

1
2
3 **APPROVED**
4 **TOWN OF PELHAM**
5 **BOARD OF SELECTMEN–MEETING MINUTES**
6 **AUGUST 8, 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 July 25, 2023
24

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

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

30 **OPEN FORUM**
31

32 Richard Jensen, of 1 Gladys Street, is the Cemetery Trustee. He is also the regional coordinator
33 of Wreaths Across America for Pelham. He stated that on December 16, 2023, they will be
34 having a ceremony at the cemetery to place wreaths on all of the veteran’s graves. He added that
35 since May they have been able to collect 227 wreaths and have over fifty volunteers committed.
36 Mr. Jensen noted they may need to end up using the tractor-trailer to unload the wreaths onto the
37 Village Green since they will be unable to fit in the cemetery.
38

39 Chairman Cote stated that the Town will post something about the event on social media to help
40 spread the word. Town Administrator Roark assured Mr. Jensen that there should not be any
41 problem if they need to use the Village Green to store the wreaths.
42

43 **APPOINTMENTS**
44

45 **Brett Gagnon, Community Power Committee: Joint Power Agreement signing approval**

46 Mr. Gagnon stated that Ms. Corbett attended the Community Power Committee’s last meeting
47 and suggested that they make a motion allowing Town Administrator Roark to sign any contracts

48 for the CPC if he thinks it is valid and seeks counsel from the Town’s attorney. He noted that this
49 well help move things along if they do not need to wait for the bi-weekly meetings.

50

51 **MOTION:** (Croteau) To authorize the Town Administrator to enter the joint powers
52 agreement of Community Power Coalition of New Hampshire under the
53 provisions of New Hampshire RSA 53-A for the purposing of supporting
54 members, municipalities, and counties and developing and implementing electric
55 aggregation plans pursuant to RSA 53-E as well as related to statutory authorities.

56

57 Ms. Corbett seconded the motion for discussion.

58

59 Mr. Gagnon explained that they were originally going to ask the Board of Selectmen to authorize
60 the JPA with Community Power of New Hampshire, which would give them access to free
61 educational services and support. However, the Committee had some reservations about the JPA
62 since it was a forty-page contract, and they want to interview all three third-party coalitions
63 before making a final decision. He added that he was hoping they could authorize Town
64 Administrator Roark to be able to sign contracts whenever they have a contract ready to go so
65 that they do not need to wait for the bi-weekly Board of Selectmen meetings.

66

67 Mr. Croteau rescinded his motion.

68

69

70 **MOTION:** (Corbett/Croteau) To authorize Town Administrator Roark to sign agreements for
71 the Pelham Community Power Coalition.

72

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

74

75 Mr. Gagnon stated that they will be holding interviews with three third-party organizations and
76 will hold these interviews publicly as well as post them online for residents to review.

77

78

79 **Town Administrator, Joseph Roark: Drinking Water Grant acceptance**

80

81 Town Administrator Roark stated that the Water Commission has been working diligently to
82 secure funding to begin a public water supply exploration survey. The Town secured \$18,000.00
83 last year for the initial consulting and grant application process. They used Weston and Samson,
84 and they were able to secure two different grants to help the Town move forward with the
85 project. The first grant is from New Hampshire DES for \$50,000.00. Town Administrator asked
86 the Board to approve this grant. He noted that the acceptance of this grant requires an authorized
87 signer and asked the Board to authorize him to sign the grant acceptance. The second grant does
88 not require any action on the Board’s part currently but is for \$100,000.00 and is from the MBTE
89 state-level funding.

90

91 Chairman Cote asked if this is just going to be a study or if physical engineering is involved.

92 Town Administrator Roark explained that there is geological engineering involved to examine
93 the various sources of potential water for the Town to use.

94

95 Ms. Takesian asked if they will be trying to locate all the wells in Town. Town Administrator
96 Roark explained that they have discussed needing to identify and record geological facts about
97 the water in the Town.

98
99 MOTION: (Corbett/Croteau) To accept the New Hampshire Department of Environmental
100 Services strategic planning grant in the amount of \$50,000.00 and to grant Town
101 Administrator Joseph Roark the authority to act as the authorized representative
102 for administering the grant.

103
104 VOTE: (5-0-0) The motion carried.

105
106

107 **2024 OPERATING BUDGET REVIEW**

108

109 **Fire Department and Emergency Management**

110

111 John Ignatowicz, Lieutenant at the Pelham Fire Department, came before the Board to discuss
112 the 2024 budget for the Fire Department and Emergency Management. Lieutenant Ignatowicz
113 stated that the fire chief's salary shows an increase due to his contract. There is a significant
114 increase in the Deputy Chief's salary to attract more qualified candidates and make the position
115 commensurate with the responsibilities it holds. He explained that they recently lost their
116 administrative assistant and would now like to make this position three days per week instead of
117 two. He added that there is a large workload for this position, so they put it in for twenty-five
118 hours per week, adding an extra hour for coverage if the administrative assistant takes time off
119 throughout the year. Payroll salaries are contractual and raises take effect on April 1, 2023. The
120 budget for internal training was raised slightly due to the hourly rate increases. Lieutenant
121 Ignatowicz continued to discuss the increases in the salary budget due to contracts and price
122 increases. Lieutenant Ignatowicz explained any of the increases and decreases for the supply
123 budget. There were some increases in the phone budget for updated software for people on-call
124 to receive messages on their personal phones. There were other raises due to price increases as
125 well. The budget for fuel and oil increased but was an estimation of their yearly average usage.
126 The maintenance budget had minor increases due to some vehicles that are going to need work in
127 the coming year. Lieutenant Ignatowicz explained that the department has two employees
128 interested in attending paramedic school, so the tuition for their schooling is also in the budget.

129

130 Mr. Bergeron asked if the Town has any protection after paying for an employee's paramedic
131 schooling so that they do not leave after they are certified. Lieutenant Ignatowicz stated that
132 there is already a stipulation in the CBA. This stipulation is if an employee takes classes paid for
133 by the Town, they have to sign a contract stating they will stay with the Town for at least two
134 and a half years or they will have to pay back certain portions of the tuition. Chairman Cote
135 asked what happens if the Town pays for the classes, but the employee does not get certified.
136 Lieutenant Ignatowicz stated he has to go back and read the stipulations in the CBA because he
137 is unsure about this situation.

138

139 Chairman Cote asked Lieutenant Ignatowicz to explain the \$67,000.00 line item for paramedic
140 school student overtime. He asked if the Town also pays them to attend school and if this is per
141 the CBA. Lieutenant Ignatowicz explained that they do pay them to attend school and it is a part
142 of the CBA.

143

144 Mr. Croteau asked if they have looked into switching from Verizon to AT&T FirstNet, as AT&T
145 has a first responders' program that is better than all other networks. Lieutenant Ignatowicz
146 stated that he believes the Chief looked into this, but still felt Verizon was the better option.
147 Lieutenant Ignatowicz noted he will get more details on this and let Town Administrator Roark
148 know.

149

150 Mr. Croteau stated that \$20,000.00 for the engineering on the four-bay garage seems very high
151 for this. Mr. Croteau asked if they could get two or three more estimates for this before they
152 come back to review the budget again. Mr. Croteau stated that he thinks it can be done for closer
153 to \$10,000.00.

154

155 Chairman Cote stated that he does not think another garage needs to be built and will be looking
156 to remove the \$20,000.00 for that project from the budget. He added that the current garage is
157 only ten years old, and things can be moved around or moved outside to make more room.
158 Lieutenant Ignatowicz explained that they try and keep all of their equipment inside to avoid any
159 damage which would increase maintenance costs for repairs. Chairman Cote explained that if
160 they are replacing most of their equipment every seven to ten years it is okay to keep some things
161 outside. Chairman Cote added that the economy is tight, and he does not think it is a good idea to
162 spend around \$500,000.00 or more to build a new garage. Mr. Croteau suggested that Lieutenant
163 Ignatowicz come back in a month or so with a cost analysis for the new garage. Chairman Cote
164 asked Mr. Croteau if he thinks they need another garage. Mr. Croteau said he does not think so at
165 this time, but it may be necessary in the future for a CIP. Because of this, Mr. Croteau thinks
166 getting a free cost analysis for the project could be a good idea.

167

168 Chairman Cote asked why a four-bay garage was necessary. Lieutenant Ignatowicz explained
169 that they would use it for storing off-season vehicles that are currently stacked and for any extra
170 equipment that they do not currently have space for. This would also help free up space in the
171 current garage. Chairman Cote suggested possibly purchasing a covering to store equipment and
172 vehicles under. Lieutenant Ignatowicz explained that they have tried using a large container in
173 the past, but they ended up having to throw away thousands of dollars' worth of equipment due
174 to rodent damage.

175

176 Chairman Cote stated that the deputy fire chief position was turned down internally, but they
177 currently have ten applicants for the position. He suggested not increasing the salary and moving
178 it back to \$93,600.00 before interviewing candidates. Lieutenant Ignatowicz stated that he highly
179 recommends they do not leave the salary at \$93,600.00 due to the low quality of applications
180 they are currently receiving. Lieutenant Ignatowicz thinks raising the salary can help bring in
181 more qualified applicants. Chairman Cote stated that he thinks raising the salary for this position
182 by \$20,000.00 before interviewing any of the ten or more applicants is not necessary. Lieutenant
183 Ignatowicz explained that the ten applicants may not be qualified enough, and the going rate in
184 the area for Deputy Chief is not \$93,600.00. Chairman Cote stated that the Fire Department put
185 that number in the budget last year after doing a cost analysis for the area. Chairman Cote asked
186 why the Department has asked them to hold off on interviewing any of the applicants for this
187 position. Lieutenant Ignatowicz stated that the Chief is currently out on a workman's comp
188 injury, there is no Deputy Chief due to the role not being filled and he is working multiple roles
189 as a Senior Lieutenant to help keep the Department running smoothly. Chairman Cote asked
190 Lieutenant Ignatowicz why he would not want to try and fill the Deputy Chief role if they are

191 short on help. Lieutenant Ignatowicz stated that the hiring of a Deputy Chief is the Chief's job,
192 but he is currently out with an injury. Chairman Cote explained that the Chief permitted the
193 Board of Selectmen to move forward with hiring a Deputy Chief. Lieutenant Ignatowicz stated
194 that he does not recommend this and offered to sit down with the Board to show them his
195 concerns with all of the current applicants. Mr. Bergeron recommended they sit down and go
196 over the applicants prior to conducting interviews or changing any numbers.

197

198 Ms. Takesian asked if they had conducted a study of the average Deputy Fire Chief salary in the
199 area before sending out the request for applications. Chairman Cote stated that this was done.

200 Ms. Takesian stated that she agrees that they should interview the current applicants before
201 changing the salary. Mr. Croteau also agreed that Lieutenant Ignatowicz and Town
202 Administrator Roark should interview the current round of applicants as well. Town
203 Administrator Roark agreed and suggested ranking the current applicants and interviewing the
204 five best candidates.

205

206 Ms. Corbett asked Lieutenant Ignatowicz why he thinks they need to raise the salary so
207 significantly, and if he thinks they need someone with a lot more experience for this position.
208 Lieutenant Ignatowicz stated that since this person will be second in charge of public safety, they
209 must be highly qualified. Lieutenant Ignatowicz also added that he has recently looked at the
210 salaries for a Deputy Fire Chief in the area and he does not know where the \$93,600.00 came
211 from, because the salaries he has seen are much higher.

212

213 Ms. Takesian asked if the Deputy Fire Chief could be a part-time position instead of a full-time
214 position. Chairman Cote stated that it was a part-time position in the past, but the Department
215 requested it become a full-time position. Lieutenant Ignatowicz stated that the workload is too
216 large to be a part-time position. Mr. Croteau added that he is an advocate of keeping the position
217 full-time as well.

218

219 Chairman Cote stated that line items 223 and 224 in the budget are the same and suggested
220 removing one of the lines.

221

222 Chairman Cote stated that the 2023 operating budget for the Fire Department and Emergency
223 Services was \$2,918,972.00. The 2024 default budget is \$3,097,506.00. The 2024 requested
224 budget is \$3,178,554.00.

225

226 **Police Department**

227

228 Police Chief Anne Perriello, Captain Stephen Toom, Administrative Assistant Celia Lingley, and
229 Lieutenant Brian Barbado came before the Board to discuss the 2024 budget for the Police
230 Department. Chief Perriello stated that the salary budget increased by 4.07% due to contractual
231 increases. Chief Perriello stated that the Department has made a conscious effort to lower their
232 budget wherever it was feasible. She stated that their 2024 requested budget is overall lower than
233 the budget voted for by the Town. Chief Perriello stated that they recently had a patrolman retire,
234 so there will be a vacancy, and this will affect some numbers slightly. Chief Perriello requested
235 that they increase the hourly rate for their part-time police officers to \$25.00 per hour. She is
236 requesting this because she is looking to target newly retired full-time officers to stay on board as
237 part-time officers, as they still will have a lot of experience and training. The current hourly rate
238 for part-time officers is \$22.79. The Police Department currently has four part-time police

239 officers, and two of them are retired former full-time officers. Chief Perriello added that they are
240 currently budgeted for six part-time police officers and would like to fill those spots. She
241 explained that they are currently paying their video media specialist \$25.00 per hour to deal with
242 evidence management and social media, so a police officer deserves to make the amount as well.
243 Chief Perriello added that if they have more part-time officers, they can fill full-time officer
244 shifts with the part-time officers instead of paying another full-time officer overtime, which will
245 help them save money. Chief Perriello stated that the Department does not currently have a part-
246 time dispatcher and has four full-time dispatchers that often need to be called in to cover shifts.
247 She noted that there have been fifty call-in shifts this year. If they hire a part-time dispatcher,
248 they can open up the vacant shifts to them and it would be paid at a lower rate. The requested
249 pay rate for the part-time dispatcher is \$23.34.

250

251 Chief Perriello stated that they are currently in the hiring process to fill the records-clerk
252 position. She stated that the Administrative Assistant, Celia, is in a different union and her
253 contract is currently up for negotiations. If a warrant article is passed for her union contract and
254 there is an increase the number will change in their budget. The rest of the budget for salary is
255 contractual. Chief Perriello stated that they currently offer an \$800.00 incentive to all union
256 employees who pass a fitness test, and over time since they have offered this incentive
257 workman's comp claims have decreased.

258

259 Chief Perriello explained that in the past, officers have accrued over eight-hundred hours of sick
260 time, but now contracts have been negotiated to put a cap on carrying over sick time. Because of
261 this, the Department is encouraging officers to use their earned time as soon as possible before
262 this goes into effect. They have until April 1, 2023, before the cap is put into place and they lose
263 hours. The eight-hundred-hour max payout is currently at \$9,000.00 and they are anticipating by
264 next January that there will be eight or nine employees at or near the eight-hundred-hour mark
265 and they cannot go under the \$9,000.00 payout.

266

267 The Department used true numbers from previous years for elections, holidays, and other events
268 to see how much overtime pay would be needed. The Police Academy has also increased the
269 amount of training necessary. The supply budget increased slightly due to ink and postage rate
270 increases. Chief Perriello said the weapons budget increased due to inflation and the availability
271 of ammunition. Chief Perriello noted that the Department had a thirty-dial trial with AT&T
272 FirstNet first responders' program, but they were not compatible with the MDTs in the police
273 cruisers. MDTs are however supported by Verizon, which is who they will continue to use.
274 There was a significant decrease in the gas budget due to the new hybrid vehicles. Chief Perriello
275 explained that cruisers can now go three shifts without needing to be refilled. She lowered this
276 budget by 3,000 gallons but thinks it will go even lower once they see the numbers next year.

277

278 Chief Perriello stated that there is a significant increase in the Calea accreditation budget due to
279 the \$5,000.00 annual fee, the mandated annual conference the accreditation manager must attend,
280 and the Department is up for reaccreditation. To complete the reaccreditation, the assessors go to
281 the Department for four days and go through everything in the Department. A public forum will
282 be held as well. If they are reaccredited, they have to go before a panel, which would be in the
283 2025 budget, but they need to pay upfront. There is a \$10,000.00 decrease in the animal shelter
284 fee. There is also a decrease in the new patrolman equipment since they can re-assign equipment
285 to a new patrolman if necessary.

286

287 Chief Perriello stated that they would also like to look into scheduling software since they
288 currently use a handwritten board at the Department. Lieutenant Barbado explained that their
289 current method of scheduling has outgrown them and takes around eight hours a week to
290 complete. Both quotes they received for scheduling software were under \$5,000.00. One
291 software specifically specializes in police scheduling, is used by many local Police Departments,
292 and can also handle payroll, vacation requests, overtime requests, and anything else they may
293 need. If they were to get this new software, they would be able to take the \$2,000.00 paging
294 program from their budget since the new software can handle paging as well. Chairman Cote
295 noted that the software charges \$120.00 per user, and this number could fluctuate slightly based
296 on the number of users added to the software.

297
298 They are also requesting a replacement vehicle for the animal control officer. Captain Toom
299 explained that although this vehicle is primarily used for animal control, it serves many other
300 purposes as well. He stated that this vehicle is used for Town events, Old Home Day, holidays,
301 emergency plowing, and for setting up roadblocks. The vehicle is a 2012 and has around 70,000
302 miles on it, the vehicle is not reliable as it once was. Captain Toom stated that he has received
303 three quotes for a new similar vehicle around \$66,000.00-68,000.00. Chief Perriello added that
304 they have been putting a lot of money into maintenance costs for the vehicle. She also explained
305 that the price for a new vehicle is higher due to them adding a tommy-gate to the vehicle so if the
306 officer needs to pick up a deceased animal, they can be lifted into the truck using the gate instead
307 of someone having to help them lift it by hand. Chairman Cote asked what they plan to do with
308 the current truck if they purchase a new one. Chief Perriello stated that they plan to turn it over to
309 Town Administrator Roark to see if any departments could use it, or they can trade it in towards
310 the cost of the new truck. Mr. Croteau asked them to get the trade-in value of the truck. Town
311 Administrator Roark asked if the new truck they want to purchase is a hybrid. Captain Toom
312 stated that the new vehicle is not hybrid and runs only on gas.

313
314 Chief Perriello also explained that although their other three requests are a part of the Capital
315 Improvement Plan, she would like to talk more about the animal shelter. She stated that the
316 Town had voted in \$10,000.00 for architectural and engineering plans and she sat down with
317 many designers, but everyone's prices were extremely out of the \$10,000.00 budget. Chief
318 Perriello stated that the CIP Committee asked her if she would get a Reed's Ferry shed to turn
319 into the animal control shelter, and she agreed to look into it since the state of the current
320 building is so poor. After looking into it, the quote was still out of budget for just the shed with
321 nothing inside of it. All of the contractors she spoke to said it would cost between \$500,000.00-
322 600,000.00 to build an animal shelter. Because of this extremely high quote, Chief Perriello
323 researched prefab animal control shelters. She explained that after researching and talking with
324 different companies, she found out that they come with everything necessary to run the shelter.
325 They are proposing to put the shelter behind their impound lot. The quote she received for just
326 the prefab shelter was \$139,111.00. To set the foundation and hook everything up to the shelter
327 the total would be \$270,811.00. Chief Perriello stated this quote is probably slightly higher than
328 what they will need but is planning to have more exact pricing before the CIP Committee comes.
329 She added that the company requires a 50% down payment and then you can either have a
330 payment plan for the remainder or pay the total remainder upon delivery. She is confident that
331 there will be support from the CIP Committee for this project.

332
333 Another CIP request the Police Department has been expanding the Police Department building.
334 Chief Perriello explained that they have grown out of the size of the building and need to expand

335 to fit the number of employees they have. The last CIP request is a capital reserve fund. Chief
336 Perriello would like to open a warrant article to start a capital reserve fund. She noted that the
337 Police Department's records management system is near its end of life. She estimates it only has
338 about three to four years left. The company is going to stop updating the software. The cost to
339 replace this software is extremely high. Chief Perriello was only able to find pricing from one
340 records management software that consistently backs up their information. Chairman Cote asked
341 Ms. Penny if the Board of Selectmen has the authority to create a warrant article to start a capital
342 reserve fund. Ms. Penny confirmed that they can do this.

343

344 Mr. Croteau asked about the \$56.13 hourly rate for officers on a detail. Chief Perriello explained
345 that this is contractual with the police union. Ms. Penny stated that the cost of details does not go
346 into the operating budget for the Police Department. Chief Perriello explained that this was
347 added to their operating budget because it is for internal details at Mammoth Road and
348 Sherburne Road in Town. She added that she recently has had to increase the number of hours a
349 detail was at the intersection due to increasing traffic. Town Administrator Roark suggested they
350 change the name of the line to "Sherburne Road Traffic Patrol", so nobody gets confused.

351

352 Mr. Bergeron asked Chief Perriello if the Pelham Police Department's hourly rate for part-time
353 officers was less than other Departments nearby. Chief Perriello stated that if they raise it to
354 \$25.00 per hour, they will be slightly higher than other local Police Departments, but this is how
355 they can entice newly retired full-time officers to come on as part-time.

356

357 Chief Perriello thanked everyone on the Board for attending National Night Out.

358

359 Chairman Cote stated that the 2023 operating budget for the Police Department was
360 \$3,788,639.00. The 2024 default budget is \$3,909,221.00. The proposed 2024 operating budget
361 is \$3,899,698.00.

362

363

364 **Highway**

365

366 Jim Hoffman, the Highway Director, came before the Board to discuss the 2024 budget for the
367 Highway Department. Mr. Hoffman started by mentioning he was interested in the animal
368 control truck if they gift it to another department in Town. The salary budget decreased overall
369 due to the Department having many new employees starting at a lower pay rate. He noted that
370 they are currently in negotiations now for a new contract, so there is a chance these numbers may
371 change. The budget for supplies increased due to the price of salt other many other materials
372 increasing. The price of salt is an estimation, they will get the exact price sometime in October.
373 The telephone budget increased due to adding a new employee to the phone plan. The gas and oil
374 budget are an estimate using last year's numbers. The budget for repairs decreased overall due to
375 last year's budget including the Bush Hill Culvert project, however, some other line items in the
376 repairs budget increased due to rising costs. Mr. Hoffman stated that the budget for rentals
377 increased slightly due to vehicles changing every storm, but these numbers are an estimation.
378 The budget for expenses decreased by \$3,000.00 since Mr. Hoffman removed the garage floor
379 cleaning expense. Mr. Hoffman explained they got the floor professionally cleaned last year
380 since it was new, but the employees at the Highway Department have done a good job keeping
381 up with cleaning, so he does not see it necessary to have a company come in to clean. Mr.

382 Hoffman added \$10,000.00 to the specials budget for paving due to the rising costs of pavement.
383 He noted that they usually have gone over the budget for paving in previous years.

384
385 Mr. Hoffman stated that they have a CIP requested item to replace their 2010 dump truck with a
386 new model. He stated that their current truck has an internal motor issue, and they have to use
387 anti-freeze to keep it running. Chairman Cote asked if this was a normal budget requested item
388 or if this was a CIP requested item that requires a warrant article. Ms. Penny explained that since
389 it is a replacement vehicle and less than \$100,000.00 it does not request a warrant article. Town
390 Administrator Roark stated that he believes it could be a normal operating budget requested item.
391 Mr. Hoffman stated that it would be over \$12,000.00 to fix the issue in their current dump truck.
392 Chairman Cote noted that even with the purchase of a new truck the overall budget only
393 increased by \$82,000.00, so without the new truck the Highway Department's budget decreased
394 overall.

395
396 Mr. Croteau asked Mr. Hoffman if he increased the plow contractors' rates for 2024. Mr.
397 Hoffman stated that he did not since they increased the rates last year. He added that if gas prices
398 hold the current rates will still be good.

399
400 Ms. Takesian asked if the money for the Highway Block Grant needs to be reflected in their
401 budget or not. Mr. Hoffman stated that it does not need to be added to their budget as it is federal
402 funds used for road repairs. Ms. Takesian noted that there was a point in previous years where
403 they had not spent multiple years of this funding, and asked Mr. Hoffman if he has caught up to
404 spending all of the grant money. Ms. Penny stated that they currently have around \$1,078,320.00
405 in Highway Block Grant money from the past four years. Ms. Takesian suggested using some of
406 this money in his budget where it can be applied to help offset the costs for the new truck they
407 requested. Ms. Penny stated that there are still ARPA funds available to use as well. Ms. Penny
408 also confirmed that the Highway Block Grant funds can be used for equipment or construction.
409 Chairman Cote asked if they could use the funds to purchase the \$168,000.00 dump truck. Ms.
410 Penny said it could be used for this. Town Administrator Roark noted that there are a lot of big
411 road projects Mr. Hoffman is planning to complete using the Highway Block Grant funds. Ms.
412 Penny added that there are ARPA funds available to use as well and she will gather more
413 information on this for the Board.

414
415 Chairman Cote stated that the 2023 operating budget for the Highway Department was
416 \$2,254,522.00. The 2024 default budget is \$2,243,804.00. The 2024 requested budget is
417 \$2,336,633.00.

418
419

420 **Emergency Management**

421
422 Town Administrator Roark stated that the Board never went over the budget for Emergency
423 Management with Lieutenant Ignatowicz when he did the Fire Department's budget. Town
424 Administrator Roark offered to go through the budget briefly.

425
426 Town Administrator Roark stated that the 2024 requested budget for Emergency Management is
427 \$10,781.00. This is an increase of \$108.00 from the 2023 operating budget. The bulk of the
428 money in their budget is for cistern maintenance as they have to keep these clear during the
429 winter and summer months. There has been a slight increase in the pay rates.

430
431 Chairman Cote stated that the 2023 operating budget for Emergency Management was
432 \$10,673.00. The 2024 default budget is \$10,673.00. The 2024 requested budget is \$10,781.00.
433

434
435 **Selectmen**
436

437 Ms. Penny discussed the Selectmen's budget. She stated that the 2024 requested budget is a
438 5.43% increase from the 2023 budget. The bulk of the \$36,000.00 increase is due to salaries. She
439 noted that no one is getting a large raise and that all increases are contractual. Ms. Penny
440 explained that almost \$16,000.00 of the increase in overtime pay for the IT Administrator, and in
441 the past, they have not budgeted for this. She also stated that the non-union wage line increased
442 by \$5,000.00 due to three department heads having individual employment contracts expiring
443 and the upcoming payroll changes have not been finalized. Ms. Penny stated that there has been
444 a \$721.00 decrease in the rest of the budget.
445

446 Ms. Penny explained that every two years they need an actuary service. The quote for this
447 service is \$6,100.00, but the firm agreed to accept the payment over two years, so their budget
448 does not spike. Ms. Penny noted that if the Board is looking to cut impacts to the taxpayers next
449 year, they can consider using unspent appropriations and a contract from the actuary, Odyssey
450 Advisors, to encumber the costs for this. She added that since there was a vacant Human
451 Resources position for three months the department will have unspent appropriations.
452

453 Chairman Cote stated that the 2023 operating budget for the Selectmen was \$670,604.00. The
454 2024 default budget is \$671,244.00. The 2024 requested budget is \$707,040.00.
455

456
457 **Town Buildings**
458

459 Town Administrator Roark discussed the budget for Town Buildings. Town Administrator Roark
460 noted that they have put a lot of effort in to try and come up with the real numbers of the costs
461 for running the Town. They would like to have a tighter grip on expenses and revenue. Town
462 Administrator Roark noted that there are a lot of requests in the budget, and he does not expect
463 them to all make it into the budget, but he wants it on record that these requests are on the
464 horizon.
465

466 Town Administrator Roark stated that the salary budget remained the same. There was a
467 \$2,000.00 increase in the budget for supplies due to rising costs. The electricity budget is an
468 estimation using numbers from previous years and current rates, but there was a decrease overall.
469 The telephone and cable budget decreased as well. The gas and oil budgets were estimated using
470 previous years and current rates. The general repairs budget remained the same.
471

472 Town Administrator Roark stated that there are critical 2024 projects. One of the projects Town
473 Administrator Roark listed as critical is the roof of the library, which will cost around \$60,000.00
474 to replace. The current roof is leaking, and the insulation gets wet. The roof at the Fire Station
475 also needs to be repaired due to leaking. Chairman Cote asked if the roof has a warranty since it
476 is fairly new. Town Administrator Roark stated he is unsure of the warranty. Chairman Cote said
477 the shingles should have about a twenty-five-year warranty on them. Town Administrator Roark

478 said he will look into it, as he is unsure if the issue is with the shingles or the insulations.
479 Another requested project is a new septic design for the Historical Society Building. Town
480 Administrator Roark noted that there has been more traffic in the building recently and he thinks
481 it is a good idea to have a new design ready on standby if the current septic system was to fail
482 there. Another requested project is the highway salt shed roof. The current one was built in 1995
483 and is leaking, and if water gets into the salt or sand, it can ruin it. The MSW building at the
484 Transfer Station could use a deep clean as well, they want to remove everything in it and have a
485 professional come in to clean it. Town Administrator Roark noted that there have been persistent
486 pest control issues in the building. The quote to power wash and clean the whole building is
487 \$5,724.00. Some more projects Town Administrator Roark requested are replacing the carpet in
488 the Police Department building due to tripping hazards, impound lot lighting at the Police
489 Department due to theft concerns, and a perimeter fence around part of the Police Department
490 building so cars cannot cut through. Another requested project is replacing the air conditioning
491 unit in the training room. Another requested project is replacing the electronic access in the
492 Police and Fire department, as they are near their end of life and once they fail they will all have
493 to use keys to access the buildings. The interior doors in the Senior Center also need to be
494 replaced due to drafts and doors that do not fit properly. The exterior of the Senior Center needs
495 to be power washed. Currently, the Highway Department has two manual gates, but they are
496 requesting the gates be able to be controlled from their trucks. The control brain for the elevator
497 in the library is near its end of life; they are suggesting they upgrade it to be hydro enhanced.
498 Some more projects Town Administrator Roark requested are the interior of the Police
499 Department, Senior Center, Historical Society Building and Library being painted, Fire Station
500 paving by the front doors, and maintenance on the pavilion at the Senior Center. Town
501 Administrator Roark noted that there is ARPA money available for some projects, and the Town
502 needs to decide how they want to use the money by the end of 2024.

503
504 There was an increase in the budget for expenses due to the service for the septic systems. The
505 cost of the annual drain cleaning for the Fire Department was added to the expense budget. They
506 also added the necessary inspections and testing into the budget this year.

507
508 Chairman Cote stated that the 2023 operating budget for Town Buildings was \$890,764.00. The
509 2024 default budget is \$856,199.00. The 2024 requested budget is \$1,170,394.00.

510

511

512 **Debt Services**

513

514 Ms. Penny discussed the 2024 budget for Debt Services. Ms. Penny explained that their budget is
515 based on the Town's obligations for any money owed. She stated that the budget for interest and
516 principal both dropped due to a couple of loans being paid off.

517

518 Chairman Cote stated that the 2023 operating budget for Debt Services was \$487,416.00. The
519 2024 default budget is \$363,170.00. The 2024 requested budget is \$363,170.00.

520

521

522 **Treasurer**

523

524 Bill Hayes, Town Treasurer, discussed the 2024 budget for the Treasurer. Mr. Hayes stated that
525 the budget decreased overall for 2024. The supplies budget decreased slightly. The expenses

526 budget increased slightly due to the cost of postage rising. Mr. Hayes stated that in past years
527 there has been a large amount in the budget for bank fees, but the banks do not usually charge
528 them any bank fees, so he removed this. He noted that if the bank did start charging them fees,
529 they would need to add this back into their budget.

530
531 Chairman Cote stated that the 2023 operating budget for Treasurer was \$15,224.00. The 2024
532 default budget is \$15,224.00. The 2024 requested budget is \$7,000.00.

533

534

535 **DISCUSSION**

536

537 There was nothing up for discussion.

538

539

540 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

541

542 **Mr. Croteau** had nothing to report.

543

544 **Ms. Takesian** stated that Pelham Community Spirit is holding a car show on August 9, 2023.
545 She also stated that the Agricultural Commission is starting a compost program in conjunction
546 with the Transfer Station for food waste. The Agricultural Commission also would like to start a
547 community garden in Town, and they are currently looking for land in Town to start this. They
548 are wondering if people in Town are interested in this, and if so asked them to email the
549 Agricultural Commission. Their emails can be found on the Town of Pelham website.

550

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

552

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

554

555 **Ms. Corbett** had nothing to report.

556

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

558

559

560 **REQUEST FOR NON-PUBLIC SESSION**

561

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

563

564 **ROLLCALL VOTE:**

565

566 Selectman Corbett – Yes

567 Selectman Bergeron– Yes

568 Chairman Cote– Yes

569 Selectman Takesian – Yes

570 Selectman Croteau – Yes

571

572 (5-0-0) The motion carried.

573

574 It was noted that when the Board returned, after the non-public session, the Board would not take
575 any other action publicly, except to seal the minutes of the non-public session and to adjourn the
576 meeting. The Board entered a non-public session at approximately 9:40 pm.

577

578

579 **ADJOURNMENT**

580

581 Respectfully submitted,

582

583 Makayla Clougherty

584 Recording Secretary