



NON-APPROVED MEETING MINUTES
CAPITAL IMPROVEMENTS COMMITTEE (CIP)
7/7/2026
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

Members in attendance:

Nino Guifrida, Planning Board Member and 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 Recording Secretary
Charlene Takesian, Board of Selectmen's Representative
Mike Carter, Budget Committee Alternate

Members absent:

Samuel Thomas, Planning Board Member and CIP Chairman
Bob Sherman, Budget Committee Member

Meeting Minutes Review

- 1) Meeting minute review for the July 2, 2026, meeting minutes

Member Guifrida will be acting as Chairman in place of Member Thomas' absence.

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

MOTION: (CARTER/PENNY) to approve the July 2, 2026, Meeting minutes as amended. 6/0/0 vote Motion passes.

Update page 2 and page 4 to show Member Beauregard's ranking items.

Previous Business

New Business

1) Department Head CIP submissions and discussion

Member Guiffrida called the meeting to order at 2:07 p.m.

Member Beauregard provided an email update from the Pelham School District showing the prices of parking lot lights, unit ventilators, elevators, boiler, track field, gym floor, ACCU's (2) and heat pump. No invoices were submitted.

Members agreed to remove the gym floor, ACCU's, and heat pump because these items were under \$75,000 and do not qualify for the CIP certification.

PRIORITY RANKING CONTINUED

Pelham Park and Recreation Department

A. Restrooms/Storage/Snack Shack at Raymond Fields

Charlene Takesian D/R
Mike Carter. D/R
Tammy Penny D/R
Danielle Masse Quinn D/R
Jennifer Beauregard D/R
Nino Guiffrida R

Final Ranking - **D/R**

Cemetery

A. Fence

Charlene Takesian - F
Mike Carter - D
Tammy Penny - F
Danielle Masse Quinn - D
Jennifer Beauregard - D
Nino Guiffrida - N

Final Ranking - **D**

Hobbs Community Center

A. Bus Replacement Capital Reserve

Tammy Penny - D
Jennifer Beauregard - D
Mike Carter - F
Nino Guiffrida - D
Danielle Masse Quinn - D
Charlene Takesian - D

Final Ranking - **D**

a. Bus Replacement

Charlene Takesian - N
Mike Carter - N
Tammy Penny - N

Nino Guiffrida - N
Danielle Masse Quinn - N
Jennifer Beauregard - N

Final Ranking. - **N**

Pelham School District

Members discussed writing a letter to the school because CIP did not have all the items requested by the school (invoices, more information) to conduct the town's business needed for CIP.

Members agreed to remove all items submitted by email because they were under \$75,000.00.

Members discussed either removing the filed light item because it was under \$75,000 and the invoice was from 2019. However, they decided to keep on the CIP spreadsheet because that number would be higher as of today's date.

Members discussed more needed information to update the bond items.

A. PES AC System Capital Reserve Fund

Charlene Takesian - N
Mike Carter - N
Tammy Penny - N
Nino Guiffrida - N
Danielle Masse Quinn. - N
Jennifer Beauregard - N

Final Ranking - **N**

a. PES AC System Phase II (1st Floor Classrooms)

Charlene Takesian - D
Mike Carter - F
Tammy Penny - D
Danielle Masse Quinn. - N
Jennifer Beauregard - N
Nino Guiffrida - D

Final Ranking. - **D**

b. PES AC System Phase III (Gym and all Remaining)

Jennifer Beauregard - N
Danielle Masse Quinn - N
Nino Guiffrida - D
Tammy Penny - D
Charlene Takesian - D
Mike Carter. - F

Final Ranking - **D**

B. PES Asphalt Parking Lot and Roadways

All members voted and ranked D/R

Final Ranking - **D/R**

C. PES Parking Lot Lights

All members voted and ranked R.

Final Ranking - **R**

D. PES Flat Roof Areas (Kitchen and Cafeteria)

Danielle Masse Quinn - N
Charlene Takesian. - D
Tammy Penny - N
Mike Carter - D
Jennifer Beauregard - D
Nino Guiffrida - R

Final Ranking - **D**

E. PES Unit Ventilators

All members voted and ranked R.

Final vote and ranking **R**.

F. PES Elevators (2)

All members voted and ranked R.

Final vote and ranking **R**.

A. PMS Boilers

All members voted and ranked R.

Final vote and ranking - **R**.

A. Pelham High School Student Parking Lot Replacment

Charlene Takesian - D/R
Mike Carter. - D
Tammy Penny - N/R
Danielle Masse Quinn. - N/R
Jennifer Beauregard - N/R
Nino Guiffrida - D/R

Final ranking. - **N/R**

Member Takesian suggested moving both parking lot items to the same year.

B. PHS Replace Boilers and Venting

Mike Carter - N/R
Charlene Takesian - N/R
Tammy Penny. - N/R
Danielle Masse Quinn. - N/R
Jennifer Beauregard - N/R
Nino Guiffrida - N/R

Final Ranking. - **N/R**

Member Guiffrida suggested pushing the item to 2032 because the CIP members had no quotes or invoices to work with for numbers.

Member Carter suggested moving the \$599,197 item from year 2028 to year 2031. All members agreed.

C. Field Lights

All members voted and ranked the item F.

Final Ranking. - **F**

D. Track

Jennifer Beauregard - R

Charlene Takesian - F

Mike Carter. - F

Nino Guiffrida - F

Tammy Penny - F

Danielle Masse Quinn. - R

Final Ranking - **F**

XVI. PSD Building Maintenance Capital Reserve Fund

Charlene Takesian - N

Tammy Penny - N

Danielle Masse Quinn - N

Jennifer Beauregard - N

Mike Carter - F

Nino Guiffrida - N

Final Ranking. - **N**

Members suggested a follow up email to the Pelham School District due to lack of information regarding CIP.

Discussion:

Adjournment

MOTION: (MASSE QUINN/PENNY) to adjourn the meeting.

The July 7, 2026, CIP Meeting was adjourned at 4:22 p.m.

Respectfully Submitted by:

Danielle Masse Quinn, Recording Secretary