

APPROVED

TOWN OF PELHAM
BUDGET COMMITTEE – MEETING MINUTES
Thursday, April 21, 2022

CALL TO ORDER – Ms. Bressette opened the meeting at approximately 7:01PM.

PLEDGE OF ALLEGIANCE

Ms. Bressette called attendance:

PRESENT: Meg Bressette
Jason Croteau
Philip Haberlen
Eduardo Martony
Garret Abare
Greg Smith
Debbie Ryan

ABSENT: Paul Grant (excused)
Bob Sherman (excused)
Megan Larson (excused)

MINUTES REVIEW:

MOTION: (Mr. Martony/Mr. Haberlen) To place the January 13, 2022, meeting minutes on file. No one had any changes.

VOTE: (4-0-3) Motion passes. Mr. Smith, Mr. Abare and Ms. Ryan abstained.

OLD BUSINESS:

BY-LAW UPDATE

Ms. Bressette said there were discussions on the by-laws last season, and she said moving forward to review these, she thinks it would be best to set up a sub-committee. She said it would probably only take a few meetings to review them and make some much needed revisions. She asked if anyone would be interested in being a part of this committee. Mr. Martony and Ms. Bressette said they would like to be on this sub-committee. Mr. Smith asked the chair if she could summarize the key issues that they are looking to update. Ms. Bressette said they would like to update the Secretary position, as they didn't have one last year. She said this position is different from the recording secretary position. She said another one was on personnel staffing, on page 8, changes to the total compensation threshold. She said one major issue last year was the language in that by-law section that made it seem like this committee had that authority to force a warrant. She said this committee does not have the authority to make the Selectmen or the school board put forward a warrant article. She said this committee can vote no, but we can't tell them they must put it on a warrant article. Mr. Smith said he would also be interested in serving on that sub-committee as well. Ms. Bressette said she will figure out when a good time would be to have this sub-committee meet. Mr. Smith asked if there was a target date to have this completed. Ms. Bressette said she would like to have this done within

the next month or two and then possibly have town council and our town administrator review them. Ms. Ryan asked if it would then come back to this board for a vote. Ms. Bressette said yes, they would have to be presented to this board at a meeting and then voted on at the following meeting.

NEW BUSINESS

Ms. Bressette welcomed back Mr. Martony, Ms. Ryan, and Mr. Smith who said he served on the budget committee for two years. Mr. Smith said it's been about six to eight years since he'd been on this board. Ms. Bressette introduced Mr. Abare to the committee as a new member. Ms. Bressette said Mr. Croteau is back, now as a representative of the Selectmen.

Ms. Bressette said they need to have an election of officers for the following positions: secretary, chair and vice-chair. She said the chair is in charge of setting the agenda, days of meetings, sending out information and keeping order during the meetings. The vice-chair would take over a meeting if the chair was absent. The secretary would run a meeting if both the chair and vice-chair were absent.

Mr. Smith asked if these decisions needed to be made tonight due to time restraints, as some key members were not present. Ms. Bressette said per the by-laws, an organizational meeting must take place by April 30th, and that is when they would elect these positions and they do have a quorum. Mr. Smith accepted that. Ms. Bressette said there is an open seat on the budget committee also at this time and confirmed with Mr. Croteau that an interested person can fill out a form in the Selectmen's office. Mr. Croteau doesn't believe they've had anyone apply at this time. Ms. Bressette said this open position is for a one-year term.

MOTION: (Mr. Martony/Mr. Haberlen) To nominate Ms. Bressette as the chair.

ROLL CALL VOTE: Mr. Croteau – Yes
Ms. Ryan – Yes
Mr. Martony – Yes
Mr. Haberlen – Yes
Mr. Smith – Yes
Mr. Abare – Yes
Ms. Bressette – Yes
(7-0-0) The motion passed.

MOTION: (Mr. Martony/Mr. Croteau) To nominate Mr. Haberlen as vice-chair.

(Ms. Bressette said this would be Mr. Haberlen's second year on the committee. Ms. Bressette said herself and Mr. Haberlen stepped up and have only been in these roles for two months. Mr. Haberlen said it would be his first time as the vice-chair and the second time on the budget committee. Ms. Bressette said she's only been chair since Ms. Capone left in January.

ROLL CALL VOTE: Mr. Croteau – Yes
Ms. Ryan – Yes
Mr. Martony – Yes
Mr. Haberlen – Abstain
Mr. Smith – Yes
Mr. Abare – Yes
Ms. Bressette – Yes
(6-0-1) The motion passed.

Ms. Bressette said that last year they did not have a secretary, but since it is in the by-laws, she said she would like that positioned filled. Mr. Abare asked what the role of the secretary was. Ms. Bressette said that it is if both the chair and vice-chair are absent, then the secretary would run the meeting. Mr. Martony

said it would also be filing the minutes. Ms. Castles said she emails the minutes out to the email distribution of this board but doesn't post them anywhere. Ms. Bressette said once the minutes are approved, they would be sent to Melissa in the Selectmen's office to then be posted. Also, they would be sent to Brian Demers to post them on the website. Mr. Abare asked if he would have to take the minutes and the board said no. Mr. Abare said that he would take that position.

MOTION: (Mr. Martony/Mr. Smith) To nominate Mr. Abare as the secretary.

ROLL CALL VOTE: Mr. Croteau – Yes
Ms. Ryan – Yes
Mr. Martony – Yes
Mr. Haberlen – Yes
Mr. Smith – Yes
Mr. Abare – Abstain
Ms. Bressette – Yes
(6-0-1) The motion passed.

Ms. Bressette said there are representatives to certain committees in the town, such as: capital improvement plan, the school board and the Memorial School building committee and the master plan committee. The capital improvement plan meets June, July and August. She's not sure how many times a month those meet. Mr. Croteau said he believes it's bi-weekly and the chair can choose as well. Ms. Bressette said the capital improvement plan looks at a 7-year outlook of upcoming expenses, such as dump trucks, school renovations and playground renovations. It gives us a good idea of upcoming expenses. Ms. Bressette said Mr. Sherman asked to be the alternate representative to the CIP because he is now an active member on the master plan committee. Ms. Bressette asked who would want to be on the CIP committee. Mr. Smith said he would be able to be on that or any of the three committees.

Ms. Bressette said the school board committee member would be combined with the Memorial School building committee, as there aren't too many instances where budget members have to attend a school board meeting, since this board does have a school board member on it. Ms. Bressette would like someone to serve on that. She said there are three meetings already planned and they are: April 27, May 25 and June 22 from 6-7PM. The last meeting was in-person and they had a tour of the Memorial school project. She asked if Ms. Ryan was on that already and if the three upcoming meeting are in person or by phone. Ms. Ryan said it hadn't been determined yet. She thought there was an interest in making them live. Mr. Martony said he would agree to be on that committee, and he said he already does solar, so it goes hand in hand. Ms. Bressette said that Mr. Sherman was interested in being on the master plan committee and she thought he would be an asset to that committee. She would assign him to that due to his many years of experience.

Ms. Bressette mentioned again that there is an open seat on this budget committee for a one-year term. She encouraged anyone interested to contact the selectmen's office and then at the next meeting the board would vote on that selection. Ms. Bressette said she emailed the upcoming schedule out with the dates she had in mind. She said it would still be on Thursday's and asked if anyone would not be able to make the meetings if she changed it to a 6:30 start time. She would have to look into if the room is available for that time and would check. No one had any opposition to an earlier start time. Mr. Croteau agreed to a 6:30 start and said that sometimes the meetings are lengthy, so that extra half hour is very important. Ms. Bressette will look into that and will also check with the town administrator to see if that works for him. She mentioned school board starts at 6:30 and Mr. Croteau said that the Selectmen also start at 6:30. She said the first meeting will be on a Wednesday in September, as the room was booked on the Thursday. She doesn't have dates yet for the walk throughs. They would be on a Saturday for the town buildings and the town administrator would walk around with us and talk about projects. She said the school tour would be with

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Mr. McGee and he would give them a tour of all three schools. She said those dates should be finalized in the summer or sooner.

Ms. Bressette said there is a training for budget and finance, and she emailed everyone the details of that training. Registration opens up August 1, 2022, and the training would be September 20, 2022 from 9-4PM and that is through the NH Municipal Association. She said it gives a good run down of how to be the best budget committee members. She would urge everyone to take part in this and the cost would be covered by the town. She is not sure if it will be in-person or online. She said they are very helpful, and participants are given books. Mr. Smith asked where they hold the in-person class. Ms. Bressette said she didn't know, as it wasn't posted yet. Ms. Ryan said last time it was in Concord.

Mr. Smith mentioned that next week is school vacation, and maybe they can set up dates for the by-law sub-committee meetings after next week. Ms. Bressette said that would work.

ADJOURN

MOTION: (Ms. Ryan/Mr. Abare) To adjourn the meeting.

VOTE: (7-0-0) The motion passes.

The meeting was adjourned at approximately 7:27 PM.

Respectfully submitted,
Jennifer Castles
Recording Secretary