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3 **NOT 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:** (Takeisan/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.

33
34
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.

45
46
47 **Tim Zelonis, Electrical Inspector: Update and Approval of “Basic Minimum Electrical**
48 **Reminders and Requirements”**

49
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.

57
58 Chairman Cote thanked Mr. Zelonis, and the Board gave a general consensus of approval.

59
60

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.

69

70

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.

97
98

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

100

101 Brett Gagnon

102

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

117

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.

126

127

128 Sharon Jozokos

129

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.

138

139

140 Troy Bressette

141

142 Chairman Cote explained that there is another applicant, Troy Bressette of 45 Longview Circle,
143 who was unable to attend the meeting. Mr. Bressette has been on the School Board for over five

144 years and does a lot of volunteer work around Town. Mr. Bressette has served on six committees
145 and task forces in Town, the most recent being a Solar task force.

146
147

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

150
151

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

154
155

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

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157

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

160
161

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

162
163

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

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167

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

168
169

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

172
173

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

174
175

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

179
180

181 **Delegation/Authorization rights to Town Administrator regarding Abbott Street Bridge** 182 **Project**

183

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.

199
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.

204

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

206

207

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

210

211

212 **DISCUSSION**

213

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.

227

228

229 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

230

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 4th 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.

237

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

240
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.

246
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.

251
252
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

256
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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271
272 **ADJOURNMENT**

273
274 Respectfully submitted,
275
276 Makayla Clougherty
277 Recording Secretary