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APPROVED

TOWN OF PELHAM
BUDGET COMMITTEE – MEETING MINUTES
Thursday, April 22, 2021

CALL TO ORDER – at approximately 7:00 pm

Vice-chair Amber Capone opened the meeting and read aloud “A Checklist to Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency” (*regarding access to the meeting*).

Ms. Capone asked Committee members, when their name is called, to please confirm their presence and to please identify as the Right-to-Know Law requires, who, if anyone, was in the room.

ROLL CALL:

PRESENT: Bob Sherman – Present in person
Meg Bressette – Present in person
Philip Haberlen – Present in person
Megan Larsen – Present in person
Board of Selectmen Representative Bob Haverty – Present via zoom; alone in the room
Jason Croteau – present in person
Amber Capone – present in person
Paul Grant – present in person

ABSENT: Eduardo Martony
Kannan Sasi – excused
Jas Moorjani

PLEDGE OF ALLEGIANCE

MINUTES REVIEW:

January 24, 2021:

MOTION: (Sherman/Haberlen) To approve the January 24, 2021 meeting minutes as amended.

ROLL CALL VOTE: Bob Sherman – yes
Meg Bressette – yes
Philip Haberlen – yes
Megan Larsen – abstain
Bob Haverty – yes
Jason Croteau – abstain
Paul Grant – abstain
Amber Capone – yes

(5-0-3) The motion passed.

NEW BUSINESS

Welcome new members.

Ms. Capone welcomed Mr. Paul Grant as a new member to the Budget Committee. She noted that they are all very open people who love to look at numbers, and if he had any questions to not hesitate to reach out.

Welcome back re-elected members.

Mr. Capone then welcomed back Ms. Meg Bressette and herself as re-elected members. She congratulated Ms. Bressette.

Election of Officers.

Ms. Capone explained that they needed to elect and vote on a new Chair of the Committee and a new Vice Chair of the Committee.

MOTION: (Sherman/Haverty) To nominate Ms. Amber Capone as Chair of the Budget Committee.

ROLL CALL VOTE: Bob Sherman – yes
Meg Bressette – yes
Philip Haberlen – yes
Meg Larsen – yes
Bob Haverty – yes
Jason Croteau – yes
Paul Grant – yes
Amber Capone – abstain

(7-0-1) The motion passed.

MOTION: (Capone/Croteau) To nominate Ms. Meg Bressette as Vice Chair of the Budget Committee.

ROLL CALL VOTE: Bob Sherman – abstain
Meg Bressette – abstain
Philip Haberlen – yes
Meg Larsen – yes
Bob Haverty – yes
Jason Croteau – yes
Paul Grant – yes
Amber Capone – yes

(6-0-2) The motion passed.

Representatives for the Capital Improvement Plan Committee, the School Board, and the Memorial School Building Committee.

Ms. Capone explained that the Committee normally sends a few members from the Committee to sit on other committees and boards to act as a liaison between the two. She noted that there were three boards listed, but since Ms. Larsen also sits on the School Board and had agreed to act as that liaison, they did not need to vote on one.

MOTION: (Sherman/Haverty) To nominate Mr. Bob Sherman as Representative to the Capital Improvement Plan Committee.

ROLL CALL VOTE: Bob Sherman – abstain
Meg Bressette – yes
Philip Haberlen – yes
Meg Larsen – yes
Bob Haverty – yes
Jason Croteau – yes
Paul Grant – yes
Amber Capone – yes

(7-0-1) The motion passed.

Ms. Larsen explained that since the new memorial school building passed, a new building committee formed to help guide some decisions with the project lead team. She noted that the meetings would be about once a month and would consist of four community members, students, teachers, administration, the Superintendent, and two School Board members. She explained that they wanted to give the opportunity from someone from the Budget Committee to join as well, but was not necessary for someone to join.

MOTION: (Croteau/Sherman) To nominate Mr. Jason Croteau as Representative to the Memorial School Building Committee.

ROLL CALL VOTE: Bob Sherman – yes
Meg Bressette – yes
Philip Haberlen – yes
Meg Larsen – yes
Bob Haverty – yes
Jason Croteau – abstain
Paul Grant – yes
Amber Capone – yes

(7-0-1) The motion passed.

Schedule

Ms. Capone handed out the schedule to all of the members and informed Mr. Haverty that she would send him a copy after the meeting. She noted that they would start their meetings on Thursday, September 9, 2021. She stated that they would meet every Thursday until about Thanksgiving.

Ms. Capone stated that they would have their annual Town Walk on Saturday, September 11 from 9:00 am – 12:00 pm with Town Administrator McCarthy. She explained that it is a walkthrough of all of the Town buildings where they are able to see everything in person and get a better feel for the buildings they are talking about. She highly recommended other members to attend and to send an email if they could not.

Ms. Capone informed that the school site walk was tentatively scheduled for October 16, 2021, which is a very similar process to the Town Walk. She noted that if that date should change, she would pass it along to the members.

Ms. Capone stated that if anyone had any questions regarding the schedule or if they were unable to attend a meeting to send herself or Ms. Bressette an email ahead of time for an excused absence.

Contact List Updates

Ms. Capone informed that she brought a contact list with her and asked the members to look at it to ensure all of their information is correct. She noted that Mr. Demers, the IT Administrator, was requesting the members also include a personal email address, so if any problems should arise with their Town addresses, he would have a way to contact them and send their credentials to them. She stated that when she sends the contact list to everyone, she will not include their personal email addresses.

House Bill 243

Ms. Capone informed that House Bill 243 was recently brought to her attention, which is before the House now. She noted that her brief understanding of the Bill was that the State is looking to have an industry standard electronic format for budgets. She noted that Pelham already has an electronic format thanks to Mr. Demers. She stated that she was not sure how it would affect their budget, but would keep an eye on it and work with Mr. Demers if it were to pass.

Secretary Position Language in Bylaws

Mr. Sherman informed that the language in their bylaws regarding the secretary position does not match what the Board is currently doing. He stated that they needed to look into their bylaws or possibly elect a Secretary. Ms. Capone stated that she and Ms. Bressette would look into it and start to work on the language in the bylaws to ensure it is up to date with what the Board currently does.

ADJOURNMENT

MOTION: (Sherman/Croteau) To adjourn the meeting.

ROLL CALL VOTE: Bob Sherman – yes
Meg Bressette – yes
Philip Haberlen – yes
Meg Larsen – yes
Bob Haverty – yes
Jason Croteau – yes
Paul Grant – yes
Amber Capone – yes

BUDGET COMMITTEE MEETING Thursday, January 14, 2021

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(8-0-0) The motion carried.

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206 The meeting was adjourned at approximately 7:27 pm.

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Respectfully submitted,

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Jordyn M. Isabelle

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Recording Secretary