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3 **APPROVED**
4 **TOWN OF PELHAM**
5 **BOARD OF SELECTMEN–MEETING MINUTES**
6 **JANUARY 30, 2024**

7 **CALL TO ORDER** – Chairman Cote called the meeting to order at approximately
8 6:30pm

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10
11 **PRESENT:** Jaie Bergeron, Kevin Cote, Charlene Takesian, Town Administrator Joseph
12 Roark

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14
15 **ABSENT:** Heather Corbett, Jason Croteau

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17
18 **PLEDGE OF ALLEGIANCE**

19
20
21 **MEETING MINUTES REVIEW**

22
23 January 16, 2024

24
25 **MOTION:** (Bergeron/Takesian) To approve the January 2, 2024 meeting minutes as
26 amended.

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28 **VOTE:** (3-0-0) The motion carried.

29
30
31 **OPEN FORUM**

32
33 No one came forward during open forum.

34
35
36 **APPOINTMENTS**

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38 **Public Hearing: Acceptance of Parkside Drive as a Town Road per RSA 640:40-a.**

39
40 Town Administrator Roark explained that this is an acceptance of a cul-de-sac on Parkside Drive
41 off of Keyes Hill Road. He added that Jenn Beauregard, Town Planning Director, mentioned that
42 there was a flagpole in the middle of the development’s cul-de-sac that was approved by the
43 Planning Board. This was at the request of the Abare family and will be maintained by them. If
44 the Abare family chooses to move, then the flagpole will be taken out of the circle. This will be
45 recorded at the Registry of Deeds once the road has been formally accepted and has also been
46 reviewed by Attorney Ratigan.

47
48 Ms. Takesian asked if they are keeping \$5,000.00 as a bond for a year. Town Administrator
49 Roark confirmed this and added that this is the standard.

50
51 Chairman Cote opened this discussion to the public. No one came forward.

52
53 **MOTION:** (Bergeron/Takesian) To accept Parkside Drive as a Class V Town Road per RSA
54 640:40-a.

55
56 **VOTE:** (3-0-0) The motion carried.

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59 **Anthony Stowers, Interim Fire Chief: 2023 encumbrance request to purchase rescue**
60 **equipment.**

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62 Anthony Stowers introduced himself to the Board as the Town's Interim Fire Chief. Chief
63 Stowers stated that the Fire Department is seeking \$73,700.00 in encumbered funds to purchase
64 some vehicle extrication equipment. This would replace existing equipment that they have had
65 for as long as thirty years. Chief Stowers explained that several years ago, the replacement
66 process was started, and the switch was made to move from Amkus to Holmatro, which are two
67 different vendors. If they can encumber these funds, they can eventually get rid of all the
68 outdated equipment and have all new equipment that is the same brand. He added that they will
69 either donate or sell the old equipment if possible.

70
71 Town Administrator Roark asked Chief Stowers if the new equipment was significantly better
72 than the old equipment. Chief Stowers stated that the new equipment is battery operated, as
73 opposed to the outdated equipment that is run by hydraulic lines, meaning that the new
74 equipment is lighter, more reliable, and does not have any chords attached to it.

75
76 Ms. Takesian asked why this was not included in the encumbrances they already did, since the
77 quote is from October. Town Administrator Roark explained that the process started back in
78 October, but when the Fire Department had the changeover of the Chief and Deputy Chief, the
79 project got sidetracked. Ms. Takesian asked if the Fire Department has the \$73,700.00 left in
80 their budget to encumber. Town Administrator Roark stated that they do.

81
82 Chairman Cote noted that to encumber funds the process must start with a quote in the year that
83 they are looking to encumber the money from, even though we are now into January. Town
84 Administrator Roark added that they have until the end of January to finish off any 2023
85 invoicing to encumber the funds. Town Administrator Roark also stated that he believes it is
86 important to note that this is for lifesaving equipment and is worthy of encumbrance.

87
88 **MOTION:** (Bergeron/Takesian) To approve the encumbrance of \$73,700.00 for the two
89 quotes provided for the rescue equipment from the Fire Department's 2023
90 budget.

91
92 **VOTE:** (3-0-0) The motion carried.

93
94

95 **Brian Johnson, Hobbs Community Center Director: Requesting permission to serve**
96 **alcohol on Town property at the Hobbs Community Center for a senior event.**

97

98 Mr. Johnson explained that, with the help of a group of seniors, they decided to put together a
99 Mardi Gras party. He stated that there would not be a cash bar at the event, but there would be a
100 \$25.00 admission fee, and this includes one Hurricane mixed drink. They will also have a
101 mocktail version. Mr. Johnson added that they will have a bartender from the American Legion
102 if they get approval to serve alcohol. He stated that he also filed for a one-day liquor license from
103 the State, which was a lengthy process, and they have passed the initial inspection. The event is
104 on February 13, 2024 from 2:00 pm to 5:00 pm.

105

106 Chairman Cote asked Town Administrator Roark about the Town's Alcohol Policy. Town
107 Administrator Roark explained that the policy states they must have approval from the Board of
108 Selectmen. Town Administrator Roark stated that he contacted the Town's insurance company
109 and that is all set since they have a certified bartender. He also added that the Board of
110 Selectmen has approved other one-day events like this before.

111

112 Ms. Takesian asked how many people they were expecting to attend the event. Mr. Johnson
113 stated that they have sold twenty-nine tickets so far and are expecting around forty people. They
114 are capping the event at sixty people.

115

116 Mr. Bergeron asked Mr. Johnson about the site inspection from the State for the one-day liquor
117 license. Mr. Johnson explained that during the site visit, they were looking to make sure the area
118 was enclosed, and they also asked about people under 21.

119

120 The Board of Selectmen approved the Hobbs Community Center to serve alcohol at their event.

121

122

123 **DISCUSSION**

124

125 Town Administrator Roark stated that he would like to read the public notices about the Town's
126 deliberative session: "You are hereby notified that the first session of the annual meeting for the
127 Town of Pelham will be held on Tuesday, February 6, 2024, at 7:00pm in the Sherburne Hall, 6
128 Village Green, Pelham, New Hampshire. This session shall consist of explanation, discussion,
129 and debate of warrant articles numbers 2 through 14. Warrant articles may be amended subject
130 to the following limitations: (a) warrant articles, the wording of which, is prescribed by law shall
131 not be amended and (b) warrant articles that are amended shall be placed on the official ballot for
132 a final vote on the main motion, as amended."

133

134 Town Administrator Roark also read: "You are hereby notified that the first session of the annual
135 meeting for the School District of the Town of Pelham will be held on Wednesday, February 7,
136 2024, at 7:00pm in the Sherburne Hall, 6 Village Green, Pelham, New Hampshire. This session
137 shall consist of explanation, discussion, and debate of warrant articles numbered 2 and 3.

138 Warrant articles may be amended subject to the following limitations: (a) warrant articles, the

139 wording of which, is prescribed by law shall not be amended and (b) warrant articles that are
140 amended shall be placed on the official ballot for a final vote on the main motion, as amended”.

141
142 Town Administrator Roark added that if anyone would like to review the warrant articles they
143 are now posted on the Town website. Also posted on the Town website are the MS 737 form and
144 the MS DTB default budget form. He also noted that they will be mailing out the Town’s voter
145 guide after the deliberative sessions, which will explain all of the Town and school warrant
146 articles.

147
148 Chairman Cote stated that residents have until Friday, February 2, 2024, to submit their names
149 for elections at the Town Clerk’s office. Town Administrator Roark noted that available
150 appointment Board positions are also listed on the Town website.

151

152

153 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

154

155 **Ms. Takesian** had nothing to report.

156

157 **Chairman Cote** reported that they had the primary elections recently and there was a voter
158 turnout of 5,500 people. He stated that he hopes there is a large turnout March 12th at Town
159 elections and at the deliberative sessions.

160

161 **Mr. Bergeron** had nothing to report.

162

163 **Town Administrator Roark** had nothing to report.

164

165

166 **REQUEST FOR NON-PUBLIC SESSION**

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168 **MOTION:** (Takesian/Bergeron) Request for non-public session per RSA 91-A: 3, II (a):
169 personnel

170

171 **ROLLCALL VOTE:**

172

173 Selectman Bergeron– Yes

174 Chairman Cote– Yes

175 Selectman Takesian – Yes

176

177 (3-0-0) The motion carried.

178

179 It was noted that when the Board returned, after the non-public session, the Board would not take
180 any other action publicly, except to seal the minutes of the non-public session and to adjourn the
181 meeting. The Board entered a non-public session at approximately 7:00 p.m.

182

183

184 **ADJOURNMENT**

185

186 Respectfully submitted,

187

188 Makayla Clougherty

189 Recording Secretary