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3 **APPROVED**  
4 **TOWN OF PELHAM**  
5 **BOARD OF SELECTMEN–MEETING MINUTES**  
6 **NOVEMBER 7, 2023**

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

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

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15 **ABSENT:** Heather Corbett

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18 **PLEDGE OF ALLEGIANCE**

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20  
21 **MEETING MINUTES REVIEW**

22  
23 October 17, 2023

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25 **MOTION:** (Bergeron/Croteau) To approve the October 17, 2023 meeting minutes as is.

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

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30 **OPEN FORUM**

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32 No one came forward in open forum.

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35 **APPOINTMENTS**

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37 **Public Notice: Vote on acceptance of dog ordinance in Town parks and athletic field**

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39 Chairman Cote explained that the Board will be voting on the acceptance of the dog ordinance in  
40 Town parks and athletic fields.

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42 **MOTION:** (Croteau/Bergeron) To accept the Town’s dog ordinance in Town parks and  
43 athletic fields.

44  
45 **VOTE:** (4-0-0) The motion carried.  
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47

**48 Jim Hoffman, Highway Director: Highway tractor purchase**

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50 Jim Hoffman, the Town's Highway Director, explained that their roadside mower, also known as  
51 the sidewalk machine, is having problems since the roadside mower part is not made for the  
52 machine. He added that the company who sold it is no longer selling them due to all of the issues  
53 they have. Mr. Hoffman stated that the machine is usually broken three months out of the year,  
54 and the costs to repair it are high. Chairman Cote asked if they could still use the machine  
55 without the roadside mower part that keeps breaking, or if they are not able to use it all anymore.  
56 Mr. Hoffman stated that they can still use it to snow blow the sidewalks.

57

58 Mr. Hoffman explained that he got the prices of three tractors. He added that once you purchase  
59 the machine you can purchase more accessories for it in the future so it can complete different  
60 kinds of jobs. He stated that the Kubota from MB Tractor had the best price and options. The  
61 total price is \$61,413.70. Chairman Cote asked Mr. Hoffman how the Highway Department  
62 plans to pay for this. Mr. Hoffman explained that it will be funded through the Highway Block  
63 Grant, so there is no tax impact. He added that he planned to purchase a new backhoe through  
64 the CIP next year but has now decided to push this purchase off for another year or so. He  
65 explained that now that they can park the machines in a garage, they are lasting a lot longer.

66

67 Mr. Croteau asked Mr. Hoffman if this company offers 0% financing to municipalities for  
68 purchases. Mr. Hoffman stated that he did not look into financing options for this purchase since  
69 he planned to use Highway Block Grant funds. Mr. Croteau and Mr. Cote agreed that Kubota is  
70 the best brand to go with. Ms. Takesian noted that the three quotes Mr. Hoffman received were  
71 \$65,500.00, \$67,113.00, and \$61,413.70.

72

73 The Board permitted Mr. Hoffman to move forward with the purchase using Highway Block  
74 Grant funds.

75

76

**77 Audrey Frater, Executive Director: Bishop Stanley & Ruth Choate Wellness and  
78 Recreation Center Introduction**

79

80 Ms. Frater explained that she provided the Board of Selectmen a handout with updates about the  
81 center. She noted that they are hoping to start taking students in January. She added that they are  
82 working hard to get a grant to help them make the facilities state-of-the-art. Ms. Frater explained  
83 that she thinks these facilities can benefit not just their target population of teens and young  
84 adults, but all of the residents in Town. She explained she hopes that this is more of a community  
85 center than just a youth center. Ms. Frater stated that the center will focus on mental health and  
86 will have qualified professionals running support groups and workshops regularly. They will  
87 have a self-care room and sensory room as well. The workshop topics will include things like  
88 financial wellness, culinary arts, dance, and many more topics.

89

90 Ms. Frater explained that the center hopes to host seniors during the hours kids are in school,  
91 between 9:00 am and noon. She also hopes seniors in Town will want to volunteer during the  
92 hours kids are there. They could be instructors at workshops if they have experience. In return,

93 the center would offer a free space for seniors to walk, play pickleball, or do other physical  
94 activities indoors. They also are looking at starting a garden in the spring. They would also allow  
95 them to use their classrooms if needed.

96

97 Ms. Frater explained that they have been trying to figure out how to make this center accessible  
98 to everyone. She added that the pricing is based on the fact that they have to pay to maintain the  
99 facility, including utilities. She noted that they would like to eventually be able to pay rent to the  
100 church that is providing the center.

101

102 Ms. Frater stated that her goal is to partner with the Town, so they understand how important this  
103 center is and encourage its use. She has been working with the Town's Superintendent of  
104 Schools, but explained they need more than just the school system to partner with them for this  
105 to happen. She added that if they receive funding from the grant they applied to, the Town will  
106 have access to something that other towns will want to replicate. She stated that it will be a place  
107 where youth can feel empowered to be their best selves. Ms. Frater noted that their entire staff  
108 will be trained in first aid and mental health.

109

110 Ms. Frater showed the Board of Selectmen a video of the center.

111

112 Ms. Frater explained that although they are already set up to provide services to the youth, there  
113 are still many improvements they would like to make. She explained that for this to happen, they  
114 need support from the Town as a whole, including the Senior Center, school system, and more.

115

116 Ms. Frater asked for the Board of Selectmen's support, whether it is in the form of a  
117 memorandum of understanding that the Town is in support of the center and wants to be a part of  
118 it, or if there is funding available to help them make improvements.

119

120 Chairman Cote stated that he has been to the center, and thinks it looks great. Mr. Croteau agreed  
121 that everything looked great and added that all of his children had been there. Mr. Croteau asked  
122 Ms. Frater what exactly she was looking for in terms of support. Ms. Frater explained that they  
123 need funding, and to be awarded sizable grants they need to be able to show that the Town is  
124 prepared to support the center.

125

126 Chairman Cote noted that Ms. Frater explained that the youth center and the church are under the  
127 same parent organization and asked her to further clarify how the youth center is set up as an  
128 organization. Ms. Frater explained that the youth center is a separate 501c(3) from the church,  
129 meaning they are a non-profit.

130

131 Mr. Bergeron stated that the Board supports the youth center and what they are doing in Town,  
132 but thinks it is difficult for the Board to help with grants when they have their departments in  
133 Town, like Parks and Recreation, who find their grants. Ms. Frater explained that it is not  
134 uncommon for Towns to show support for youth centers like this, and it goes a long way when  
135 applying for grants if they have that support. She added that for the youth center to get grants the  
136 Town needs to be committed to supporting it. Mr. Bergeron explained that he does not  
137 understand what Ms. Frater is asking for exactly. Ms. Frater explained that she is inquiring about  
138 any extra funding that the Town may have to support the youth center. Town Administrator

139 Roark explained that, although not a quick process, the Town does have a Health Services  
140 budget for donating to non-profits every year. He added that they could have the youth center  
141 come in during the budget process with a similar presentation and decide if they are worthy of  
142 the funding over the less active organizations they have donated to in the past.

143  
144 Ms. Takesian suggested they could also set up something similar to the eighties fund, where they  
145 could pay the youth center rent to hold different Town programs there. She added that they could  
146 use the stage at the youth center for the Town's theatre program instead of using Sherburne Hall.  
147 Then, the Town would not be paying for the rent but the money made from the programs would  
148 fund it. Chairman Cote agreed and suggested Ms. Frater have a conversation with the Town's  
149 Parks and Recreation Director about holding Town programs at the youth center.

150  
151 Mr. Croteau asked Ms. Frater what the capacity is at the youth center. Ms. Frater stated that the  
152 capacity is 350 people in the gymnasium, but she was unsure of the total maximum capacity of  
153 the building. Mr. Croteau also asked who else Ms. Frater is working with for partnerships. Ms.  
154 Frater explained that her main focus is partnering with Pelham, but she has also been working  
155 with UMass Lowell and mental health professionals.

156  
157 Chairman Cote thanked Ms. Frater for her presentation.

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159

160 **Police Chief Perriello: Follow-up/update on the Highway Safety Committee**  
161 **recommendation to adopt two new signs on Hayden Road**

162  
163 Chief Perriello explained that after her last meeting with the Board regarding the complaints  
164 about speeding on Hayden Road, the Police Department put up the speed signs and monitored  
165 traffic in the opposite direction of where they were monitoring originally. Chief Perriello  
166 provided the Board with a breakdown of the daily traffic statistics on this road. She explained  
167 that there is an extremely high volume of traffic on this road every day, the highest volume being  
168 from around 7:00 am to 9:00 am, and picking up again in the evening.

169  
170 Chief Perriello stated that the Highway Safety Committee has put together a few  
171 recommendations for the Town to consider. One recommendation is to install permanent solar-  
172 based speed signs, one in each direction. She noted that the residents on this road are in favor of  
173 installing these signs. Another recommendation is adopting a three-way stop sign. The last  
174 recommendation is installing a small rotary to help keep traffic moving, but forces operators to  
175 slow down. She stated that although the average speed is not above the speed limit, they are  
176 seeing many cars speeding at over 50 mph on a residential road.

177  
178 Mr. Croteau asked Chief Perriello about the neighbors being in favor of the solar-based speed  
179 signs. Chief Perriello explained that the ones who attended the last meeting stated that they felt  
180 like the signs were effective. Mr. Croteau asked Chief Perriello if she thought the signs were  
181 effective. Chief Perriello stated that she thinks the signs are effective but does not think they will  
182 be able to change everyone's behavior. She added that they have been more heavily patrolling  
183 this area, which she believes is also helping. Chief Perriello also explained that you can program  
184 the signs to send a blinking message, like "slow down", which was effective on Willow Street in

185 Town. She added that they also have these signs on Sherburne Road, but they are not as effective  
186 there.

187

188 Chairman Cote stated that he has spoken to residents on Sherburne Road who have said the  
189 speed signs have made an impact on the noise levels from cars on the road.

190

191 Chief Perriello explained that although there is an upfront cost to install the signs, the  
192 maintenance costs, like changing the batteries, are covered under the Police Department's  
193 budget. She added that the signs on Willow Street have been up for years, and they just had to  
194 replace the batteries. The cost of replacing the batteries is around \$350.00.

195

196 Mr. Bergeron asked Chief Perriello if the complaints from Sherburne Road had stopped. Chief  
197 Perriello stated that the complaints have slowed down, but they have not stopped. She went on to  
198 explain that their biggest complaint is the traffic backup, but they also get speeding and reckless  
199 driving complaints. Mr. Bergeron stated that he thinks installing the signs is the cheapest and  
200 easiest option. Mr. Croteau agreed. Mr. Bergeron also recommended that the Highway Safety  
201 Committee should suggest installing rotaries when older roads are being developed with the new  
202 houses.

203

204 Ms. Takesian asked Chief Perriello how the Highway Safety Committee feels about rotaries and  
205 asked if they think it slows emergency vehicles down. Chief Perriello stated that she thinks the  
206 rotaries have saved a large number of accidents from happening. She added that they rarely have  
207 crashes on the rotaries. Ms. Takesian asked if the rotaries slow down emergency vehicles. Chief  
208 Perriello stated that they do slow them down a little bit, but not drastically enough to not have  
209 them.

210

211 Chief Perriello explained that if they go with the solar-based signs for Hayden Road, but they do  
212 not make an impact, the signs can always be moved to a new location.

213

214 Chairman Cote suggested the Board move forward with the signs for now, and also have a  
215 conversation with the developer on Hayden Road about installing a rotary. Ms. Takesian agreed.  
216 Mr. Croteau asked about the timeline if they agreed to install the signs. Chief Perriello stated that  
217 the signs would take around five to six weeks to come in.

218

219 Town Administrator Roark explained how some roads have installed stop signs where new  
220 housing divisions were put in to help combat speeding. However, he added that the Department  
221 of Transportation discourages the use of stop signs to reduce speeding.

222

223 Mr. Bergeron asked Chief Perriello how they should go about funding the speeding signs.  
224 Chairman Cote asked Chief Perriello what the cost of the signs was. Chief Perriello stated that  
225 she forgot to bring that paper, but she believes it is about \$8,100.00. Mr. Bergeron asked if the  
226 Police Department usually purchases the signs. Chief Perriello explained that they have  
227 purchased them in the past, and the school system has assisted with the costs of the ones in the  
228 school zone. Mr. Bergeron asked Chief Perriello if she wanted to purchase the new signs with the  
229 Police Department budget. Chief Perriello stated that since they have been down some staff they  
230 could purchase them with their budget. Chairman Cote asked Chief Perriello if she could move

231 forward with purchasing the signs and if there were any issues with their budget to let the Board  
232 know.

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234

235 **Yvonne La-Garde, Council on Aging: Pickleball court update**

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237 Ms. La-Garde, Chair of Pelham's Council on Aging, approached the Board to provide an update  
238 on the pickleball courts.

239

240 Ms. La-Garde stated that she is proposing the Board of Selectmen consider accepting a generous  
241 gift from the Pelham Council on Aging. This gift includes the donation of four pickleball courts,  
242 comprised of three tile courts and one cement court. Along with associated landscaping and  
243 irrigation for the area. It is important to note that the gift excludes memorial trees, shrubs,  
244 perennial gardens, birdhouses, bird baths, benches, and signage. The estimated total value of this  
245 asset is \$181,831.00. She is requesting that the Board of Selectmen deliberate on accepting this  
246 valuable gift, which the Council on Aging believes is a benefit to the community of Pelham.

247

248 Mr. Croteau asked about the buffer along the court for the neighbor's house. Ms. La-Garde  
249 explained that she feels that their neighbor will never be happy, as they have planted the trees  
250 that the Board recommended. She noted that it will take around five years for the trees to grow  
251 and be more of a buffer. She is not sure what else they can do to make the neighbor happy.

252

253 Chairman Cote asked if the concrete was cracking. Ms. La-Garde stated there is cracking in the  
254 concrete, but that is to be expected. She explained that their volunteer pickleball coordinator  
255 suggested there would be some cracking along the seams of the court to help the cement breathe.  
256 Ms. La-Garde stated that she did contact the company that installed the concrete court and asked  
257 them to come to look at it, as there is a five-year warranty for the concrete courts. She added that  
258 the cracking does not affect play. There is also a little bit of chipping on the paint, but this also  
259 does not affect play. Chairman Cote explained that there is a difference between expansion  
260 seams and concrete cracking. Ms. La-Garde explained that to her understanding she thinks it is  
261 just expansion seams, not cracking.

262

263 Chairman Cote stated that he had some questions about the asset number. He explained that he  
264 had a document with the asset number listed as \$111,459.00. Ms. La-Garde asked what that  
265 number is excluding since she has it as \$181,830.00. Chairman Cote explained that this excludes  
266 the site prep work for \$9,000.00 since this is not considered an asset. Chairman Cote added that  
267 the landscaping work is also not an asset. Ms. La-Garde asked Chairman Cote what he thinks the  
268 assets are valued at. Chairman Cote stated that his estimate based on the numbers Ms. La-Garde  
269 provided is around \$111,459.00. Ms. La-Garde stated that she will accept that. Ms. La-Garde  
270 added that they have an extra tile court in the shed, so the tiles can be easily replaced if  
271 something happens to them.

272

273 Mr. Bergeron asked about the memorial trees not being a part of the gift. Ms. La-Garde  
274 explained that the memorial trees, shrubs, and other pieces were not a part of the gift because the  
275 Board of Selectmen had made it very clear that they did not want the responsibility of  
276 maintaining them. She added that the Council of Aging is setting up a restricted funds account

277 using the money they made off selling these pieces to help maintain them. She noted that they  
278 will put a line item in their budget for pickleball and park maintenance. Mr. Bergeron asked Ms.  
279 La-Garde what she foresees the Town being on the hook for maintenance. Ms. La-Garde  
280 explained that she is not an expert, but she does not think a lot of maintenance will be required.  
281 Mr. Bergeron asked if they had insurance for the courts, and what company they have. Ms. La-  
282 Garde stated that they use Pappathan Insurance. Mr. Bergeron asked Town Administrator Roark  
283 if the Town's insurance company would have any problem covering the courts. Town  
284 Administrator Roark explained that there may be a small raise to their premium, but there should  
285 not be any issue.

286  
287 Chairman Cote noted that they have to hold a public hearing before they can vote on accepting  
288 the gift of the pickleball courts.

289  
290 Ms. Takesian asked Chairman Cote why the asset value or what they include in it matters.  
291 Chairman Cote explained that they need to set a number so that the Council on Aging can take  
292 that amount off of their books and the Town can add it. Ms. Takesian asked Ms. La-Garde if she  
293 cares if the landscape is included in the asset value or not. Ms. La-Garde stated that they did put  
294 a lot of money into the landscaping, but she is happy if the Town accepts the pickleball courts  
295 and irrigation system.

296  
297 Ms. La-Garde asked what the next steps are. Town Administrator Roark explained that they need  
298 to hold a public hearing, and they also need to provide at least a ten-day notice to the public.

299  
300

### 301 **DISCUSSION**

302

303 There was nothing up for discussion.

304

305

### 306 **SELECTMEN AND TOWN ADMINISTRATOR REPORTS**

307

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

309

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

311

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

313

314 **Ms. Takesian** had nothing to report.

315

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

317

318

### 319 **REQUEST FOR NON-PUBLIC SESSION**

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

323

324 **ROLLCALL VOTE:**

325

326 Selectman Bergeron– Yes

327 Chairman Cote– Yes

328 Selectman Takesian – Yes

329 Selectman Croteau – Yes

330

331 (4-0-0) The motion carried.

332

333 It was noted that when the Board returned, after the non-public session, the Board would not take  
334 any other action publicly, except to seal the minutes of the non-public session and to adjourn the  
335 meeting. The Board entered a non-public session at approximately 7:48 p.m.

336

337

338 **ADJOURNMENT**

339

340 Respectfully submitted,

341

342 Makayla Clougherty

343 Recording Secretary