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**APPROVED
TOWN OF PELHAM
BOARD OF SELECTMEN - MEETING MINUTES
August 25, 2020**

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CALL TO ORDER – Mr. Haverty called the meeting to order at approximately 6:30PM

PRESENT: Robert Haverty, Heather Forde, Jaie Bergeron, Kevin Cote,
Town Administrator Brian McCarthy

ABSENT: Hal Lynde

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PLEDGE OF ALLEGIANCE

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MINUTES REVIEW:

August 18, 2020:

MOTION: (Cote/Bergeron) To approve the August 18, 2020 meeting minutes as written.

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

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ANNOUNCEMENT(S)

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Mr. McCarthy provided an update regarding the drought situation. He informed a section of New Hampshire had been deemed in ‘extreme drought’; although Pelham is still considered ‘moderate drought’. He recently put out a press release with information from the New Hampshire Department of Environmental Services that urged people to practice water conservation as best as possible.

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The Town mandatory water ban remains in place from 8pm to 8am. Odd street number addresses are watering on odd calendar days; even street number addresses are watering on even calendar days.

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OPEN FORUM

No one came forward.

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APPOINTMENTS

2021 Town Budget Review

Elections – Town Clerk/Tax Collector Dorothy Marsden and Deputy Town Clerk/Tax Collector Linda Newcomb presenting.

Ms. Marsden informed everything had decreased due to one election next year. She reviewed the budget and summarized the areas that had changed from the previous year.

Town Clerk/ Tax Collector - Town Clerk/Tax Collector Dorothy Marsden and Deputy Town Clerk/Tax Collector Linda Newcomb presenting.

Ms. Marsden noted there were contractual increases for union employees; longevity and vacation buy-backs have also increased slightly. There were other small increases within other line items, but no major areas were reported.

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Assessing – Assessing Assistant Susan Snide presenting.

Ms. Snide noted the salary increase was contractual. There were other small increases noted. She noted next year they would be working on re-certification through the Department of Revenue Administration; therefore, postage has increased. The cloud back-up cost quoted for last year was incorrect; this year the cost will be approximately \$7,000. Assessing consulting fees are contractual.

Ms. Snide spoke about her priority list item (wish list). She was reviewing a document management program and discussed the benefit of having a system in place. Mr. McCarthy questioned if the proposed cost included all the software. The program will include a licensing fee and have cloud storage. Mr. Cote inquired if there would be a recurring cost (year to year). Ms. Snide replied the proposal was the full charge of scanning all the documents; the maintenance will be approximately \$3,000 per year. It would be shown as a line item in the budget under expenses.

Cemetery – Trustee Edmund Gleason presenting.

Mr. Gleason informed the proposed budget showed a zero increase, although items within the budget were moved into the proper category for better accountability.

Mr. Cote inquired what they used internet service for. Mr. Gleason replied it kept them linked to the Town facilities, provided wifi and allowed for a fax machine.

Conservation Commission – Chairman Paul Gagnon presenting.

Mr. Gagnon stated they were not asking for an increase; the budget remained level funded.

Cable – Cable Coordinator Jim Greenwood presenting.

Mr. Greenwood stated the only changes made to the budget were contractual in the salary lines. He mentioned there was a priority list item (wish list). He said he would like to increase the staff hourly rates.

Library – Library Board of Trustees President Roseanne Cares and Library Director Greg McClay presenting.

Mr. McClay informed the primary increase was contractual within salaries. There were two small increases in supplies for safety (due to COVID).

The priority item (wish list) was for a website redesign. Mr. McClay noted in the past they had not provided a list but had included items with the budget they would like to work on. He informed they had already discussed redesigning their website with outside vendors; the quotes have been in the range of \$4,500. Other items were interior painting (both levels), carpeting (finish the 1st floor and entire 2nd floor), irrigation sprinkler system and staff laptops.

Hobbs Community Center (Senior Center) – Director of Senior Programs Sara Landry presenting.

Ms. Landry informed there were no major changes to the budget. There were small merit increases under salaries. She noted there were small increases to the supplies and telephone lines; all other lines remained ‘status quo’.

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96 The priority list items (wish list) Ms. Landry was most concerned with was increased hours for the
97 Administrative Assistant. This position helped to answer phones, interact with seniors, and assist with
98 programs. Ms. Landry noted it was currently a 20-hour position; however, she needed the position to
99 be increased to 40-hours. She felt it was imperative to have two staff members in the building at all
100 times so they wouldn't have to rely on volunteers. Having COVID hit made her realize how imperative
101 it was to have two people at all times. Down the road two other positions to consider were 1) part-time
102 outreach social worker (to assist seniors with finding appropriate assistance and services and working
103 with families), and 2) additional transportation vehicles for specific rides to medical and lab work
104 appointments.

105

106 Parks and Recreation – Parks and Recreation Director Brian Johnson presenting.

107

108 Mr. Johnson noted salaries and longevity showed a small contractual increase. Increase for cable due
109 to Comcast rate increase for internet at Pelham Veteran's Memorial Park ('PVMP'). Expenses showed
110 an increase for water testing at the parks; restrooms at Muldoon and Scout Lodge have now been
111 included within the budget. Specials included a \$2 placeholder.

112

113 Mr. Cote asked for information regarding the \$2 printing placeholder. Mr. Johnson explained his
114 predecessor printed leaflets/fliers; however, with technology, he didn't feel it was needed. Rather than
115 eliminating the line a placeholder was left.

116

117 Mr. Johnson informed the only priority list item (wish list) was to add \$1/hour to the maintenance salary
118 budget; currently \$12/hour. He noted Massachusetts minimum wage is currently \$12.50 and they
119 wanted to remain competitive by increasing the wage to \$13/hour.

120

121 Planning Department – Planning Director Jeff Gowan presenting.

122

123 Mr. Gowan explained the big changes to the proposed budget were primarily the result of the
124 inspectional services audit (earlier in the year). He stated the salary increases were contractual. He
125 proposed the Town go to a full-time (40 hr. per week) building inspector starting April 2021. He's
126 done research of comparable senior inspectors in Southern New Hampshire and proposed a maximum
127 of \$80,000. His recommendation would be to offer \$75,000 with a \$5,000 upgrade once an inspector
128 has a full complement of certifications (as the audit suggested). He noted this position would consume
129 the plumbing inspector; therefore, the building inspector would also conduct plumbing inspections.
130 The audit spoke about spending more time reviewing plans. As to the electrical inspector, he proposed
131 the same hourly rate for 20 hours per week as a contract part-time employee and noted they would hold
132 back a portion of the salary until all certifications were achieved (and licenses renewed). Mr. Gowan
133 told the Board there were close to 200 new units approved by the Planning Board that were going to be
134 built out over the next couple years along with two new commercial buildings and possibly a new
135 middle school.

136

137 Mr. Gowan mentioned the Fire Chief had called the electric inspector to two fire events in the past two
138 months at the same facility where high voltage is a concern for the safety of the fire fighters. This is
139 an area of expertise both the electric and building inspectors have. He would like to address the shortfall
140 the stipend system had while maintaining the institutional memory of the current inspectors.

141

142 Mr. Haverty confirmed the electrical inspector would have an increase of \$9,000 (beginning in April).
143 Mr. Gowan explained it would be (at full rate) a \$40,000 per year position (for 12-months); however,
144 it wouldn't begin until April.

145

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146 Supplies showed an increase due to service changes due to COVID. Telephone for Environmental
147 Compliance specialist. Increase for training of new land-use board members and inspectors. Within
148 the specials line is MS4, Mr. Gowan reduced the line based on the work that has been done and the
149 upcoming requirements. He had no priority list items.

150

151 Police Department – Chief Joseph Roark and Office Manager Celia Lingley presenting. Also present
152 were Captain Stephen Toom and Lieutenant Anne Perriello.

153

154 Chief Roark indicated they were currently at full staffing. He summarized the budget and spoke about
155 the areas showing increases/decreases. There were contractual increases for salaries. Telephone
156 showed an increase due to replacements and upgrades. Large decrease noted for the equipment/tech
157 plan due to body camera systems being purchased through the budget last year. Decrease for ‘other
158 expenses’ line. Chief Roark outlined the RSA requirements for body-worn cameras.

159

160 Mr. McCarthy understood the department would not be cycling out their fleet. Chief Roark answered
161 no; typically, they run a 3-year lease, but they have done a study of the current mileage (Captain Toom
162 has been overseeing maintenance) and felt they could comfortably get another year. At the end of the
163 fourth year all cars will be under 100,000K miles. He informed they needed to replace the mobile data
164 terminals (‘MDT’) within the cruisers. The MDTs were purchased in 2013; they are coming up at end
165 of life and needed to be replaced. The priority list item (wish list) is to replace the 10 MDTs. They
166 would like to purchase the light bar packages for the cruisers during this budget year so when the lease
167 package is built next year the cost won’t be included.

168

169 Mr. Haverty saw that by delaying the cruiser leases for a year it would essentially fund the priority list
170 items. Chief Roark understood the priority items would cost (a couple thousand) more than the savings;
171 however, he noted the MDTs were never included in any of the leases. He said they were trying to find
172 a way to not have an additional cost added to the fleet next year. He was trying to stabilize the costs.

173

174 Mr. Cote asked what the budget line had for the light bar. Chief Roark replied there was no line item
175 as they are part of the fleet lease. The proposal is eleven light bars at \$2,200/each. The MDTs with
176 required installation and associated equipment proposal is \$66,707.70. The total request is \$90,907.70
177 (MDTs and light bars).

178

179 Chief Roark addressed Mr. Lynde’s questions sent by email. He stated the CALEA (accreditation)
180 expenses increased for next year because they will be in their fourth year of national accreditation.
181 They will have to go in person to the national conference to be re-accredited. Another question was f
182 the light bars could be ‘dimmer’. Chief Roark understood some of the light bars could be bright. The
183 current light bars have switches to allow officers to turn down the brightness at night. He pointed out
184 the light bars being ordered have automatic dimming at night.

185

186 Fire Department – Fire Chief James Midgley presenting.

187

188 Chief Midgley noted there would be contractual increases shown throughout all the line items within
189 the budget. Increase due to Pennichuck costs and new system being brought online. He said they have
190 tried to control the non-contractual items within the budget. He understood Mr. Lynde emailed a
191 question regarding the telephone line. He explained when the headers were adjusted it drew up a
192 calculation (text box) that didn’t belong; it has now been corrected.

193

194 Chief Midgley had no priority list items (wish list). Mr. Haverty understood the Board had discussed
195 the department’s radio system, which was currently included in the Capital Improvement Plan. Chief
196 Midgley noted the communications system was coming to its end of life; Motorola will no longer

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197 support any repairs. He said if a component of the system fails, they will need to replace the entire
198 system. He described the equipment and believed if they pulled receivers out (and left 2013
199 components in place) they would be able to ‘buy’ time. Through his discussions with Chief Roark,
200 they believe with some of the money coming back from COVID reimbursements, they may be able to
201 request encumbering funds (\$180,000 split in half between Police and Fire) to specifically replace those
202 components that are going to end of life. He felt this would be the best approach.

203

204 Chief Midgley stated another reason they were not coming forward with priority requests was because
205 the Town approved a new fire truck last year; they were very appreciative of the approval. The bill for
206 truck completion would be coming due next year.

207

208 Mr. Cote asked for information regarding the thermal imaging camera. Chief Midgley replied they
209 were an evolving technology. Every couple years there are new evolutions. The department was trying
210 to buy a camera every couple years to maintain current generation and have it on the primary truck.
211 Mr. Cote questioned if the camera was for person searches or looking for fires in the wall. Chief
212 Midgley replied it worked for everything. Thermal imaging had evolved and can be used for outside
213 searches, inside a building as well as various other things. Mr. McCarthy questioned if the thermal
214 camera could be used for finding a lost person in the woods. Chief Midgley answered yes and described
215 its use.

216

217 Emergency Management – Fire Chief James Midgley presenting.

218

219 Chief Midgley stated they put money away; however, they never know what emergency may happen.
220 Currently its over budget. He said they try to allocate money for ‘normal’ things that may occur. In a
221 pandemic situation (such as COVID) they used the budget and seek reimbursement from FEMA. He
222 said except for salary lines the budget request was level.

223

224 Highway Department – Highway Agent/Transfer Station Director Frank Ferreira presenting.

225

226 Mr. Ferreira noted salaries, supplies and rentals were all contractual. Telephone showed an increase
227 due to the high-speed internet. Increase for uniforms because of last year’s new hire. He created a new
228 line item for postage; in the past they used the postage within Town Hall. Other areas showing an
229 increase were drug/alcohol tests and workshops for new employee. Specials showed a decrease because
230 the figure for plowing private roads was taken out of the budget.

231

232 Mr. Ferreira stated the priority list item (wish list) was to replace the 2005 Freightliner with a new 10-
233 wheeler (\$250,000). Mr. Haverty inquired about the life expectancy for that type of truck. Mr. Ferreira
234 replied realistically they should change every 7-8 years at the time the extended warrantee runs out.
235 Currently they are only able to receive \$8,000-\$10,000 for trade-ins (with plows/sanders). Mr. Cote
236 recalled during the last budget season they discussed a phased plan. Mr. Ferreira stated if they were to
237 follow a phased plan (purchase every 7-8 years); the day they purchase the truck the Town would
238 receive the trade-in figure, so they know the value up front. He said they could keep the sanders, but
239 he would like to rotate the trucks.

240

241 Mr. McCarthy questioned why they weren’t leasing the trucks. Mr. Ferreira replied the last two trucks
242 were purchased through debt service. Mr. McCarthy suggested researching leasing the trucks. Mr.
243 Cote recalled the Board discussing moving to a leased system. Mr. McCarthy mentioned they could
244 use a similar program as the police. Doing so would help keep the budget relatively stable. Mr. Ferreira
245 noted with regard to big trucks, the Town would own it after the five-year lease term. The company
246 will give the Town a trade-in price (at the time of the initial lease) toward a new truck. At the end of
247 the lease the company gives the Town that dollar figure toward the purchase of a new truck. Mr.

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248 McCarthy asked Mr. Ferreira to contact the Police's new leasing company to inquire about leasing
249 trucks. He noted the company was also familiar with the escape clause used for the police vehicles.
250 He said they would use the same language. Mr. Ferreira had no problem researching. He believed the
251 plow equipment may be different. Mr. McCarthy felt it would be worthwhile to research. There was
252 no objection.

253
254 Transfer Station – Highway Agent/Transfer Station Director Frank Ferreira presenting.

255
256 Mr. Ferreira noted the increase to salaries was contractual. Telephone showed the same increase (as
257 the Highway Department) for the internet charge. Increase for gas/oil was for the skid steer (DEF
258 fluid). There were increases to the repair line because the trailers were starting to require a lot of work
259 (wiring, brakes, emergency patching).

260
261 The priority list item (wish list) is to have another tri-axle trailer (similar to the existing black one). He
262 said when there is a problem with the existing trailers it causes a back-up. Having the additional trailer
263 would make emptying out the building easier. They are allowed to overload the trailers because they
264 are triaxle. Mr. Ferreira told the Board he would like to utilize a glass crusher to cut down on the single-
265 stream weight. The material it produces will be able to be used on the Town's road projects. Mr.
266 McCarthy asked if he found someone to build it. Mr. Ferreira answered no, he found a company that
267 has electric crushers in stock. They would have to modify the set-up, but he said it could be done.

268
269 Technology – IT Administrator Brian Demers presenting.

270
271 To answer Mr. Lynde's emailed question, Mr. Demers explained the increases were for the internet for
272 the Municipal Building, which was part of the consolidation cost (of the old telephone system). Mr.
273 Haverty understood the increased information (including video) required additional bandwidth to
274 'push' to the cloud. Mr. Demers replied that was correct; the previous internet carrier didn't have the
275 capacity to incorporate video being pushed from the police. Under software licensing, there was a
276 decrease due to one-time purchase (fire wall switches). Mr. Demers then summarized the other minor
277 increases/decreases.

278
279 The priority list item (wish list) was to keep the prior internet company (for redundancy) in the event
280 the current provider goes down. Mr. Demers spoke about the recent activity (due to COVID) when the
281 Town worked remotely. He informed the program allowed for an easy transition and would like to
282 retain its use; doing so would have an associated annual expense.

283
284 Town Buildings – Town Administrator Brian McCarthy presenting.

285
286 Mr. McCarthy informed the overall budget showed a decrease of \$42,781. He said the line for
287 Pennichuck showed a projected increase. Pest control showed a contractual increase. Numerous lines
288 were level funded. He noted the septic service line was underfunded last year and has now been
289 corrected. HVAC line showed a slight increase for work at the Library.

290
291 Selectmen - Town Administrator Brian McCarthy presenting.

292
293 Mr. McCarthy stated the overall budget showed an increase of \$5,110. Salaries were all contractual
294 obligations. There was a change for both of the administrative assistant contracts to fall in line with
295 April and the payroll budgeting of other employees. He summarized the areas showing small
296 increases/decreases/level funded.

297
298 Budget Committee - Town Administrator Brian McCarthy presenting.

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Mr. McCarthy noted there was a \$1 placeholder in the event of a future need.

Debt Service Interest - Town Administrator Brian McCarthy presenting.

Decrease of \$26,017. Mr. McCarthy stated numbers were decreasing as the Town paid items off. He summarized the items that would be paid off in the next two years.

Debt Service Principal - Town Administrator Brian McCarthy presenting.

Decrease of \$108,395. Mr. McCarthy noted the boiler replacement project will be paid off in 2028.

Health Officer -- Town Administrator Brian McCarthy presenting.

Increase of \$150. Mr. McCarthy noted the State watering test had been moved from expenses into the Town Building's budget. Salary for the Health Officer and Deputy Health Officer had been increased. He noted in the past tick spraying had not been included in the budget, but it was now shown.

Health Services - Town Administrator Brian McCarthy presenting.

Increase of \$200. Mr. McCarthy stated the increase was from a request of the Child Advocacy Center (Hillsborough County). The center assists the Police Department with assault investigations against children and minors. He said they requested a 2% increase, which was added to the budget.

Human Services - Town Administrator Brian McCarthy presenting.

Increase of \$530 to the salaries line item. Mr. McCarthy said they typically provide a 2% raise; the administrator didn't receive a raise last year; the budget makes up for it by giving a 4% raise.

Legal - Town Administrator Brian McCarthy presenting.

Level funded at \$96,000.

Town Celebrations - Town Administrator Brian McCarthy presenting.

Level funded at \$9,260.

Treasurer - Town Administrator Brian McCarthy presenting.

Level funded at \$15,249.

Trust Funds - Town Administrator Brian McCarthy presenting.

Level funded at \$150.

Town Insurance and Retirement

Mr. McCarthy informed the numbers were placeholders. The final numbers will not be received until the fall.

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350 Mr. Haverty thanked Mr. McCarthy and Mr. Demers for pulling the budget together.

351

352 **ADJOURNMENT**

353

MOTION: (Cote/Forde) To adjourn the meeting.

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

354

355 The meeting was adjourned at approximately 8:20pm.

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357

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359

Respectfully submitted,
Charity A. Landry
Recording Secretary