

# Finance Committee Report to the Town of Pelham

## May 2016

The Pelham Finance Committee is pleased to report that currently the Town’s finances are in good condition. Yet our future remains uncertain and tenuous. The Town is funding some of its long term obligations such as pensions and OPEB Trust Fund (Other Post Retirement Benefits), and is rebuilding its Regular Stabilization Account. The forecasted reduction in the Regional School Assessment is allowing this to happen while not impacting the tax rate above the Proposition two and a half expectations. This reduction has allowed the Elementary School budget to absorb the loss in revenue experienced from a lower number of School Choice students without a major impact to either the school or the taxpayers’ wallets. The Finance Committee was able to recommend most of the budget requests this year and have maintained the Prop two and a half percent guidelines.

The Town does face some short term issues that will impact the Town’s Finances in the future. The Regional School Committee voted to push off their decision on the K-12 Regional proposal. The Pelham Elementary School Committee has voted in favor of moving the process ahead, so the Town should be hearing more in the Fall. There is a financial benefit to the Town if this were to pass. The second issue has to do with the current Regional Agreement on how the member towns should be assessed. From 2008 through last year, each town was assessed on the per student cost eased by a five year rolling average. Shutesbury is objecting to the per student cost method expressing the feeling that they are less wealthy than the other towns and thus should be subsidized based on the States EQV formula that takes into account the income of the citizens and property assessments. Changes in this agreement could increase Pelham’s share of the cost of running the Regional School.

Two major projects are underway, one by the Planning Board and the other by the Housing Committee. The Planning Board is working on the Town Center Concept that would allow for potential changes in the building lot sizes around the school/library area since there is access to sewer and water. The Housing Committee is coordinating a study of the entire Town to delineate where building can occur and thus where potential affordable housing could be situated. Between these two projects, Pelham will have the framework for a future Master Plan for the Town. The Master Plan would help us to understand if there is a model that would provide Pelham with the economic growth that is needed for the long term survival of the Town.

The Chart below shows the comparison for Pelham’s tax rate and those of our neighbors. As you can see we remain very competitive, which is important for those looking to sell their homes since a high tax rate could be the reason a buyer eliminates Pelham as an option.

Local Tax Rate History

Town	2008	2009	2010	2011	2012	2013	2014	2015	2016	% increase from 2008	% increase from 2015
Amherst	\$16.02	\$15.82	\$16.95	\$18.20	\$19.74	\$20.39	\$20.97	\$20.54	\$21.22	32%	3.30%
Leverett	\$15.00	\$15.40	\$15.80	\$16.20	\$17.77	\$18.66	\$19.20	\$19.88	\$20.41	36%	2.70%
Pelham	\$17.37	\$18.06	\$18.34	\$18.20	\$19.64	\$20.03	\$20.40	\$20.79	\$21.21	22%	2.00%
Shutesbury	\$15.90	\$17.38	\$18.76	\$19.37	\$19.56	\$20.27	\$20.60	\$21.53	\$22.08	39%	2.60%
Belchertown	\$13.44	\$13.96	\$14.86	\$15.65	\$16.56	\$17.11	\$17.72	\$17.89	\$17.97	33%	0.05%

Looking forward, Pelham is likely to have some benefit from the reduced Regional School enrollment for the next two years, but future projections indicate costs are likely to begin rising above the 2.5% expectation. When this begins, it will be up to the taxpayers to decide if they are willing to pay the increasing taxes to provide the current level of services or ask the Select Board to seek alternatives such as a merger with another community with a more diverse tax base.

Respectfully submitted by the Pelham Finance Committee  
J. Leonard, F. Vanderbeck, B. Martell, T. Loomis, and J. Trickey



## **ANNUAL TOWN MEETING MINUTES**

**MAY 7, 2016**

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Pelham, Massachusetts, qualified to vote in the Town affairs to meet in the Pelham Elementary School, at 45 Amherst Road, in said Pelham on Saturday the SEVENTH DAY of May, in the year A.D. 2016 at 9 a.m. for the reading of the Town Warrant and to proceed with the meeting.

The Warrant was signed on on April 20, 2016 and posted on April 21, 2016 and mailed to Pelham residences. ATM was called to order by Police Chief and Constable Gary Thomann at 9:03 AM with 78 voters in attendance. Moderator Daniel E. Robb presided with Town Council Attorney David Doneski from Kopelman and Paige in attendance.

In the absence of Thomas Lederle, the Moderator presented the Thomas W. Lederle \$1,000 Scholarship to Jody Shannabrook and the Angie K. Lederle \$1,000 Scholarship to Merissa Stromgren.

He asked for a a moment of silence for Pelham Community members lost this year including Elva Anderson and Claire Kurtz. He stated that as Moderator that it was his job to make sure everyone understood the articles and procedures of the meeting. He stated we would be using Blue Voter Cards for this meeting, and each person should rise if able and state name and address when addressing the moderator. He discussed procedural motions such as “move/call the question” and “point of order” and said he would be following “Town Meeting Time for rules of the meeting. He recognized the fact that our long standing Constable, Donald Clark was not present. He introduced the Head Table : Kathleen Martell Town Clerk, Attorney David Doneski, The Board of Selectmen; William Martell, Mark Santos chairman and James Doubleday Jr. and Finance Committee members Fred Vanderbeck and John Trickey chairman and noted that the interim Administrative Assistant to the Board of Selectmen, Susannah Carey was also present.

John Trickey ,Chairman of the Finance Committee presented a Power Point Slide Show entitled Background of Pelham’s Operating Budget for 2017. Then the meeting proceeded.

### **Article 1.**

A motion was made and seconded that the Town vote to accept the reports of the Town Officers and Committees. **PASSED UNANIMOUSLY**

### **Article 2.**

A motion was made and seconded that the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the FY2017 beginning July 1, 2016, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 4, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17.

**PASSED UNANIMOUSLY**

### **Article 3.**

A motion was made and seconded that the Town vote to name the salaries and wages for all elected officers for the ensuing year, which payments shall not be made in advance of performance, and to determine when and how they shall be paid.

	<b>FY2015 appropriated</b>	<b>FY2016 appropriated</b>	<b>FY2017 recommended</b>
Assessors (Chairman)	\$1,000	\$1,000	\$1,000
Assessors (others)	\$500	\$500	\$500
Auditor	\$0	\$0	\$0
Board of Health (Chairman)	\$200	\$200	\$200
Board of Health (others)	\$150	\$150	\$150
Cemetery Commissioner (each 3) \$9.00hr	\$0	\$0	\$0
Library Trustees	\$0	\$0	\$0
Moderator	\$0	\$0	\$0

Planning Board	\$0	\$0	\$0
School Committee	\$0	\$0	\$0
Selectmen (each 3)	\$1,200	\$1,200	\$1,200
Town Clerk	\$14,500	\$16,000	\$16,320
Tree Warden	\$400	\$400	\$400

*A Hold was placed on the Town Clerk salary for discussion. William Martell recues himself from any discussion of this item. Kathleen Martell Town Clerk spoke on the reasons for requesting an increase in salary that was requested as noted in Article 4 requested amount column of The Town Budget. This included the coming Records Access Officer position currently in legislature which is due out in June and Early Voting. Other discussion included the request by Judith Eiseman that the Board of Selectmen contact our Senator and Representative to see if regulations can be relaxed for small towns like Pelham. John Trickey said the Finance Committee wanted to see a plan as there is no data to support this. Tara Luce wanted to know a plan for Town records which was deemed not in the scope of the article. Joseph Larson spoke on the Value of the Pelham Historical Records. Vote on Amendment to Article 3 to change the Town Clerk Salary to \$18,000 passed by a substantial margin with 5 nays*

**VOTE ON ARTICLE 3 PASSED UNANIMOUSLY**

**Article 4.**

A motion was made and seconded that the Town vote to raise and appropriate, and/or transfer from available funds a sum of money necessary to defray the expenses of the Town for the ensuing fiscal year with the amendment due to the vote in the previous Article 3 to increase the Town Clerk Salary in item 3 from 16,320 to \$18,000 dollars so the correct amount would be \$4,376,891 (which is the amount at the bottom of the FY 2017 request column).

	WARRANT LINES	FY2016	FY2015	FY2016	FY2017	FY2017
	Article 4		Approp.	Approp.	Request	Recom.
	<b>GENERAL GOVERNMENT</b>					
2	Selectperson Salary		\$3,600	\$3,600	\$3,600	\$3,600
	Expenses		na	na	Na	Na
3	Town Clerk Salary		\$14,500	\$16,000	<b>\$18,000</b>	\$16,320
	Records/Information Clerk		na	na	\$5,000	\$5,000
	Expenses		\$4,000	\$5,000	\$5,500	\$5,500
4	Finance Committee		\$790	\$790	\$790	\$790
5	Assessor's Salary		\$2,000	\$2,000	\$2,000	\$2,000
	Assistant Assessor		\$0	\$0	\$0	\$0
	Contract Service		\$29,528	\$23,600	\$26,100	\$26,100
	Expenses		\$8,250	\$4,000	\$4,250	\$4,250
6	Collector Salary		\$15,285	\$15,438	\$15,747	\$15,747
	Expenses		\$9,050	\$9,318	\$9,418	\$9,418
7	Treasurer Salary		\$24,524	\$24,769	\$25,264	\$25,264
	Expenses		\$6,747	\$7,082	\$7,082	\$7,082
	Clerical/Consulting		\$5,000	\$5,000	\$5,000	\$5,000
8	Legal Services		\$12,000	\$12,000	\$15,000	\$15,000
9	Town Meetings, Elections etc.		\$10,000	\$10,000	\$11,000	\$11,000
10	Town Reports		\$875	\$875	\$875	\$875
11	Town Office Wages		\$31,628	\$31,944	\$23,712	\$23,712
	Select Board/Town Office					
	Expenses		\$19,670	\$19,670	\$19,670	\$19,670
12	Buildings and Grounds					
	Salaries		\$13,476	\$13,611	\$13,883	\$13,883
	Expenses		\$58,720	\$62,720	\$62,720	\$62,720
	Maintenance		\$22,000	\$22,000	\$22,000	\$22,000
13	Blanket Insurance		\$48,350	\$48,350	\$49,560	\$49,560
14	Town Accountant		\$7,000	\$7,000	\$7,000	\$7,000
15	Reserve Fund		\$73,000	\$73,000	\$85,000	\$85,000
16	Surety Bonds		\$1,000	\$1,000	\$1,000	\$1,000
17	Emergency Management		\$5,000	\$5,000	\$5,000	\$5,000
18	Archivist		\$1,300	\$1,300	\$1,300	\$1,300
19	Hampshire County COG		\$1,324	\$662	\$662	\$662
	TOTAL GENERAL GOVERNMENT		<b>\$428,617</b>	<b>\$425,729</b>	<b>\$446,133</b>	<b>\$444,453</b>
	<b>BOARDS AND COMMISSIONS</b>					
20	Board of Appeals		\$200	\$200	\$200	\$200

21	Conservation Commission	\$850	\$850	\$850	\$850
22	Council on Aging	\$2,470	\$2,470	\$2,470	\$2,470
23	Historical Commission	\$200	\$200	\$200	\$200
24	Library Trustees				
	Director Salary	\$21,708	\$21,925	\$22,364	\$22,364
	Staff Salaries	\$13,466	\$13,632	\$13,905	\$13,905
	Expenses	\$12,782	\$12,974	\$12,974	\$12,974
25	Planning Board	\$500	\$500	\$500	\$500
26	Recreation Commission	\$0	\$0	\$0	\$0
28	Cemetery Commission	\$5,500	\$5,500	\$6,500	\$6,500

TOTAL BOARDS AND COMMISSIONS	<b>\$57,676</b>	<b>\$58,251</b>	<b>\$59,963</b>	<b>\$59,963</b>
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#### SCHOOLS

30	Pelham Elementary	\$1,406,064	\$1,495,877	\$1,574,152	\$1,574,152
31	Amherst Pelham Regional	\$1,261,955	\$1,214,614	\$1,125,782	\$1,125,782

TOTAL SCHOOLS	<b>\$2,668,019</b>	<b>\$2,710,491</b>	<b>\$2,699,934</b>	<b>\$2,699,934</b>
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		<b>FY2015 Approp.</b>	<b>FY2016 Approp.</b>	<b>FY2017 Request</b>	<b>FY2017 Recom.</b>
<b>PUBLIC WORKS</b>					
40	Highway Fund				
	Superintendent Salary	\$58,301	\$58,884	\$60,062	\$60,062
	Staff Salaries	\$102,023	\$104,043	\$106,124	\$106,124
	Expenses	\$106,662	\$108,162	\$121,362	\$121,362
41	School Signal Lights	\$718	\$900	\$900	\$900
42	Snow Removal				
	Salaries	\$11,674	\$11,791	\$12,027	\$12,027
	Materials	\$65,432	\$68,432	\$68,432	\$68,432
TOTAL PUBLIC WORKS		<b>\$344,810</b>	<b>\$352,212</b>	<b>\$368,907</b>	<b>\$368,907</b>

#### PROTECTION OF PERSONS AND PROPERTY

50	Police Department				
	Chief Salary	\$58,506	\$59,091	\$60,273	\$60,273
	Full Time Officer Salary	\$0	\$0	\$0	\$0
	Part Time Officer's Salaries	\$50,076	\$50,576	\$51,588	\$51,588
	Training and Education	\$8,569	\$9,000	\$9,000	\$9,000
	Expenses	\$36,201	\$36,201	\$25,701	\$25,701
	Expenses Fuel	\$3,445	\$0	\$12,475	\$12,475
	Reserve Officers	\$0	\$0	\$0	\$0
	Regional Lockup	\$1,255	\$1,255	\$1,255	\$1,255
50A	Town Road Detail	\$3,729	\$3,729	\$3,729	\$3,729
50C	Constable: Elections	\$2,275	\$2,275	\$2,275	\$2,275
51	Fire Department				
	Chief Salary	\$24,284	\$24,527	\$25,018	\$25,018
	Firefighter's Salaries	\$38,846	\$39,234	\$40,019	\$40,019
	Expenses	\$23,980	\$23,980	\$23,980	\$23,980
53	Fire Hydrants	\$280	\$280	\$280	\$280
54	Tree Warden Salary	\$400	\$400	\$400	\$400
	Expenses	\$3,445	\$6,500	\$11,500	\$11,500
57	Ambulance	\$24,000	\$26,000	\$28,000	\$28,000
58	Animal Control	\$1,700	\$1,700	\$2,000	\$2,000

TOTAL PUBLIC SAFETY	<b>\$280,991</b>	<b>\$284,748</b>	<b>\$297,493</b>	<b>\$297,493</b>
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#### HEALTH AND SANITATION

60	Board of Health Salaries	\$500	\$500	\$500	\$500
	Expenses	\$400	\$400	\$400	\$400
61	Solid Waste				
	Hazardous Household Waste	\$300	\$1,000	\$1,000	\$1,000
	Recycling	\$8,500	\$8,500	\$8,500	\$8,500
63	Inspector of Animals	\$75	\$75	\$75	\$75
65	Quabbin Health District	\$12,799	\$13,049	\$13,841	\$13,841

TOTAL HEALTH AND SANITATION	<b>\$22,574</b>	<b>\$23,524</b>	<b>\$24,316</b>	<b>\$24,316</b>
<b>BENEFITS AND INSURANCE</b>				
70 County Retirement	\$157,239	\$172,830	\$188,942	\$188,942
71 Veteran's Agent Salary	\$4,887	\$5,028	\$5,095	\$5,095
Expenses	\$0	\$0	\$0	\$0
Benefits	\$27,000	\$37,000	\$49,248	\$49,248
72 Workers' Compensation	\$12,600	\$12,600	\$13,860	\$13,860
73 Unemployment Insurance	\$6,000	\$6,000	\$6,000	\$6,000
74 Group Health /Medicare	\$157,000	\$157,000	\$157,000	\$157,000
75 OPEB Deposit	\$20,000	\$40,000	\$60,000	\$60,000
TOTAL BENEFITS AND INSURANCE	<b>\$384,726</b>	<b>\$430,458</b>	<b>\$480,145</b>	<b>\$480,145</b>
GRAND TOTAL	\$4,187,413	\$4,285,413	<b>\$4,376,891</b>	\$4,375,211

Other questions included: fuel and it was explained that there was a separate line item created as fuel was previously taken from Police Department funding, Road repairs and improvement and answered that would be taken from the budget and done as needed, there was curiosity as to why the tree warden budget nearly doubled and John Tricky answered that it was a problem of having to pay prevailing wage. Bruce Klotz asked about the Veterans Agent and it was explained that we share a Veterans Agent in a 7 town group. A question on the Fire Hydrant cost of \$280, and Fire Chief Raymond Murphy said the Town of Amherst Fire Dept is in charge of fire hydrant maintenance. The moderator quipped about acquiring a new lectern for the moderator.

**PASSED UNANIMOUSLY**

#### **Article 5.**

A motion was made and seconded that the Town vote, pursuant to Section 16B of Chapter 71 of the General Laws and any other enabling authority, to amend the Amherst Pelham Regional School District Agreement such that, notwithstanding Section VI, for Fiscal Year 2017 only, 10% of the operating budget assessment shall be allocated to each town based on proportionate shares of taxable property values and the other 90% will be allocated to the member towns in accordance with the per-pupil method found in the Amherst Pelham Regional School District . Discussion included the fact that the previous budget was based on a 5 year rolling average. Shutesbury wants to use the statutory formula, but agreed to the new plan for this year and now the School Committee is looking on a longer term plan and changes in Regional structure. Tara Luce and School Committee comments on new plan . Michael Hussien wanted to know exact change to our budget which was answered \$5,000. And Joe Larsen asked for the next year plan, if one or more towns vote it down, answered, it reverts to the statutory plan, which is devastating to some towns. Other towns votes may make us submit a revised school budget to town meeting.

**PASSED UNANIMOUSLY**

#### **Article 6.**

A motion was made and seconded that the Town vote to appropriate from Free Cash the sum of \$3,000.00 for the purchase and equipping of a new vibratory hand roller to be used by the Highway Department. Comments made by Rick Adamcek that it would greatly help doing patches of potholes as it was small and portable. **PASSED UNANIMOUSLY**

#### **Article 7.**

A motion was made and seconded that the Town vote to raise and appropriate the sum of \$139,873.32 and transfer \$12,657.78 from Massachusetts School Building Authority (MSBA) Funds for the payment of the Town's (General Fund) indebtedness. This money represents the Bonds due for school and library complex. Next year the Library Complex should be paid off.

**PASSED UNANIMOUSLY**

#### **Article 8.**

A motion was made and seconded that the Town vote to appropriate the sum of \$14,041.00 from Free Cash to the School Department for FY2017, this money representing an amount equal to that received by the Town as Medicaid reimbursements for services provided by the School Department. The explanation is that this money comes to the town, but is then returned to the school budget that the bills are paid from. **PASSED UNANIMOUSLY**

#### **Article 9.**

A motion was made and seconded that the Town vote to appropriate the sum of \$22,000.00 from Free Cash for reimbursement of unanticipated A motion was made and seconded that the

Town vote special education charges, which reimbursement would require the approval of the School Committee, Finance Committee, and Board of Selectmen. **PASSED UNANIMOUSLY**

**Article 10.**

A motion was made and seconded that the Town vote to appropriate from Free Cash the sum of \$1,800.00 for the purchase and equipping of a new gas powered chop saw with wheel kit to be used by the Highway Department. Explanation given by Rick Adamcek DPW, this would be used to cut pavement or cut cement blocks to fix manholes. The old one is over 20 years old, and the wheel kit included makes it be moved more easily. **PASSED UNANIMOUSLY**

**Article 11.**

A motion was made and seconded that the Town vote to appropriate from Free Cash the sum of \$8,000.00 for the purchase and equipping of a new commercial grade lawn mower to be used at the Community Center and other Town owned lawns. Rick Adamcek DPW commented that the old one is 16-17 years old and has hydraulic steering issues. The old one was a walk behind model and the new one is a ride on model. **PASSED UNANIMOUSLY**

**Article 12.**

A motion was made and seconded that the Town vote to appropriate from Free Cash the sum of \$7,000.00 to sand blast, repair, and paint the frame and body on the Town's 2007 F750 Ford Truck. The explanation was that the DPW is trying to make the trucks and equipment last longer/ close to 20 years. There is a new type of paint for corrosion mitigation which will keep metal from rotting away. John Trickey stated it was recommended by the State for longevity of vehicle life. **PASSED UNANIMOUSLY**

**Article 13.**

A motion was made and seconded that the Town vote to appropriate the sum of \$20,000.00 from Free Cash to be deposited in the Other Post Retirement Benefits (OPEB) Trust Fund. **PASSED UNANIMOUSLY**

**Article 14.**

A motion was made and seconded that the Town vote to accept the provisions of G.L. c. 59, §5C1/2, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100 percent of taxpayers qualifying for exemptions under Clauses 17C, 22, 37 or 41C of G.L. c. 59, §5. Comments include that this is voted on annually to allow those tax payers that qualify to get 100% of state allowable exemptions. **PASSED UNANIMOUSLY**

**Article 15.**

A motion was made and seconded that the Town vote to appropriate from Free Cash the sum of \$25,000.00 to make repairs to the siding and trim, and other structural repairs to the Community Center in order to prepare it for future painting. **PASSED UNANIMOUSLY**

**Article 16.**

A motion was made and seconded that the Town vote to authorize the Selectmen to reassume ownership, custody and/or control of the Community Hall property as provided for in deeds registered at Book 772, Page 91, and at Book 823, Page 211 in the Hampshire Registry of Deeds. Joe Larson explained that the CPA funding was going to be used for work on the community hall building but after a search in the Hampshire County Deeds there is no clear record of the Town Ownership of the building recorded. In the past it was a Town School, then the town allowed a community association to have the building but if not used for 2 years it would revert to the town. There was no deed showing that the town took over the Community Hall building again. The Community Hall Committee, about 2 years ago did a lot of work in repairing the building and making it usable with private funding, but now if we are using CPA money, we need to go through the process to resume ownership in an official fashion. **PASSED UNANIMOUSLY**

**Article 17.**

A motion was made and seconded that the Town vote to continue membership in the Hampshire Council of Governments for fiscal year 2017 with an annual dues assessment of \$661.69. Comments that the cost dropped and that was noted to be due to being covered by municipal aggregation. **PASSED UNANIMOUSLY**

**Article 18.**

A motion was made and seconded that the Town vote to authorize the Board of Selectmen to accept and/or apply for any State or Federal funds or grants that may become available during the fiscal year 2017 and to expend such funds in accordance with the terms and conditions thereof, provided that no funds shall be expended to widen, or to enter into a contract to widen, any Town road unless the Board of Selectmen has held a public hearing advertised at least fourteen (14) days in advance, with any proposed contract and/or plans for such road

improvements being posted for public viewing prior to the public hearing, and further provided that such policy is consistent with State requirements. **PASSED UNANIMOUSLY**

**Article 19.**

A motion was made and seconded that the Town vote to authorize the Board of Selectmen to enter into contracts with the Massachusetts Highway Department for construction and/or maintenance of public highways for the fiscal year 2017, and further to authorize the Board of Selectmen on behalf of the Town to accept and expend any money from the Commonwealth of Massachusetts for highway construction and/or maintenance, provided that no funds shall be expended to widen, or enter into a contract to widen, any Town road unless the Board of Selectmen has held a public hearing advertised at least fourteen (14) days in advance, with any proposed contract and/or plans for such road improvements being posted for public viewing prior to the public hearing, and further provided that such policy is consistent with State requirements. **PASSED UNANIMOUSLY**

**Article 20.**

A motion was made and seconded that the Town vote to authorize revolving funds for certain Town Departments pursuant to Massachusetts General Laws chapter 44, section 53E1/2 for the fiscal year beginning July 1, 2016.

Revolving fund	Authorization to spend fund	Revenue source	Use of fund	FY2017 spending limit
Archivist	Town Clerk	Archivist and genealogy fees	Research and miscellaneous research fees	\$2,500
Building Inspector	Building Inspector	Building inspection fees	Inspections, supplies, & required professional courses	\$18,227
Community Garden Committee	The Committee members	Plot use donations & any other donations	Fertilizer, general garden equipment, & soil testing	\$5,000
Community Hall	Community Hall Committee Chair	rental fees	Repairs, improvements, and purchases	\$7,000
Fire Department	Fire Chief	Fire inspection permit fees & fines	Inspections, supplies, & required professional courses	\$7,500
Gas Inspector	Gas Inspector	Gas inspection fees	Inspections, supplies, & required professional courses	\$1,500
Department of Public Works	DPW Superintendent	Permit Fees (Trench, driveway, curb cut)	Equipment, supplies, & required professional courses	\$7,500
Plumbing Inspector	Plumbing Inspector	Plumbing inspection fees	Inspections, supplies, & required professional courses	\$1,500
Police Department	Police Chief	Pistol permits and report requests	Equipment	\$7,500
Wiring Inspector	Wiring Inspector	Wiring inspection fees	Inspections, supplies, & required professional courses	\$3,000
Zoning Board of Appeals	Zoning Board of Appeals	Application & consultation fees	Administrative costs, including mailings & supplies	\$1,000

**Article 20.**

*Discussion included Leslie Nyman asking how about the community hall can spend money which was answered that the money has to be raised and deposited before it can be spent from the revolving fund. Cydnie Reiman thanked people in town for their support of the Community Garden.*

**PASSED UNANIMOUSLY**

**Article 21.**

A motion was made and seconded that the Town vote to authorize the Library Trustees to expend such monies as they may receive from the sale of discarded books, gifts, and bequests, and from the State and Federal Governments. **PASSED UNANIMOUSLY**

**Article 22.**

A motion was made and seconded that the Town vote to authorize the Pelham Cultural Council to expend such monies as it may receive from the State and Federal Governments. **PASSED UNANIMOUSLY**

**Article 23.**

A motion was made and seconded that the Town vote to appropriate the sum of \$1,000.00 from Free Cash for maintenance of the Historic Complex. **PASSED UNANIMOUSLY**

**Article 24.**

A motion was made and seconded that the Town vote to appropriate the sum of \$750.00 from Free Cash to defray the cost of consultants to the Planning Board. **PASSED UNANIMOUSLY**

**Article 25.**

A motion was made and seconded that the Town vote to appropriate the sum of \$500.00 from Free Cash to defray the cost of consultants to the Zoning Board of Appeals.

**PASSED UNANIMOUSLY**

**Article 26.**

A motion was made and seconded that the Town vote to appropriate the sum of \$250.00 from Free Cash for preservation of Town Clerk records. Discussion Kathleen Martell Town Clerk said that this money was saved to help defray preserving Town records and codification of bylaws, although it doesn't cover the amount needed.

**PASSED UNANIMOUSLY**

**Article 27.**

A motion was made and seconded that the Town vote to appropriate the sum of \$1,000.00 from Free Cash to be used by the Cemetery Commission in making repairs to the Pelham cemeteries. Jeff Eiseman questioned if this amount is enough. There are 9 cemeteries and 3 discontinued cemeteries in Pelham. Answered that some CPA money is also used to help defray costs including fences and may need to identify a mason for repair of stone walls.

**PASSED UNANIMOUSLY**

**Article 28.**

A motion was made and seconded that the Town vote to appropriate the sum of \$40,000.00 from the Capital Equipment Stabilization account to purchase a new four wheel drive Fire Chief's vehicle, replacing the two wheel drive 2004 Crown Victoria. Discussion included that the fire chief has only been getting second hand vehicles, the current one was formerly used by Amherst and are generally 12-14 years old with > than 100,00 miles which causes increased maintenance costs. There currently is a vehicle that has been out of service for 4 months trying to get parts and costing about \$8,000 which comes out of the fire dept. equipment budget. And he had to use his own vehicle during this time. Leslie Nyman asked where the car is and was answered that the car is at Fire station and assigned to the Fire Chief, but not for personal use. He submits a monthly mileage and fuel usage budget to the Board of Selectmen. Darius Modestow questioned if the new vehicle should be an emergency vehicle, which was answered that this is used as incident commander or when doing fire inspections and training. Cyndie Reiman asked if the Vehicle could be bought off the lot, answered that the Vehicle needs to be special ordered so it can be fitted with lights and sirens etc. The Ford Explorer is the vehicle that this is being used by more depts. due to smaller size and better equipment fitting, including the State Police. A question was asked if we shouldn't buy American made; like is the Suburban adequate. The answer is that the other one has a better service record and equipment fits better. Another comment is that the town should follow the recommendations of the Finance Committee and the Board of Selectmen. The costs for this come from the Capital Equipment and Stabilization account that was established years ago and every year \$250,000 is put into it so large purchases can be budgeted. Motion to call the question seconded and vote Passed with 1 Nay vote. **Vote on Article 28 PASSED UNANIMOUSLY**

**Recess for ten minutes taken then meeting continued at 11:19 AM**

**Article 29.**

A motion was made and seconded that the Town vote to appropriate the sum of \$12,000.00 from the Capital Equipment Stabilization Account to purchase two new voting machines, the second being a backup in case the first one fails. Barbara Lerner questioned the type of machine that will be purchased, Kathleen Martell answered that there are only two models to choose from that the State has approved and that it may have to go out to bid due to the purchase price. New machines are optical scan equipment and actually scans each ballot instead of just tabulating so will need to help voters get used to the change. Most likely we will miss deadline for the State Election use so won't see it until May Local elections. **PASSED UNANIMOUSLY**

**Article 30.**

A motion was made and seconded that the Town vote to appropriate the sum of \$10,000.00 from Free Cash to be deposited in the General Stabilization Account.

**PASSED UNANIMOUSLY**



### **Article 31.**

A motion was made and seconded that the Town vote to appropriate the sum of \$6,000.00 from Free Cash for the Fire Department to purchase replacement turnout gear for the firemen.

Explanation: that this is done as a one -time expense every three years.

**PASSED UNANIMOUSLY**

### **Article 32.**

A motion was made and seconded that the Town vote to appropriate the sum of \$11,000.00 from Free Cash to purchase a new office copier and printer for the Pelham Elementary School. Leslie Nyman asked for clarification on the machine requested due to cost. Principal Lisa Desjarlais said the school has one main copier that is 8-9 years old and had a service plan but is on its last legs. For a choice of copiers the business manager has a list of companies that contract with schools and process the procurement. The School budget covers office supplies like paper and the machine is over \$10,000 so is a capital expense item. Carol Cherrington commented that now schools do not buy text books for each student so the teachers make copies of class work. Darius Modestow a School Committee member stated that the Business Manager decides on the best options for leasing equipment or owning it and in this case owning it was chosen.

**PASSED UNANIMOUSLY**

### **Article 33.**

A motion was made and seconded that the Town vote to appropriate the sum of \$13,184.00 from Free Cash for payment of the balance of an early retirement incentive for the Pelham Elementary School. Discussion included that this is a one-time event. A school teacher is retiring that is eligible for this but the retirement was not part of this year's budget projection so needs to be added. Carol Cherrington asked what would happen if this wasn't passed and answered that the School would have to take \$13, 184.00 from its budget in May and June or have the town take it from free cash. **PASSED UNANIMOUSLY**

### **Article 34.**

A motion was made and seconded that the Town vote to appropriate the sum of \$8,000.00 to purchase Chrome Books for the Pelham Elementary School as the first step in reducing the cost of internet teaching and testing at the School. Discussion included that technology is much more regularly used now and the state mandated testing will be done through this technology. Tom Fanning teaches K-6 IT classes and states that "the kids love working on computers." Chrome books are small laptops using the chrome web site. An amendment was made by John Trickey, Finance Chair to state the money would be taken from free cash and that the wording was omitted when article was written. Vote on amendment passed unanimously. Question on article including wording "***from free cash*** "after the \$8,000. A question asked was why the Finance Committee did not recommend this article John Trickey answered that the Finance Committee did not have another meeting after this article was submitted and before the printing of the warrant.

**PASSED UNANIMOUSLY**

### **Article 35.**

A motion was made and seconded that the Town vote to appropriate the sum of \$2,835.54 for the payment of the accrued vacation time for a retiring employee. **PASSED UNANIMOUSLY**

### **Article 36.**

A motion was made and seconded that the Town vote to appropriate the sum of \$6,975.00 from Free Cash to purchase 5 new defibrillators for the Police, Fire, and Highway Departments. Discussion included Leslie Laurie's support for article but also questioned availability of Narcan for overdoses. Chief Thomann said that due to the response times from Amherst Ambulance that the Department has not added Narcan use. Response to answer was that Leslie Laurie respectfully disagreed. Narcan cannot replace one defibrillator in this article but Leslie Laurie asked about getting Narcan in Pelham. The Police Chief said he was not opposed would try to fund from his budget or get a grant. Nancy Doubleday questioned where defibrillators are located; answered 3 in Police Vehicles 2 in Fire vehicles but they are locked up. Police Chief said a defibrillator that is being replaced could be put in highway garage. There is yearly training in the PD and FD. It was also noted that the library and the school have defibrillators.

**PASSED UNANIMOUSLY**

### **Article 37.**

A motion was made and seconded that the Town vote to have the Town Moderator form an exploratory committee to investigate the possibility of the Pelham School District forming an Elementary Region with one or more local Elementary School Districts. Tara Luce from School Committee said that this was a step in trying to explore options for a solvent school budget for the future. Shutesbury doesn't support the current plan for regionalization so next are trying to explore an elementary region. A question asked about the work that was done for the past

several years. Moderator commented that there were 4 people appointed one resigned and it became a subsidiary body of the Regional School Committee. This would be a new committee with open ended charge to look at many different options. Ronald Mannino asked what happens to the work done by the old committee which was appointed under a different directive. That committee submitted a proposal that is not supported and proposal is not moving forward so need a new committee. The Old Committee does not have power to change the Pre K – 12 plan if vetoed by one of the towns so there would be a parallel committee working to plan new options. The current not supported proposal from the RAWG is available in the ARPS web site. The Moderator explained that Pelham members joined the RAWG with 3 people from Leverett Amherst and Shutesbury. This would be three new people to take up the question again. All the past work is not down the drain. Tara Luce Stated that the new committee can use info from past work but will work on an elementary region not pre K – HS region. A question as to whether there would be a resolution to the previous committee’s work but the problem is how to pay for the current region and will it change with the pre K -12 agreement. Moderator said the decision on assessment doesn’t have an impact on the actual regionalization agreement. Tara Luce stated that this is a broader movement to form a regional agreement but James Doubleday had concerns that this might compromise other negotiations all the towns are making. Darius Modestow said the School Committee suggests looking at web site slides, but need to explore new avenue maybe need to regionalize but another group may have ideas to sustain the school. Nancy Doubleday made a motion to call the question which was seconded and Passed with 1 nay vote. **Article 37 PASSED UNANIMOUSLY**

**5 minute break was taken meeting continued at 12:10 pm**

**Article 38.**

A motion was made and seconded that the Town vote to raise and appropriate the sum of \$23,938.00 for the purpose of hiring a full-time police officer; \$6,938.00 for salary, \$15,000.00 for health insurance, \$2,000.00 for retirement. Article addressed by Police Chief Gary Thomann. He stated that there were previously 2 full time officers in the past. 2 officers will reach mandatory retirement in a few years and he needs to train a new person to do the duties they are managing now. And scheduling PT officers can be difficult as they all have other jobs elsewhere. Cydnie Reiman looked at the Police web site and found the number of police calls. John Trickey asked if the new officer would not have a take home vehicle so as not to change the number of vehicles. Question of number of Police officers was answered now there are 9 part time and 1 full time, and if this passes, there will be 2 Full time and 8 part time. James Doubleday asked for clarification of salary if were to combine previously budgeted salary with the amount in this article. Salary would be \$31,000, but generally a beginning full time officers salary is \$30-\$45,000. Eric is interested in the insurance. Comment that Eric has been here 4 years and did Narcotics training on his own for his Pelham duty, and has made a number of arrests for possession in Pelham. There are two kinds of Police responses; Reactive which is mostly responding to calls, and Proactive to prepare for responses and still be reactive. A question from Bill Collins about health insurance was answered the town pays 75% and employee pays 25%. John Trickey said there may be a difference in insurance figures cited as there is a different rate for police officers. Judy Trickey asked how many additional hours in coverage? Answered there will be at least 8 extra hours in police coverage by changing him to full time. The reason for addition now is good for town and he has a family matter that makes him need insurance. Tara Luce commented that speeding on Amherst Road is a problem and maybe extra hours could be spent there. Tom Fanning said speed limits and behavior on Amherst Road an issue, wondered if speed limits are appropriate and should use extra hours for patrol. Ronald Mannino made a motion to call the question which was seconded. Vote passes with one opposed **Article 38 PASSED UNANIMOUSLY**

**Article 39.**

A motion was made and seconded that the Town vote to transfer the sum of \$22,942.00 from the part-time officer’s salary line in the Town’s operating budget to the full-time officer’s salary line of the budget. **PASSED UNANIMOUSLY**

**Article 40.**

A motion was made and seconded that the Town vote to amend the vote under Article 21 of the warrant for the 1988 Annual Town Meeting to set fees as follows

Dog Licenses:	
Intact Male or Female	\$10.00
Neutered Male or Spayed Female	\$6.00
Kennel Licenses 4 dogs or less	\$20.00
Kennel Licenses 10 dogs or less	\$50.00
Kennel Licenses 11 dogs or more	\$75.00

Article 40 **PASSED with one nay vote**

**Article 41.**

A motion was made and seconded that the Town vote (to amend Article 17) of the warrant for the 1988 Annual Town Meeting to authorize expenditure of the adjusted balance of the dog fund (allowing for recouping of monies spent for purchasing and processing licenses including postage and letters to delinquent or non-licensing owners), not to exceed 50% of license fees of the dog fund, shall be expended for support of the Elementary School Library beginning with the licenses issued on and after April 1, 2017. Amendment to correct language suggested by legal Counsel should read "the Town vote to amend the vote under Article 17 of the warrant for the 1988 Annual Town Meeting" seconded and **AMENDMENT passed** . Discussion included explanation of change in the process of purchasing license tags and supplies from HCOG and costs related to mailing dog licenses if residents sending them in have their dogs current rabies vaccinations on file **PASSED UNANIMOUSLY AS AMENDED**

**Article 42.**

A motion was made and seconded that the Town vote to appropriate and transfer the following sum of money from the Community Preservation Fund estimated annual revenues for Community Preservation Committee administrative expenses in FY2017 in the amount of \$3,300. Dana MacDonald comments included this is operating budget but any extra goes back to CPA general account. **PASSED UNANIMOUSLY**

**Article 43.**

A motion was made and seconded that the Town vote to adopt the recommendation of the Community Preservation Committee to appropriate and transfer the following sums of money from the Community Preservation Fund estimated annual revenues, and to reserve for later appropriation; \$14,350.00 for Open Space; \$14,350.00 for Community Housing; \$14,350.00 for Historic Resources; and \$64,150.00 to the FY2017 Community Preservation Fund Budgeted Reserve. Dana MacDonald commented that these figures represent the mandated amounts from CPA funds required to be designated into these accounts. **PASSED UNANIMOUSLY**

**Article 44.**

Dana MacDonald moved to withdraw this article but Legal Counsel said that was not allowed. To see if the Town will vote to appropriate from the Community Preservation Fund fund balance the sum of \$3,500 to remove trees to protect the Community Hall roof and building envelope. Dana then made motion to postpone this article indefinitely. Which was seconded. **MOTION TO POSTPONE INDEFINITELY PASSED UNANIMOUSLY**

**Article 45.**

A motion was made and seconded that the Town vote to amend the Pelham Zoning Bylaw as follows

**1. Add a New definition to section 125-34 to read:****§ 125-34. Definitions.**

**HOME OCCUPATION** Any business, profession, occupation or trade (a) conducted within a building; (b) is accessory and subordinate to the use of the property as a primary residence; (c) does not change the essential residential character of the property; and (d) is subject to S. 125.12 of the Bylaw.

**2. Delete the text of section 125-12 and insert the following in its place:****§ 125-12. Home Occupations.**

A. Home occupations shall be permitted only upon issuance of a special permit from the Zoning Board of Appeals.

B. Home occupations as accessory to a residential use shall be permitted subject to the following requirements:

- (1) The home occupation shall be conducted by members of the family\* living on the premises and/or by up to, but not more than, the equivalent of two full-time nonresident employees;
- (2) The area devoted to the conduct of the home occupation shall not exceed 30% of the habitable floor area of the dwelling unit. However, a home occupation may be permitted in an existing detached accessory structure such as a barn, garage, shed or the like, subject to regulations and site limitations noted by the Planning Board, Board of Health or Conservation Commission, as applicable;

(3) There shall be no visible change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation except:

(a) **one non-illuminated sign**, not exceeding four square feet of face area, either: mounted flat against the wall of the principal building; OR mounted on the ground in accordance with Section 125.10.B.5 if the ZBA finds the sign, its height off the ground, and its proposed location to be in keeping with the character of the area;

(b) exterior lighting to support the home occupation, if permitted, shall be consistent with local law and shall be limited to that required for safety and operational purposes; reasonably shielded from abutting properties; and in keeping with the rural character of the town.

\* In the Pelham Code, a family is defined as either (a) an individual or group of persons related by marriage, blood and/or adoption residing together in one dwelling unit; or (b) a group of unrelated individuals, not to exceed 4, residing cooperatively in one dwelling unit. (Section 125-34)

(c) the ZBA may allow, at its discretion, positive changes to the appearance of the property such as landscaping for screening purposes of parking or additions in compliance with other bylaw provisions or state regulations, laws and codes. See Section 125.18. G for guidance on parking.

(4) No home occupation shall be permitted that is more detrimental or offensive than other uses allowed by –right in the zone as a result of on-site characteristics or off-site impacts including, but not limited to, air or waterborne substances, vibrations, noise, light or glare, odors, erosion, or electrical interference;

(5) A special permit for a home occupation shall initially be granted for a one year period. The applicant may apply for renewal of the special permit no more that ninety (90) days and no fewer than sixty (60) days before expiration of the one year period. The review by the Zoning Board of Appeals shall be based on the following two-part test:

(a) does the permit holder reside on the property?

(b) has a violation of a related Zoning Bylaw and/or of one or more conditions of the special permit been documented by the Zoning Enforcement Officer or raised at the public review hearing?

If the one year renewal review by the Zoning Board of Appeals finds that (a) is in the affirmative, and (b) is negative, then the special permit shall be renewed indefinitely, subject to the provisions above and any reasonable conditions previously imposed by the Zoning Board of Appeals, and (6), (7), and (8) below. If the review finds that (a) is in the negative, the special permit shall not be renewed.

If (b) is found to be in the affirmative, and the Zoning Enforcement Officer notifies the chair of the Zoning Board of Appeals that the permit holder has failed to satisfactorily address the violation, the Zoning Board of Appeals will schedule a public hearing to decide whether the special permit should be renewed. The permit holder will pay the costs of conducting the hearing, including obtaining an up-to-date list of abutters, advertising the hearing, and mailing out the required two sets of notices.

(6) A holder of a special permit for a home occupation may at any point file an application to alter the conditions for the special permit, which will require a public hearing to review the application.

(7) A home occupation special permit shall lapse when the owner(s) no longer occupies the property as a principal residence.

(8) No home occupation shall violate any other provision of this chapter.

Comments include thanks to Andy Lichtenberg for his work on this by-law. The first change is to clarify /streamline the process, change employee status up to 2 FT non family members. This is at no cost to Pelham and will make the Town welcoming to businesses. Now initial then 1 yr or 3 yrs permit, with the new changes will be 1 yr, with 1 year review then continual business. Cydine Reiman asked and was answered there is no business

district in town but businesses in homes in town . Zoning Board is open to citizen requests. **PASSED UNANIMOUSLY**

#### **Article 46**

A motion was made and seconded that the Town will vote to appropriate the sum of \$22,168.18 from the PEG Access and Cable Related Fund (established by vote of Fall 2015 Town Meeting) to be used by the Board of Selectmen for the purposes of Technology services and purchases for the Town. Comment about need for article. Answered that it was due to changes in Dept Of Revenue Regulations. This just gives the Board of Selectmen authority to spend the money. This year it will be mostly used for expense at the Rhodes Building. Emily Marriott asked the question if is this a blanket authority answered that the Board of Selectmen have been in charge of the money and this is not different, just a change in rules from DOR so it must be stated at town meeting . Bruce Klotz added that the money comes from Comcast subscribers that is collected and sent back for use by the town. **PASSED UNANIMOUSLY**

#### **ARTICLE 47**

A motion was made and seconded that the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to pay additional costs related to the Amherst Road improvements project- Phase 1 for abutting property remediation. Comments that the sum of money is \$17,000 and recommendation is to take it from free cash as it was an additional unforeseen expense due to a 1922 amendment to existing right of way of which the Town was not aware . **PASSED WITH 1 NAY VOTE**

#### **ARTICLE 48**

A motion was made and seconded that the Town will vote to transfer the sum of \$23,364.28 from the Amherst/Pelham Regional Capital Debt Reserve Account for payment of the Regional School Debt Assessment. **PASSED UNANIMOUSLY**

Motion made and seconded to adjourn at 1:26 PM **PASSED UNANIMOUSLY**

Respectfully Submitted,

Kathleen Martell

Pelham Town Clerk