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3 **APPROVED**  
4 **TOWN OF PELHAM**  
5 **BOARD OF SELECTMEN – MEETING MINUTES**  
6 **April 13, 2021**

7 **CALL TO ORDER** – Mr. Viger called the meeting to order at approximately 6:30 pm

8 **PRESENT:** Douglas Viger, Hal Lynde, Jaie Bergeron, Kevin Cote, Town Administrator Brian  
9 McCarthy  
10 \* Mr. Lynde arrived at approximately 6:35 pm

11  
12 **ABSENT:** Robert Haverty  
13

14  
15 **PLEDGE OF ALLEGIANCE**

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18 **MINUTES REVIEW:**

19  
20 **April 6, 2021**

21 **MOTION:** (Cote/Bergeron) To approve the April 6, 2021 meeting minutes as amended.  
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23 **VOTE:** (4-0-0) The motion carried.  
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26 **OPEN FORUM**

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28 No one came forward for open forum.  
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31 **APPOINTMENTS**

32  
33 **Jenn Beauregard: Interim Planning Director.**

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35 Ms. Beauregard came forward. Mr. Viger explained that the Board decided to put Ms. Beauregard into the  
36 position of Interim Planning Director over the course of the following year. He noted that Mr. McCarthy  
37 would evaluate her every 90-days. He stated that the Board believed she could handle this position and  
38 wanted to ensure that she is happy and comfortable in the role.  
39

40 Ms. Beauregard expressed that she appreciates the opportunity and expects it to go well. Mr. Viger stated  
41 that they believed it would go as well.  
42

43  
44 **Removal of a ZBA alternate.**

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46 Mr. Viger explained that it was brought to the Board's attention that the Zoning Board of Adjustment wanted  
47 to remove Ms. Karen Plumley from the position of Zoning Board of Adjustment Alternate due to her lack  
48 of attendance. Mr. McCarthy added that she had not attended a meeting in over a year. Ms. Beauregard  
49 stated that she had reached out numerous times and followed the proper procedure regarding notification.  
50 She noted that she understood that positions and circumstances change and thought they should open the

51 position to someone new. Mr. McCarthy informed that they had sent her certified mail and gone above and  
52 beyond to make attempts to reach her.

53  
54 **MOTION:** (Cote/Lynde) To remove Ms. Karen Plumley as an alternate from the Zoning Board of  
55 Adjustment.

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

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60 **DISCUSSION**

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62 **2021 Highway Bid Recommendations.**

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64 Mr. McCarthy read aloud the 2021 Highway Bid Recommendations memo from Mr. Frank Ferreira. The  
65 recommendations are as follows: Continental Paving for 2” – 4” stone (\$9.00/ton for pickup, \$13.00/ton  
66 for delivery), 1.5” – 3/4” stone (\$11.00/ton for pickup, \$15.00/ton for delivery), erosion stone (\$9.00/ton  
67 for pickup, \$13.00/ton for delivery), stone dust (\$11.00/ton for pickup, \$16.00/ton for delivery), 3/4” – 1.5”  
68 crushed gravel (\$7.50/ton for pickup, \$11.50/ton for delivery), 3/4” crushed gravel wrapped base asphalt  
69 (\$8.00/ton for pickup, \$12.00/ton for delivery), sand(\$11.00/ton for pickup, \$16.00/ton for delivery), and  
70 hot top and cold patch. While they were not always the lowest bidder, it was noted that in some cases, it  
71 was due to travel time, having a better product, and providing the required samples. Mr. Ferreira noted in  
72 the memo that he would like the option to use Brock Industrial Services when Continental Paving is  
73 extremely busy with long lines.

74  
75 Clean fill was recommended to PJ Keating Company for \$3.00/ton for pickup and \$7.50/ton for delivery.  
76 Calcium chloride flames were recommended to White Cap for \$6.18/ton for both pickup and delivery with  
77 no delivery fee. Plow blades were recommended to Jordan Equipment Company. Richard D. Vinyl  
78 Trucking Inc. was the lowest bidder for all equipment for equipment rental with an operator.

79  
80 Brock Industrial services were the lowest bidder for high-performance cold patch. Leo Vignette Company  
81 Inc. was the lowest bidder for catch basin cleaning with \$17.47 per catch basin.

82  
83 Painting traffic lines was recommended to Marking Inc. It was noted that they were not the lowest bidder.  
84 However, they were very dependable, and the Town has used them many times before and is very satisfied  
85 with their services.

86  
87 Everett J. Prescott Inc. was the only bidder for culvert pipe. Hudson quarry was the only bidder for concrete  
88 blocks and bricks. Maple Leaf Tree Service was the only bidder for removal.

89  
90 There were no bids for cold patch or for signs and related items.

91  
92  
93 **MOTION:** (Cote/Lynde) To accept Mr. Frank Ferreira’s recommendations as posted.

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

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98 **TOWN ADMINISTRATOR / SELECTMEN REPORTS**

99  
100 Mr. Cote stated that he had a couple of meetings at the Transfer Station along with Mr. Bergeron and Mr.  
101 Lynde trying to move forward on finding ways to better the Transfer Station. He noted that one of the

102 biggest things he got out of the meetings was that they might go back to separating recycling to reduce their  
103 costs. Because of that, they are looking into investing in a few things, including a can separator and a glass  
104 crusher. He thought it might be a good idea to set up a capital reserve fund for March of next year so that  
105 they can be ready to purchase what might be needed to make improvements.

106  
107 Mr. Lynde stated that he was under the impression that they were willing to buy a glass crusher now. Mr.  
108 Viger replied that they had been trying to buy a glass crusher for several years. Mr. McCarthy informed  
109 that the money was never encumbered to this year's budget. Mr. Lynde stated that they should look to see  
110 if there is money in the budget to buy one now.

111  
112 Mr. Cote stated that he still thought they should keep a capital reserve fund to purchase updates,  
113 improvements, and equipment for the Transfer Station.

114  
115 Mr. Lynde asked if they could make progress on setting up space for where the glass crusher would go. Mr.  
116 Cote informed that they were already working on that and that a spot should be set up the following week.

117  
118 Mr. Lynde had nothing to report.

119  
120 Mr. Bergeron had nothing to report.

121  
122 Mr. McCarthy stated that they made the transition into the new Highway Building that day. He noted that  
123 the next and final phase would be to correct the grade on the left side of the parking lot to have it fit the  
124 building. He informed that they are expected to start that the following week and that it should not take  
125 more than a week or two.

126  
127 Mr. Viger asked if Mr. McCarthy could bring the expenditures to the next couple of meetings to ensure that  
128 they are on track with spending for the project. Mr. McCarthy stated that he was waiting for some of the  
129 final slips to come in.

130  
131 Mr. Viger had nothing to report.

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135 **REQUEST FOR NON-PUBLIC SESSION**

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137 **MOTION:** (Cote/Bergeron) Request for a non-public session per RSA 91-A:3, II, a (personnel).

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

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141 It was noted that when the Board returned, after the non-public session, the Board would not take any other  
142 action publicly, except to possibly seal the minutes of the non-public session and to adjourn the meeting.  
143 The Board entered a non-public session at approximately 6:47 pm.

144  
145 **MOTION:** (Cote/Lynde) To leave the non-public session.

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

148  
149 The Board returned to public session at approximately 7:30 pm.

150  
151 **MOTION:** (Cote/Lynde) To indefinitely seal the minutes of the non-public session.

152

BOARD OF SELECTMEN MEETING/April 13, 2021

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

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155

156 **ADJOURNMENT**

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158 **MOTION:** (Cote/Lynde) To adjourn the meeting.

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

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163 The meeting was adjourned at approximately 7:36 pm.

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Respectfully submitted,  
Jordyn M. Isabelle  
Recording Secretary