

DRAFT
TOWN OF PELHAM
BUDGET COMMITTEE – MEETING MINUTES
Thursday, April 27, 2023

1 **CALL TO ORDER** – Ms. Meg Bressette opened the meeting at approximately 6:33 PM.

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4 **PLEDGE OF ALLEGIANCE**

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7 Ms. Bressette announced this is the Budget Committee’s organizational meeting. Ms. Bressette welcomed all members
8 who served last year and new members.

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11 **PRESENT:** Meg Bressette
12 David Silva
13 Garrett Abare – *not present for roll-call; arrived at approximately 6:37 PM*
14 Paul Grant
15 Eduardo Martony
16 Deborah Ryan
17 Bob Sherman
18 Greg Smith
19 Ellen Cormier
20 Selectmen Representative Jason Croteau
21 School Board Representative David Wilkerson
22 Recording Secretary Heidi Zagorski

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24 **ABSENT:** None

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27 **MINUTES REVIEW: January 12, 2023**

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29 Ms. Bressette stated the meeting minutes review from January 12th, 2023 would be tabled until the next meeting in
30 September to allow members to review the minutes.

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33 **NEW BUSINESS**

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35 Ms. Bressette stated there is no new business to discuss.

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38 **ELECTION OF OFFICERS**

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40 Ms. Bressette reminded the Committee that the Chair is in charge of setting the agenda, contacting the town and
41 school officials, making the calendar for the meetings, running the meeting, putting forth the motions, and making
42 sure the Committee votes or tables the motion, and also to make sure all meetings run as smoothly as possible
43 according to the by-laws. Ms. Bressette added the Chair attends deliberative sessions and presents how the Budget
44 Committee has voted on the budgets for those deliberative sessions.

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46 Ms. Bressette explained the Vice Chair is essentially a backup for the Chair. If for any reason the Chair cannot attend a
47 meeting, the Vice Chair will run the meeting. If the Chair should step down during the season, the Vice Chair would
48 automatically become Chair.

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50 Ms. Bressette stated if the Vice Chair becomes Chair, the Secretary then becomes Vice Chair. She said if the Vice Chair
51 cannot run the meeting, the Secretary would run the meeting.

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54 **MOTION:** (Mr. Sherman/Ms. Ryan) To nominate Ms. Meg Bressette for Chair.

55 **VOTE:** (11-0-0) The motion passed.

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58 **MOTION:** (Ms. Ryan) To nominate Mr. Greg Smith for Vice Chair.

59 **VOTE:** (6-5-0) The motion passed.

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62 **MOTION:** (Mr. Grant) To nominate Mr. Garrett Abare for Vice Chair.

63 **VOTE:** (5-6-0) The motion failed.

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66 Mr. Bob Sherman nominated Mr. Garrett Abare for the Secretary position. Mr. Abare declined the nomination.

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69 **MOTION:** To nominate Ms. Deborah Ryan for Secretary.

70 **VOTE:** (11-0-0) The motion passed.

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73 **APPOINTMENT OF REPRESENTATIVES**

74 Ms. Bressette stated the Capital Improvement Plan Committee (CIP) meets in June, July, and August. Ms. Bressette
75 stated this CIP Committee overlooks large items for the town and school over 7 years. Mr. Sherman expressed his
76 interest in serving on the CIP Committee. Mr. Sherman explained the Budget Committee had two representatives on
77 the CIP Committee last year. Mr. Garrett Abare stated he would serve as an alternate on the CIP Committee in the
78 event Mr. Sherman cannot attend a meeting.

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80 Ms. Bressette confirmed with Mr. Jason Croteau that he represented the Budget Committee and served on the
81 Memorial School Building Committee/School Board last year. Mr. Jason Croteau stated he would continue to serve on
82 the Committee this year.

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85 **UPCOMING SCHEDULE 2023/2024**

86 Ms. Bressette announced September 7th, 2023 as the start date with a tentative town walkthrough date of September
87 9th, 2023.

88

89 Ms. Bressette stated Mr. Greg Smith had expressed the need for more time with the school budget during the last
90 school budget season. Ms. Bressette asked if any other members felt more time was needed to review. Mr. Abare
91 agreed to more time to review. Mr. Abare suggested previously he felt the line items moved quickly. He explained

92 attention was brought to specific line items, resulting in skipping other line items. He asked if an adjustment could be
93 made to this moving forward. Ms. Bressette confirmed they would find an approach that worked.

94
95 Mr. Sherman stated previously they reviewed all three schools on the same night. He stated in the past they did
96 Elementary and Middle school on one night and did High school and some administration on another night. Ms.
97 Bressette confirmed moving the High school to a second night along with the district-wide and special education.

98
99 Ms. Ellen Cormier explained that reading the budget online and having it explained are two different things. Ms.
100 Bressette agreed and added to have more time to review the budget and to have it explained so questions can be
101 answered. Mr. Greg Smith added another benefit to having the budget review spread over two days, which is that
102 you can review and see the plan and have an option of an additional meeting for any questions that may come up.

103
104 Ms. Bressette stated the meetings would go until Nov. 16th, 2023 unless an extra day is needed which would be in
105 December due to the room being needed for the Festival of Trees.

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107 Ms. Bressette said the walkthrough would probably be on September 9th, 2023 and the school walkthrough would
108 probably be on October 14th, 2023.

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111 **REVIEW OF BY-LAWS**

112 Ms. Bressette asked the Board if they had any thoughts on changes coming up for the coming year. Ms. Ryan said
113 without having iPads present and with new members, she suggested waiting to make changes until September to
114 allow time to look at the by-laws. Ms. Bressette said the Committee would table the by-laws discussion.

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117 **iPads**

118 Ms. Bressette asked the members to arrange a time to receive their iPads over the next month.

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121 **NHMA Workshop**

122 Ms. Bressette said she sent information from last year from The New Hampshire Municipal Workshop to everyone.
123 She added she will let everyone know when the next workshop will be.

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126 **Contact List Update**

127 Ms. Bressette said the contact list will be updated to include current phone numbers and emails.

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130 Ms. Bressette stated she will expect the Committee to begin on September 7th, 2023, and will receive the town budget
131 the week before allowing time to begin reviewing.

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134 **ADJOURNMENT**

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136 **MOTION:** (Mr. Croteau/Mr. Sherman) To adjourn the meeting.

137 **VOTE:** (11-0-0) The motion passed.

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139 The meeting was adjourned at approximately 6:56 PM.
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143 Respectively Submitted,
144 Heidi Zagorski
145 Recording Secretary