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2
3 **APPROVED**
4 **TOWN OF PELHAM**
5 **BOARD OF SELECTMEN–MEETING MINUTES**
6 **AUGUST 15, 2023**

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

10
11 **PRESENT:** Jaie Bergeron, Heather Corbett, Kevin Cote, Jason Croteau, Charlene Takesian,
12 Town Administrator Joseph Roark
13

14
15 **ABSENT:** None
16

17
18 **PLEDGE OF ALLEGIANCE**
19

20
21 **MEETING MINUTES REVIEW**
22

23 August 8, 2023
24

25 **MOTION:** (Corbett/Croteau) To approve the August 8, 2023 meeting minutes as is.
26

27 **VOTE:** (5-0-0) The motion carried.
28
29

30 **OPEN FORUM**
31

32 No one came forward in open forum.
33
34

35 **APPOINTMENTS**
36

37 **Captain Stephen Toom, Pelham PD – Proposal to accept funds not more than \$18,800.00**
38 **from the Office of New Hampshire Highway Safety Department as part of a safety grant.**
39

40 Captain Toom from the Police Department came before the Board to discuss the safety grant.
41 Captain Toom explained that this is the Town’s tenth year receiving the traffic enforcement
42 grant. He stated that this grant helps to pay overtime for officers to go out and enforce traffic.
43 The officers look for DWIs, distracted driving and seatbelt violations.
44

45 Chairman Cote opened this discussion to the public. No one came forward. Chairman Cote
46 closed the public discussion.
47

48 **MOTION:** (Corbett/Croteau) To accept funds not more than \$18,800.00 from the Office of
49 New Hampshire Highway Safety Department as part of a safety grant with Town
50 Administrator Roark being the authorized signature to accept the grant.

51
52 **VOTE:** (5-0-0) The motion carried.

53
54

55 **2024 OPERATING BUDGET REVIEW**

56
57 **CIP**

58
59

60 Sam Thomas, CIP Chair, and Danielle Masse-Quinn, CIP Member, discussed the 2024 budget
61 for CIP. Ms. Masse-Quinn explained that the Capital Improvement Plan is an important part of
62 Pelham's planning process. The CIP helps to anticipate and meet future demand for capital
63 facilities based on current and expectant populations. Over the seven years, the plan shows the
64 Town how it should maintain, expand, and renovate facilities and services as needed.

65

66 Ms. Masse-Quinn stated that the first budget item is the Main Street sidewalk expansion for
67 \$247,000.00. This is projected to start in the year of 2024. The Town is already committed to this
68 project, and it is funded by the NH ARPA funds. The next item is the animal control shelter for
69 the Police Department for \$274,709.00, this is expected to begin in 2024. Another CIP project
70 for the Police Department is an expansion and remodel, the cost is \$98,850.00 and is expected to
71 start in 2024. The last CIP project for the Police Department is a new record management
72 system, estimated at \$117,239.00 and is appropriated for 2025-2027.

73

74 There are three CIP projects for the Fire Department. The first project is a four-bay garage,
75 estimated at \$350,000.00. The project is expected to begin in 2025. Another CIP project is
76 replacing an ambulance, using funds from the ambulance replacement revolving fund. The cost
77 to replace an ambulance is \$330,000.00 and they will need to replace it in 2025. The Town
78 already had \$320,000.00 in the replacement fund. The Fire Department also needs to replace a
79 fire engine, which costs \$475,000.00 for two years and is appropriated for 2025 and 2026. This
80 will be a warrant article and is labeled as necessary.

81

82 Ms. Masse-Quinn explained that the Highway Department has two CIP projects. The first project
83 is replacing their 2010 dump truck. The cost is \$186,563.00 and is appropriated for 2024. The
84 second project is replacing their 2012 backhoe. The cost is \$159,109.00 and is appropriated for
85 2025. Both of these projects are labeled as necessary.

86

87 The Solid Waste Disposal is looking for four CIP projects. The first project is purchasing an F-
88 600 dump truck for \$87,863.00. This is appropriated for 2024. The next item is a skid steer for
89 \$57,400.00. This is appropriated for 2025. The last projects are establishing a 75-yard trailer
90 capital reserve fund for \$20,000.00 and a 100-yard trailer capital reserve fund for \$20,000.00.
91 These two projects are appropriated for 2024. All four of these projects are labeled as necessary.

92

93 Mr. Thomas stated that the Parks and Recreation Department has two requested CIP projects.
94 The first project is the Muldoon Park playground renovation. The cost is \$122,561.00 and is
95 appropriated for 2024. This is labeled as urgent. They also would like to add restrooms, storage,

96 and a snack shack to Raymond Fields. The cost for this project is \$200,000.00 and it is
97 appropriated for 2025. This is labeled as desirable.

98

99 Mr. Thomas stated that the Library had no CIP requests.

100

101 The Cemetery is looking to purchase and install a columbarium, which costs \$96,000.00. The
102 cemetery already has \$51,740.00 from their expendable trust. This project is appropriated for
103 2024 and is labeled as desirable.

104

105 The Hobbs Community Center is looking to replace its bus. The cost is \$120,000.00 and is
106 appropriated for 2026. This project is labeled as necessary. They also would like to expand the
107 Community Center and garden/park. The budget for this project is \$91,666.00 and is
108 appropriated for 2025-2027. This project is labeled as desirable.

109

110 The Planning Department is required to have structural work done per the EPA by June 2024.
111 This costs \$100,000.00 and is labeled as urgent and committed.

112

113 Ms. Masse-Quinn explained that the Pelham School District has six CIP project requests. The
114 first project is an addition to Pelham High School and is labeled as committed. They have a 20-
115 year bond from 2015-2034 for \$12,198,775.00. The next project is upgrading and renovating the
116 Memorial School, and this is labeled as committed. Another project is the PES asphalt parking
117 lot and roadways. The cost of this is \$250,320.00 and is appropriated for 2024. This project is
118 labeled as necessary. The next two projects are phases II and III of the PES air conditioning.
119 Phase II costs \$584,790.00 and is appropriated for 2025. Phase III costs \$600,132.00 and is
120 appropriated for 2026. These two projects are labeled as desirable. The last CIP project request is
121 replacing the student parking lot at PHS. This costs \$295,830.00 and is appropriated for 2027.
122 This project is labeled as necessary.

123

124 Ms. Takesian noted that the CIP Committee worked very hard to put this plan together, and she
125 hopes that the Board of Selectmen takes it to heart and pays close attention to it for the next
126 seven years. She also stated that the expenses drop off in 2027, so if a department is looking to
127 complete a big project it is important to add it to the CIP. She also noted that she has a few
128 suggestions for the CIP. Ms. Takesian stated that they had the Fire Department's four-bay garage
129 project starting in 2025, but it is supposed to be in 2027. Chairman Cote agreed. Mr. Thomas
130 stated that they would make the change on the spreadsheet. Ms. Takesian also noted that the CIP
131 is a guideline, and certain projects may end up in a department's budget or as a warrant article.
132 Ms. Takesian suggested adding a column in the spreadsheet that says how the project will be
133 funded. She also thought it would make more sense that the trailer reserve fund goes directly into
134 the Transfer Station's budget instead of as a reserve fund. Another suggestion was moving the
135 restroom, snack shack, and storage addition at Raymond Field up to 2026 to help the budget be
136 more consistent. Lastly, she suggested not creating a reserve fund over two or three years for the
137 Hobbs Community Center's expansion but doing it as a warrant article in 2027 instead. This
138 would bring the totals to \$908,000.00 the first year \$808,000.00 the second year, \$912,000.00
139 the third year, \$742,000.00 the fourth year, \$0.00 in 2028, and \$280,000.00 in 2029. Ms.
140 Takesian explained that she thinks it will make more sense to put the total cost into the budget
141 since the CIP is a planning tool, not a savings account. Ms. Takesian asked the Town's Finance
142 Director, Ms. Penney, what her thoughts on this suggestion were. Ms. Penney stated that the CIP
143 is an advisory tool, and the Board of Selectmen has the final say in how the projects are funded

144 and when they begin. Ms. Penney also stated that she does not think it is the right year to start the
145 capital reserve deposits for the Transfer Station. She thinks this project could wait longer. Ms.
146 Penney also added that the Town's debt services will be lower by then. She suggested adding
147 debt services to the CIP in the future.

148
149 Chairman Cote noted that last year they discussed creating capital reserve funds through the CIP
150 to have funds created for bigger projects that may be needed. Ms. Takesian explained that she
151 does not think you need to do that when using a CIP since it will be level-funded at the end. She
152 stated that she thinks it's better to see the complete total of the project in the CIP and adding
153 money to a capital reserve fund will not save the Town any money.

154
155 Chairman Cote asked if the Transfer Station's skid steer was a replacement or a new one. Ms.
156 Masse-Quinn stated that it would be a replacement. Chairman Cote asked if the new animal
157 control shelter would be a warrant article. Ms. Masse-Quinn and Mr. Thomas both confirmed it
158 would be a warrant article. Ms. Takesian noted that Chief Perriello did a great job lowering the
159 cost of this project by finding a prefab shelter that is almost \$500,000.00 cheaper than the
160 original plans. She added that this was a great suggestion from the CIP Committee. Chairman
161 Cote and Ms. Masse-Quinn agreed.

162
163 Mr. Croteau asked how the Cemetery's expandable trust fund works. Ms. Penney explained that
164 60% of the Cemetery's lot sales are transferred to their expended trust fund, that is maintained by
165 the trustees. She added that they should have almost enough in the fund to fully fund the project
166 and mentioned that she would ask the Cemetery why they do not want to add this to their budget.

167
168 Mr. Thomas explained that the CIP Committee will be drafting a letter to be sent to each
169 Department Head that will list the details for each of their CIP projects.

170
171 Chairman Cote thanked Ms. Masse-Quinn and Mr. Thomas for all the hard work they have put
172 into the CIP and Master Plan.

173

174

175 **Planning**

176

177 Jenn Beauregard, the Planning Director, and Dina Hoffman, the Town's Environmental
178 Compliance Regulation Specialist, discussed Planning's 2024 budget. Ms. Beauregard stated that
179 any salary increases are contractual and that the Planning Clerk position is no longer filled since
180 the employee was moved up to the Office Manager position. The total increase for the salary
181 budget was \$14,249.00. The supplies budget was level-funded. The telephone budget had
182 contractual increases. The budget for gas and oil was estimated based on the cost for previous
183 years as well as factoring in that they added another vehicle for their full-time building inspector.
184 She stated that she was able to cut the budget in half for gas. The budget for repairs and rentals
185 was level-funded. The expenses budget decreased due to employment changes. The
186 implementation of the Civic Gov helped to decrease their budget as well.

187

188 Ms. Beauregard had a requested project of purchasing services from NRPC to assist the Planning
189 Department and Planning Committee with reviewing all of the ordinances to ensure they work
190 together and are not conflicting anywhere. They can also help with creating and improving
191 ordinances, and ensuring they have all the necessary ordinances. NRPC gave them a quote of

192 \$5,000.00 to review the ordinances, which is a discounted price since they are within their
193 region.

194

195 Ms. Beauregard stated that the next requested project is the MS4 Project. She explained that part
196 of the costs for this include courses for Ms. Hoffman to get wetland and soil certifications, costs
197 for sending tests to the lab, and the structure that the EPA mandated to be installed by June 30,
198 2024. Ms. Hoffman explained that a Best Management Practice (BMP) is an intangible strategy
199 or physical structure that helps reduce pollution from entering our waters due to stormwater
200 runoff. A BMP has to be installed due to the Municipal Separate Storm Sewer System (MS4)
201 Permit issued by the EPA requiring it for municipalities with a Water Quality Limited
202 Waterbody (WQLW). Long Pond is a WQLW due to the excessive phosphorus. She added that
203 the structure will be installed at Veteran's Park since it is next to Long Pond. The EPA also
204 requires that the project happen within the watershed of the WQLW. The BMP will help to slow
205 water running down the slope, remove phosphorus from stormwater runoff, and reduce the
206 possibility of algal bloom occurrences and pollutants entering Long Pond. Ms. Hoffman added
207 that if they do not install a BMP, they are likely to see an increase in algal blooms in the future,
208 as well as shoreline erosion and a fine from the EPA for lack of action and non-compliance with
209 the MS4 Permit.

210

211 Mr. Bergeron asked if the issue was with the pond or the grade of the property. Ms. Hoffman
212 stated that the pond is the reason for the MS4 Permit requirement.

213

214 Ms. Corbett asked if the project needs to be completely implemented by June 30, 2024, or do
215 they just need to show some progress. Ms. Beauregard explained that if they are unable to
216 complete the project, she hopes they do not get fined by the EPA if they show they are putting in
217 a considerable amount of effort into the project. Ms. Corbett stated that she is worried about the
218 timeline if the project goes out to bid. Ms. Beauregard stated that this should not be a problem
219 based on their current timeline projections.

220

221 Ms. Takesian asked how putting the BMP in that specific area would help the issue. Ms.
222 Hoffman explained that right above their location is a steep driveway and putting in the culvert
223 will help slow down the stormwater flow and run it underneath the road into the bioretention
224 area. This will help reduce erosion due to the slowed-down speed of the slope and naturally filter
225 the phosphorus out of the water.

226

227 Chairman Cote asked if they knew where the saturation level area was for the groundwater table
228 in accordance with the pond. He stated that he was concerned that where they plan to install the
229 structure would cause the filtered water to run back into unfiltered water before entering the
230 pond. Ms. Hoffman explained that the engineer stated that this is not a concern and that most
231 water runoff happens in this area. Chairman Cote asked where the phosphorus comes from. Ms.
232 Hoffman stated that phosphorus comes from pet waste, fertilizer, yard waste, and septic leeching
233 and is a naturally growing substance. Chairman Cote asked how PVMP is contributing
234 phosphorus to that portion of Long Pond. Ms. Hoffman stated that it could be from the sediment
235 in the parking lot, cars driving in, roof runoff, and naturally occurring.

236

237 Ms. Corbett stated that another reason it is important to fund this project is due to Veteran's Park
238 is the Town's only public beach, so it is the best location to implement the structure. She also
239 noted that these projects are not meant to completely irradiate the issue but to mitigate the issue.

240 Ms. Hoffman stated that she talked to a neighboring Town that has bioretention structures and
241 they have signs by them explaining them to the Town's residents. She noted that they recently
242 sent out a notice to dog owners about picking up pet waste due to pollutants and some residents
243 asked why pet waste needs to be regulated. Ms. Hoffman explained that since dogs take in a
244 high-nutrient diet with large amounts of nitrogen and phosphorus, their waste is more harmful to
245 the environment compared to other wild animals. She also added that cleaning up pet waste is
246 something they can try to control. Chairman Cote stated that he does not think anything the
247 Town does on their tiny portion of Long Pond will make a difference. Ms. Hoffman explained
248 that if they do not do anything they can be fined by the EPA. Chairman Cote asked how much
249 the fine was. Ms. Hoffman was unsure of the number. Ms. Corbett asked if the location of the
250 structure was where the Town's summer camp is held. Ms. Hoffman and Ms. Beauregard
251 confirmed that it is. Ms. Corbett noted that this location is where children and many residents are
252 present in Town every day in the summer, and it is important to keep it clean and safe. Chairman
253 Cote asked if there was a specific test conducted that showed that phosphorus flows into the
254 pond. Ms. Hoffman explained that the Town does not conduct any tests, the State conducts any
255 necessary testing. Mr. Croteau asked if the EPA has any grants available to help with the costs of
256 this project since they are mandating it. Ms. Hoffman explained that she does not think the EPA
257 has any grants for this, but that the Town can apply for grants elsewhere and she will look into it.
258

259 Ms. Hoffman explained that they would be able to track how much phosphorus was filtered out
260 of the water after the structure was installed.

261
262 Chairman Cote asked if they could appeal the EPA's mandate if they explained they did not
263 think it would make a difference. Ms. Beauregard said she's not sure if that's an available option.
264 She added that once the structure is installed and they can see how much phosphorus is filtered
265 out, the Town will be able to see the difference it is making and how much they were
266 contributing to the problem.
267

268 Mr. Croteau asked Ms. Hoffman to find out what the EPA's fine schedule is if they do not install
269 the structure. Ms. Beauregard explained that it was not a good idea to ask them about the fines
270 because they could have fined the Town already. She added that this project needs to happen
271 somewhere in Town, or there will be significant fines from the EPA. She noted that if the Town
272 is showing a considerable amount of effort the EPA might let them push it out a year, but she is
273 not positive about this.
274

275 Chairman Cote stated that the 2023 operating budget for Planning was \$571,215.00. The 2024
276 default budget is \$674,870.00. The 2024 requested budget is \$671,296.00.
277

278

279

280 **Library**

281

282 Jennifer Green, Library Director, and Lynn Garcia, President of the Library Trustees approached
283 the Board to discuss the 2024 Library budget. Ms. Garcia stated that all of the increases in the
284 salary budget are contractual, except for some increase in part-time employees' hours. The
285 supplies budget increased by \$294.00 due to them needing to upgrade their newsletter software.
286 They have too many subscribers to continue using the free software they have been using. They
287 also added money to the supplies budget for 3D printer supplies. Ms. Garcia explained that
residents have been using the 3D printer more. She noted that they currently do not charge for

288 3D printing services but if the need continues to grow, they will work out a pricing menu. The
289 budget for equipment increased due to the library catalog system having an annual contractual
290 increase. Their budget had a total increase of \$22,416.00.

291

292 Chairman Cote noted that the document the Board was given shows a total increase of
293 \$22,640.00. Ms. Garcia explained that they just recently filled an open part-time position, and
294 the new employee is making a little bit less than the previous employee in that position was
295 making.

296

297 Mr. Croteau asked Ms. Garcia how the Library's noise abatement project went. Ms. Garcia stated
298 that the project went very well. She added that the difference in the sound is amazing.

299

300 Chairman Cote stated that the 2023 operating budget for the Library was \$536,656.00. The 2024
301 default budget is \$536,716.00. The 2024 requested budget is \$559,072.00.

302

303

304 **Transfer Station**

305

306 Bob Long, Transfer Station Super Intendent, approached the Board to discuss the Transfer
307 Station's 2024 budget. Mr. Long stated that there was a small increase in the supplies budget
308 since the Town was covering half of the bill, but now the Transfer Station will cover the entire
309 thing. The telephone and internet budgets are contractual. The budget for gas and oil increased as
310 well due to rising costs. The repairs budget decreased since their two trailers are new and do not
311 require as much work. The budget for tires increased. Mr. Long stated that the rental budget
312 decreased since they now own the trailers. Chairman Cote noted that they have \$6,000.00 in their
313 budget for rentals cause any equipment is down and they need to rent something. Mr. Long
314 explained that they have a request for a new dump truck, but the one he wants is around
315 \$10,000.00 cheaper than what they have listed because it is gas. Mr. Long stated that the budget
316 for expenses increased, but it is mostly contractual.

317

318 Chairman Cote asked about the Transfer Station's CIP-requested project for a skid steer.
319 Chairman Cote stated that he thought the Transfer Station recently got a new skid steer. Mr.
320 Long stated that they got one a few years ago, and they currently have two of them. The older
321 skid steer is costing them a lot of money since they have to keep repairing it. Chairman Cote
322 asked if the skid steer in the CIP was going to be a replacement vehicle. Mr. Long confirmed.
323 Ms. Takesian noted that this project is listed for 2025.

324

325 Ms. Takesian asked Ms. Penny what the revenue is from the Transfer Station. Ms. Penny stated
326 that the estimated revenue for the Transfer Station is \$61,450.00 for 2023. She added that they
327 are only at about 37% of their estimated revenue for the year, and she expected them to be closer
328 to 60% of the total estimated revenue for this year. Ms. Penny noted that this could be because
329 more trash gets collected towards the end of the year, but she is unsure of the trends at the
330 Transfer Station. Mr. Long confirmed that the Transfer Station does get a lot busier around the
331 holiday season.

332

333 Mr. Croteau asked if they had looked into leasing a skid steer. Mr. Long stated that they have
334 not, but he is not against it. Mr. Croteau asked Mr. Long what he estimates they spend on repairs
335 for the skid steer they currently have. Mr. Long stated that they have spent over \$12,000.00 in

336 the past two years. Mr. Croteau suggested they look into leasing a skid steer. Mr. Long agreed.
337 Mr. Croteau asked about the trailer replacement project in the CIP and asked how long the last
338 trailer lasted. Mr. Long explained that the last trailer lasted about twenty years, and the CIP
339 request was to replace the older trailer that has not been replaced recently.

340
341 Chairman Cote stated that the 2023 operating budget for the Transfer Station was \$1,309,845.00.
342 The 2024 default budget is \$1,335,478.00. The 2024 requested budget is \$1,421,329.00.

343

344

345 **Cable**

346

347 Jim Greenwood, the Town's Cable Coordinator, approached the Board to discuss the 2024
348 budget for Cable. Mr. Greenwood explained that the salaries budget is mostly contractual, and
349 some of it is estimated as they are still waiting to get the final contracts back. He added that he
350 has also increased the hours for some employees, as more technology is being used and meetings
351 are lasting longer. The budget for supplies decreased in the amount for batteries but increased for
352 memory cards. The telephone budget is now being put into the Town building's budget. The
353 budget for repairs and equipment decreased since they have money through the capital
354 equipment grant.

355

356 Mr. Greenwood stated that they are at a slight overall decrease for the year, but the budget may
357 increase slightly once all salary contracts are in. He added that they have \$30,521.00 in capital
358 equipment grant money. He stated that most of these funds would be spent on the new meeting
359 room. The total revenue for this year so far is around \$229,000.00. Mr. Greenwood expects
360 around \$70,000.00 more in revenue this year.

361

362 Chairman Cote asked if Mr. Greenwood has to add more hours for the extra elections next year.
363 Mr. Greenwood explained that the only election he needs to add extra hours for is the Town
364 election, as they broadcast this.

365

366 Ms. Takesian asked Mr. Greenwood how many kids he currently has working for him. Mr.
367 Greenwood stated that he has six currently, but one is leaving to go back to college. He added
368 that he would eventually replace him.

369

370 Chairman Cote stated that the 2023 operating budget for Cable was \$172,837.00. The 2024
371 default budget is \$173,055.00. The 2024 requested budget is \$172,066.00. Chairman Cote noted
372 that they are still waiting for the support staff's contract, so these numbers will most likely
373 change.

374

375

376 **Cemetery**

377

378 Sean Cunningham, Cemetery Foreman, approached the Board to discuss the 2024 budget for the
379 Cemetery on behalf of the Cemetery Trustees. Lisa Wood, the Office Administrator and
380 Chairman of the Board was also present to discuss the budget. Mr. Cunningham stated that the
381 salaries budget changed since they eliminated a position, but also had promotions that resulted in
382 increases in the budget. Mr. Cunningham noted that they also would like to add a new position of
383 a full-time cemetery caretaker. He also would like to raise the hourly wage for the three part-time

384 employees, from \$15.00 per hour to \$16.50 per hour. Mr. Cunningham explained that they would
385 also like to start paying a recording secretary for their monthly meetings. Their meetings are
386 around four hours long, and he is requesting the hourly rate be \$16.50. The supplies budget
387 increased for miscellaneous hand tools, Memorial Day supplies, grass seed, fertilizer, and other
388 office supplies. The supplies budget increased by \$2,129.00. The telephone budget is contractual.
389 The gas and oil budget increased due to costs rising, but Mr. Cunningham did lower the overall
390 amount of gallons needed. He explained that they are constantly repairing waterlines, and the
391 cost of parts has increased, so the budget for repairs increased. They also increased the repairs
392 budget since they now have four vehicles, and more repairs are needed. The repairs budget
393 increased by \$2,650.00. The rental budget increased by \$560.00. The equipment budget
394 increased by \$250.00. The technology budget increased due to the Cemetery needing to purchase
395 new batteries for their electric equipment. This budget increased by \$1,250.00. The expenses
396 budget was level-funded, but they added in a \$500.00 clothing allowance in case they hire a new
397 employee.

398
399 Ms. Wood stated that they added \$44,260.00 to their budget just for 2024. She explained that
400 they are in the development stages of the columbarium garden. They are trying to preserve their
401 land by adding the columbarium garden, as they will not need to use full in-ground plots for
402 urns. Their current plan will hold 242 niches. The money they added to the budget for this
403 project covers the costs to prepare for the installation of the columbarium, like tree cutting,
404 hardscaping, stump grinding, electrical, contractor expenses, and landscaping. To purchase the
405 actual unit, it will cost \$51,740.00. Ms. Wood explained that they have enough money in the
406 Cemetery's expandable trust fund to purchase the unit.

407
408 Ms. Takesian asked what they normally would use the trust fund money more if they did not
409 purchase the columbarium and wondered if there were any restrictions on the funds. Ms. Wood
410 explained that the trust fund is for special projects or necessary large purchases. The last thing
411 they purchased with these funds was a new truck. Ms. Takesian asked to see the picture of the
412 columbarium. Ms. Wood explained that they have not come up with a selling price for the niches
413 yet. Ms. Takesian asked if the urns were sealed into the niches. Ms. Wood stated that they will be
414 sealed. Ms. Takesian asked if there is a recurring fee for the niche. Ms. Wood stated that it is a
415 one-time fee. Mr. Bergeron asked how much they sell a plot for. Ms. Wood stated that they go
416 for about \$550.00 a plot. Mr. Bergeron asked if the niches were less money. Ms. Wood stated
417 that niches usually cost more than plots.

418
419 Chairman Cote asked Mr. Cunningham to explain the cost reduction for a laborer in the salaries
420 budget. Mr. Cunningham explained that this laborer has usually worked around twenty-nine
421 hours per week, but, if they hire a new full-time employee, this laborer will work closer to
422 twenty hours per week.

423
424 The 2023 operating budget for the Cemetery was \$177,573.00. The 2024 default budget is
425 \$200,870.00. The 2024 requested budget is \$281,002.00.

426
427

428 **Trust Funds**

429

430 Ed Gleason, Chairman of the Trustees of the Trust Funds, approached the Board to discuss the
431 2024 budget for the Trust Funds. Mr. Gleason stated that his budget is straightforward, and the

432 only thing that was in his budget in previous years was binders. He noted that they are running
433 low on checks, which cost \$170.00 for 250 checks.

434

435 Mr. Croteau asked Mr. Gleason what kind of training he does. Mr. Gleason explained that the
436 Department of Justice offers online training for trustees.

437

438 Chairman Cote stated that the 2023 operating budget for the Trust Funds was \$335.00. The 2024
439 default budget is \$335.00. The 2024 requested budget is \$350.00.

440

441

442 **Health Officer and Health Services**

443

444 Town Administrator Roark is speaking on behalf of the Town's Health Officer. He explained
445 that the Town has a new Health Officer, Chris Hopkinson. Mr. Hopkinson has been going
446 through training and getting his paperwork in order. The salary budget decreased by \$14,000.00,
447 and Town Administrator Roark noted that this number will continue to drop due to fewer hours
448 needed. The tick control and mosquito control line items are contractual. Town Administrator
449 Roark stated that the 2024 requested budget is \$75,892.00. This is a decrease of \$12,064.00.

450

451 Ms. Penny spoke on behalf of Health Service, stating that the budget for Health Services
452 decreased overall. She explained that they used to budget for home health and hospice, but no
453 longer do this after speaking with the Senior Center Director. A lot of the services they were
454 providing to Pelham residents are paid for by insurance. She added that she has asked all the
455 organizations who work with the Town's Health Services to send in donation requests but has
456 not received all of them, so these numbers are partly estimated. The Board of Selectmen can
457 decide if the organizations are worthy of the donation.

458

459 Town Administrator Roark stated that the Bridges organization is important to the Town as they
460 give shelter to victims of certain crimes, and that the Child Advocacy Center is important to help
461 children who are victims are crimes. He noted that depending on the crime, it is not appropriate
462 to have a Police Officer talk to a child. Town Administrator Roark also explained that Sara
463 Landry from the Senior Center greatly advocated for Meals on Wheels through St. Joseph's and
464 for Greater Salem Care Givers. Center for Life Management has helped 229 Pelham residents in
465 the past year. Town Administrator Roark added that Chief Midgley advocated for the American
466 Red Cross in case of any major event.

467

468 Chairman Cote asked Ms. Corbett if she had ever seen the budget go below \$73,700.00. He is
469 wondering if they should keep a placeholder in the budget. Ms. Penny noted that the 2022 actual
470 payout was \$40,500.00, even though the budget was \$73,700.00. Chairman Cote asked the Board
471 if they wanted to keep the line item in just in case, or if they should remove it for the budget. The
472 Board plans to revisit this question at their next meeting.

473

474 The 2023 operating budget for Health Services was \$73,700.00. The 2024 default budget is
475 \$73,700.00. The 2024 requested budget is \$44,700.00.

476

477

478 **Conservation Commission**

479

480 Al Steward, Conservation Commission Chair, approached the Board to discuss the 2024 budget
481 for the Conservation Commission. Mr. Steward stated that their budget was \$10,700.00 last year,
482 and their request for this year is \$11,000.00. He added a \$300.00 increase in the budget for the
483 clerical assistant since there are around fifty years of meeting minutes, reports, and studies that
484 he would like to be sorted and digitalized so they can be searched online.

485
486 Chairman Cote asked if the prime wetland study for \$2,700.00 needed to be done every year. Mr.
487 Steward explained that it does not need to be done every year, but their soil scientist was
488 extremely busy this year and it never got done. He is hoping to have it completed by the end of
489 next year.

490
491 Ms. Takesian asked Town Administrator Roark if the \$2,700.00 in unspent funds from the 2023
492 budget could be encumbered into their 2024 budget. Town Administrator Roark explained that
493 they would need a contract or specific details about why the money is being encumbered. Ms.
494 Takesian asked if they had a contract with the scientist. Mr. Steward said he does not, but he
495 could get one by December. Ms. Penny stated that if he got a contract, they could encumber the
496 funds for the 2024 budget.

497
498 Chairman Cote stated that the 2023 operating budget for the Conservation Commission was
499 \$10,700.00. The 2024 default budget is \$10,700.00. The 2024 requested budget is \$11,000.00.
500 Chairman Cote noted they will attempt to encumber the \$2,700.00 in unspent funds from their
501 2023 budget.

502

503

504 **DISCUSSION**

505

506 Ms. Penney explained to the Board that she has created a tool to help them make decisions
507 regarding budgets. She created a list of other funding sources available to the Town outside of
508 the budget. These funds may be used for equipment to maintain the roads, and there is also
509 additional Highway Block Grant money. She noted that they have ARPA funds that need to be
510 spent by 2024 or encumbered and spent by 2026. She also created a list of what the ARPA funds
511 can be spent on. Ms. Penny also created a document outlining the tax rate impacts based on the
512 requested budgets for next year. She noted that the Town's interest revenue is running high,
513 which is helping the tax rate.

514

515

516 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

517

518 **Mr. Croteau** reported that they held the Pelham Good Neighbor Fund's Annual Golf
519 Tournament, and they raised a lot of money. He added that in the past fifty years, this fund has
520 helped over 3,000 Pelham residents and gave out \$108,000.00 in school scholarships. He stated
521 that they have seen more calls for assistance this year than in the past six years.

522

523 **Ms. Takesian** reported that Pelham Community Spirit held its car show, and it was a huge
524 success. There were over two hundred cars, and the band was great.

525

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

527

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

529

530 **Ms. Corbett** reported the School Board has selected John Russell to replace the vacancy on the
531 Board.

532

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

534

535

536 **REQUEST FOR NON-PUBLIC SESSION**

537

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

539

540 **ROLLCALL VOTE:**

541

542 Selectman Corbett – Yes

543 Selectman Bergeron– Yes

544 Chairman Cote– Yes

545 Selectman Takesian – Yes

546 Selectman Croteau – Yes

547

548 (5-0-0) The motion carried.

549

550 It was noted that when the Board returned, after the non-public session, the Board would not take
551 any other action publicly, except to seal the minutes of the non-public session and to adjourn the
552 meeting. The Board entered a non-public session at approximately 9:03 p.m.

553

554

555 **ADJOURNMENT**

556

557 Respectfully submitted,

558

559 Makayla Clougherty

560 Recording Secretary