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3 **APPROVED**  
4 **TOWN OF PELHAM**  
5 **BOARD OF SELECTMEN–MEETING MINUTES**  
6 **May 30, 2023**

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

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

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15 **ABSENT:** None

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18 **PLEDGE OF ALLEGIANCE**

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21 **MEETING MINUTES REVIEW**

22  
23 May 2, 2023

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25 **MOTION:** (Takesian/Corbett) To approve the May 2, 2023 meeting minutes as amended.

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

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30 **OPEN FORUM**

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32 No one came forward in open forum.

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35 **APPOINTMENTS**

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37 **Retirement announcement of PD Records Clerk, Brenda Rizzo**

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39 Town Administrator Roark stated that long time Town employee, Brenda Rizzo, has declared her  
40 intent to retire on July 1, 2023. Brenda has been working for the Town of Pelham since 1987,  
41 and over the past thirty-five years she has worked for five different Police Chiefs and in two  
42 different buildings. She has watched and supported many employees grow through her tenure.  
43 She has always helped out with community events while working behind the scenes to help any  
44 Police Department events run smoothly.

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47 **Tim Zelonis, Electrical Inspector: Update and Approval of “Basic Minimum Electrical**  
48 **Reminders and Requirements”**

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50 Town Administrator Roark explained that Mr. Zelonis has diligently put together this update of  
51 the guidelines. He incorporated the 2022 electrical code. These guidelines are available through  
52 the Town’s Planning Department and can be useful for anyone working on any electrical  
53 projects. It is a step-by-step guide on proper permits, inspections, and safety guidelines. Town  
54 Administrator Roark explained that in the past, the Board of Selectmen have approved the  
55 guidelines so people in Town understand the importance and safety of proper electrical  
56 guidelines.

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58 Chairman Cote thanked Mr. Zelonis, and the Board gave a general consensus of approval.

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61 **Jim Hoffman, Highway Director: Acceptance of 2023 Crack Sealing Bids**

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63 Mr. Hoffman stated that the Town received two replies after putting the crack sealings bid out,  
64 from Superior Sealcoat and Indus. Mr. Hoffman explained that Superior Sealcoat is \$1.13  
65 cheaper per gallon, and that the Town has worked with them in the past and had a good  
66 experience. He recommends that the Town goes with Superior Sealcoat.

67

68 The Board agreed.

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71 **Updated Welfare Policy review/acceptance**

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73 Town Administrator Roark spoke with Dawn Holdsworth, who handles the Town’s general  
74 assistance. Ms. Holdsworth stated that the Town’s existing Welfare Policy is very old, and she is  
75 unsure where it is located. Town Administrator Roark explained that because of this, he felt it  
76 was best for the Town to adopt a new policy. The new policy is based on the framework from the  
77 New Hampshire Welfare Administrators Association and includes the appropriate RSAs. These  
78 policies allow the Town to have an objective set of frameworks to decide what an appropriate  
79 distribution of general assistance is. He stated that the new policy is similar to the policy that  
80 surrounding towns like Windham, Salem, and Hudson use. If the Board approves this, the Town  
81 will use it going forward for decision making. Town Administrator Roark explained that the  
82 Town appropriates a certain amount of money, and if someone in Town is in need, they make an  
83 appointment with Ms. Holdsworth who will review their finances and come up with a plan of  
84 assistance.

85

86 Chairman Cote suggested the Board takes a chance to review the policy before the vote to  
87 approve it.

88

89 Ms. Takesian asked if there had been any specific issues recently that made the Town update the  
90 policy. Town Administrator Roark explained that the Town’s Treasurer and Finance Director felt  
91 it would be appropriate to have a policy in place in case someone is in need and for budgetary  
92 planning.

93  
94 Chairman Cote stated that he thinks a Welfare Policy is important for consistency and  
95 transparency, so there is a set of guidelines that can be followed. Chairman Cote asked if this  
96 ever came up in an audit. Town Administrator Roark stated that he does not think so.

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99 **Interviews/Appointments: Pelham Community Power Committee**

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101 Brett Gagnon

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103 Brett Gagnon, 24 Benoit Ave, is applying to be on the Pelham Community Power Committee.  
104 Mr. Gagnon stated that he has volunteered on the Conservation Commission, School Board,  
105 Budget Committee, Library Trustees, and was on the Board of Selectmen. He was a partner with  
106 Hudson's Community Power Committee and followed it throughout other towns in the state. Mr.  
107 Gagnon added that he has a bachelor's degree in electrical engineering and a master's degree in  
108 business. He now works as a regulatory engineer.

109

110 Mr. Croteau asked Mr. Gagnon why he only applied for a two-year term instead of three-year  
111 term, since he was the one who spearheaded this committee. Mr. Gagnon stated that he thinks  
112 two-years is enough to get it off the ground and running, and then he may want to transition into  
113 something else. However, he is committed to staying on until the committee is successful.

114

115

116 Matthew Rice

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118 Matthew Rice, 50 Nashua Road, is applying to be on the Pelham Community Power Committee.  
119 Mr. Rice explained that he is interested in electricity bills and has been doing research about the  
120 pricing and companies. He wants to dig deeper to see why costs are still rising, where the power  
121 comes from and other details.

122

123 Mr. Croteau asked Mr. Rice if has ever volunteered for anything like this before. Mr. Rice stated  
124 that he ran the Republican Town Committee in the Town he used to live and wants to get back  
125 into Town activities.

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128 Sharon Jozokos

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130 Sharon Jozokos, 10 Rocky Hill Road, is applying to be on the Pelham Community Power  
131 Committee. Ms. Jozokos stated that she has been in the construction business for over thirty  
132 years, and her job is to manage large scale construction projects across the region. She explained  
133 that she buys contracts as part of her responsibilities.

134

135 Mr. Croteau asked if this would be Ms. Jozokos' first-time volunteering in Town. Ms. Jozokos  
136 stated that it would be her first-time volunteering for something in Town, but she volunteers a lot  
137 for her job.

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Troy Bressette

Chairman Cote explained that there is another applicant, Troy Bressette of 45 Longview Circle, who was unable to attend the meeting. Mr. Bressette has been on the School Board for over five years and does a lot of volunteer work around Town. Mr. Bressette has served on six committees and task forces in Town, the most recent being a Solar task force.

Chairman Cote explained that there are currently four volunteers, and five open positions for the Pelham Community Power Committee.

**MOTION:** (Croteau/Corbett) To appoint Brett Gagnon for a three-year term on the Pelham Community Power Committee.

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

**MOTION:** (Corbett/Bergeron) To appoint Troy Bressette to a two-year term on the Pelham Community Power Committee.

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

**MOTION:** (Croteau/Bergeron) To appoint Matthew Rice to the one-year term on the Pelham Community Power Committee.

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

**MOTION:** (Corbett/Croteau) To appoint Sharon Jozokos to the two-year term on the Pelham Community Power Committee.

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

Chairman Cote noted that they are still looking for one three-year position and two alternate positions to be filled. Chairman Cote is going to be the Board of Selectmen representative on the Pelham Community Power Committee.

**Delegation/Authorization rights to Town Administrator regarding Abbott Street Bridge Project**

184 Town Administrator Roark read off the Town’s Finance Director’s explanation of the delegation  
185 and authorization rights. This explained that the Town will not be reimbursed by NHDOT for the  
186 bridge project unless there is an executed project agreement. It is also a requirement that the  
187 person signing the agreement has confirmed authority to sign it and enter the agreement. One  
188 way to meet this requirement is the meeting minutes from a Board of Selectmen vote. Town  
189 Administrator Roark asked the Board of Selectmen to vote to authorize him to sign this  
190 agreement.

191

192 Town Administrator Roark explained that it will make the process simpler if he is granted  
193 authority to sign anything needed for the Abbott Street Bridge project, as opposed to having all  
194 five Board of Selectmen members needing to sign every time. He noted that this authority would  
195 only be for this project.

196

197 Chairman Cote explained that this process is not unusual, and the Town has done this in the past  
198 for the Willow Street Bridge project.

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200

201 **MOTION:** (Takesian/Croteau) To authorize Town Administrator Joseph Roark to enter into  
202 the attached agreement for NHDOT project 29450, otherwise known as the  
203 Abbott Bridge Project.

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

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208 Town Administrator Roark noted that there is a public meeting on May 31, 2023 in regard to the  
209 Main Street Bridge project.

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## 212 **DISCUSSION**

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### 214 **Junkyard Permit Renewal Process**

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216 Town Administrator Roark stated that it is the time of year when junkyard permits need to be  
217 renewed. He explained that there is a process where the code inspector goes down, checks out  
218 the junkyard, and is inspected by a few other people as well. This inspection is presented to the  
219 Board of Selectmen, and the Board votes to approve the junkyard licenses. Town Administrator  
220 Roark asked the Board if they think the junkyard operators must come into the meeting or if they  
221 can streamline the process and approve it without them there.

222

223 Ms. Corbett agreed that it will be easier to approve it without making the operators attend the  
224 meeting since the approval process is usually quick for the Board. Chairman Cote agreed and  
225 explained that the process is extremely thorough, so no one usually contests the renewal. Town  
226 Administrator Roark added that there is no requirement for public discussion about the renewal.

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## 229 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

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231 **Ms. Takesian** stated that she attended the Highway Safety Committee meeting about the Hayden  
232 Road issues that have been occurring, and the meeting went well. They talked about different  
233 options for mitigating the speeding on the road, however there is nothing inclusive at this point.  
234 They are talking with other Towns about possible speeding solutions. She also stated that the  
235 Town's 4<sup>th</sup> of July celebration is being held on June 24, 2023. The first concert in Town is June  
236 28, 2023. The Farmer's Market starts on June 3, 2023.

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238 **Mr. Croteau** stated that baseball season is more than halfway over and is going well. Playoffs  
239 start in about three weeks.

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241 **Mr. Bergeron** wanted to thank everyone who volunteered at the Town's Memorial Day  
242 celebration. He encouraged more people in Town to volunteer in the future.

243  
244 **Ms. Corbett** stated that there will be a site walk on May 31, 2023 at Little Island Pond with the  
245 Forestry Committee.

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247 **Town Administrator Roark** stated that the public hearing for the Main Street Bridge project  
248 starts at 6:30 pm on May 31, 2023.

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

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253 **REQUEST FOR NON-PUBLIC SESSION**

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255 **MOTION:** (Corbett/Croteau) Request for non-public session per RSA 91-A:3, II, E

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257 **ROLLCALL VOTE:**

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259 Selectman Corbett – Yes  
260 Selectman Bergeron– Yes  
261 Selectman Cote– Yes  
262 Selectman Takesian – Yes  
263 Selectman Croteau – Yes

264  
265 (5-0-0) The motion carried.

266  
267 It was noted that when the Board returned, after the non-public session, the Board would not take  
268 any other action publicly, except to seal the minutes of the non-public session and to adjourn the  
269 meeting. The Board entered a non-public session at approximately 7:11 pm.

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272 **ADJOURNMENT**

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274 Respectfully submitted,

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276 Makayla Clougherty  
277 Recording Secretary