

**DRAFT**  
TOWN OF PELHAM  
BUDGET COMMITTEE – MEETING MINUTES  
Thursday, September 21<sup>st</sup>, 2023

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

2  
3  
4 **PLEDGE OF ALLEGIANCE**

5  
6  
7 Ms. Bressette called attendance:

8  
9 **PRESENT:** Chair Meg Bressette  
10 Vice Chair Greg Smith  
11 Secretary Deborah Ryan  
12 Bob Sherman  
13 Ellen Cormier  
14 Garrett Abare – *not present at the time of roll-call; arrived at 6:37 PM*  
15 Paul Grant  
16 David Silva  
17 Selectmen Representative Jason Croteau  
18 School Board Representative David Wilkerson  
19 Recording Secretary Heidi Zagorski

20  
21 **ABSENT:** Selectmen Representative Alternate Charlene Takesian

22  
23  
24 **BUSINESS**

25  
26 **Receipt of Correspondence**

27 Ms. Bressette stated that member Mr. Eduardo Martony has resigned from the Budget Committee. Ms. Bressette  
28 announced that this will open up a seat on the Budget Committee which will finish out the term for the March 2024  
29 vote. Ms. Bressette said there will be a posting on September 23<sup>rd</sup>, 2023 for the volunteer position. The ballot in March  
30 would be a one-year term for a member to be elected. If anyone is interested in joining the Budget Committee to fill  
31 out the remainder of the term, the Town of Pelham will put out a posting on the morning of September 21, 2023, and  
32 there will be an application in the Board of Selectmen’s office at [www.pelhamweb.com/employment](http://www.pelhamweb.com/employment). The completed  
33 volunteer application can be emailed to [mbinette@pelhamweb.com](mailto:mbinette@pelhamweb.com) or dropped off in person at 6 Village Green in the  
34 Selectmen’s office. The volunteer position will remain open until the seat is filled by the Budget Committee.

35  
36  
37 **MINUTES REVIEW: January 12, 2023 and September 14, 2023**

38  
39 **January 12<sup>th</sup>, 2023 Meeting Minutes**

40 The Budget Committee had no changes or revisions to the January 12<sup>th</sup>, 2023 minutes.

41  
42 **MOTION:** (Sherman/Smith) To place the January 12<sup>th</sup>, 2023 Budget Committee Meeting minutes on file.

43 **VOTE:** (5-4-0) The motion passed.

44  
45 Ms. Bressette announced for the record that Mr. Greg Abare joined the Budget Committee meeting at this time.

46

47 September 14<sup>th</sup>, 2023 Meeting Minutes

48 The Budget Committee had no changes or revisions to the September 14<sup>th</sup>, 2023 minutes.

49  
50 **MOTION:** (Grant/Abare) To place the September 14<sup>th</sup>, 2023 Budget Committee Meeting minutes on file.

51 **VOTE:** (7-3-0) The motion passed.

52  
53  
54 **OLD/TABLED BUSINESS: Bylaw Review – Numeric tallies RSA 32:5, V-a**

55 Mr. Paul Grant explained when town residents go to vote on town warrants and articles, that they read a blurb, and  
56 have discussed how to clarify this because it is not always detailed enough and clear for voters. Mr. Grant recalled  
57 how the ballot says ‘recommended by’ or ‘approved by’ by the Budget or Selectmen for warrant articles. Mr. Grant  
58 said to possibly cause residents to pause before voting, he believed if they saw a numerical tally next to warrant  
59 articles, they could take a closer look before voting. Mr. Grant added this would be more transparent.

60  
61 Mr. Greg Smith said he believed this could help voters to research before voting.

62  
63 Ms. Bressette said this is discretionary. She said under the RSA unless it has already been voted upon, the legislative  
64 body of the town has said you must do the recommended by, then it is up to the Budget Committee, School Committee,  
65 and the Selectmen to decide whether or not to do tallies. She added when the bylaws are proposed that they put in the  
66 actual RSA language with the information that though it is not required, the Budget Committee can do so on their  
67 initiative if they vote to do so. Ms. Bressette said they do have to state if they recommend or not recommend it.

68  
69 Mr. Bob Sherman said when it comes to the individual department budgets, they vote on the bottom line, the total  
70 amount that is going to be requested, not the individual departments. Mr. Sherman agreed with Mr. Grant’s suggestion  
71 of adding the tallies to the ballot.

72  
73 Mr. David Silva said he agreed with the concept, and he would be looking more along the line for the public to see  
74 who voted no and their reason for saying no, suggesting adding the names to the ballot. Ms. Bressette said it is not  
75 recommended by the New Hampshire Municipal Association that the names be listed and it is not in the RSA that  
76 names be put on the tally.

77  
78 Mr. Garrett Abare said it took him a fair amount of time to find the meeting minutes and believed it wouldn’t be ideal  
79 for a person to find the specific meeting minutes for a specific topic.

80  
81 Ms. Bressette reminded the Committee that this discussion was to amend the bylaws. She explained there would be  
82 wording presented for the Budget Committee to decide whether or not to put tallies on the ballot or keep it as  
83 recommended or not recommended. Ms. Bressette said this would include language for future Budget Committees so  
84 they are aware that they do not have to, but they can vote to include tallies on the ballots.

85  
86 Ms. Deborah Ryan said we are a committee, and the committee makes a recommendation and everyone on this  
87 committee needs to stand by the recommendation because they are one of this committee. Ms. Ryan said even if you  
88 are against it, you shouldn’t work against it because this committee as a whole made a decision and recommendation to  
89 the townspeople. Ms. Ryan provided an example of a previous School Board Committee situation where people voted  
90 no, but then worked against and actively did things against the vote of the School Board Committee.

91  
92 Mr. Sherman said this body being an independent body separate from the Selectman can by changing its bylaws have  
93 the members’ vote put on the ballot. He said should the public put a warrant article to eliminate the Committee from  
94 doing so, they would then override the Committee.

95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142

Ms. Bresette said the bylaws would be changed so the RSA had the information for the Budget Committee to know that they can vote on whether or not to include tallies or not.

Mr. Smith said he would like something in writing to understand it and suggested tabling the conversation for the chance to have something on paper to review.

Mr. Smith said providing the voters with a measure of transparency is helpful and if the Committee is confident in its decisions and recommendations, he trusts the voters.

Mr. Jason Croteau said the Selectmen adopted the tallies on the ballots last year and his experience at the polls that year was filled with positive feedback. Mr. Croteau said last year the Budget Committee did it as well. He confirmed with Ms. Bressette that the new RSA would be voluntary. Ms. Bressette said it would be determined each budget season. Mr. Croteau said they do send out a voter guide that includes this information and he is in favor of adding tallies to the ballots.

Mr. Abare said that he thinks it should be something automatic each budget season and if the Budget Committee wanted to opt out of it, then they could. Mr. Abare said he thinks that stating 'approved by' suggests a unanimous vote. He said he thinks it is important for voters to have the opportunity to look at the tallies.

**REVIEW TOWN BUDGETS**

**CABLE**

Mr. Jim Greenwood from the Cable Board introduced himself.

Ms. Bressette said the operating budget for last year for cable was \$172,837. The department request this year was \$172,066 and the Selectmen approved for 2024, \$169,186 which is a 2% decrease.

Mr. Greenwood started with salaries stating his salary is contractual and his contract ends on March 31, 2024. Mr. Greenwood said the studio production assistant is a union position and the only part-time support staff position has remained the same.

Mr. Greenwood explained the need for the meetings which can involve eight cameras controlled robotically with a controller. He has a decrease in the Budget Committee meetings due to the meeting schedule being condensed. The town meeting has decreased, and the School Board and the Conservation Committee meetings have increased due to the need for additional technology. Mr. Greenwood said he had included the Forestry Committee however the Selectmen decided post-pandemic that they did not have to broadcast any longer creating a decrease. Mr. Greenwood added there is a decrease in Sherburne Hall productions as well.

Mr. Sherman asked about the wastewater meetings. Mr. Greenwood confirmed the MS4 (Stormwater Management) meetings are quarterly and fall under the Sherburn Hall production support.

Ms. Bressette asked about the salary increase last year of \$2/hour. Mr. Greenwood said he starts at \$15/hour as a base and will re-think this next year and maybe increase as the minimum wage continues to go up in surrounding states.

Mr. Greenwood said there is a decrease in supplies for DVD cases and DVDs. He said he still records every meeting on a DVD as a backup solution. Mr. Greenwood said there is an increase in memory cards to record the meetings.

143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190

Mr. Greenwood said telephones have been removed from his budget and moved into the town building budget.

Mr. Greenwood said there is a small increase on the internet for a Wi-Fi cable that allows him to broadcast remotely from the school and on the field to broadcast to YouTube.

Mr. Greenwood said the reason his budget went down substantially even though some items increased is that he signed a contract last year and received an equipment grant. He said they have received \$28,000 already and will receive \$10,000 each year for the next nine years after that. This allowed him to reduce the repair and new equipment line. Ms. Bressette confirmed with Mr. Greenwood that the cable brings in revenue.

Mr. Greenwood said there are a couple of small increases in expenses.

Mr. Greenwood said they receive revenues from Comcast. He said they estimate about \$251,000 this year and the budget is roughly \$160,000 so the balance of that goes into the general fund to help offset taxes. Mr. Greenwood said the entire budget is paid for by subscriber fees that the cable subscribers pay. Ms. Bressette confirmed with Mr. Greenwood that the current contract with Comcast is for ten years. Mr. Greenwood said they are at about 3,200 subscribers out of 4,600-4,700 parcels in Pelham.

Ms. Ryan asked if the capital equipment grant is part of the cable revenue fees. Mr. Greenwood said it is not; it is a fund that he can draw from when equipment is needed. He explained it does come from the subscribers and it is a fee in addition to the franchise fee.

**TRANSFER STATION**

Mr. Bob Long introduced himself from the Pelham Transfer Station. Ms. Bressette said the 2023 operating budget was \$1,309,845. The department request for 2024 is \$1,421,329 and the Selectmen approved \$1,333,467 which is a 1.8% increase.

Mr. Long said the salaries are contractual for all employees and part-time is usually a regular 2% raise.

Mr. Sherman asked when the vacant position would be filled. Mr. Long said this will be the second year with a need to fill an on-call attendant vacancy.

Mr. Long said supplies have a small increase because they took over the pest control. The Transfer Station took over the whole bill and in the past, the town was paying half.

Mr. Long said the telephone and internet are contractual through the town.

Mr. Long said the diesel and gas have stayed the stay with an annual inspection that did go up \$100.

Mr. Long said the repairs for the trailers were removed because he has two new trailers now.

Mr. Sherman asked about the skid steer on the CIP (Capital Improvement Plan) for next year. Mr. Long said the current skid steer is a one-arm 2017 skid steer that cannot handle the weight and has put \$12,000 worth of repairs into it within a year and a half. Mr. Sherman asked if the repair budget would go down once the skid steer was purchased. Mr. Long said yes.

191 Mr. Long said equipment rentals were for the trailer that they now own, so it went down. Mr. Long said they do use a  
192 rental occasionally during the holidays for extra storage.

193  
194 Mr. Long said the solid waste compactor was installed.

195  
196 Mr. Long said expenses have increased for the MSW (municipal solid waste) and the recycling because they are in a 4-  
197 year contract that increases each year. Mr. Long said they have to test the ash four times a year which is a new item.

198 Mr. Long said he also added in brush removal because they were not allowed to burn twice during the year due to dry  
199 weather which is about \$1500 per load to remove. Ms. Bressette confirmed they can only accumulate so much before  
200 it becomes a hazard.

201  
202 Mr. Grant asked to explain the process of the recyclables. Ms. Tammy Penny introduced herself as the Finance  
203 Director to explain. Ms. Penny said they have to budget the full appropriation. She explained what the Board members  
204 see is the number of the cost when they pay the bill and not the revenue netted through.

205  
206 Mr. Sherman asked about the glass and aluminum cans. Mr. Long said the aluminum cans are usually sent out once a  
207 month with a haul fee of \$180 and receive about \$1200-\$1400 per month in revenue. The glass is a large expense at  
208 about \$600 per month to haul. Mr. Long said the new truck would allow them to haul the aluminum and glass  
209 themselves and cut the haul expenses for both.

210  
211 Ms. Bressette asked if the MSW hauling fee is under contract. Mr. Long said it is under contract for 4 years and has  
212 been in the contract for one year at the end of September. Ms. Bressette asked what the increase is per year. Mr. Long  
213 said last year it was \$110/ton, and this year it is \$115.50/ton. Mr. Long said he would send the information to Ms.  
214 Bressette for the following years.

215  
216  
217 **CEMETARY DEPARTMENT**

218 Mr. Sean Cunningham introduced himself as the cemetery foreman and Ms. Lisa Wood introduced herself as the office  
219 administrator. Ms. Bressette said the operating budget for 2023 was \$177,573. The department request was \$281,002  
220 and approved by the Selectmen which is an increase of 58.2%

221  
222 Mr. Cunningham said under salaries the cemetery's sexton's position was eliminated resulting in a decrease. Mr.  
223 Cunningham said his salary is contractual. He said it has increased because when they eliminated the sexton's position,  
224 they made two promotions within the office. Mr. Cunningham said they are proposing a new union position of  
225 cemetery caretaker. Mr. Cunningham explained when he was promoted, he left the position of the cemetery caretaker  
226 and moved up into the foreman position, leaving the cemetery caretaker position vacant since December 2022. Mr.  
227 Cunningham said he has been covering this position with part-time employees. Ms. Bressette confirmed with Mr.  
228 Cunningham that there was not a foreman position previously. Ms. Bressette asked if it was the cemetery trustees who  
229 decided to eliminate the sexton stipend. Mr. Cunningham said yes. Mr. Cunningham explained the vacant cemetery  
230 caretaker position would start on April 1<sup>st</sup>, 2024, and follow through until the end of December. He explained filling  
231 this position would allow for projects to be completed beyond mowing the grass and weed whacking. Ms. Lisa Wood  
232 explained that there are six cemeteries in town and there is always an abundance of work to be done beyond the regular  
233 maintenance. Mr. Cunningham said some of the projects that they were not able to complete this year included  
234 building a hangar for the sander for the winter trucks, installing a guard rail system between Gibson Cemetery and the  
235 Center Cemetery, and painting projects.

236  
237 Mr. Smith clarified with Mr. Cunningham that a job description was created, and a budget was put together and taken  
238 to the Selectmen, and they agreed to it. Mr. Cunningham said the position was discussed with his Board and they

239 voted unanimously 5-0 on the caretaker position. Mr. Sherman clarified with the Budget Committee members that the  
240 Cemetery Board and its five trustees are independent. Mr. Sherman said it was the Cemetery Board that Mr.  
241 Cunningham was talking about. Mr. Smith confirmed with Mr. Sherman that the job description and the request for the  
242 job would go to the Cemetery Board, not the Board of Selectmen. Mr. Smith said it is still coming out of the same pool  
243 of taxpayers' funds. Mr. Sherman confirmed yes.

244  
245 Ms. Bressette said for the 39 weeks that the cemetery caretaker position would take effect, with insurance, worker's  
246 comp, clothing allowance, retirement contribution, taxes, dental, and life insurance would be \$64,271.12 and for a full  
247 year, it would be \$85,528.15.

248  
249 Mr. Smith said previous to this there was a full-time position and several part-time positions and now there would be  
250 two full-time positions and several part-time positions. Mr. Cunningham said correct. He said if you go back a few  
251 years, there was one position called cemetery caretaker that was a full-time union employee. They hired part-time  
252 employees to help with the maintenance. He explained since he was the cemetery caretaker and moved into the union  
253 foreman position, that leaves the cemetery caretaker position open to be filled. Ms. Bressette stated the cemetery  
254 foreman is the new position.

255  
256 Mr. Grant said there is a lot of area to cover and maintain. Mr. Grant asked how often they are interring people in the  
257 cemeteries. Mr. Cunningham said he cannot predict the numbers; it varies. He said sometimes it is 52/year and just  
258 last month they had close to 30. Mr. Grant said he recognizes there is a lot of maintenance on the existing cemeteries.

259  
260 Ms. Ellen Cormier asked what the sexton position was. Mr. Cunningham said it began when the church owned the  
261 cemetery, they had a sexton position similar to a maintenance person to take care of the cemeteries. He said from here  
262 the position carried on.

263  
264 Mr. Smith asked if there was a revenue side to the Cemetery. Mr. Cunningham said there is a cemetery plot charge and  
265 there is a burial fee. Ms. Penny from the Finance Department said 60% of plot sales go into a perpetual maintenance  
266 fund and 40% goes into a general fund. Ms. Penny said you are not seeing revenue on the sheets in front of you, you  
267 are seeing just the appropriations. Mr. Smith asked if the revenues cover the costs of the cemetery. Ms. Penny said she  
268 could run revenue reports and send them to Ms. Bressette.

269  
270 Mr. Cunningham continued to discuss the vacant caretaker position and the need for the foreman position with the  
271 Board. Mr. Cunningham said the foreman position was created to take care of the scheduling needs of all the  
272 cemeteries and the part-time employees, and also work with the office administrator, the funeral homes, and the  
273 families. Mr. Smith stated in his opinion if there was a promotion and you added someone who is creating a new  
274 position, there would be a big scrutiny asking do we have the money for the promotion and the new role.

275  
276 Ms. Penny explained that the reason why there was enough funding in 2022 was because that decision and that  
277 promotion came late in the year and the sexton position had already been eliminated and this is why the Cemetery  
278 Board was able to promote Mr. Cunningham. Ms. Penny said the Board of Selectmen cannot make any changes to the  
279 cemetery budget, but the Budget Committee can.

280  
281 Mr. Croteau said Ms. Lisa Wood is a Cemetery Trustee.

282  
283 Ms. Wood explained that when they eliminated the sexton position, Mr. Cunningham gained many more duties so that  
284 is taking him partially into the office, and a lot outside, and he is overseeing the part-timers, scheduling the work to be  
285 done, and completing the burials. Ms. Wood explained they are trying to replace the caretaker duties because Mr.  
286 Cunningham has added on more duties from the sexton's elimination. Ms. Bressette asked if the Trustees discussed

287 eliminating a part-time position to make up for the increase. Mr. Cunningham said there was an eight-hour cut with  
288 one of the part-timers. Ms. Cormier asked if filling the vacant position would eliminate the overtime. Mr. Cunningham  
289 explained they cannot eliminate the overtime because sometimes burials need to take place on a weekend or holiday.  
290 Ms. Cormier asked if the sexton position was non benefitted. Mr. Cunningham said correct.

291  
292 Mr. Cunningham said you will see small increases in supplies for misc. hand tool replacements, an increase in flowers  
293 for Memorial Day and Veteran's Day, grass seed, and lime all due to price increases. He said the fertilizer price  
294 decreased. Mr. Cunningham said he decreased the budget for the glue for headstone repairs, and decreased tree  
295 replacement.

296  
297 Mr. Cunningham said the computer leveled out. He said office paper increased by \$100.

298  
299 Mr. Cunningham said the telephone is contractual but did increase because they added high-speed internet. He said the  
300 phone stipend increased because the sexton position was \$40/month, and the foreman contractually is \$45/month.

301  
302 Mr. Cunningham said gas decreased because the cost went down and oil increased because oil prices went up. He said  
303 diesel pricing went down so there is a decrease there.

304  
305 Mr. Cunningham said under repairs and projects, the water lines constantly need repair and there was an increase in  
306 pricing there. He said mowers and tractor repairs were increased because the mowers are getting older and  
307 maintenance cost has increased. He also said they have four mowers now and previously had two. Mr. Cunningham  
308 said the weed-cutting line stayed the same. He said truck repairs increased. Mr. Sherman asked what year the truck  
309 was and how many miles were on it. Mr. Cunningham said they have a 2019 Ford F-550 dump truck with 20,258  
310 miles, a 1996 Ford F-350 dump truck used for a vacuum system for leaf clean-up with 149,000 miles, a 2010 Chevy  
311 Silverado 1500 4-wheel drive with 124,742 miles, and a 2015 L-4060 Kubota backhoe loader with 1,531 hours. Mr.  
312 Sherman suggested any future equipment replacement that may be needed should be placed on the CIP.

313  
314 Mr. Cunningham said there is an increase of \$560 in rentals because they have to rent a compressor to blow out the  
315 lines at the end of the year.

316  
317 Mr. Cunningham said under the equipment and tech plan, there is an increase of \$250. He explained they have 5  
318 electric weed whackers that are four years old, and it is time to replace them.

319  
320 Mr. Cunningham said the only increase under expenses is the clothing allowance if the full-time position gets  
321 approved.

322  
323 Ms. Bressette asked if they are spending \$4000/year on tree pruning. Mr. Cunningham said yes.

324  
325 Ms. Wood discussed the columbarium project has been in the works for 2-3 years and is at the stage where they have  
326 enough money in the trust funds to purchase the units. Ms. Wood shared photos of the columbarium units. She said  
327 they are proposing a large center unit and each small square would hold a cremation. Ms. Wood said in total there  
328 would be 242 niches explaining each cremation goes into a niche. Ms. Wood explained that they are running out of  
329 land and if a family buys a land lot and only places a cremation on the lot, the cemetery is losing a lot of land. This  
330 will provide an option if a family chooses the cremation option. It will be a garden-type sanctuary. Ms. Wood said the  
331 actual price for the five units is \$51,740. She said they have enough money in the trust fund to purchase the actual  
332 units. She said they needed to develop the area where the columbarium would be. She said the \$44,260 on the budget  
333 is to help defray the cost developing of the tree cutting, hardscaping, stump grinding, electrical, water, shrubbery, and  
334 benches. Ms. Wood said they hope to complete this project by early summer of 2024. Ms. Bressette asked how much a

335 unit would cost for a family to purchase one. Ms. Wood said it could be \$1200-\$1600 per unit adding that when they  
336 are sold it is going to be the same 40% into the general fund and 60% into the cemetery trust fund. Mr. Abare asked  
337 what type of maintenance would be required for this. Mr. Cunningham explained it would not require much  
338 maintenance.

339  
340 Mr. Grant asked how many cremations there have been in the past year and what the demand is. Ms. Wood explained  
341 that cremation burials are just as popular now as full burials. She made it clear that the amount of \$44,260 would be  
342 just for next year and just for this development.

343  
344 Mr. Silva asked how they would expand to enlarge this particular unit. Ms. Wood said the proposed areas in Gibson  
345 Cemetery have three sections in a fielded area. Ms. Wood said if they outgrew the columbarium in years to come, they  
346 could add pathways and another unit.

347  
348 Mr. Smith confirmed with Ms. Wood that they have researched the market to ensure that the pricing for land lots is  
349 appropriate. Mr. Smith suggested increasing the price of the land lots to encourage people to buy into the  
350 columbarium. Ms. Wood said in her research, that the columbarium niches do exceed the cost of the regular lot in  
351 other cemeteries. Mr. Sherman confirmed with Mr. Cunningham that the land lots are only available to the  
352 townspeople of Pelham.

353  
354  
355 **HEALTH SERVICES**

356 Ms. Bressette said the operating budget for last year was \$73,700 and the Selectmen approved for this year \$45,800  
357 which is a decrease of 37.9%.

358  
359 Ms. Penny explained that these different organizations are non-profits that serve our community. Ms. Penny said her  
360 predecessor had written that all of these communities submit their request each year by June 30<sup>th</sup>. She said the first  
361 five did get their request in on time. She said there are a few items here where they do not have new support, but she  
362 would expect some of these requests to surface a little later on as we may experience an economic downturn. The  
363 Board would need to decide if they would pay these or not at that time and then remind these organizations that they  
364 need their request by June 30<sup>th</sup> each year.

365  
366 Ms. Penny explained the reason there is a big decrease is that there was a placeholder for Home Health and Hospice  
367 that was intentionally cut because most of the services provided were covered by residents' Health insurance.

368  
369  
370 **HEALTH OFFICER**

371 Ms. Bressette said the 2023 operating budget was \$7,956 and the Board of Selectmen approved a budget of \$69,652  
372 which is a decrease of 20.8%. Ms. Penny said the Health Officer is now Chris Hopkinson. She said Mr. Hopkinson  
373 started with the town in May and works in a part-time capacity. He is responsible for infectious diseases,  
374 environmental hazards, some emergency response, and some inspections for health-related items. Ms. Penny said the  
375 department requested 20 hours per week and the Board of Selectmen reduced those hours to 16 per week. Ms. Penny  
376 said there is a deputy officer who is paid quarterly.

377  
378  
379 **HUMAN SERVICES**

380 Ms. Bressette said the operating budget for 2023 was \$75,640 and the Board of Selectmen approved \$75,650. Ms.  
381 Penny said this is the budget where the welfare director oversees financial assistance to our residents. Ms. Penny said  
382 the Board of Selectmen did update a policy in June stating that all of the responsibility for the day-to-day



383 administration of the general assistance program should be vested in the elected or appointed welfare official. Ms.  
384 Penny added that it is the Board of Selectmen that approves the welfare guidelines.

385  
386 Mr. Abare asked where the money comes back if it is paid back. Ms. Penny explained that sometimes it can be paid  
387 back for example if a resident demonstrates financial need, they will go to the welfare administrator, they may  
388 determine that there is a need for a homeowner to receive temporary assistance and when this occurs the welfare  
389 administrator is required to put a lien on the property. Ms. Penny said after about a year, there is a certain percentage  
390 of interest that occurs and eventually the party will have to pay back the lien. Ms. Penny explained that you would not  
391 see this in appropriations because it would be part of a revenue. She said she would send the name of the revenue  
392 account to Ms. Bressette. Mr. Abare asked how often it gets paid back. Ms. Penny said she has worked for the town of  
393 Pelham for thirteen months and has seen it paid back once.

394  
395  
396 **TOWN CELEBRATIONS**

397 Ms. Bressette said the operating budget for 2023 has remained flat and approved by the Selectmen at \$24,960. Ms.  
398 Penny explained this is the department that includes fireworks and holiday lights. Ms. Penny said they paid \$8,000 for  
399 fireworks this year, \$1,055 for the porta potties, and \$14,000 for the holiday lights. Mr. Smith asked if the lights were  
400 owned by the town. Mr. Croteau explained that the town owns the Christmas tree but does not own the holiday lights.  
401 Mr. Croteau said they are looking into buying lights as well as leasing lights with hiring someone to put them up and  
402 take them down.

403  
404  
405 **NEW BUSINESS**

406 Ms. Bressette announced that the next meeting is September 28th, 2023, at 6:30 PM.

407  
408  
409 **ADJOURNMENT**

410  
411 **MOTION:** (Ryan/Silva) To adjourn the meeting.

412 **VOTE:** (9-0-0) The motion passed.

413  
414 The meeting was adjourned at approximately 8:48 PM.

415  
416 Respectively Submitted,

417 Heidi Zagorski

418 Recording Secretary