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APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN MEETING
MINUTES
August 30, 2016
APPROVED – September 20, 2016

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CALL TO ORDER - approximately 6:30PM

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

ABSENT: Mr. William McDevitt, Mr. Paul Leonard

PLEDGE OF ALLEGIANCE

MINUTES REVIEW

August 23, 2016

MOTION: (Spencer/Lynde) To approve the August 23, 2016 meeting minutes as written.

VOTE: (3-0-0) The motion carried.

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ANNOUNCEMENT

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- Pelham Farmer's Market – Open every Wednesday 3pm-7pm on the Village Green. If it's raining, it will be held inside the Municipal Building, using the center entrance between the Town Offices and the Police Department;
 - Public Hearing Notice: Per RSA 36-A, the Pelham Board of Selectmen will hold two public hearings on Tuesday, September 27, 2016 and October 11, 2016 at 6:45pm in Sherburne Hall, 6 Village Green, Pelham, NH regarding a proposal to purchase approximately 30 acres defined as Map 2 Lot 5-72, 44 Gibson Road to be acquired for use as conservation land;
 - Movie Night – Friday, September 9, 2016, event sponsored by Pelham Police Relief Association and Chunky's Cinema Pub – Festivities begin at 4pm with car show, pinball games, bike raffles, hot dogs, beverages, a D.J. & Live Entertainment. The movie "Zootopia" with popcorn and ice cream sundaes begin at dusk;
 - KIA (Killed in Action) Memorial Bench Dedication – Saturday, September 17 at 1pm in front of the Town Municipal Building. This bench is a memorial to all those from Pelham, NH who have been killed in action, making the ultimate sacrifice, while serving our country
 - Site Walk – At 6pm August 31, 2016 the Pelham Board of Selectmen will conduct a public site walk through Hobbs Community Center parking lot to discuss the parking lot expansion.

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OPEN FORUM

No one came forward.

APPOINTMENTS

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2015 Audit Results – Presented by Zak Fentross and Frank Biron of Melanson Heath

Mr. Frank Biron, President Melanson Heath CPA and Mr. Zak Fentross, Supervisor Melanson Heath came forward to discuss the 2015 Audit results. Mr. Biron explained their role was to review the Town’s financial statements and provide an opinion as to whether the statements were in accordance with generally accepted accounting principles. He told the Board they provided a clean opinion finding that the statements were in accordance with the generally accepted accounting principles. He reviewed the report summarizing the specific areas they reviewed. Mr. Fentross discussed the management letter submitted to the Town that contained recommendations for improvement during the coming year. He summarized the areas that had been resolved from the previous year and the Town’s performance to date.

Mr. Fentross thanked Finance Director Dan Ramgopaul for being well prepared and professional, which allowed the audit to run smoothly making the process mutually beneficial. Mr. McCarthy thanked Town Treasurer Charlene Takesian who had been instrumental in resolving issues during the audit. Ms. Spencer thanked Mr. McCarthy, Mr. Ramgopaul, Ms. Takesian and the auditing team for their work during the audit process.

The Board thanked Mr. Biron and Mr. Fentross for meeting with the Board.

Presentation - Peter McNamara, Capital Improvement Plan Committee Chair – Presentation of the CIP Plan

Mr. Peter McNamara, Planning Board Chairman and CIP Committee Chair came forward with Planning Director Jeff Gowan to present the updated 2017-2023 Capital Improvement Plan. He thanked all those involved with the process. Mr. Viger noted he had worked on the CIP in years passed and was pleased to see it evolve from a ‘wish’ list to a working document. Mr. McNamara stated the document was now a realistic interpretation of the Town’s needs in terms of capital improvements and expenses. Mr. Gowan told the Board that the plan would be presented to the Budget Committee in two weeks.

The Board thanked Mr. McNamara and Mr. Gowan for presenting the CIP.

Discussion – Planning Director Jeff Gowan – Answering Questions regarding clear cutting of properties.

Mr. Gowan spoke to the Board regarding a piece of land that had been clear cut on Bush Hill Road and a small section on Mammoth Road. He displayed photographs of the property (with a view along Bush Hill Road) showing the cutting that had occurred. He noted that an Intent to Cut had been filed with the State; however in this instance it was his opinion that the cutting exceeded what was described in the document. He told the Board he was on vacation during part of the process and during that time the Assessing Assistant Susan Snide filed a complaint with the State. Mr. Gowan explained there were a number of restrictions that go along with an Intent to Cut and because there is no plan filed with the Planning Board he believed the State had jurisdiction to take action. He said it was unclear whether any of the trees were located within the Town right-of-way. He believed it was ‘prescriptive’ road (as defined in ‘The Road Less Traveled’) and a deed has not yet been located for the right-of-way.

Mr. Lynde confirmed with Mr. Gowan that the portion of Bush Hill Road being discussed had no application in front of the Planning Board and that an incorrect Intent to Cut had been filed with the

95 State. Mr. Gowan said that was correct. The State will explore the situation and be on the property
96 this week. Mr. Gowan was in contact with the developer to question what was occurring. He was
97 told that the cutters were only cutting pine. Earlier in the day visited the site with Ms. Snide. Some
98 of the abutters were concerned with a possible erosion risk. There are some small boulder sized rocks
99 that were dislodged near the road that will need to be removed. Mr. Gowan told the Board that he
100 would hold the developer responsible, to the extent the Town was allowed, for any impacts to the
101 road including any runoff or anything presenting a public health risk. He summarized the trees and
102 work listed in the Intent to Cut. He said the issue wasn't so much the cutting of the pine, it was the
103 cutting of the buffer exceeding the 50% basal area.

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105 Mr. Lynde spoke about a ten acre parcel on Mammoth Road (former Maglio property) with a
106 proposed development of 40 housing units. He believed conservation developments were done to
107 preserve open space and questioned how the 40-unit development on Nashua Road was allowed to
108 occur. Mr. Gowan replied it was a 55+ development. He felt the regulations regarding such needed
109 to be reviewed, specifically the density. Mr. McNamara added that the Planning Board was
110 establishing a Zoning Subcommittee (as they've done in years past) that would review the 55+
111 Ordinance to possibly restrict or sunset it. He said at the time the ordinance was created there was a
112 need for that type of housing; however, it has become increasingly not affordable to those in Town.

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114 The Board thanked Mr. Gowan and Mr. McNamara for the update.

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116 **Discussion – Fire Chief James Midgley, Deputy Chief Paul Leischner and Police Chief Joseph**
117 **Roark - Possible Communications Project**

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119 Chief Midgley came forward to discuss and present possible changes to the dispatch center. He
120 explained that the community's demand for emergency services has outgrown the capabilities of the
121 current dispatch center (for both Police and Fire). He noted Police Chief Roark brought the topic and
122 a proposal forward a couple years ago to hire a dispatch supervisor to offset the increase in demand
123 during peak hours; the Boards supported the proposal, however the taxpayers defeated it at Town
124 Meeting. The demand for emergency service, specific to Fire and EMS, has increased 9% between
125 2010 and 2015. Chief Midgely spoke of the difficulties in utilizing a combined center for the three
126 specialized services of Police, Fire and EMS, which on their own were very different entities that
127 require specialized training and knowledge. One of the highest areas for complexity is Fire and most
128 dispatchers don't have intricate knowledge with 'hands on' experience. He stated a single duty
129 dispatcher can easily be quickly overwhelmed by simultaneous, different and equally pressing
130 emergencies. He spoke about the complexities involved with Fire, Police and EMS situations.

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132 Chief Midgley told the Board they reviewed some options to alleviate situations and were at the point
133 of needing to make some sort of adjustment to provide for the increase in call volume. Given that
134 adding a dispatch supervisor failed at Town Meeting, it was assumed that adding additional Fire
135 dispatchers would also fail. He stated outsourcing Fire/EMS dispatching to a specialized third party
136 would be the lowest cost/highest benefit ratio to the Town. He said there were a lot of cost that could
137 be defrayed by doing so. Chief Midgley recommended they begin looking at their options for a
138 regional approach to Fire dispatching, specifically with a local fire department. Two to three months
139 ago they started making inquiries for who could potentially take on the job and discussed what they
140 learned. The most feasible town is Londonderry, who pursued Pelham once they learned there was
141 interest for a third party dispatch. He noted Londonderry Fire Department was in the midst of getting
142 approval for a \$2.9 - \$5 million dollar communications upgrade. They are also in the process of
143 increasing their staffing. Chief Midgley also recommended staring to 'tie down' numbers to see if
144 Londonderry Fire Department is a viable option. He discussed the cost savings and benefits of using
145 a regional dispatch and outsourcing Fire and EMS calls.

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147 Ms. Spencer questioned who had done the analysis. Chief Midgley and Deputy Leischner had
148 conducted the analysis with their radio company who reviewed the technology (radio infrastructure).
149 Police Chief Roark was consulted and supports the proposal. Additional technology was reviewed by
150 the Town's IT professional Victor Danevich and Lt. Greg Atwood. This review was done to
151 determine who would be the most cost effective for the Town, which ended up being Londonderry.
152 Chief Midgley noted there were no other departments that had the capability to take over Pelham's
153 dispatch. Ms. Spencer wanted to know how Pelham would be handled in the event Londonderry had
154 an emergency. She asked if they had the capability to handle two structure fires at the same time.
155 Chief Midgley explained once Pelham entered into a contract we would become part of their dispatch,
156 there would be no difference in dispatch. He said the regional approach in dispatching was to handle
157 calls as they came in. Londonderry is in the process of expanding their dispatch personnel. Ms.
158 Spencer understood the better option would be to add personnel to Pelham's dispatch rather than
159 outsourcing. Chief Midgley answered yes; bringing in Fire dispatch to work with the Police
160 counterparts in the dispatch center would be the best thing they could do, but he didn't think it would
161 realistically pass the Town voters. Ms. Spencer felt if it was the best option it might be a good idea to
162 present it to the voters.

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164 Police Chief Roark came forward to offer his opinion. He wasn't nervous about regional dispatch.
165 He believed regionalization for emergency services was trending nationally as it was an economy of
166 scale and a viable solution. He felt keeping dispatch 'in house' would allow for more oversight and
167 training and having a dual chair (Fire & Police) would be preferable; however, having a dual chair
168 would be a costly endeavor. He noted Pelham was the only dispatch center he could think of that
169 dispatches Police and Fire with one chair, which wasn't realistic in the present day. Chief Roark
170 reiterated that his preference would be to bolster the existing communications center either all at
171 once, or in a phased approach. The realistic solution he was comfortable with was to regionalize
172 dispatch.

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174 Mr. Lynde understood having additional dispatch personnel would be expensive. He spoke of the
175 concerns with having regional dispatch, such as familiarity with the Town and having confidence
176 about being treated well. He wanted to know if the proposed cost would increase after the first year.
177 Mr. Lynde discussed the options 1) hire an in-house dispatch supervisor, 2) regionalize Fire/EMS
178 dispatch and maintain current Police dispatch, 3) hire and train additional dispatchers. He felt the
179 most cost effective option would be to have dispatch through Londonderry, if the Town could be
180 confident that the Town wouldn't have diminished response times. Chief Roark explained that the
181 first step in bolstering Pelham's dispatch would have been to hire a dispatch supervisor. He discussed
182 Fire dispatch, which he explained was technical and specific. Situations become complicated when
183 there are multiple alarms with mutual aid requests. He said fire service was comfortable with mutual
184 aid and regional resources whereas the police were more specific to themselves. Chief Roark
185 discussed instances where Pelham dispatched back to Concord for certain medical calls. He noted the
186 advantages to having a task specific (medical and fire) communication center. He didn't anticipate
187 any growth to Pelham's dispatch center given it was technologically up to specifications. He said
188 having fire and EMT calls go to Londonderry would take a burden off local dispatch. He stated
189 dispatch was doing a great job but at the same time had zero room for an increased call volume.

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191 Ms. Spencer understood Pelham would essentially need an eight person rotation to be able to have
192 two people on duty 24/7 and wanted to know Londonderry's structure. Chief Midgley replied they
193 were currently running one dispatcher and a part time employee but had received the approval to
194 increase during peak hours to two dispatchers. He noted they worked out of their central station
195 which had a battalion chief, captains and lieutenants present that could step in if necessary. Ms.
196 Spencer questioned if they had eight dispatchers in total. Chief Midgley said he knew they would

197 supply two dispatchers but didn't know how many they currently had. He noted their dispatchers
198 only handled fire calls. Ms. Spencer asked if Pelham hired two dispatchers and cross-trained them for
199 fire and police if it would provide the service needed. Chief Midgley believed it would work by
200 taking the pressure off police dispatch. He pointed out the cost of doing so would be double what it
201 would cost to have dispatch go through Londonderry. Ms. Spencer questioned if Pelham would have
202 any control over the cost of having dispatch through Londonderry. Chief Midgley stated Pelham
203 would have a contract with Londonderry containing an accelerator (percentage increase over the
204 duration of the contract). He noted Windham switched their dispatch to Derry at a cost of
205 approximately \$90,000 per year (with a 5% accelerator). They were also interested in moving
206 dispatch to Londonderry, which would create more revenue and allow Londonderry to expand further.
207 Chief Midgley stated the more departments that came into the system would create more revenue and
208 give the ability to add more dispatchers.

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210 There was a brief discussion regarding the number of dispatchers needed to run the communication
211 center. Ms. Spencer felt further discussion was needed and possibly forming a committee to review.

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213 Mr. Viger was not in favor of forming a committee. He stated the Town had professionals whose
214 livelihood depended upon the decisions and he trusted them to make the decision. He said the Board
215 could explore options and ask questions, but ultimately the Board should move forward with the
216 departmental recommendation and figure out the best means of making it happen. Mr. Lynde
217 commented there were two types of dispatchers, police and fire. He agreed the Board should have a
218 further discussion. Ms. Spencer understood from the discussion that the best option was to bring in
219 additional dispatchers and cross-train them with police and fire so everyone would have the capability
220 to do both. Chief Midgley replied the best option would be to hire four fire dispatchers but in reality
221 believed it wouldn't be approved by the voters since they didn't approve a supervisor in the past. He
222 stated the most cost effective option for service was to separate police and fire and have fire go to a
223 third party entity and have police utilize the police dispatch center.

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225 Mr. Viger asked Chief Midgley what action he needed from the Board. Chief Midgley replied he was
226 seeking a consensus of the Board that they wanted the department to pursue further, in depth analysis
227 with Londonderry Fire Department for the purpose of taking over Pelham's dispatch and present a
228 hard proposal. Mr. Viger stated he wouldn't second guess a life safety proposal and personally
229 wanted him to move forward. Ms. Spencer didn't question, or second guess the department's
230 capabilities or authorities; however, she wasn't convinced that the conversation included other
231 options, such as adding additional dispatchers in Town. She understood going to Londonderry was
232 cost effective, but she didn't hear that it was the best option. She wanted to know what would
233 qualitatively be the best option between the two. Mr. Lynde felt the Board needed a matrix showing
234 all the options and costs for both police and fire. Mr. Viger told Chief Midgley he and Mr. Lynde
235 would like him to pursue the Londonderry option in detail and at the same time explore other options
236 to make comparisons.

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238 **OTHER BUSINESS**

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240 **Discussion – Resignation of Transfer Station/Recycling Center Director Stan Walczak**

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242 Mr. McCarthy read aloud the resignation letter of Transfer Station/Recycling Center Director Stan
243 Walczak.

MOTION: (Viger/Lynde) To accept, with regret, the resignation of Transfer
Station/Recycling Center Director Stan Walczak.

VOTE: (3-0-0) The motion carried.

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Mr. McCarthy told the Board that the interim plan was to ask Highway Road Agent Frank Ferreira to oversee both departments, each of which also have Foremen. He has a transition meeting in the morning to discuss how they will proceed. He has confidence in Mr. Ferreira, who has worked in both departments. The Board agreed they would proceed with Mr. McCarthy's recommendation.

250 **RFP Updates – Town Hall Renovation Project and Sherburne Hall Sound Reduction (possible**
251 **award)**

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Mr. McCarthy told the Board that all bids came in over budget and he rejected them. He has scaled the project back and reissued the RFP. He noted the RFP for sound-proofing in Sherburne Hall was put out and had one bidder, Brussard Construction, respond at \$9,735. He recommended accepting the bid and showed the Board a sample of the sound-proof panel.

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Mr. Viger asked if the bid was for the complete project, including installation. Mr. McCarthy answered yes, complete installation and warranty. Mr. Lynde questioned if the panels would work. Mr. McCarthy told the Board that Mr. Brussard had worked at Harvard University and had experience building theaters for them. He relied on his expertise. There are two color choices for the panels.

MOTION: (Spencer/Lynde) To award the bid to Brussard General Contracting to install sound-reduction panels in Sherburne Hall in an amount not to exceed \$9,735.

VOTE: (3-0-0) The motion carried.

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Mr. Lynde asked that Mr. McCarthy seek several opinions regarding the panel color. Mr. McCarthy will also consult the other Board members.

267 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

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Ms. Spencer people to come out to the candle light vigil Wednesday, August 31, 2016 on the Village Green.

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Mr. McCarthy reported that the new Hobbs Community Center (Senior Center) bus had been lettered and was in operation. He also reported that all employees had been trained in First Aid/CPR/AED. They will now be moving on to the next training module. He thanked Chief Midgley and Lt. Horne for conducting the course.

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REQUEST FOR NON-PUBLIC SESSION

MOTION: (Lynde/Spencer) Request for a non-public session per RSA 91-A:3,II, a & e (Personnel; Consideration or negotiation of pending claims or litigation)

ROLL CALL: Mr. Viger-Yes; Mr. Hal Lynde, Ms. Spencer-Yes

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It was noted that when the Board returned, after the non-public session, the Board would not take any other action publicly, except to possibly seal the minutes of the non-public session and to adjourn the meeting. The Board entered into a non-public session at approximately 8:35pm.

The Board returned to public session at approximately 9:30pm.

BOARD OF SELECTMEN MEETING/August 30, 2016

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286 No motion was made to seal the non-public meeting minutes.

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288 **ADJOURNMENT**

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

VOTE: (3-0-0) The motion carried.

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291 The meeting was adjourned at approximately 9:30pm.

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Respectfully submitted,

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Charity A. Landry

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Recording Secretary

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