



**NON-APPROVED MEETING MINUTES**  
**CAPITAL IMPROVEMENTS COMMITTEE (CIP)**  
**7/9/2026**  
**TOWN HALL - JAMES NAGEL CONFERENCE ROOM**  
**6 VILLAGE GREEN, PELHAM, NH 03076**

**Call to order**

Scheduled Start Time: 2:00 PM

**Pledge of Allegiance**

**Attendance**

Nino Guiffrida, CIP Vice Chairman  
Jennifer Beauregard, Planning Board Director and Zoning Board Director  
Tammy Penny, Finance Director and Assistant Town Administrator  
Danielle Masse Quinn, Planning Board Member and CIP Member and Recording Secretary  
Mike Carter, Budget Committee Alternate Member

Members absent:

Samuel Thomas, Planning Board and CIP Chairman  
Charlene Takesian, Board of Selectmen's Representative  
Bob Sherman, Budget Committee Member

**Meeting Minutes Review**

- 1) Meeting minute review for the July 7, 2026, meeting

MOTION: (CARTER/PENNY) to approve the minutes as written. All in Favor 5/0/0. Motion passes.

**Previous Business**

**New Business**

- 1) Department Head CIP Submissions, Discussion and ratings

Member Guiffrida acted as Chairman in place of Samuel Thomas' absence.

Member Carter will be a voting member in place of Bob Sherman's absence.

The Chairman called the meeting to order at 2:05 p.m.

Members discussed the 91-A Right to Know, and it was determined that votes submitted by email cannot be counted into the CIP record. Member Penny offered discussion on the School Building Maintenance Fund and that the fund can be used for CIP Items. Members discussed that the Pelham School has a Capital Reserve Fund. Members discussed the Schools expendable trust fund and their capital reserve fund.

MOTION: (BEAUREGARD/CARTER) to reconsider the Pelham School District's CIP ranking item XVI PSD Building Maintenance Capital Reserve Fund. All in Favor 5/0/0 vote Motion passes.

Pelham School District Updated Ranking

Danielle Masse Quinn R  
Jennifer Beauregard. R  
Mike Carter. F  
Tammy Penny. R  
Nino Guiffrida R. Final Rank: **R**

Members looked over the prepared letter created by Member Beauregard and all agreed to send the letter to the Pelham School District with a copy of their final CIP rankings.

Member Nino discussed moving the trailer item under the Solid Waste/Transfer Station to year 2030 or 2031. Member Carter suggested changing the \$75,000 to \$65,000. Members agreed to leave item as a D as a placement holder and drop the \$75,000 to \$65,000.

Member Penny suggested that the items that have a "D" ranking should be moved to the "balance to be paid beyond 7 years" column.

Member Carter suggested moving the sidewalk item under Administration item of \$300,000 to year 2031.

Members discussed moving the PES Asphalt item "B" under the Pelham School District from year 2029 to year 2030.

Members discussed moving the Pelham School District item "F" Field to the balance paid later column.

Members discussed that the next CIP Meeting is only for presenters.

**Discussion:**

**Adjournment**

MOTION: (CARTER/PENNY) to adjourn the meeting.

The July 9, 2026 CIP Meeting was adjourned at 4:10p.m.

Respectfully submitted by:

Danielle Masse Quinn, Recording Secretary