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APPROVED
TOWN OF PELHAM
BUDGET COMMITTEE - MEETING MINUTES
Thursday, May 21, 2020

CALL TO ORDER – at approximately 7:30pm

Mr. Cronin stated as Chairman of the Pelham Budget Committee: I find that due to the ongoing State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to today’s meeting which was authorized pursuant to the Governor’s Executive Order. Consistent with the Governor’s Order, I am confirming to the public that:

- 1) We are utilizing the Zoom platform, the Town’s Facebook page, Pelham TV, Pelham You Tube Channel and a telephone call in number to provide different options for public access to this meeting. All Board members are able to hear one another and to speak with one another during this meeting.
- 2) Notice to this meeting and how to gain public access to and listen to the meeting has been posted on the Town’s website. If you’re having difficulty accessing the meeting there is a phone number and email address posted on the Town’s website to let us know that you have access problems to the meeting.
- 3) If the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

All votes taken during the meeting will be done by roll call vote.

PLEDGE OF ALLEGIANCE

Mr. Cronin 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, is in the room with you.

Mr. Cronin called roll.

ROLL CALL VOTE:

PRESENT: David Cronin – Present via Zoom platform, alone in the room
Amber Capone – Present via Zoom platform, alone in the room
Bob Sherman – Present via Zoom platform, alone in the room
Meg Bressette – Present via Zoom platform, alone in the room
Kannan Sasi – Present via Zoom platform, alone in the room
Eduardo Martony – Present via Zoom platform, alone in the room
Philip Hablerlen – Present via Zoom platform, alone in the room
Jason Croteau – Present via Zoom platform, alone in the room
School Board Representative Deb Ryan – Present via Zoom platform, alone in the room

ABSENT: Board of Selectmen Representative Bob Haverty – Present via Zoom platform, alone in the room

Jas Moorjani - Absent

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BUSINESS

Old/Tabled Business

Mr. Cronin commented the meeting minutes from March 11, 2020 (after Deliberative Session) will be forwarded for review at the Committee’s first meeting in September. He said he would forward members the intermediate report from the School District for review.

Welcome new members

Mr. Cronin welcomed the new members to the Committee. Each member introduced themselves.

Election of Officers

Mr. Cronin handed the Chair to Ms. Capone to facilitate the election of the Chair. Ms. Capone asked for nominations.

Mr. Sherman nominated Mr. Cronin for Chairman. Mr. Haverty seconded. There were no other nominations made.

MOTION: (Sherman/Haverty) To elect David Cronin as Budget Committee Chairman.

ROLL CALL David Cronin – Abstained

VOTE: Amber Capone – Yes
Bob Sherman – Yes
Meg Bressette – Yes
Kannan Sasi – Yes
Eduardo Martony – Yes
Philip Haberlen – Yes
Jason Croteau – Yes
School Board Representative Deb Ryan – Yes
Board of Selectmen Representative Bob Haverty – Yes
(9-0-1) The motion carried.

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Ms. Capone congratulated Mr. Cronin on being elected Chairman.

Mr. Cronin nominated Ms. Capone for Vice Chair. Mr. Haverty seconded. There were no other nominations made.

MOTION: (Cronin/Haverty) To elect Amber Capone as Budget Committee Vice Chair.

ROLL CALL David Cronin – Yes

VOTE: Amber Capone – Abstained
Bob Sherman – Yes
Meg Bressette – Yes
Kannan Sasi – Yes

Eduardo Martony – Yes
Philip Haberlen – Yes
Jason Croteau – Yes
School Board Representative Deb Ryan – Yes
Board of Selectmen Representative Bob Haverty – Yes
(9-0-1) The motion carried.

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Ms. Capone handed the Chair back to Mr. Cronin.

Mr. Cronin nominated Mr. Sherman to be the Budget Committee’s representative to the Capital Improvement Plan committee. Mr. Haverty seconded. There were no other nominations made.

MOTION: (Cronin/Haverty) To elect Bob Sherman as Budget Committee Representative to the Capital Improvement Plan Committee.

ROLL CALL David Cronin – Yes
VOTE: Amber Capone – Yes
Bob Sherman – Abstained
Meg Bressette – Yes
Kannan Sasi – Yes
Eduardo Martony – Yes
Philip Haberlen – Yes
Jason Croteau – Yes
School Board Representative Deb Ryan – Yes
Board of Selectmen Representative Bob Haverty – Yes
(9-0-1) The motion carried.

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Proposal to change meeting time from 7:30pm to 7:00pm (beginning with the Board’s first budget meeting in September)

Mr. Cronin asked if anyone wanted to offer a motion to change the Budget Committee meeting time from 7:30pm to begin at 7:00pm.

MOTION: (Capone/Ryan) To change the Budget Committee meeting time from 7:30pm to now be 7:00pm.

ROLL CALL David Cronin – Yes
VOTE: Amber Capone – Yes
Bob Sherman – Yes
Meg Bressette – Yes
Kannan Sasi – Yes
Eduardo Martony – Yes
Philip Haberlen – Yes
Jason Croteau – Yes
School Board Representative Deb Ryan – Yes
Board of Selectmen Representative Bob Haverty – Yes
(10-0-0) The motion carried.

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Mr. Cronin stated effective for the Board’s first meeting in September 2020 the meeting time has changed from 7:30pm to now begin at 7:00pm.

85 **NEW BUSINESS**

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87 **ByLaw proposed revision**

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89 Mr. Sherman suggested the Board, or a subcommittee, review their printed ByLaws in relation to
90 the role of the Secretary. The present/published ByLaws indicate the Board should elect a
91 Secretary. The Recording Secretary is currently a Town employee. He referenced the Board's
92 meeting minutes of September 11, 2017 during which they voted to eliminate the election of a
93 Secretary. He noted there were other sections of the ByLaws that reference the Secretary that
94 should also be reviewed. Ms. Capone offered to prepare a draft amendment for the Committee to
95 review during their first meeting in September. Mr. Sherman offered to work with Ms. Capone.

96

97 Mr. Cronin asked if anyone else was interested in serving on the subcommittee. No one voiced
98 their desire to do so. Mr. Cronin appointed Ms. Capone and Mr. Sherman to be the subcommittee
99 to review the job description and function of the Secretary.

100

101 **Selectmen proposed Deputy Treasurer position**

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103 Mr. Sherman understood the Selectmen were considering a Deputy Treasurer position to work
104 with the current Treasurer (Charlene Takesian). He asked for information regarding the proposed
105 position's duties/obligations. Mr. Haverty explained the Selectmen were looking to ensure
106 continuity of operation. The New Hampshire RSA contains a provision that indicates the
107 Treasurer may appoint a Deputy Treasurer and make the recommendation to the Board of
108 Selectmen to approve the position. Mr. Haverty mentioned the position being reviewed would be
109 interchangeable with the Treasurer (trained/groomed) in the interest of continuity. He told the
110 Committee while the job description was evolving, he would keep them updated. The Selectmen
111 were not taking immediate action. They will consider revisiting the proposed position in the fall.

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113 **Memorial School Project Committee Representative**

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115 Ms. Bressette mentioned she had been the Committee's representative for the Memorial School
116 Project and would like to continue in that role. Ms. Ryan believed the committee would continue.

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118 Mr. Cronin thanked Ms. Bressette for continuing in her role.

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120 **Town email addresses**

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122 Ms. Ryan discussed the assignment of Pelhamweb email addresses for the Committee. She
123 understood correspondence needed to be over a secure line and asked if her contact email could
124 be her Pelham School Board email. Mr. Cronin replied he would contact Town Administrator
125 Brian McCarthy and Town IT Administrator Brian Demers.

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127 Mr. Haverty cautioned using a private email as it could potentially become the target of a four-
128 year request (subject to discovery). For this reason, there were separate Pelhamweb email
129 addresses assigned for Town business to be conducted.

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131 **Workshops / Trainings**

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133 In the past, Mr. Sherman recalled Committee members had the opportunity to attend training
134 sessions that explained the Budget Committee's role and responsibilities. He asked if they would
135 have the same opportunity this year. He also wanted to know in new members would have

136 training for the use of the Town issued iPads. Mr. Cronin replied if members wanted training on
137 the iPad, he would contact the Town's IT Administrator. With regard to education, he has not
138 seen anything to date, but will pass information to Committee if received. He recalled in previous
139 years Committee members receiving a handbook outlining their role and will make an inquiry for
140 them.

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142 **Meeting schedule**

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144 Mr. Cronin informed beginning Thursday, September 3, 2020 the Committee would meet every
145 Thursday starting at 7:00pm until Thanksgiving. There will be no Monday evening meetings.
146 Town and School site walks have not been scheduled. He will meet with the Town
147 Administrator to confirm the schedule and forward the dates to the Committee.

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149 **ADJOURNMENT**

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

ROLL CALL David Cronin – Yes

VOTE: Amber Capone – Yes

Bob Sherman – Yes

Meg Bressette – Yes

Kannan Sasi – Yes

Eduardo Martony – Yes

Philip Haberen – Yes

Jason Croteau – Yes

School Board Representative Deb Ryan – Yes

Board of Selectmen Representative Bob Haverty – Yes

(10-0-0) The motion carried.

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152 The meeting was adjourned at approximately 8:10pm.

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Respectfully submitted,
Charity Landry
Recording Secretary