specific amounts were determined for the increase under  
221 Expenses- Vision Maintenance and Contractual Assessing Consulting Fees. Assessing Assistant Sue  
222 Snide explained that the maintenance fee was the figure provided by Vision and in addition had more  
223 users. The consulting fees were not expected to exceed 5% of the current rate.  
224

225 Budget Committee: No discussion.  
226

227 Cable: Mr. McDevitt understood the recommendation was to increase the hourly rate for technicians  
228 to \$10/hour. He felt the increase was generous (the current rate is \$9.50)  
229

230 Cemetery: No discussion.

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231 Conservation Commission: No discussion.

232 Debt Service: No discussion.

233 Elections: No discussion.

234 Emergency Management: No discussion.

235

236 Fire Department: No discussion regarding budget. The Selectmen reviewed the three priority items.  
237 Ms. Spencer asked if there was an ability to integrate the Maintenance Pro Web software (vehicle  
238 maintenance/warranty tracking) Town wide. She believed the Highway Department utilized a similar  
239 software. Chief James Midgley believed the department could purchase the software together with  
240 the Highway Department and possibly other departments since it was a per user cost plus annual  
241 maintenance fee. The Target Solution software assists the department with tracking training and  
242 certifications. This has an annual user fee. Mr. Viger had a note that the Fire Department would  
243 possibly look to take the cost of the Air primer out of the 2016 budget. Mr. McDevitt felt the air  
244 primer, being a one-time expense, should be purchased with the 2016 budget. He noted the problem  
245 with purchasing software was it had an ongoing cost that would go into the budget. There was a brief  
246 discussion regarding the air primer; the Board directed Chief Midgley to purchase the equipment.  
247 Chief Midgley stated he would schedule the purchase. The Board will discuss the two remaining  
248 priority items at their next meeting prior to vote.

249

250 Health Officer: No discussion.

251 Health Services: No discussion.

252

253 Highway Department: The Board discussed the priority items. Highway Agent Frank Ferreira will  
254 review lease to own for the back hoe. He spoke of how valuable the hot box would be to the  
255 department and the Town. At this time the cost savings was difficult to measure, because it would  
256 have so many uses and offer the possibility of recycling hot top. Ms. Spencer recalled there was one  
257 employee that was supposed to work half time for the Highway Department and half time for the  
258 Cemetery. She understood that the employee was working solely for the Cemetery and asked if the  
259 position had been reviewed, since it was already in place. Mr. Viger said there had been discussions,  
260 the difficulty was the employee being under the purview of the Cemetery. Mr. Leonard understood  
261 that the Highway Department had more equipment than they had employees to run them. Mr.  
262 Ferreira noted the last time they hired a full-time employee was in 2000. Mr. McCarthy will speak  
263 with the Cemetery department and review the contract of the employee.

264

265 Human Services: No discussion.

266 Insurance: No discussion.

267 Legal: Ms. Spencer asked for the status of the budget to date. Mr. McCarthy told the Board they were  
268 at 45% expended.

269 Library: No discussion.

270 Parks & Recreation: Mr. McDevitt commented that he had discomfort with the fact that 11% of the  
271 registrations were non-residents. He felt it drove up the workload and had an impact, which should  
272 be a topic of discussion in the future.

273 Planning Department: No discussion.

274 Police: Ms. Spencer confirmed that the middle school D.A.R.E. program was in the budget. Chief  
275 Joseph Roark told the Board the middle school D.A.R.E program remained in the budget. The Board  
276 discussed the request for a detail officer for two hours per day at the intersection of Sherburne Road  
277 and Mammoth Road. Mr. McDevitt encouraged the Board to add the cost into the 2017 budget. Mr.  
278 Lynde questioned if the detail officer could be implemented this year. Chief Roark said they tried to  
279 keep the area car at the location; however their priority was to respond to calls. Mr. McCarthy asked  
280 the Chief for the cost of having an officer at the location for three days per week for the remainder of

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281 the year. He wanted to determine if the number could be absorbed into the 2016 budget. Chief Roark  
282 will provide the figure to Mr. McCarthy.

283

284 Retirement: No discussion.

285 Selectmen: Mr. McCarthy discussed the decrease for compensated absence. He said they currently  
286 had just under \$300,000 in the budget. They reviewed the exposure and felt comfortable the budget  
287 had enough to absorb possible retirements/payouts and still have a remaining balance. There was a  
288 brief discussion about possibly taking out the \$25,000 budget line and submitting a warrant article for  
289 \$50,000.

290 Senior Center: Mr. McCarthy noted they took possession of the bus. After speaking with the  
291 Director, believed \$2,000 could be eliminated from the vehicle maintenance budget line leaving it at  
292 \$500.

293 Town Buildings: Mr. McDevitt asked if the Town needed to be concerned about the gas expansion  
294 impacting the 2017 budget in terms of heating. Mr. McCarthy believed the Town could dig in the  
295 hook up, but didn't have to do the heating conversion at the same time. He told the Board there were  
296 a lot of changes occurring with Town buildings. Mr. Viger said they could submit a warrant article to  
297 replace the furnace (with natural gas). Mr. McCarthy commented he spoke with Pennichuck Water  
298 about having the Town Hall offices receive service. He noted the Library, Fire Department and  
299 Police were already on the Pennichuck line. At present the Town Hall was using an existing well.  
300 Initially the municipal building was set up to be on Pennichuck Water and there were plans showing  
301 such.

302 Town Celebrations: No discussion.

303 Town Clerk / Tax Collector: No discussion.

304 Transfer Station: In connection with the priority list, Director Stan Walczak told the Board that the  
305 expected cost of the pre-owned backhoe was reduced from \$11,000 to \$7,500 because they were  
306 offered \$3,500 as a trade-in for their backhoe.

307 Treasurer: No discussion.

308 Trust Funds: No discussion.

309

310 Mr. Viger stated the budget as presented, prior to any changes and priority list items, is:  
311 \$14,599,769, which is an increase of \$369,883 representing a 3% increase over last year.

312 The Selectmen will vote on the budget during their next meeting.

313

314 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

315

316 Mr. Lynde reported that he attended a conference put on by New Futures of New Hampshire during  
317 which they reviewed five points for New Hampshire dealing with substance abuse. He summarized  
318 the issues they were looking to accomplish.

319

320 Mr. Viger extended the Board's gratitude to Mr. McCarthy and Mr. Ramgopaul for their support  
321 during budget review.

322

323 **ADJOURNMENT**

324

**MOTION:** (Leonard/Spencer) To adjourn the meeting.

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

325

326 The meeting was adjourned at approximately 8:38pm.

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Respectfully submitted,

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Charity A. Landry  
Recording Secretary