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APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
August 23, 2016
APPROVED – August 30, 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 16, 2016

MOTION: (Leonard/Lynde) To approve the August 16, 2016 meeting minutes as amended.

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

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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.

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OPEN FORUM

No one came forward.

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2017 BUDGET REVIEW and VOTE

Finance Director Dayanand Ramgopaul came forward for budget review.

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Mr. Viger stated that the number presented in the budget would be considered as the ‘number on the floor’. Questions/comments will be addressed during individual budget review. At the conclusion of the Board’s review, they will vote on the bottom line figure.

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The proposed 2017 Budget prior to Selectmen review/vote was \$14,574,145, an increase of 2.42% over last year’s budget.

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42 Mr. Leonard noted approximately half the increase (of the total budget) was due to an insurance
43 carrier change; proportionally the remaining increases were mainly due to contractual (salary)
44 increases.

45

46 **Assessing:** \$173,263

47 **Budget Committee:** \$162

48 Ms. Spencer noted the Budget Committee was seeking members and suggested considering a small
49 stipend of \$50-\$60 per year (excluding the Selectmen and School Board Representatives), which may
50 encourage volunteers. Mr. Lynde commented there were other boards in Town and questioned where
51 the request for stipend would stop. He suggested possibly reimbursing members for travel. Mr.
52 McDevitt spoke against giving a stipend and noted other boards had difficulty seeking members as
53 well. Mr. Viger stated they could explore Ms. Spencer's suggestion during review with the Budget
54 Committee or at Deliberative Session.

55

56 **Cable:** \$121,446

57 Mr. McDevitt spoke to the request of a salary increase to \$10 for hourly cable technicians. He felt the
58 previous amount of \$9.50 was appropriate. Mr. Ramgopaul told the Board if they were to reduce the
59 salary line from \$10/hr. the reduction would be in the amount of \$1432. The new budget request
60 would be \$120,014.

MOTION: (McDevitt/Leonard) To approve the reduced Cable budget of \$120,014.

VOTE: (4-1-0) The motion carried. Mr. Lynde voted no.

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63 **Cemetery:** \$144,207 (for information only; submitted as courtesy by Cemetery Trustees)

64 **Conservation Commission:** \$3,747

65 **Debt Service – Interest:** \$135,519

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67 **Debt Service – Principal:** \$686,499

68 The Board added \$25,133 to the budget for the first year's lease of the Highway Department Back
69 Hoe listed as #1 on their priority list. An adjustment will be made to back out the interest and put it
70 into the Debt Service Interest budget.

71

72 **Elections:** \$10,243

73 **Emergency Management:** \$8,429

74 **Fire Department:** \$2,024,449

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76 The Board discussed the department's priority items:

- 77 1) Target Solutions Software - \$4,492
- 78 2) Maintenance Pro Web - \$1,500
- 79 3) Air Primer - \$4,000 – *This was moved into the 2016 budget for purchase.*
- 80 4) SNHSOU Medic - \$9,644

81

82 Ms. Spencer spoke to the request for Target Solutions. She had done research and spoken to other
83 departments to see what they were using. She believed there may be other tracking software that
84 could effectively be used without costing \$4,000 per year for maintenance. Ms. Spencer was in favor
85 of implementing the Maintenance Pro Web Software.

MOTION: (Spencer/Lynde) To add \$1,500 for Maintenance Pro Web into the 2017 Fire
Department budget.

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

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Mr. McDevitt made a motion to support the addition of \$4,492 into the 2017 Fire Department budget. Mr. Leonard seconded. Mr. McCarthy noted that current system being used by the Fire Department, Information Management Corporation ('IMC') had a training software program that was accessible by the Fire Department. Fire Chief James Midgley addressed the IMC software. He told the Board it had a training component, but didn't perform what the department needed. The information put into the software cannot be broken up into specific categories as required by the Insurance Service Office ('ISO') to clearly define specific training. The end result of breaking out the specific ISO training will result in the Town receiving a lower ISO rating and save money for the taxpayers. Ms. Spencer anticipated the Budget Committee wanting to know if the taxpayers would realize a savings equal to the cost of the software. Chief Midgley said there was potential of \$100 savings per household in the hydrant district; everyone would save money on insurance by the Town reducing the ISO rating. The ISO process to lower the rating is a four year process. Ms. Spencer questioned if there were other software that cost less. Chief Midgley answered no; the proposed software was the most compatible and properly transferred information correctly to ISO. He noted the good thing about Target Solutions was they offered a variety of on-line training which would also be a cost savings. Ms. Spencer felt she better understood the cost savings; with the new information she was prepared to support the motion. She suggested providing information of how savings would be realized when presenting the budget to the Budget Committee.

MOTION: (McDevitt/Leonard) To add \$4,492 for Target Solutions Software into the 2017 Fire Department budget.

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

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The Board discussed the request to add a SNHSOU Medic. Mr. McDevitt felt the request could wait at this time. Mr. Lynde wanted to know the benefit adding the medic. Chief Midgley explained the medic wouldn't directly support the fire department, it was a member to support the regional tactical swat team district. Years ago the department had two medics on the team; however, due to Town budget cuts the funding was pulled. Chief Midgley noted Pelham was a member of the district and had paramedics called out when there is a tactical/swat team call. He felt it was important to provide at least one medic to the tactical team. Ms. Spencer reviewed the towns that had medics and asked if other towns had plans to add a medic. Chief Midgley spoke to the other towns, which didn't have the same type of fire department. Ms. Spencer questioned if Pelham could split the cost with another Town. Chief Midgley didn't feel other towns would endorse medic training for Pelham. Mr. Viger asked if there were any employees interested. Chief Midgley answered yes. He spoke of how the department could fill the spot of an employee that was called to the tactical team. There was no further discussion.

The new operating budget for the Fire Department was \$2,030,441.

Health Officer: \$43,766

Ms. Spencer questioned if tick control had been included in the budget. Mr. McCarthy replied they had not. He said the provider who serviced for mosquitos during the past year also provided tick control at the cost of \$2,000, which had not been budget for. There was a brief discussion and the Board agreed to add a budget line of \$2,000 for tick control. Mr. McCarthy will confirm the figure.

MOTION: (McDevitt/Spencer) To add a line for tick control in the amount of \$2,000 into

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the 2017 Health Officer budget making the new budget figure \$45,766.

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

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129 **Health Services:** \$73,000

130 **Highway Department:** \$1,407,552

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132 The Board discussed the department's priority items:

133 1) Back Hoe - \$120,000

134 2) Full-time employee - \$62,121 (including benefits)

135 3) 4-Ton Hot Patch/Reclaiming dump trailer

136 4) Increase in rental budget - \$12,340

137 5) Increase salary for part-time employees - \$0.50 per hour

138 6) Loader rental for 5 months – winter - \$10,000

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140 Highway Road Agent Frank Ferreira came forward to discuss the priority items. There was a brief
141 discussion regarding the loader rental for winter and the benefits of being able to clear intersections
142 and clearing school parking lots. Clarification was made that the loader rental was included in
143 priority #4, therefore priority #6 was eliminated.

144

145 With regard to the Back Hoe, Mr. Ferreira hoped to have it included in the debt service budget as a
146 lease. Mr. McCarthy noted they would need to research the best rate. He felt \$25,133 would be a
147 safe number. The amount would be included in the Debt Service budget.

MOTION: (Lynde/Spencer) To add \$25,133 for the first year's lease agreement for the Highway Department back hoe.

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

148

149 Mr. Viger spoke to the request for a full-time employee. He said typically the Selectmen would
150 include the position in the budget and if the Budget Committee felt it should be a warrant article, the
151 figure would be reduced from the budget. Ms. Spencer believed there was a contract employee (hired
152 in the past) that was supposed to work half time with the Cemetery Department and half time with the
153 Highway Department. Mr. McCarthy noted the Highway Department needed the employee because
154 they didn't have enough employees to operate the equipment. He pointed out that the last full-time
155 employee hired was in 2000 and the Town had added 20 miles of road since that same time. Ms.
156 Spencer understood there was a need for a Police Dispatcher which hadn't been successful. Mr.
157 Viger replied the Police hadn't made a request this year. Mr. McDevitt didn't see the positions as
158 being equivalent. He felt the voters may view a highway employee as more tangible. He believed the
159 highway position would continue to come back in front of them given the additional roads in Town.
160 Mr. McDevitt questioned if the half time person currently worked with the Highway Department.
161 Mr. Ferreira answered no. Mr. McDevitt didn't know how the department could address the
162 expansion of roads within the Town without hiring an additional employee.

MOTION: (McDevitt/Lynde) To approve the Highway Department's request for a full-time employee in the amount of \$62,121 (including benefits- approximately \$25,000) for inclusion in the 2017 budget.

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

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164 Mr. Leonard discussed the importance of having the requested hot box which would allow pot holes
165 to be fixed in winter months and reclaiming materials currently at the Town's disposal. The cost of
166 the equipment could be recouped within 5-6 years. Ms. Spencer supported the request. She wanted
167 to know the lifespan of the equipment. Mr. Ferreira believed it would last a long time based on the
168 age of similar equipment being used in Nashua.

MOTION: (Leonard/Spencer) To add \$35,000 into the 2017 Highway Department budget
for the purpose of purchasing a 4-Ton Hot Patcher / Reclaimer Dump Trailer.

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

169
170 With regard to the request for \$12,340 in the rental budget. Mr. Ferreira told the Board he currently
171 hired a loader during winter months to stay at the school and push snow out of the parking areas. He
172 said the additional rental budget would allow the department to use equipment at the facility to load
173 materials, the additional money in rentals will be used for brush cutting.

MOTION: (Lynde/McDevitt) To add \$12,340 into the 2017 Highway Department budget to
increase the rental budget.

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

174
175 Mr. Lynde made a motion to increase the salary line for part-time employees by \$0.50. Mr. Leonard
176 seconded. Ms. Spencer wanted to know if \$0.50 would be adequate. Mr. Ferreira replied they could
177 raise the amount to \$1.00, as long as they didn't have a figure larger than the contracted employees;
178 the union contract has a stipulation against doing so. Ms. Spencer made a motion to increase the
179 proposal to \$1.00 per hour increase. Mr. McDevitt asked for an explanation of the union salary
180 stipulation. Mr. McCarthy understood that the arrangement for the (half time) Cemetery employee to
181 be accepted into the collective bargaining union, they would work at the Highway Department when
182 needed in the winter. Mr. Ferreira noted that the warrant article for the half-time position contained
183 language regarding how the position was to be utilized.

MOTION: (Spencer/McDevitt) To add \$1,716 into the 2017 Highway Department budget to
increase the part-time employee salaries by \$1.00

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

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186 **Human Services:** \$88,040

187 **Insurance:** \$2,350,435 (placeholder until final numbers received in October/November)

188 **Legal:** \$95,000

189 To date 45% of the budget had been spent. Ms. Spencer questioned if Mr. McCarthy would be
190 comfortable reducing the budget by \$10,000. Mr. McCarthy replied he would like to reduce the
191 budget by \$30,000 closer to the end of the year. Mr. McDevitt suggested reducing \$10,000 now and
192 considering an additional reduction near the end of the year. Mr. Viger was leery about arbitrarily
193 reducing the budget without knowing what may come forward.

MOTION: (Spencer/Leonard) To reduce 2017 Legal budget by \$10,000 making the new
budget figure \$85,000.

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

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196 **Library:** \$327,022 (for information only; submitted as courtesy by Library Trustees)

197 **Parks & Recreation:** \$203,455

198

199 The Board discussed the department's priority list item to hire office help for 32 hours per week
200 @\$16/hr. for 52 weeks totaling \$26,624.

201

202 Mr. Lynde made a motion to add \$26,624 into the budget for office help. Mr. Leonard seconded. Mr.
203 McDevitt stated he would vote in favor of the request, and made note of his concern that 11% of the
204 department registrations were not residents of the Town. He would like to discuss the issue at a
205 subsequent meeting. He said the purpose of programs were to service Pelham's residents. The Board
206 agreed to have a discussion at a later time. Mr. Lynde noted most of the programs paid for
207 themselves. He didn't want the point to come where the programs filled up and Town residents
208 couldn't participate. Although he believed there may be some programs that would benefit and be
209 able to run because of the additional enrollment. Mr. Leonard noted another consideration was the
210 burden on facilities due to non-resident participation. The Board was in agreement that additional
211 office help was needed at this time.

MOTION: (Lynde/Leonard) To add \$26,624 into the 2017 Parks and Recreation budget for
office help.

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

212

213 **Planning Department:** \$305,077

214 **Police Department:** \$2,651,071

215 The Selectmen voted regarding the department's priority item as follows:

MOTION: (Spencer/McDevitt) To add \$22,241 into the 2017 Police budget for a detail
officer at the Sherburne Road / Mammoth Road intersection – two hours per day.

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

216

217 **Retirement:** \$1,482,840

218 **Selectmen:** \$462,909

219 **Senior Center:** \$113,710

220 **Town Buildings:** \$756,354

221 **Town Celebrations:** \$9,260

222 **Town Clerk / Tax Collector:** \$233,821

223 **Transfer Station:** \$646,623

224

225 The Board voted regarding the department's priority items as follows:

226 1) Replace 1995 Ford 555E backhoe - \$7,500

227 2) Increase part-time labor hours by 400 - \$5,200

MOTION: (McDevitt/Lynde) To add \$7,500 into the 2017 Transfer Station budget to
replace a 1995 555E backhoe.

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

228

229 The Board then addressed the request to add 400 hours to part-time labor.

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MOTION: (McDevitt/Lynde) To add \$5,200 for the addition of 400 hours for part time labor into the 2017 Transfer Station budget.

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

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231 **Treasurer:** \$15,176

232 **Trust Funds:** \$1,070

233

234 The Town Budget bottom line figure was amended to \$14,768,580. This represents an increase of
235 3.8% over the 2016 budget.

MOTION: (Spencer/Lynde) To approve \$14,768,580 as the 2017 Town operating budget.

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

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239 **REQUEST FOR NON-PUBLIC SESSION**

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MOTION: (McDevitt/Lynde) Request for a non-public session per RSA 91-A:3,II, a
(Personnel)

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

CALL: Mr. Leonard-Yes

241

242 It was noted that when the Board returned, after the non-public session, the Board would not take any
243 other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the
244 meeting. The Board entered into a non-public session at approximately 8:15pm.

245

246 The Board returned to public session at approximately 8:42 pm.

247

248 No motion was taken to seal the non-public minutes.

249

250 **ADJOURNMENT**

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

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

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253 The meeting was adjourned at approximately 8:42 pm.

254

255 Respectfully submitted,

256 Charity A. Landry

257 Recording Secretary

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259

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