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2  
3 **APPROVED**  
4 **TOWN OF PELHAM**  
5 **BOARD OF SELECTMEN–MEETING MINUTES**  
6 **December 6, 2022**

7 **CALL TO ORDER** – Chairwoman Corbett called the meeting to order at approximately  
8 6:30pm  
9

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

13  
14 **ABSENT:** None  
15

16  
17 **PLEDGE OF ALLEGIANCE**  
18

19  
20 **MEETING MINUTES REVIEW**  
21

22 November 15, 2022 – Site Walk Minutes  
23

24 **MOTION:** (Cote/Bergeron) To approve the November 15, 2022 site walk meeting minutes as  
25 is.  
26

27 **VOTE:** (4-0-1) The motion carried.  
28  
29

30 November 15, 2022  
31

32 **MOTION:** (Cote/Bergeron) To approve the November 15, 2022 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 **Interview/Appointment: Cemetery Trustee Alternate applicant**  
45

46 Mr. Ouellette explained that he originally applied for a full-time position back in October but did  
47 not get the spot. When he heard about the alternate position, he talked to other Cemetery  
48 Trustees who encouraged him to apply. He added that he has knowledge in property  
49 management and using heavy equipment.

50

51 Mr. Cote asked if there were any other applicants for this position. Chairwoman Corbett stated  
52 that she was not aware of any other applications.

53

54 **MOTION:** (Cote/Takesian) To appoint Mr. Ouellette to the Cemetery Trustees alternate  
55 position.

56

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

58

59 Mr. Croteau asked how long the term was for this position. Chairwoman Corbett stated that it is  
60 a one-year term.

61

62 Ms. Takesian asked if Mr. Ouellette would have to run for re-election when his term is up or if  
63 the Cemetery Trustees can appoint him to the position. Mr. Cote said he was unsure but pointed  
64 out that the Board of Selectmen was able to fill two open spots in the past but when that term  
65 was up, those people had to be voted in for re-election. Town Administrator Roark said he would  
66 have to look into it but was wondering if Mr. Ouellette would be an alternate until the March  
67 2024 election. He added that Mr. Ouellette could run for a full-time position in March of 2023 if  
68 he wanted to.

69

70 Mr. Cote stated that RSA 289-6 says that the Board of Selectmen can name no more than two  
71 people who may serve as alternates on the Board. Vacancies will be filled by those appointed for  
72 the remainder of the term. He added that it also states alternates can only be appointed to a one-  
73 year term, meaning Mr. Ouellette's term will be up one year from the day he is sworn in.

74

75

#### 76 **Interview/Appointment: Zoning Board of Adjustment Alternate applicant**

77

78 **Mr. Goucher** stated that he would like to be a ZBA alternate to help get more involved with and  
79 help the Town. He added that he heard they were looking for volunteers to help and thought he  
80 would like to offer his support as much as he can.

81

82 Ms. Takesian asked what he thinks the role of a ZBA member is. Mr. Goucher stated that he  
83 believes it is to find the facts and make the right decisions regarding zoning for the Town. Ms.  
84 Takesian asked if he was familiar with the Town's zoning ordinance. Mr. Goucher stated he is,  
85 but he still has a lot to learn and will be doing a lot of research.

86

87 Chairwoman Corbett asked if Mr. Goucher would be willing to take zoning courses. He stated  
88 that he would be willing to.

89

90 Mr. Cote asked Mr. Goucher if he understands the difference between the Zoning Board of  
91 Adjustment and the Planning Board. Mr. Goucher explained that he slightly does and has been  
92 watching the ZBA's meetings and has noticed they mention the Planning Board frequently.

93

94 Mr. Croteau asked if Mr. Goucher was looking for a one-year term, which is technically only six  
95 months due to the election in March, or a two-year term. Mr. Goucher stated that one-year would  
96 be good to start off with.

97

98 **MOTION:** (Croteau/Cote) To appoint Mr. Gaucher to the Zoning Board of Adjustment  
99 alternate position for one year.

100

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

102

103

104 **Peter Zohdi and Shayne Gendron, Edward N. Herbert Associates: Approval of Private**  
105 **Road - Mako Development, LLC Subdivision Beechwood Road Extension (from Salem);**  
106 **Map 18, Lot 12-16**

107

108 Mr. Gendron noted that Mr. Zhodi will not be joining them this evening.

109

110 Mr. Gendron stated that his company, Herbert Associates, has been working on this fifteen-lot  
111 subdivision for around two years now. They went before the ZBA to get a variance to build on a  
112 piece of land without access through the Town of Pelham. He noted that to access this road you  
113 use Beachwood Road in Salem. They went through the Planning Boards in both Pelham and  
114 Salem, and it got approved. There are fifteen single-family homes. He stated that the agreement  
115 with the Planning Board was that it will be on a private roadway. They are asking the Board of  
116 Selectmen for building permits on the private roadway. He added that the Town Attorney has  
117 reviewed the responsibilities of the homeowner's association.

118

119 Mr. Cote stated that Mr. Gendron's company has gone through a lot with these plans and that he  
120 believes they have done a very good job putting their plan together for both Pelham and Salem.  
121 He added that there is also a possibility to have a quicker road connection near the Pelham and  
122 Methuen town lines.

123

124 Chairwoman Corbett noted that the Highway Safety Committee has also approved the plans.

125

126 Ms. Takesian asked if there was enough room for emergency vehicles to turn around on the road.  
127 Mr. Gendron stated that there is enough room on both ends of the road, and that it was approved  
128 by the Highway Safety Committee, which includes the Police, Fire and Highway departments.

129

130 Mr. Gendron stated that everything is built to the Town's standards and is basically a Town road  
131 but the maintenance for the drainage and roadway is going to be taken care of by the  
132 homeowner's association.

133

134 Mr. Cote asked if they had a name for the road. Mr. Gendron stated that it is going to be  
135 Newbury Road.

136

137 Town Administrator Roark stated that there is paperwork that needs to be signed. It is a notice of  
138 limit of municipal responsibility. He noted that this paperwork has already been approved by the  
139 Town’s attorney and the paperwork releases the Town of any liability since it is a private road.

140

141 Mr. Croteau asked if any of the three “right of ways” on the road lead to buildable land. Mr.  
142 Gendron stated that they do, and the property directly to the north is buildable land and the  
143 owner has been talking about building on it. He also stated that the land to the south in Methuen  
144 is possibly being built on as well. The connection between those two is the most viable, as the  
145 connection to the west is surrounded by wetlands.

146

147 Ms. Takesian asked if the issue with the school busses picking up children was ever resolved, as  
148 she seen the Planning Board meeting where this issue was discussed. Mr. Gendron stated that he  
149 is still unsure, as the School Board will not discuss this until children on the road are registered  
150 for school in the Town of Pelham and need a bus.

151

152 **MOTION:** (Cote/Bergeron) To grant a building permit for Mako Development, LLC  
153 Subdivision Beechwood Road Extension (from Salem); Map 18, Lot 12-16.

154

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

156

157

## 158 **DISCUSSION**

159

### 160 **91-A (Right-to-Know) request policy**

161

162 Town Administrator Roark stated that the only change that has been made since they discussed  
163 the policy a few weeks ago was to remove the part that states it is for New Hampshire residents  
164 only. They will change it so that the service can be provided to anyone. He also recommended  
165 enacting the policy as soon as possible.

166

167 Case law indicates that the policy is intended only for residents of the state in question. However,  
168 NHMA stated that this is not cut and dry, and they recommend taking requests from anybody.  
169 They also recommended that any out of state requests be made in person when practical.

170

171 **MOTION:** (Cote/Takesian) To enact the 91-A Right-to-Know policy.

172

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

174

175 Mr. Bergeron mentioned that it may be a good idea to train all the committee members and staff  
176 on this new policy. Town Administrator Roark stated that he can start training the department  
177 heads on this policy and go from there. He added that there may be virtual webinars for people to  
178 attend to learn more about the policy.

179

180

### 181 **Vote tally on warrant articles**

182  
183 Chairwoman Corbett stated that historically, in the Voter's Guide, there is a little note at the  
184 bottom of the warrant articles that says which Boards or Committees voted in support of the  
185 article. In cases where the vote is not unanimous, they have the option to state what the vote was.  
186 She added that she believes this is a good idea and can help voters pay more attention or do more  
187 research on the warrant articles before voting.

188  
189 Mr. Bergeron stated he also believes it is a good idea to put the vote tally as it helps them to  
190 remain transparent. He added that the Planning Board has already voted unanimously to add their  
191 vote tally to the warrant articles.

192  
193 Mr. Croteau stated that the Budget Committee has also discussed this and that they were in favor  
194 of it as well.

195  
196 Chairwoman Corbett asked if anyone has heard a dissenting argument. Mr. Cote stated that the  
197 only argument he has been presented with is that the Board should stay united and not put a tally.  
198 However, he does not agree with this as he believes bringing your own personal values and  
199 beliefs to a Board is important. He added that it is more transparent to put the vote tally as well.

200  
201 Mr. Croteau asked if they needed a motion to approve this, or if a consensus is fine. Chairwoman  
202 Corbett stated that a motion is not needed. Ms. Takesian added that she is okay with this as well.

203

#### 204 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

205  
206  
207 **Town Administrator Roark** stated that there is another meeting on Tuesday December 13,  
208 2022. This will be the last meeting before the new year.

209  
210 **Mr. Cote** had nothing to report.

211  
212 **Mr. Bergeron** had nothing to report.

213  
214 **Chairwoman Corbett** wanted to thank Community Spirit for a very good job well done on the  
215 Festival of Trees.

216  
217 **Ms. Takesian** stated that the Festival of Trees was a huge success, and she wants to thank all the  
218 supporters, volunteers, and donors. She added that she wants to thank the PTV Crew for all their  
219 hard work at the event.

220  
221 **Mr. Croteau** stated that the Pelham Good Neighbor Fund's annual food drive is taking place  
222 Saturday and Sunday December 10 and 11, 2022 in front of Hannaford's.

223

224

225

#### 226 **REQUEST FOR NON-PUBLIC SESSION**

227

228 **MOTION:** (Croteau/Cote) Request for non-public session per RSA 91-A:3, II, A  
229 (personnel).

230

231 **ROLLCALL VOTE:**

232

233 Selectman Cote – Yes

234 Selectman Bergeron – Yes

235 Selectman Corbett– Yes

236 Selectman Croteau – Yes

237 Selectman Takesian – Yes

238

239 (5-0-0) The motion carried.

240

241 It was noted that when the Board returned, after the non-public session, the Board would not take  
242 any other action publicly, except to seal the minutes of the non-public session and to adjourn the  
243 meeting. The Board entered a non-public session at approximately 7:05 pm.

244

245

246 **ADJOURNMENT**

247

248 Respectfully submitted,

249

250 Makayla Clougherty

251 Recording Secretary