

1
2
3 **APPROVED**
4 **TOWN OF PELHAM**
5 **BOARD OF SELECTMEN–MEETING MINUTES**
6 **OCTOBER 3, 2023**

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

9
10
11 **PRESENT:** Jaie Bergeron, Heather Corbett, Kevin Cote, Jason Croteau, Charlene Takesian,
12 Town Administrator Joseph Roark

13
14
15 **ABSENT:** None

16
17
18 **PLEDGE OF ALLEGIANCE**

19
20
21 **MEETING MINUTES REVIEW**

22
23 September 5, 2023

24
25 **MOTION:** (Croteau/Corbett) To approve the September 5, 2023 meeting minutes as
26 amended.

27
28 **VOTE:** (5-0-0) The motion carried.

29
30 September 19, 2023

31
32 **MOTION:** (Corbett/Croteau) To approve the September 5, 2023 meeting minutes as is.

33
34 **VOTE:** (5-0-0) The motion carried.

35
36
37 **OPEN FORUM**

38
39 No one came forward in open forum.

40
41
42 **APPOINTMENTS**

43
44 **Public Notice: 2nd Hearing for the adoption of a dog policy at the parks & athletic fields**
45

46 Chairman Cote stated that this proposed ordinance is not intended to limit the ability of dogs to
47 accompany citizens when utilizing common areas of Town of Pelham parks and athletic fields
48 for recreation and observing athletic events. This proposed ordinance does seek to specify that no
49 dogs are allowed on athletic areas like fields, courts, playgrounds, and courses, to limit sanitary
50 and safety concerns as well as prevent possible damage to athletic fields.

51

52 Janet Walters, 16 Plower Road, stated that she wants to know who initiated this policy as far as
53 athletic fields, and why the Town and the Planning Department keep limiting the parks. She
54 stated there is no place to bring animals in Town. Chairman Cote explained that the Town's Park
55 and Recreation Director initiated this policy due to sanitary issues. He added that children use
56 these fields, and often there can be dog feces left behind that kids may step or lie in. Ms. Walters
57 walked out of the meeting.

58

59 Mark Wholley, 1 Arlene Drive, approached the Board for further clarification of this ordinance.
60 Mr. Wholley asked what the point of the ordinance was if they were not trying to limit access for
61 dogs. Chairman Cote explained that they do not want dogs running around the sports fields and
62 courts, going to the bathroom on them, as there have been issues with this in Town. Mr. Wholly
63 asked what the enforcement is going to be if they see a dog running loose on the fields when no
64 events are happening. Chairman Cote stated that they will not be sending police or anyone else
65 out to monitor the fields, however, they will monitor complaints. Town Administrator Roark
66 assured Mr. Wholley that pets can still be brought to sporting events, they just do not want the
67 dogs on the playing fields. Chairman Cote also added that dogs may be permitted on the fields
68 when events are not happening if the owner has something to immediately pick up any feces left
69 behind by the animal.

70

71

72 **Interview/Appointment: Zoning Board of Adjustment candidate: Nicole Pigeon**

73

74 Nicole Pigeon, 15 Debbie Drive, is interviewing for an alternate position on the Zoning Board
75 of Adjustment.

76

77 Chairman Cote asked Ms. Pigeon why she is interested in the ZBA. Ms. Pigeon explained that as
78 she was watching the past few meetings, she noticed that they did not have a lot of members and
79 thought that she would volunteer to help out.

80

81 Mr. Croteau asked when the next zoning classes happen. Town Administrator Roark stated that
82 he believes they are in the springtime. Mr. Croteau suggested that Ms. Pigeon attend those
83 classes if she is elected to the ZBA.

84

85 Chairman Cote asked Ms. Pigeon what term she is interested in. Ms. Pigeon said she is willing to
86 do the three-year term.

87

88 **MOTION:** (Croteau/Corbett) To appoint Nicole Pigeon to fill the three-year alternate
89 position on the Zoning Board of Adjustment, ending in March of 2026.

90

91 **VOTE:** (5-0-0) The motion carried.

92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137

Brett Gagnon, Pelham Community Power Committee: Findings and final recommendation on vendor for the Pelham Community Power initiative partnership

Mr. Gagnon explained that the Pelham Community Power Committee (PCPC) is a team of four, and they have been working extremely hard to get this committee up and running. They have interviewed three different power suppliers: Colonial Power, Coalition for Community Power of New Hampshire, and Standard Power. Mr. Gagnon stated that they recorded the interviews and posted them and the presentations on the Town website and Facebook. After the interviews, they conducted an advantage analysis to see the key facts from each company. The PCPC came to a unanimous decision to recommend the Board partner with Standard Power going forward. Mr. Gagnon explained that Standard Power had a simpler contract compared to their competitors, and the contract was easier to leave. The Towns of Keene and Brentwood also went with Standard Power, which solidified their decision as well. Standard Power already has a contract with Town facilities, meaning they can handle community power and the power for Town buildings. Mr. Gagnon stated that the person they met with from Standard Power left a good impression on them as well. Mr. Gagnon stated that he is going to supply the Board with the memorandum of understanding, and, if they agree with it, they ask them to sign it. Mr. Gagnon added that Standard Power will pay all the upfront costs of alerting residents and asking them about their power needs.

Ms. Takesian asked if all residents are opted-in to this program until they decide to opt out. Mr. Gagnon confirmed that is how it works but assured him there are many steps before this happens and there are many avenues to make opting out easy for residents. Ms. Takesian asked if they know what the rate will be yet, and how long the rate is locked in for. Mr. Gagnon stated that finding out the rate is the next step, and all the details of the contract are negotiable.

Chairman Cote asked Mr. Gagnon if he spoke with Keene or Brentwood about their experience working with Standard Power. Mr. Gagnon invited fellow PCPC member, Troy Brissette, to approach the Board and talk more about this. Mr. Brissette stated that when he spoke to the person in Brentwood he was pleased to hear they have had a pleasant experience with Standard Power.

Chairman Cote asked if Standard Power would be writing the warrant article and any other necessary verbiage needed. Mr. Gagnon stated that Standard Power will lead this, and it will be very similar to what has been used in other New Hampshire towns.

Chairman Cote suggested they send the agreement to the Town Attorney so they can discuss it at the next meeting.

Ms. Takesian stated that she recently switched her power supplier to a private company and has saved ten cents per kilowatt hour. Mr. Brissette stated that Ms. Takesian brings up a good point, adding that if residents are enrolled with a private power company and not the default, they will not be automatically enrolled if the Town makes the switch to the community power program.

138

139 **Allocation of American Rescue Plan Act (ARPA) funds**

140

141 Tammy Penny, Town Finance Director, approached the Board to discuss the allocation of ARPA
142 funds. Ms. Penny stated that the Town of Pelham has received almost \$1,500,000.00 in ARPA
143 funds in 2021 and 2022. The Board voted to accept and expend the funds but has not yet
144 allocated all the funds. She stated that the Board has allocated \$740,598.86 so far. Ms. Penny
145 stated that these funds can be used for just about anything, but she recommends the Board only
146 use these funds for one-time expenses. These funds cannot be used for debt payments,
147 settlements, deposits into pension funds, or replacements of revenue resulting from changes in
148 law. She added that they have until December 31, 2024, to spend the funds or have a solid
149 contract in place to obligate these funds. If the funds are obligated through a contract they have
150 until December 31, 2026, to spend them or they will need to be returned. Ms. Penny explained
151 that there are several large projects in the Capital Improvement Plan that they can use the funds
152 on, like the new animal control shelter for \$274,709.00 or the police expansion and remodel for
153 \$92,850.00.

154

155

156 **MOTION:** (Takesian/Bergeron) To use \$275,709.00 of ARPA funds for the police animal
157 control building.

158

159 **VOTE:** (5-0-0) The motion carried.

160

161

162 Town Administrator Roark asked if this means they can start the project as soon as possible.
163 Chairman Cote confirmed this is correct.

164

165

166 **MOTION:** (Bergeron/Corbett) To use \$247,000.00 of ARPA funds for the sidewalks project.

167

168 **VOTE:** (4-1-0) The motion carried.

169

170

171 **MOTION:** (Corbett/Croteau) To use \$92,850.00 of ARPA funds to expand and remodel the
172 Police Department.

173

174 **VOTE:** (5-0-0) The motion carried.

175

176

177 Town Administrator Roark asked if they need to do anything for phase two of the planning
178 renovation. Ms. Penny explained that they have \$300,000 encumbered for the two phases, but
179 she did listen to a past meeting where they discussed using ARPA funds to cover any possible
180 overages for the project. There is \$133,528.94 left in ARPA funding. Ms. Penny added that
181 although they encumbered \$300,000 for this project, it very likely will cost more than that.
182 Chairman Cote questioned why they did not have a final estimate for the project. Town
183 Administrator Roark explained that they have been trying to tighten it down, but when you use

184 ARPA funding you have to pay the prevailing wage, which can significantly increase labor costs
185 for the project. He also suggested that the Board leave the remaining ARPA funds alone until
186 they get a final estimate for the project. Ms. Penny noted that \$220,000.00 of the \$300,000.00
187 encumbrance has been spent for the planning renovation project, and that phase one is almost
188 complete.

189
190

191 **DISCUSSION**

192

193 There was nothing up for discussion.

194

195

196 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

197

198 **Mr. Croteau** had nothing to report.

199

200 **Ms. Takesian** wanted to remind everyone that composting is coming to the Pelham Transfer
201 Station on December 1, 2023.

202

203 **Chairman Cote** had nothing to report.

204

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

206

207 **Ms. Corbett** stated that she has been working with Mr. Bergeron and Ms. Penny to help develop
208 graphics for residents in Town to clearly see how the Town is spending money, and the overall
209 budget process.

210

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

212

213

214 **REQUEST FOR NON-PUBLIC SESSION**

215

216 **MOTION:** (Corbett/Takesian) Request for non-public session per RSA 91-A: 3, II (a)

217

218 **ROLLCALL VOTE:**

219

220 Selectman Corbett – Yes

221 Selectman Bergeron– Yes

222 Chairman Cote– Yes

223 Selectman Takesian – Yes

224 Selectman Croteau – Yes

225

226 (5-0-0) The motion carried.

227

228 It was noted that when the Board returned, after the non-public session, the Board would not take
229 any other action publicly, except to seal the minutes of the non-public session and to adjourn the
230 meeting. The Board entered a non-public session at approximately 7:15 p.m.

231

232

233 **ADJOURNMENT**

234

235 Respectfully submitted,

236

237 Makayla Clougherty

238 Recording Secretary