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3 **NOT APPROVED**  
4 **TOWN OF PELHAM**  
5 **BOARD OF SELECTMEN–MEETING MINUTES**  
6 **JUNE 20, 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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14  
15 **ABSENT:** None

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18 **PLEDGE OF ALLEGIANCE**

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21 **MEETING MINUTES REVIEW**

22  
23 May 30, 2023

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25 **MOTION:** (Croteau/Corbett) To approve the May 30, 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 **Bill Scanzani: Request for Wi-Fi/Internet at the Historical Society**

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39 Mr. Scanzani explained that he wanted to revisit the Town funding the Historical Society’s  
40 internet costs, as he thought it was already decided upon and he feels that the cost is very low.  
41 He added that originally the plan was that the Town would pay for the internet access until  
42 December of last year, but the bill was never paid past August of last year. He asked if the Town  
43 could fund the costs of internet access for the Historical Society building until next year when he  
44 has access to funds from grants and other sources.

45

46 Ms. Takesian asked Mr. Scanzani if he has applied for any grants, perhaps one from Pelham  
47 Community Spirit. Mr. Scanzani explained that he has applied for a grant through them but has  
48 not heard back and does not know if any funds will be awarded in time to cover the costs for the  
49 remainder of the year. He also stated that he has contacted two of the gaming sites, but they were  
50 all full for the remainder of the 2023 year, and he has been put on the wait list for 2024.

51

52 Chairman Cote explained that unless a selectman wants to make a motion to continue paying,  
53 there will be no more payments since they only agreed to pay the bill until January. Mr. Scanzani  
54 explained that there had not been payments made since August 2022. He added that the bill is  
55 \$37.00 per month but since no payments were made when they were supposed to be, they added  
56 on fees. The current charge is \$98.28 for past due payments, once this is paid, they will be up to  
57 date.

58

59 Chairman Cote asked Town Administrator Roark if any bills were submitted to the town for the  
60 internet costs. Town Administrator Roark stated that the billing goes through Mr. Scanzani, who  
61 is then supposed to submit the bills to the Town to get reimbursed. Chairman Cote asked if Mr.  
62 Scanzani has submitted any bills to the Town for reimbursement. Mr. Scanzani explained that he  
63 had submitted bills before they closed the account, and now the past due amounts must be paid  
64 before the internet can be reinstated. Chairman Cote asked Mr. Scanzani what the past due  
65 amount is. Mr. Scanzani stated that it is \$98.28. Mr. Bergeron noted that Mr. Scanzani should  
66 have been paying the bill and then submitting it to the Town for reimbursement, if he had done  
67 this there would not have been any back payments due. Mr. Scanzani explained that he thought  
68 he was supposed to bring the bill to the Selectmen's offices to get it paid after he received it in  
69 the mail.

70

71 Mr. Croteau suggested the Town pays the current past due bill for \$98.28, then Mr. Scanzani can  
72 try and get donations to help pay the bill going forward. Chairman Cote noted that the \$98.28 in  
73 past due charges are not up to December, so they should pay the charges through December and  
74 then it will be up to Mr. Scanzani to find funds to pay the bill going forward. Town  
75 Administrator Roark explained that the Town was paying the internet bill through September,  
76 but starting in October the Town did not receive the bills that Mr. Scanzani submitted. Chairman  
77 Cote noted that the Town then only owes Mr. Scanzani three months of the internet bill for  
78 October, November, and December. Chairman Cote asked Mr. Scanzani if the account is in his  
79 name. Mr. Scanzani confirmed that it is. Chairman Cote noted that Mr. Scanzani should be able  
80 to access his account information to get more information about the past due balances and fees.  
81 Chairman Cote also asked Mr. Scanzani what exactly he is looking to get paid. Mr. Scanzani  
82 explained that the last receipt he has was the bill for August that was paid in September, but  
83 nothing was paid afterward. Town Administrator Roark explained that he will prioritize the  
84 Town paying the bills for the missed payments up until December of 2022, and then allow Mr.  
85 Scanzani to get the internet turned back on.

86

87 Mr. Scanzani also let the Board know that the flagpole at the Historical Society building is going  
88 to be painted within the next few weeks, and he has a new American flag coming in as well. Mr.

89 Scanzani will also have the State flag on the side of the building within the next few weeks. He is  
90 still waiting for the Town of Pelham flag because it has to be specially ordered. The new slate  
91 roof has been completed as of this week as well. Mr. Scanzani also mentioned that the Budget  
92 Committee had suggested to him in the past to get the property boundaries surveyed and a septic  
93 system installed. He let the Board know that he was going to get a quote for this project as soon  
94 as he can. Mr. Scanzani explained that he would also like if some of the doors in the building can  
95 be scraped and repainted.

96

97 Ms. Takesian asked about the Historical Society parking situation, and if the Town could put  
98 more parking spaces in the back of the building. Mr. Scanzani explained that, according to the  
99 Town's tax maps, the building sits on .3 of one acre, so there is not a lot of extra room in the  
100 back. He added that there are about six parking spaces on the side of the building, and some  
101 people also park in the parking lot at St. Patrick's Church. Town Administrator Roark added that  
102 there was around \$21,000.00 that was supposed to be used for the slate roof repair for the  
103 Historical Society building, and this has allowed them to complete a lot more projects to help  
104 improve the building.

105

#### 106 **Vote to accept updated Welfare Policy**

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108 Town Administrator Roark explained that the basic structure of the updated policy is based on  
109 the New Hampshire Welfare Administrator's Association recommendations and best practices.  
110 This policy will give the Town objectivity and a guideline so that they can assure general  
111 assistance is distributed fairly.

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113 **MOTION:** (Croteau/Bergeron) To approve the Town's updated Welfare Policy.

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

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#### 118 **Capital Improvement Plan Committee request for additional BOS Representative**

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120 Chairman Cote noted that Ms. Takesian has offered to take on the Capital Improvement  
121 Committee. He added that the Committee now has three BOS representatives, including himself,  
122 Ms. Corbett, and Ms. Takesian.

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124

#### 125 **DISCUSSION**

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127 Town Administrator Roark noted that there is no non-public session for tonight's meeting.

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#### 130 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

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

133

134 **Ms. Corbett** congratulated all the seniors who graduated this past week, and welcomed all the  
135 teachers and students to summer vacation.

136

137 **Town Administrator Roark** stated that they hosted a retirement luncheon for Brenda Rizzo,  
138 long time records coordinator in the Police Department. She retired after thirty-five years and is  
139 the longest employee they have had in Town.

140

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

142

143 **Ms. Takesian** let everyone know about the Town's Independence Day celebration on Saturday,  
144 June 24, 2023. The first concert on the Village Green is on Wednesday, June 28, 2023. She  
145 added that the Farmer's Market is every Saturday, rain or shine, from 10-1.

146

147 **Mr. Croteau** mentioned that the Pelham Good Neighbor Fund made a significant donation to the  
148 Pelham Police Relief Association and the Parks and Recreation Department's summer camp  
149 fund. This donation will fund camp fees for eight children. He added that baseball season is  
150 officially over.

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### 153 **ADJOURNMENT**

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155 **MOTION:** (Corbett/Croteau) To adjourn the meeting at approximately 7:00 pm.

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

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159

160 Respectfully submitted,

161

162 Makayla Clougherty

163 Recording Secretary