

1 **APPROVED**
2 **TOWN OF PELHAM**
3 **BOARD OF SELECTMEN–MEETING MINUTES**
4 **SEPTEMBER 5, 2023**

5
6
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 15, 2023

24
25 **MOTION:** (Corbett/Croteau) To approve the August 15, 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 **Zoning Board of Adjustment candidate**

38
39 Matthew Welch, 33 Brookview Drive, is applying for the full-time position on the ZBA. Mr.
40 Welch has been an alternate member of the ZBA for a little under a year, and feels like he has
41 learned and contributed a lot.

42
43 Ms. Corbett asked Mr. Welch if he has received any formal training since becoming a ZBA
44 member. Mr. Welch explained that he has not yet, but he plans to attend a seminar in October.
45

46 Mr. Croteau stated that he has seen some of the ZBA meetings and told Mr. Welch he has been
47 doing a great job.

48
49 Ms. Takesian noted that there was a request from the ZBA to make Mr. Welch's term a three-
50 year term to keep the terms staggering. Otherwise, three members will expire in 2024. Chairman
51 Cote stated that the terms are supposed to be one or two years long each, and they cannot change
52 the terms. He added that they will move forward with him filling the vacancy, and then figure
53 out the term.

54
55

56 **MOTION:** (Corbett/Croteau) To appoint Matthew Welch to fill the remainder of the vacant
57 term on the ZBA, ending in March, 2024.

58

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

60

61

62 **REVIEW AND VOTE OF THE 2024 TOWN BUDGET**

63

64 **Town Assessor**

65

66 Chairman Cote stated that the 2023 budget for the Town Assessor is \$229,193.00. The 2024
67 requested budget is \$240,825.00. This is an increase of \$11,632.00.

68

69 **MOTION:** (Croteau/Corbett) To accept the 2024 requested budget for the Town Assessor.

70

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

72

73

74 **Budget Committee**

75

76 Chairman Cote stated that the Budget Committee has a budget request for \$2.00.

77

78 **MOTION:** (Croteau/Corbett) To accept the 2024 operating budget for the Budget Committee.

79

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

81

82

83 **Cable**

84

85 Chairman Cote stated that the 2023 operating budget for Cable was \$172,837.00. The 2024
86 requested budget is \$172,066.00. This is a \$771.00 decrease.

87

88 Chairman Cote noted that they are removing the Forestry Committee meeting videoing cost of
89 \$2,880.00. Ms. Corbett stated that at the last Forestry Committee meeting, there was discussion
90 in regards to the publication of meeting minutes not being completed in a timely manner. This
91 led her to believe that there might be sufficient interest in the videos for people who cannot make

92 the meetings. Chairman Cote noted that the videos for the meetings are not necessary for any
93 legal reasons, and this is a way they can get the budget down. Mr. Croteau noted that he was the
94 Board of Selectmen representative for the Forestry Committee last year, and he felt the meetings
95 were out of control, so he requested the meetings be recorded to help unite the Board. Ms.
96 Corbett agreed that things have gotten better this year, but there is still public interest in the
97 meetings.

98

99 **MOTION:** (Cote/Croteau) To remove \$2,880.00 from the Cable budget for the video taping
100 of the Forestry Committee meetings.

101

102 **VOTE:** (3-2-0) The motion carried.

103

104 Chairman Cote asked Mr. Demers what the new budget is for Cable after removing the video
105 taping of the Forestry Committee meetings. Mr. Demers stated that it is \$169,186.00.

106

107 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for Cable.

108

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

110

111

112 **Cemetery**

113

114 Chairman Cote stated that the 2023 operating budget for the Cemetery was \$177,573.00. The
115 2024 requested budget is \$281,002.00. This is an increase of \$103,429.00.

116

117 Chairman Cote stated that the Board of Selection does not have say in the Cemetery budget,
118 since they are their own independent agent, therefore no motion or approval is needed.

119

120

121 **Conservation**

122

123 Chairman Cote stated that the 2023 operating budget for Conservation was \$10,700.00. The 2024
124 requested budget is \$11,000.00. This is a \$300.00 increase.

125

126 **MOTION:** (Takesian/Croteau) To accept the 2024 operating budget for Conservation.

127

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

129

130

131 **Debt Services**

132

133 Chairman Cote stated that there is no motion or approval needed for Debt Services. The 2023
134 operating budget for Debt Services was \$68,881.00. The 2024 requested budget is \$52,857.00.
135 This is a \$16,024.00 decrease.

136

137

138 **Debt Service Principle**

139

140 Chairman Cote stated that there is no motion or approval needed for Debt Service Principle. The
141 2023 operating budget for Debt Service Principle was \$487,416.00. The 2024 requested budget
142 is \$363,170.00. This is a \$124,246.00 decrease.

143

144 Ms. Takesian asked if there is a decrease due to a loan falling off. Ms. Penny stated that two
145 loans have fallen off. The two loans are the 2013 Conservation bond and the 2014 fire rescue
146 pumper and Ford Focus.

147

148

149 **Elections**

150

151 Chairman Cote stated that the 2023 operating budget for Elections was \$18,143.00. The 2024
152 requested budget is \$65,868.00. This is a \$47,725.00 increase.

153

154 Chairman Cote noted that there are four elections next year, and the budget increases by this
155 much every four years.

156

157 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for Elections.

158

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

160

161

162 **Emergency Management**

163

164 Chairman Cote stated that the 2023 operating budget for Emergency Management was
165 \$10,673.00. The 2024 requested budget is \$10,781.00. This is a \$108.00 increase.

166

167 **MOTION:** (Croteau/Corbett) To accept the 2024 operating budget for Emergency
168 Management.

169

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

171

172

173 **Fire Department**

174

175 Chairman Cote stated that the 2023 operating budget for the Fire Department was \$2,918,972.00.
176 The 2024 requested budget is \$3,178,554.00. This is a \$259,582.00 increase.

177

178 **MOTION:** (Croteau/Corbett) To reduce the 2024 increase for the vacant deputy chief salary
179 over the 2023 number from the Fire Department's budget in the amount of
180 \$18,720.00.

181

182 Chairman Cote motioned this for discussion.

183

184 Chairman Cote suggested making the deputy chief position a part-time position at the cost of
185 \$56,160.00. He explained that this position was offered to current employees but was declined,
186 and they have operated with this as a part-time position in the past. He suggested keeping it as a
187 part-time position until the Fire Department can decide how they want to proceed with the
188 position. He added that they currently do not have anyone in the role, and are struggling to fill
189 the position.

190

191 Ms. Takesian asked if they cannot fill the position as a full-time position at \$93,000.00, why
192 would they drop it to a part-time position. Chairman Cote stated that the position was filled when
193 it was a part-time position, and part-time positions are geared towards experienced fire fighters
194 who are retired but still want to work part-time as they collect their retirement. Ms. Penny stated
195 that this is accurate.

196

197 **MOTION:** (Corbett/Croteau) To reduce the 2024 increase for the vacant deputy chief salary
198 over the 2023 number from the Fire Department's budget in the amount of
199 \$18,720.00.

200

201 **VOTE:** (2-3-0) The motion failed.

202

203

204 **MOTION:** (Cote/Takesian) To reduce the deputy chief position from a full-time position to a
205 part-time position at \$56,160.00.

206

207 **VOTE:** (2-3-0) The motion failed.

208

209 Chairman Cote explained that since both motions failed, the deputy chief position will remain a
210 full-time position at the requested salary.

211

212 Chairman Corbett requested to bring her original motion back to the floor.

213

214 **MOTION:** (Corbett/Bergeron) To reduce the 2024 increase for the vacant deputy chief salary
215 over the 2023 number from the Fire Department's budget in the amount of
216 \$18,720.00.

217

218 **VOTE:** (3-2-0) The motion carried.

219

220 Ms. Takesian asked if the position will remain full-time. Chairman Cote confirmed that it will be
221 full-time, but they can still hire someone part-time if needed.

222

223 Chairman Cote wanted to discuss the line item for the HP Laserjet Pro 400 and supplies. He
224 wondered why the line item increased to \$2,070.00. He added that this is the highest print budget
225 in Town.

226

227 Lieutenant Ignatowicz approached the Board to discuss the printing budget. Chairman Cote
228 asked him if they are able to decrease the budget to \$1,800.00 like in 2023. Lieutenant
229 Ignatowicz explained that this number is based on the price of supplies and amount they use.

230 Chairman Cote asked if they used the whole \$1,800.00 last year for printing. Lieutenant
231 Ignatowicz stated they did.

232

233 Ms. Takesian asked what the copies are for. Lieutenant Ignatowicz stated they issue over 2000
234 burn permits per year, as well as medical documents for patient care reports and other permits.
235 There is also more printing used for other daily operations. Ms. Takesian asked if they charge
236 people for the permits or paperwork. Lieutenant Ignatowicz stated they do not charge people.

237

238 Chairman Cote explained that he does not think they print more than the Planning Department,
239 and their printing budget was lower than the Fire Department's.

240

241 Mr. Croteau stated that the Planning Department sent \$600.00 last year for printing supplies, and
242 Town Hall spent \$550.00 for printing supplies.

243

244 **MOTION:** (Cote/Croteau) To reduce the budget for printing and supplies back to \$1,800.00.

245

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

247

248 Mr. Croteau told Lieutenant Ignatowicz that there is still time to come back in and prove why
249 they need the budget for printing increased during reconsideration. Lieutenant Ignatowicz stated
250 he will bring in their information on printing.

251

252 **MOTION:** (Corbett/Bergeron) To remove the engineering costs of the four-bay garage,
253 reducing the budget by \$20,000.00.

254

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

256

257 Lieutenant Ignatowicz stated that he has reached out to multiple engineers but have not heard
258 back on any numbers yet. Mr. Croteau added that there were questions on the deed restrictions as
259 well. Lieutenant Ignatowicz explained that looking into this was part of the engineering costs.

260

261 Chairman Cote asked Lieutenant Ignatowicz how many staff cars they have. Lieutenant
262 Ignatowicz stated that they have a car for the chief, the inspector, the deputy and they kept the
263 old inspector car, so there are four total cars. Chairman Cote asked if there is enough driving to
264 have a \$1,000.00 budget for tires every year and asked if they can reduce the number to one for
265 next year. Lieutenant Ignatowicz stated that they put this in the budget in case they need it.

266 Chairman Cote asked if they checked the tires recently to see their condition. Lieutenant
267 Ignatowicz stated the tires are currently in good condition, but if they need to be replaced they
268 like to have the money in the budget.

269

270 Mr. Croteau asked what they use the extra staff car for. Lieutenant Ignatowicz explained that if a
271 staff member needs to get parts or medications, they use the staff car instead of a fire truck or
272 ambulance. He added that the staff car is cheaper to operate and they like having the fire trucks
273 and ambulances available for emergencies.

274

275 **MOTION:** (Cote/Croteau) To remove the \$500.00 increase in line 305 in the general
276 maintenance budget, to make this budget level-funded at \$3,500.00.

277

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

279

280 **MOTION:** (Cote) To remove the \$500.00 increase on line 306 in the preventative
281 maintenance budget, to make this budget level-funded at \$2,000.00.

282

283 There was no second motion. The motion failed.

284

285 Chairman Cote asked how much trash is produced weekly at the Fire Station. Lieutenant
286 Ignatowicz stated that he is unsure of the amount. Chairman Cote asked if they would be able to
287 bring the trash to the dump a couple times per week. Lieutenant Ignatowicz stated that they do
288 not have a pickup truck. Chairman Cote suggested they hook up their trailer to the SUV they
289 have to haul the trash. Lieutenant Ignatowicz stated that they used to do this, but then he got
290 sprayed by a skunk. Chairman Cote noted that this is not the only department he is suggesting do
291 this. Mr. Croteau asked if they are in a contract with the dumpster. Town Administrator Roark
292 stated that he has to look into this, but he thinks they can cancel at any time.

293

294 Chairman Cote asked what the new budget is for the Fire Department. Mr. Demers stated that the
295 new requested budget is \$3,137,264.00.

296

297 **MOTION:** (Croteau/Bergeron) To accept the 2024 operating budget for the Fire Department.

298

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

300

301

302 **Health Officer**

303

304 Chairman Cote stated that the 2023 operating budget for the Health Officer was \$87,956.00. The
305 2024 requested budget is \$75,892.00. This is a \$12,064.00 decrease.

306

307 Chairman Cote asked if they could reduce the number of hours per week from twenty hours to
308 sixteen hours. This would bring the salary budget from \$31,200.00 to \$24,960.00, saving
309 \$6,240.00.

310

311 **MOTION:** (Cote/Takesian) To reduce the number of hours per week for the Health Officer
312 from twenty hours to sixteen hours.

313

314 This was motioned for discussion.

315

316 Town Administrator Roark stated that if there is a pandemic event, they may need more hours
317 for the position, but other than that he is comfortable with the change. Chairman Cote agreed and
318 stated they can divert funds if this is the case. Ms. Corbett agreed with Town Administrator
319 Roark, and added that she wants the Town to be ahead of any issues that may arise.

320

321 Ms. Corbett asked how many hours the Health Officer is currently working per week. Town
322 Administrator Roark stated that he is consistently working under twenty hours per week, and
323 added that the position is event based.

324
325 Mr. Croteau asked how many hours the Health Officer worked during the Covid Pandemic.
326 Chairman Cote stated that the position was forty hours per week during the height of the
327 Pandemic.

328
329 **MOTION:** (Cote/Takesian) To reduce the number of hours per week for the Health Officer
330 from twenty hours to sixteen hours.

331
332 **VOTE:** (4-1-0) The motion carried.

333
334
335 Chairman Cote explained that they have \$2,100.00 in the budget for tick control, but he does not
336 think they need that much.

337
338 **MOTION:** (Cote/Bergeron) To remove the \$2,100.00 from the budget for tick control.

339
340 The motion was seconded for discussion.

341
342 Mr. Bergeron stated that \$2,100.00 is not a lot of money to protect children from Lyme Disease.
343 Chairman Cote asked if the Town was liable for this. Ms. Takesian stated that the Town is not
344 liable, but she does not want kids getting Lyme Disease. Chairman Cote asked Town
345 Administrator Roark where they spray for ticks in Town. Town Administrator Roark stated that
346 there is tick control in all of the Town's parks. He added that he has heard there are a lot more
347 diseases from ticks than just Lyme Disease, and high traffic area for kids need to be controlled.

348
349 Chairman Cote asked Mr. Demers for the updated 2024 budget. Mr. Demers stated that, with the
350 one removal, the new 2024 requested budget for Health Services is \$69,652.00.

351
352 The Board decided not to vote on this motion.

353
354 **MOTION:** (Takesian/Croteau) To accept the 2024 operating budget for the Health Officer.

355
356 **VOTE:** (5-0-0) The motion carried.

357
358
359 **Health Services**

360
361 Chairman Cote stated that the 2023 operating budget for Health Services was \$73,700.00. The
362 2024 requested budget is \$45,800.00.

363
364 Mr. Croteau asked if this budget is reflecting the five organizations that applied for funds
365 through the Town. Ms. Penney stated that it is, and they left the Red Cross in the budget for
366 contingency because they did make other donations last year.

367
368 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for Health Services.

369
370 **VOTE:** (5-0-0) The motion carried.

371
372

373 **Highway Maintenance**

374

375 Chairman Cote stated that the 2023 operating budget for Highway Maintenance was
376 \$2,254,522.00. The 2024 requested budget is \$2,336,633.00. This is an increase of \$82,111.00.

377

378 **MOTION:** (Corbett/Bergeron) To fund the Highway Department's replacement of the 2010
379 dump truck listed in 2024's column of the CIP under Highway, at an estimated
380 cost of \$186,563.00, with Highway Block Grant funds, and remove the
381 \$186,563.00 from the Highway Department's budget.

382

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

384

385 Ms. Corbett stated she would like to commend the Highway Department for being so smart with
386 their grant money, which allows them to have this option. Chairman Cote agreed.

387

388 **MOTION:** (Cote) To Reduce the repairs budget from \$50,000.00 back to a level-funded
389 \$40,000.00, removing the \$10,000.00 increase.

390

391 This motion was seconded for discussion.

392

393 Mr. Croteau asked Mr. Hoffman, Highway Director, why he had a \$10,000.00 increase for the
394 repairs budget. Mr. Hoffman explained that he can bring in receipts showing that they have spent
395 more money in the past year, as repair and labor costs continue to rise. Chairman Cote asked if
396 he thinks he will be at \$40,000.00 for this year. Mr. Hoffman stated he will be. Chairman Cote
397 asked if they could meet him halfway, at a \$5,000.00 increase. Mr. Hoffman explained that this
398 could work, as they got a new truck, and it will not need as many repairs as the old truck it
399 replaced.

400

401 Chairman Cote asked if the Board is okay reducing the repairs budget by \$5,000.00. Mr.
402 Bergeron thinks the \$10,000.00 increase should be left alone. Mr. Croteau and Ms. Takesian
403 agreed.

404

405 Chairman Cote noted that they spend \$37,000.00 per year for street sweeping, but they could
406 purchase their own street sweeper starting at \$55,000.00. Ms. Corbett stated that they could put it
407 as a warrant article. Mr. Hoffman stated that he has wanted to request one in the past, but last
408 year he requested the catch basin instead. He added that they would not need a large street
409 sweeper since the Town is not very large. He stated he can look into it more. Ms. Takesian asked
410 if it would require additional personal. Mr. Hoffman noted that they more things they take on,
411 the thinner his crew is spread for other jobs. Mr. Hoffman stated that he may need another

412 employee if they took on another vehicle. Chairman Cote and Mr. Croteau stated that it is
413 probably better if they spend \$37,000.00 to have someone else do it instead.

414

415 Chairman Cote asked Mr. Demers what the updated budget is for the Highway Department. Mr.
416 Demers stated that the new budget is \$2,150,070.00.

417

418 **MOTION:** (Croteau/Takesian) To accept the 2024 operating budget for the Highway
419 Department.

420

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

422

423

424 **Human Services**

425

426 Chairman Cote stated that the 2023 operating budget for Human Services was \$75,640.00. The
427 2024 requested budget is \$75,650.00. This is a \$10.00 increase.

428

429 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for the Human Services.

430

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

432

433

434 **Insurance**

435

436 Chairman Cote asked Ms. Penny if they were ready to discuss the budget for Insurance. Ms.
437 Penny explained that this number is still an estimated place hold, and she will not have the final
438 numbers until October. There is a \$50,000.00 contingency, but one employee just changed plans
439 which changes a lot. She recommends waiting until October to discuss this.

440

441 Chairman Cote stated that, as of now, the 2024 requested budget for Insurance is \$3,380,115.00.
442 No motion or approval is needed at this time.

443

444

445 **Legal**

446

447 Chairman Cote stated that the 2023 operating budget for Legal was \$96,000.00. The 2024
448 requested budget is \$127,500.00. This is a \$31,500.00 increase.

449

450 Chairman Cote stated that there is an increase because they have been spending that amount
451 every year.

452

453 **MOTION:** (Corbett/Bergeron) To accept the 2024 operating budget for Legal.

454

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

456

457

458 **Library**

459

460 Chairman Cote stated that the budget for Library, as of now, is a placeholder. The 2023
461 operating budget for the Library was \$536,656.00. The 2024 requested budget is \$559,072.00.
462 This is a \$22,416.00 increase.

463

464 Chairman Cote stated that there is no motion or approval needed at this time.

465

466

467 **Parks and Recreation**

468

469 Chairman Cote stated that the 2023 operating budget for Parks and Recreation was \$294,414.00.
470 The 2024 requested budget is \$301,123.00. This is a \$6,709.00 increase.

471

472 **MOTION:** (Takesian/Corbett) To accept the 2024 operating budget for Parks and Recreation.

473

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

475

476 Town Administrator Roark asked Chairman Cote if the Board would like to have a discussion
477 about the Muldoon Park playground renovation becoming a warrant article or if it should be
478 added into their operating budget. Ms. Takesian asked if there is any outside money that can help
479 with the renovation. Town Administrator Roark explained that they are in the process of
480 applying for a grant that would cover 50% of the costs. Ms. Takesian asked about ARPA funds.
481 Town Administrator Roark stated that they have discussed different options, and have talked
482 about putting the warrant article out for the 50% they need to match the grant, contingent if they
483 receive the grant money.

484

485 Ms. Takesian asked how much is needed for the renovation. Ms. Penny stated that they will need
486 to appropriate around \$122,000.00. Mr. Johnson, the Parks and Recreation Director, stated that
487 they have been officially invited to apply for the grant and he is confident they will receive the
488 grant. He added that the State approving them means they are happy with the project. If they
489 receive the grant, they will need to match it at around \$66,000.00.

490

491 Mr. Croteau asked what happens if they are awarded the grant but the warrant article fails. Ms.
492 Penny stated that they would have to decline the grant. Town Administrator Roark asked if they
493 would be able to use ARPA funds if available, since there are no tax implication when using
494 those funds. Ms. Penny stated that they could. Ms. Takesian questioned if they were allowed to
495 go against the warrant article. Town Administrator Roark explained that he though they could
496 since they would not be using tax money if they used ARPA funds. Ms. Penny explained that she
497 would have to check the grant document, since not all grants allow you to use ARPA funds to
498 match a grant. Ms. Corbett suggested they add the funds to match the grant into the budget for
499 now, so they can find out about the grant, and they can discuss it again at reconsideration. Mr.
500 Johnson stated that they will not know if they are receiving the grant money until the middle of
501 2024. Chairman Cote asked how long they have to accept or decline the grant if they are
502 awarded. Mr. Johnson stated that he would have to look into it. Ms. Corbett stated that they can
503 look into using ARPA funds before reconsideration. Chairman Cote explained that if they get the

504 grant next year, it can be added into the budget for the following year since they know they have
505 the grant. Mr. Johnson stated that he believes, if awarded, they can expect the funds by October
506 of 2024. He added that they think they can put the project of until 2025, but needs to look into
507 the timeline of the grant in more detail. Town Administrator Roark stated that he is confident the
508 warrant article will pass, especially with the 50% match. Mr. Bergeron asked if they need to
509 renovate due to a failed inspection. Mr. Johnson explained that they did not fail inspection, but
510 there were areas of concern and liability. Chairman Cote stated that the Board of Selectmen can
511 write in their approval for the warrant article. Mr. Croteau and Ms. Takesian agreed that they are
512 confident the warrant article will pass.

513

514

515 **Planning Department**

516

517 Chairman Cote stated that the 2023 operating budget for the Planning Department was
518 \$571,215.00. The 2024 requested budget is \$671,296.00. This is an \$100,081.00 increase.

519

520 Ms. Corbett stated that they have received a quote from the engineering firm, and invited Ms.
521 Hoffman to come up before the Board to discuss this. Ms. Hoffman and Ms. Beauregard, Town
522 Planning Director, approached the Board. Ms. Corbett stated that after receiving the quote from
523 the engineering firm they are able to reduce that line item in the budget significantly. Ms. Corbett
524 asked if there were alternatives for a smaller scale project available. Ms. Hoffman stated that
525 according to the engineer, the project they already suggested is the best small scale project they
526 can do. Another option they looked into was rain barrels, but this would not improve the problem
527 as well and is a lot more work. She added that this solution would only be temporary.

528

529 **MOTION:** (Corbett/Bergeron) To reduce the BMP structure at PVMP from the Planning
530 Department's budget line 220 from \$100,000.00 to \$38,000.00. Reducing it by
531 \$62,000.00.

532

533 The motion was seconded for discussion.

534

535 Mr. Croteau asked if there is a maintenance plan for the structure. Ms. Hoffman stated that it is
536 low maintenance, and mostly takes care of itself. She added that majority of the maintenance will
537 come in the first couple of years, making sure it is working the way it is supposed to and the
538 plants are growing properly. Mr. Croteau asked if they it would cost around \$1,000.00 per year
539 for maintenance. Ms. Beauregard stated that they currently host yearly park clean ups, which are
540 run by volunteers, and this could be a part of that. She also added they can get the camp kids
541 involved as well.

542

543 **MOTION:** (Corbett/Bergeron) To reduce the BMP structure at PVMP from the Planning
544 Department's budget line 220 from \$100,000.00 to \$38,000.00. Reducing it by
545 \$62,000.00.

546

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

548

549 Chairman Cote asked Mr. Demers what the updated budget was for the Planning Department.
550 Mr. Demers stated that the new 2024 requested budget is \$609,296.00.

551

552 **MOTION:** (Corbett/Takesian) To accept the 2024 operating budget for the Planning
553 Department.

554

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

556

557

558 **Police Department**

559

560 Chairman Cote stated that the 2023 operating budget for the Police Department was
561 \$3,788,639.00. The 2024 requested budget is \$3,899,690.00. This is an increase of \$111,052.00.

562

563 **MOTION:** (Corbett/Croteau) To switch the funding for the animal control shelter from the
564 Police Department's operating budget to ARPA funding.

565

566 The motion was seconded for discussion.

567

568 Ms. Penny stated that the animal control shelter is not currently in the Police Department's
569 budget and is currently recommended to be a warrant article. Ms. Corbett stated although she
570 thinks it may pass as a warrant article, she would like to remove the uncertainty by using ARPA
571 funds if they can. She asked if they should wait to discuss this, since it is not in their budget. Ms.
572 Takesian asked if they need a warrant article to spend ARPA money. Ms. Penny stated that they
573 do not need a warrant article to spend ARPA money. Town Administrator Roark added that they
574 need to appropriate the ARPA money by 2024 and spend it by the end of 2026, and these things
575 can take a lot of time, so they should start figuring it out now. Chairman Cote suggested they
576 have a meeting to discuss how they can spend the ARPA funds. Town Administrator Roark
577 agreed. Ms. Takesian stated that she fully supports the animal control shelter project and thinks it
578 would be a good idea to use ARPA funds if they are available.

579

580 Chairman Cote asked Chief Perriello to approach the Board to discuss the budget. Chairman
581 Cote asked if they could level-fund the budget for weapons back to \$22,000.00. Chief Perriello
582 explained that they will support what the Board is requesting but wanted to mention that they
583 now have two additional officers, which increases the costs. She added that the cost of
584 ammunition also continues to increase.

585

586 Chairman Cote asked if the budget for training seminars and tuition is set in stone. Chief
587 Perriello explained that these are true numbers, and she has had to go into general expense
588 money in the past to cover training, as they had to go over their budget. She added that many
589 training classes are increased in cost since the Pandemic.

590

591 Chairman Cote asked about the budget for computer repairs. Chief Perriello explained that this
592 covers specialized software purchases for detectives and media specialists, and any replacements
593 they may need. She added that everything is requiring technology these days.

594

595 Chairman Cote asked about the budget for fleet maintenance and vehicle repairs, and if all their
596 vehicles are leased. Chief Perriello stated that their frontline cruisers are leased, but not all of the
597 vehicles. When the leases are up, they sometimes purchase the vehicles and either utilize them or
598 pass them to other departments. Chairman Cote asked if they could reduce the budget for this by
599 \$2,500.00. Chief Perriello stated that they just cycled into new vehicles, but one car they just got
600 needed a new water pump, and other repairs add up quickly. She added that they are having a lot
601 of issues with their older Ford vehicles. Chairman Cote asked how many vehicles they have that
602 are not covered under warranty. She stated there are seven under warranty and nine not under
603 warranty. The cars not under warranty are usually used for details, animal control,
604 administration, and detective.

605
606 Mr. Croteau suggested that they reduce the budget for OHRV enforcement by \$3,000.00, leaving
607 it at \$2,346.00 for the year. Chief Perriello stated she supports this.

608
609 The Board decided to amend the motion on the table, so there was no vote on the original
610 motion.

611
612 **MOTION:** (Croteau/Bergeron) To reduce the Police Department’s budget for OHRV
613 enforcement by \$3,000.00.

614
615 **VOTE:** (5-0-0) The motion carried.

616
617 Mr. Bergeron wanted to discuss their wish-list item for new scheduling software. Mr. Bergeron
618 asked Chief Perriello if they could afford it with their budget from this year. Chief Perriello
619 stated that she thinks they will be able to afford it this year since they lost their records clerk who
620 was a top salary tiered employee, a few months ago and they just filled her position. They also
621 had another officer step down, and his salary will not have to be paid for about three months. The
622 Board supported this.

623
624 Mr. Bergeron stated that he reached out to a mechanic about the Animal Control Officer vehicle,
625 and the mechanic stated that the rust is really bad, and they might get one more year out of it.
626 Mr. Croteau stated that as long as it passes inspection, they can wait another year to replace it.
627 Chief Perriello stated that something underneath the vehicle is rotted out, and the Animal Control
628 Officer has to travel long distances frequently. She added that if there is a larger safety issue,
629 they may need to address it sooner. Chairman Cote agreed they should try and get another year
630 out of the vehicle. Chief Perriello stated that they can hold off a year if they need to.

631
632 Mr. Bergeron also wanted to discuss the possible warrant article the CIP recommended to the
633 remodel and expansion of the Police Department. Chief Perriello stated that if the warrant article
634 fails and they cannot expand the Department, she is unsure what they will do. She added that
635 they have worked to make the expansion as low cost as possible, and they are simply running out
636 space currently. She asked if they can put it into the budget for next year if they are unable to put
637 it into this year’s budget. Town Administrator Roark stated that the “No Means No” law is just
638 for one budget cycle, so they would not be able to do it for that one year, but they could discuss
639 it again the following year. He added that they can discuss using the ARPA funds for this project

640 as well. Chairman Cote stated that the Board is entertaining it but does not think they should put
641 it into this year's budget.

642

643 Chairman Cote asked Mr. Demers what the updated budget is for the Police Department. Mr.
644 Demers stated that the new budget request is \$3,896,330.00.

645

646 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for the Police Department.

647

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

649

650

651 **Retirement**

652

653 Chairman Cote stated that the 2023 operating budget for Retirement was \$2,449,993.00. The
654 2024 requested budget is \$2,564,906.00.

655

656 **MOTION:** (Corbett/Takesian) To accept the 2024 operating budget for the Retirement.

657

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

659

660

661 **Selectmen**

662

663 Chairman Cote stated that the 2023 operating budget for the Selectmen was \$670,640.00. The
664 2024 requested budget is \$707,040.00.

665

666 **MOTION:** (Cote/Croteau) To reduce line item 212 by \$1,000.00, bringing it \$2,675.00.

667

668 The motion was seconded for discussion.

669

670 Mr. Croteau asked Ms. Penny if she knew what they spent last year for this line item. She stated
671 that last year they spent \$4,877.00. Ms. Takesian asked what exactly this line item is for. Ms.
672 Penny explained that it used for sympathy baskets or flowers, and a lot of other things. Town
673 Administrator Roark stated that it can be used for many things like retirement plaques, framed
674 photos and more. The Board decided to leave the budget as it was.

675

676 The Board decided to amend the motion on the table, so there was no vote on the original
677 motion.

678

679 **MOTION:** (Cote/Croteau) To reduce the budget by \$6,300.00, removing the Board of
680 Selectmen stipend from the budget.

681

682 This motion was seconded for discussion.

683

684 Chairman Cote noted that on the state level, Representatives get a lot less than local Selectmen
685 do. Mr. Croteau agreed, stating that he does not do this for the money. Ms. Takesian added that

686 she does not think any of them do it for the money, but she also does not think the Town expects
687 them to do it for nothing. Mr. Bergeron agreed and added that if they have people in the future
688 who want the money, they will have to add it back into the budget. Mr. Bergeron stated he is
689 okay with whatever the Board wants to do.

690

691 The Board decided to amend the motion on the table, so there was no vote on the original
692 motion.

693

694 Mr. Croteau suggested leaving a \$1.00 as a placeholder in the budget for the stipends so future
695 Boards can reconvene the discussion.

696

697 **MOTION:** (Cote/Croteau) To add a \$1.00 place holder into the budget for the Selectmen
698 stipends.

699

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

701

702 Chairman Cote asked Mr. Demers what the updated 2024 requested budget was. Mr. Demers
703 stated that the new requested budget for the Selectmen is \$700,741.00.

704

705 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for the Selectmen.

706

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

708

709

710 **Senior Center**

711

712 Chairman Cote stated that the 2023 operating budget for the Senior Center was \$193,338.00. The
713 2024 requested budget is \$211,030.00.

714

715 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for the Senior Center.

716

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

718

719

720 **Technology**

721

722 Chairman Cote stated that the 2023 operating budget for Technology was \$374,401.00. The 2024
723 requested budget is \$367,459.00. This is a \$6,942.00 decrease.

724

725 Chairman Cote noted that they discussed this budget in great detail during a non-public session,
726 since it has to do with security. He added that there are many things in the budget that will be
727 beneficial for the Town.

728

729 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for Technology.

730

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

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Town Buildings

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

Chairman Cote stated that this budget has been revised as they are putting everything for Town Buildings into this budget instead of into the budgets for separate departments.

Chairman Cote asked about the hardware and locks budget for \$5,000.00. Town Administrator Roark stated that he knows the number seems high, but the cost of the repairs is costly and add up quickly. Chairman Cote asked if this includes the fob technology. Town Administrator Roark stated that it does not, it is only for mechanical and hardware issues.

Chairman Cote asked about line item 241. Town Administrator Roark stated that they may be able to trim 10% off of line item 118, due to them removing some projects from the budget.

Chairman Cote asked about the \$2,000.00 increase for the supplies budget. He asked if they could reduce this back to last year's number. Town Administrator Roark explained that this was increased due to inflation and cost of supplies continuing to rise, but they can try and make it work. Chairman Cote asked the Board if they are okay with bringing this back down to \$8,000.00.

MOTION: (Cote/Croteau) To reduce the budget for supplies by \$2,000.00, bringing it from \$10,000.00 to \$8,000.00.

This motion was seconded for discussion.

Mr. Bergeron asked if it was for toilet paper and other similar items. Chairman Cote confirmed that it was.

Mr. Croteau asked if she knew what they spent last year for that line item. Ms. Penny said she would have to look it up.

MOTION: (Cote/Croteau) To reduce the budget for supplies by \$2,000.00, bringing it from \$10,000.00 to \$8,000.00.

VOTE: (2-3-0) The motion failed.

Chairman Cote asked the Board if there were any motions they wanted to make in regard to the wish list projects.

Mr. Bergeron explained that he was going to discuss using ARPA funds for some of the projects, but he thought they wanted to wait for another meeting to discuss ARPA funds. He suggested leaving the projects in the budget until they discuss the funding and asked if they would have

778 time to change it before finalizing the budget. Chairman Cote stated that they would not have
779 time. Town Administrator Roark asked Ms. Penny if there were enough ARPA funds to cover
780 the two projects for the Police Department, the building repairs and the sidewalk installations.
781 Ms. Penny stated that there is enough, as they currently have around \$852,000.00 in ARPA
782 funding that is not spoken for. She added that some of the project costs are estimates, but they
783 should have enough for most of the projects. Town Administrator Roark suggested they can also
784 use any excess funds at the end of the year to help fund the projects, and then use ARPA funds
785 for anything that cannot be covered.

786

787 Chairman Cote stated that he would like to remove all of the wish list projects from the Town
788 Building operating budget and go forward with the projects being funded by ARPA funds. He
789 added that any projects that do not end up being funded by ARPA can be added into next year's
790 budget if the Board agrees. Ms. Corbett stated that ARPA cannot cover every project, so taking
791 everything out of the budget for this year is just going to create problems for next year. She
792 noted that ARPA may only cover the projects listed as critical. Mr. Croteau suggested keeping
793 the critical projects in the budget, and then see what ARPA funds can cover for the non-critical
794 projects.

795

796 **MOTION:** (Croteau/Corbett) To remove lines 131-154 from the Town Buildings budget.

797

798 This motion was seconded for discussion.

799

800 Ms. Corbett asked if they need to put a placeholder in the budget for these line items. Chairman
801 Cote stated that they do not. Town Administrator Roark suggested they pick a set amount to put
802 in the budget for repairs, then they can decide what projects they want to do, instead of leaving
803 certain projects in or out of the budget. Mr. Croteau agreed.

804

805 Mr. Croteau decided to amend the motion on the table, so there was no vote on the original
806 motion.

807

808 **MOTION:** (Croteau/Cote) To add \$150,000.00 to line 118 in the Town Building budget for
809 building repairs.

810

811 The motion was seconded for discussion.

812

813 Chairman Cote noted that adding in a general amount without specifically listing projects can
814 create problems in the future, as someone may forget they need to remove it from the budget
815 next year. Town Administrator Roark agreed, adding that they are also trying to be more
816 transparent with budgets.

817

818 Ms. Takesian asked Town Administrator Roark if he is planning to use unspent money at the end
819 of the year to help fund these projects. Town Administrator Roark explained that if the Board
820 agrees he thinks it is a good idea. Ms. Takesian noted that last year she suggested taking money
821 out of the fund balance to help reduce the tax rate and there was opposition from the Board.

822

823 Chairman Cote stated that he thinks it is not the same thing, and his main goal is to get budgets
down. He added that using fund balance is not the same thing as using appropriated money for a

824 different project. Chairman Cote explained that he and the Town Administrator are trying to
825 keep budgets as low and accurate to what departments truly need as possible.

826

827 Ms. Corbett stated that she thinks they can take care of all of the critical projects and some other
828 projects with ARPA funding, and not have to worry about leaving them in the budget. Chairman
829 Cote asked if that meant she wanted to leave the non-critical projects in the budget. She stated
830 she wants to leave lines 132-141 in the budget, and anything else can be discussed for next year's
831 budget.

832

833 Mr. Croteau decided to amend the motion on the table, so there was no vote on the original
834 motion.

835

836 **MOTION:** (Croteau/Cote) To leave the critical projects, lines 124-128 in the budget, as they
837 are.

838

839 **VOTE:** (2-3-0) The motion failed.

840

841 **MOTION:** (Corbett/Bergeron) To fund the projects listed as critical, at an estimated cost of
842 \$149,489.00, with ARPA funds, removing the \$149,489.00 for the projects, from
843 the Town Building budget.

844

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

846

847 **MOTION:** (Corbett/Croteau) To remove the needed 2024 building repairs from the Town
848 Building budget, reducing the budget by \$96,414.00.

849

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

851

852

853 Ms. Takesian asked how they are going to fund the needed projects since they were removed
854 from the budget. Ms. Corbett explained that these projects were only listed as needed, they are
855 not urgent. She added that they can discuss the projects again next budget season. The CIP did
856 not list these projects as critical for this year.

857

858 Chairman Cote asked Mr. Demers what the updated budget is for Town Buildings. Mr. Demers
859 stated that, with all the changes, the new operating budget for Town Buildings is \$924,491.00.

860

861 **MOTION:** (Bergeron/Corbett) To accept the 2024 operating budget for Town Buildings.

862

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

864

865

866 **Town Celebrations**

867

868 Chairman Cote stated that the 2023 operating budget for Town Celebrations was \$24,960.00.
869 The 2024 requested budget is \$24,960.00.

870
871 **MOTION:** (Corbett/Takesian) To accept the 2024 operating budget for Town Celebrations.

872
873 **VOTE:** (5-0-0) The motion carried.

874
875
876 **Town Clerk**

877
878 Chairman Cote stated that the 2023 operating budget for the Town Clerk was \$319,683.00. The
879 2024 requested budget is \$328,289.00. This is an \$8,606.00 increase.

880
881 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for the Town Clerk.

882
883 **VOTE:** (5-0-0) The motion carried.

884
885
886 **Transfer Station**

887
888 Chairman Cote stated that the 2023 operating budget for the Transfer Station was \$1,309,845.00.
889 The 2024 requested budget is \$1,421,329.00. This is a \$111,484.00.

890
891 Ms. Corbett asked Mr. Long, the Transfer Station Superintendent, about his request for a
892 replacement vehicle to haul recyclables. Ms. Corbett asked what the Town is currently paying to
893 have the recyclables hauled by another company. Mr. Long stated that they pay \$625.00 per
894 month, and \$1.80 for aluminum cans, but these fees are expected to rise. Ms. Corbett asked Mr.
895 Long if he thinks this is a pressing issue that needs to be addressed this year. Mr. Long explained
896 that it can be pushed off to another year, he was just trying to save money overall, but he has
897 other ideas as well.

898
899 **MOTION:** (Corbett/Bergeron) To remove the F-600 replacement vehicle from the Transfer
900 Station's budget on line 154, reducing the budget by \$87,862.00.

901
902 **VOTE:** (4-0-1) The motion carried.

903
904 Chairman Cote asked Mr. Demers what the updated budget was for the Transfer Station after the
905 changes. Mr. Demers stated that the new budget was \$1,333,467.00.

906
907 **MOTION:** (Bergeron/Corbett) To accept the 2024 operating budget for the Transfer Station.

908
909 **VOTE:** (5-0-0) The motion carried.

910
911
912 **Treasurer**

913
914 Chairman Cote stated that the 2023 operating budget for the Treasurer was \$15,224.00. The 2024
915 requested budget is \$7,000.00. This is an \$8,224.00 decrease.

916
917 **MOTION:** (Croteau/Bergeron) To accept the 2024 operating budget for the Treasurer.

918
919 **VOTE:** (5-0-0) The motion carried.

920
921
922 **Trust Funds**

923
924 Chairman Cote stated that the 2023 operating budget for Trust Funds was \$335.00. The 2024
925 requested budget is \$350.00. This is a \$15.00 increase.

926
927 **MOTION:** (Corbett/Croteau) To accept the 2024 operating budget for Trust Funds.

928
929 **VOTE:** (5-0-0) The motion carried.

930
931
932 **Overall Town Budget for 2024**

933
934 Chairman Cote asked Mr. Demers what the new Town budget was after all of the changes they
935 made. Mr. Demers stated that the updated 2024 Town budget is \$22,003,547.00. Chairman Cote
936 stated that they cut \$618,000.00 from the Town budget.

937
938 **MOTION:** (Corbett/Bergeron) To accept the 2024 Town budget.

939
940 **VOTE:** (5-0-0) The motion carried

941
942
943 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

944
945 **Mr. Croteau** had nothing to report.

946
947 **Ms. Takesian** had nothing to report.

948
949 **Mr. Cote** had nothing to report.

950
951 **Mr. Bergeron** reported that the Master Plan is almost finalized, and there are two meetings left,
952 in October and December. Once the plan is finalized the chairs will present it to the Board of
953 Selectmen.

954
955 **Ms. Corbett** had nothing to report.

956
957 **Town Administrator Roark** reported that the water feasibility study is set to kick off in the next
958 couple of weeks.

959
960
961 **REQUEST FOR NON-PUBLIC SESSION**

962
963 **MOTION:** (Corbett/Takesian) Request for non-public session per RSA 91-A: 3, II (a)

964
965 **ROLLCALL VOTE:**

966
967 Selectman Corbett – Yes
968 Selectman Bergeron– Yes
969 Chairman Cote– Yes
970 Selectman Takesian – Yes
971 Selectman Croteau – Yes

972
973 (5-0-0) The motion carried.

974
975 It was noted that when the Board returned, after the non-public session, the Board would not take
976 any other action publicly, except to seal the minutes of the non-public session and to adjourn the
977 meeting. The Board entered a non-public session at approximately 9:21 p.m.

978
979
980 **ADJOURNMENT**

981
982 Respectfully submitted,
983
984 Makayla Clougherty
985 Recording Secretary