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3 **APPROVED**
4 **TOWN OF PELHAM**
5 **BOARD OF SELECTMEN–MEETING MINUTES**
6 **JULY 25, 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**
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23 July 11, 2023
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25 **MOTION:** (Croteau/Corbett) To approve the July 11, 2023 meeting minutes as is.
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27 **VOTE:** (4-0-1) 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 **Resignation of Zoning Board of Adjustment Volunteer Dave Hennessey**
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39 Chairman Cote announced that longtime volunteer Dave Hennessey has resigned from his
40 volunteer position on the Pelham Zoning Board of Adjustment. Mr. Hennessey thanked the
41 Town for allowing him the privilege to serve them in that position. Mr. Hennessey’s first time on
42 the ZBA was in May of 1999. He served as an alternate member on the ZBA until May of 2003.
43 Then, he became a fulltime member of the ZBA and was nominated as secretary. During his
44 twenty-four years on the Board, he was secretary for three years, vice chair for three years and
45 was chairman for a total of eleven years. Chairman Cote thanked Mr. Hennessey for all his years
46 of service on the ZBA and stated that he will be greatly missed.
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2024 OPERATING BUDGET REVIEW

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Elections

Linda Newcomb, Town Clerk and Tax Collector, and Kelly Salois, Deputy Town Clerk and Tax Collector came before the Board to discuss the 2024 budget for elections. Ms. Newcomb explained that next year is a busy year as there will be four elections in Town. Ms. Newcomb explained that the salary budget has gone up about four times the amount of last year's, and they have also added a new part-time employee. They also sometimes use the Park and Recreation Department's part-time employees when needed as well to help carry things to and from the elections. The supply budget increased due to postage costs increasing. Office supplies remained the same. The budget for ballots and coding increased due to them adding general election coding, presidential primary coding, and the state primary coding for next year. Chairman Cote asked if this was for the new program the Town is using. Ms. Newcomb explained that they need to program the ballot machines to read the new ballots. She added that the state pays for the ballots, but the Town has to pay for the coding. The expenses budget is listed as \$1.00 to be a placeholder.

Ms. Newcomb also had to add in a new voting machine since the State is looking at implementing new machines. The State said that this machine should not cost more than \$10,000.00, but they are hoping it will be closer to \$6,000.00. Ms. Newcomb and Ms. Salois will be going to look at the new machine on August 2, 2023. Chairman Cote asked if every town or city in the State will be required to purchase the new machine. Ms. Newcomb confirmed that this is true. Ms. Newcomb added that she also let the school know about this since they will also have to purchase a new machine. The election worker meals budget increased as well. They added a new line item for ballot shredding. Last year the transfer station was able to send everything out to be burned but this is no longer an option. The ballots are required to be shredded or burned, so they now must pay for them to get shredded now.

Ms. Penny, the Town's Finance Director, added that for every department that has support staff, the budget for their salary is based on this year's negotiations. Rate increases or benefit changes will be presented in warrant articles.

Chairman Cote asked if Elections had any wish-list items. They said they do not.

Town Clerk and Tax Collector

Ms. Newcomb stated that Ms. Penny just alluded to the fact of the union still going through contract negotiations, so the salary budget has a minor difference. The non-union part-time clerk will follow the salary of the union person, but they are unsure of what this amount will be. The supply budget increased due to the higher costs of postage. The dog tags budget decreased by \$60.00. The budget for tax bills remained the same. The telephone budget was removed from her budget since it is now added to the Town buildings budget. The budget for renting the postage meter will remain the same. The expenses budget had an increase due to mileage reimbursement costs rising.

97 Assessor

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99 Susan Snide, from the Assessor's Office, came before the Board to discuss the 2024 Assessor
100 budget. Ms. Snide explained that she is part of the Collective Bargaining Agreement, and since
101 they have not reached a final agreement yet, her salary will remain the same as last year. She
102 increased the supplies budget due to costs going up. The expenses budget was also raised due to
103 postage costs increasing. The cost of dues has also increased for the New Hampshire Assessing
104 Officials. It went up to \$50.00 from \$20.00. She eliminated the Real Data weekly newspaper she
105 used to get, and they no longer have to pay for mapping due to the NRPC agreement. The Vision
106 cloud system contract increased. The contract for consulting fees also increased.

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108 Ms. Corbett asked if the dues increase annually or if this is the first time they have increased.
109 Ms. Snide explained that this is the first time they have increased, and it was increased due to
110 new legislation.

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112 Mr. Croteau asked how often the Town uses the consultants since their fees are so high. Ms.
113 Snide explained that the Town does not have a floater to cover her vacations anymore, so they
114 need to pay the consultants to cover the data entry, meet with customers, and answer questions.
115 The consultants charge \$54.00 per hour.

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117 Chairman Cote stated that the 2023 operating budget for the Assessor was \$229,193.00. The
118 2024 default budget is \$229,793.00. The 2024 requested budget is \$240,825.00. This is an
119 increase of \$11,632.00.

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122 Parks and Recreation

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124 Brian Johnson, Parks, and Recreation Director came before the board to discuss the 2024 Parks
125 and Recreation budget. Mr. Johnson explained that the salary budget is contractual, and they are
126 still waiting for the final numbers. Mr. Johnson is asking to increase the waterfront director's
127 salary by \$1.00 to bring them to \$18.00 per hour. Mr. Johnson also stated that he wants to hire a
128 waterfront trainee for \$16.00 per hour. He explained that one of the problems they have in the
129 Parks and Recreation Department is that they usually only have staff members for a few years
130 before they move on, and they need to have people ready to take over these positions. There is no
131 increase to the budget for supplies. The gas and oil budget decreased slightly due to gas costs
132 lowering. The repairs budget for vehicles increased by \$500.00 since they added another vehicle.
133 The budget for rentals remained the same. The expenses budget increased due to mileage
134 reimbursement costs rising, and software price increases. They also asked to raise the budget for
135 playground maintenance by \$1,000.00.

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137 Town Administrator Roark asked Mr. Johnson to explain the playground project further. Mr.
138 Johnson explained that they did file an intent to apply for a grant to fund the playground project,
139 but they have not heard back on whether they are invited to apply for the grant yet. He stated that
140 he does anticipate they will receive an invitation to apply for the grant. If they do end up getting
141 the grant, the swings and other pieces at the playground will be a part of the renovation. When
142 the insurance company audited the playgrounds, they mentioned the swings need to be replaced
143 due to the grooves in the metal from the chains, so they do not snap. Town Administrator Roark

144 added that if they do not get the grant, they need to consider adding the playground renovation
145 costs into a warrant article since the playground needs renovations for safety reasons.

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147 Ms. Takesian asked why the playground, skatepark, and disc golf maintenance budget is not
148 coming out of the eighties fund. Mr. Johnson explained that the eighties fund is geared towards
149 the Town's programs only and cannot be used for a CIP project or anything that is not program
150 related.

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152 Chairman Cote stated that the 2023 operating budget for Parks and Recreation was \$294,414.00.
153 The 2024 default budget is \$294,513.00. The 2024 requested budget is \$301,123.00. This is an
154 increase of \$6,709.00.

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157 **Senior Center**

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159 Sara Landry, Director of the Hobbs Community Center came before the Board to discuss the
160 2024 budget for the Senior Center. Ms. Landry stated that the salary budget increased due to two
161 staff members joining the union, and the costs associated with that are included in that. The other
162 salaries have a 2.5% increase. The supplies budget increased slightly since in the past couple of
163 years the budget has been tight. The phone and cable budget remained the same. The general
164 repairs and project budget also remained the same. The dumpster and copier costs have increased
165 slightly. The expense budget has some new additions. Ms. Landry is requesting a laptop since
166 she has been using her own personal iPad and it is now damaged, she explained that Brian
167 Demers recommended a laptop to her over another iPad. The other increase in the expense
168 budget is the cost of their spring event. She explained that they are also looking at starting
169 carpooling for local trips for seniors who do not drive, and they need background checks for
170 drivers, so there is also an expense for this.

171

172 Chairman Cote asked how many total workers are entering the union. Ms. Landry explained that
173 two employees are entering the union, the office manager, and their bus driver. Chairman Cote
174 asked if the laptop will be a Town-owned laptop. Ms. Landry confirmed this and stated it will be
175 used for Town business only.

176

177 Mr. Croteau asked about the bus repair maintenance budget of \$2,500.00 and wondered if this
178 number was sufficient given the age of the bus. Ms. Landry stated that they have been able to
179 keep within this budget, but she is concerned with the rust on the bus. Town Administrator stated
180 that Ms. Landry has provided the Town with estimates to fix this issue, but since her budget for
181 this year is tight, he is trying to wait until the fall to see if there are leftover funds in the budgets.
182 They also have discussed starting a capital reserve fund for a new bus eventually.

183

184 Ms. Takesian asked if the current bus is a good size or if they would want a bigger one
185 eventually. Ms. Landry stated that she thinks the size of the current bus is enough. However, she
186 would like to eventually get a smaller vehicle, possibly donated, to be used for services for fewer
187 people.

188

189 Chairman Cote stated that the 2023 operating budget for the Senior Center was \$193,338.00. The
190 2024 default budget is \$207,580.00. The 2024 requested budget is \$211,030.00. This is an
191 increase of \$17,000.00. Chairman Cote noted that the majority of this increase is due to salaries.

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Budget Committee

Tammy Penny, Town Finance Director proposed the Budget Committee budget. Ms. Penny stated that, as always, there is a \$2.00 placeholder in case anything comes up. The Budget Committee generally does not spend anything except for registering for the New Hampshire Municipal Association Annual Budget and Finance Workshop, which is usually \$70.00-\$90.00 depending on whether it is held virtually or in person. She added that the Board of Selectmen's budget usually absorbs this cost.

Human Services

Ms. Penny stated that they kept this budget the same except for an increase in the New Hampshire Welfare Association membership fee. Town Administrator Roark stated that they recently voted for and passed a new welfare assistance policy in Town.

Chairman Cote stated that the 2023 operating budget for Human Services is \$75,640.00. The 2024 default budget is \$75,650.00.

Town Insurance

Ms. Penny explained that they will not have next year's insurance rates until October. To get the anticipated costs for 2024 Ms. Penny used this year's numbers, contracts, bargaining numbers, and history of past increases. She is assuming there will be a 1.5% increase for dental, no change for life insurance, around a 7% increase for property and liability, an 8% increase for worker's compensation, a 5% increase for unemployment, and a 5.5% increase for health insurance. She explained that there can be a lot of changes in the cost of health insurance throughout the year if any employee makes any changes in their plan due to age, adding a family member, taking off a family member, or if any new employees are hired or leave.

Chairman Cote stated that the 2023 operating budget for Town Insurance is \$3,170,326.00. The 2024 requested budget is \$3,384,922.00.

Retirement

Ms. Penny stated that the Town is a part of New Hampshire retirement and must follow their rates. The current rates are in effect until June 30, 2025. Ms. Penny took the Town employee's current salaries, applied whichever rate fits in, applied taxes, and used them for the budget.

Chairman Cote stated that the 2023 operating budget for Retirement is \$2,449,933.00. The 2024 default budget is \$2,535,194.00. This is a \$110,000.00 increase. The 2024 requested budget is \$2,560,892.00. This is a slight increase from the default budget. Ms. Penny added that this could slightly change due to salary or employment changes.

Legal

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242 Town Administrator Roark stated that Attorney Ratigan's office retainer is \$96,000.00. Attorney
243 Ratigan has not gotten back to the Town about the costs, but Town Administrator Roark believes
244 this cost will remain the same. Historically, the Town goes beyond the retainer due to land use
245 suits. Ms. Penny used data from previous years to see on average how much the Town spends
246 over the retainer. The total cost is on average \$127,500.00.

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248 Chairman Cote stated that the 2023 operating budget for Legal is \$96,000.00. The 2024
249 requested budget is \$127,500.00. This is historically how much legal spends per year.

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DISCUSSION

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254 Ms. Takesian stated that she received an email from a Pelham resident stating that she was
255 unable to email all the selectmen from the Pelham website, and she was also concerned that the
256 Forestry meeting was not posted on social media. Ms. Takesian explained to the resident that she
257 is not supposed to answer emails from individual residents, but that Brian Demers was on
258 vacation which is why the meeting was not uploaded to social media. She suggested the resident
259 reach out to the Town Administrator or Chairman of the Board. Town Administrator added that
260 the meeting was posted to two different public spots which is a requirement. Mr. Croteau stated
261 that there is only a twenty-four hour notice required for a public meeting. Ms. Takesian noted
262 that the resident was not questioning the notice, but only wondering why it was not posted on
263 social media. Town Administrator noted that it was posted outside Town Hall and at the Library,
264 but they historically post it on the Town website, so they intend to try to always post it there as
265 well.

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267 Town Administrator Roark stated that the Transfer Station will be closed on August 6, 7 and 8,
268 2023 due to the compacter being replaced.

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270 Chairman Cote asked if the hazmat dates are posted anywhere. Town Administrator Roark stated
271 they are posted on the Transfer Station's website, and they usually are in early fall. Chairman
272 Cote stated there is one coming to Pelham on August 26, 2023. Information is posted on the
273 Town website under the Transfer Station's page.

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SELECTMEN AND TOWN ADMINISTRATOR REPORTS

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278 **Mr. Croteau** stated that they will start grinding Route 38 on Thursday, so plan accordingly for
279 traffic.

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281 **Ms. Takesian** stated that there is a National Night Out on August 1, 2023. There will be food
282 trucks, non-profit organizations, and this will help the community get introduced to the Police
283 Department. This will be hosted on the Village Green.

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

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

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289 **Ms. Corbett** stated that she will be face-painting at National Night Out.

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

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294 **ADJOURNMENT**

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296 There is no need for a non-public session.

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299 MOTION: (Corbett/Croteau) To adjourn the meeting at approximately 7:45 pm.

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

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304 Respectfully submitted,

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306 Makayla Clougherty
307 Recording Secretary