

AGENDA
BOARD OF SELECTMEN
November 1, 2023 AT 6:30 PM
Pembroke Town Hall, Paulsen Room

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Public Hearing in accordance with RSA 31:95-b III (a) - Acceptance of \$70,000 from the Olivia F. Phipps trust to purchase land for a Town forest to be known as the Phipps Town Forest in memory of Donald and Olivia Phipps
 - b. Solid Waste Committee – Discussion on Recycling
- IV. OLD BUSINESS:
 - a. Finalize 2024 Town Budget
- V. NEW BUSINESS:
 - a. Manifest/Abatements
 - b. Minutes 10/18//23
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN

PUBLIC HEARING NOTICE
Town of Pembroke
Board of Selectmen

Notice is hereby given that the Pembroke Board of Selectmen will be holding a Public Hearing on Wednesday November 1 at 6:30 PM at the Pembroke Town Offices located at 311 Pembroke Street to discuss the following:

Acceptance of the following items in accordance with RSA 31:95-b III (a)

Donation from the Olivia Phipps Trust in the amount of \$70,000

For questions, please call the Town Administrator at 485-4747, or email at djodoin@pembroke-nh.com.

Karen Yeaton, Chairman
Sandy Goulet, Vice Chairman

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-b

31:95-b Appropriation for Funds Made Available During Year. –

I. Notwithstanding any other provision of law, any town or village district at an annual meeting may adopt an article authorizing, indefinitely until specific rescission of such authority, the board of selectmen or board of commissioners to apply for, accept and expend, without further action by the town or village district meeting, unanticipated money from the state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:

(a) Such warrant article to be voted on shall read: "Shall the town (or village district) accept the provisions of RSA 31:95-b providing that any town (or village district) at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the selectmen (or commissioners) to apply for, accept and expend, without further action by the town (or village district) meeting, unanticipated money from a state, federal, or other governmental unit or a private source which becomes available during the fiscal year?"

(b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the town or village district meeting votes to rescind its vote.

II. Such money shall be used only for legal purposes for which a town or village district may appropriate money.

III. (a) For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.

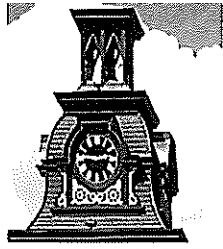
(b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$10,000. For unanticipated moneys in an amount less than such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting.

IV. Action to be taken under this section shall:

(a) Not require the expenditure of other town or village district funds except those funds lawfully appropriated for the same purpose; and

(b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of town or village district moneys.

Source. 1979, 42:1. 1991, 25:1. 1993, 176:3, eff. Aug. 8, 1993. 1997, 105:1, eff. Aug. 8, 1997. 2005, 188:2, eff. Aug. 29, 2005. 2014, 237:1, eff. Sept. 19, 2014.



**Report of the
SOLID WASTE ADVISORY COMMITTEE
TOWN OF PEMBROKE, NH
October 17, 2023**

The Solid Waste Advisory Committee met with representatives of Casella Waste Systems, the contract holder for solid waste disposal, to research the factors contributing to recycling disposal costs, which currently exceed trash disposal on a per tone basis, and to discuss alternatives.

The Committee prepared and shared discussion points with the Casella staff in advance of the meeting and reviewed those points during the meeting. The full scope of discussions was too broad to cover in this report but the entire meeting can be viewed on Town Hall Stream if desired.

At the conclusion of the meeting, and after the Casella Representative had departed, a motion was made and seconded to recommend to the Select Board, that no further action be taken and that Pembroke continue to weather the storm of recycle costs, which slightly exceed that of trash disposal. That motion passed unanimously.

It was the committee's conclusion that it would be premature to consider abandonment of recycling for Pembroke given the investment in infrastructure and the possibility that markets for recycled commodities may improve and negate the current expense. Looking beyond the current contract with Casella, it is also possible that trash disposal rates may fall victim to environmental restrictions which could increase trash disposal rates such that recycling will again be a less expense alternative, even if the rates do not go down.

Also be advised that at that meeting, Chair Person Wendy Weisiger resigned as chair, due to time demands associated with her employment, which she felt did not allow her to provide a timely response to matters being considered by the committee. Wendy will be remaining on the committee but not as the chair. The committee then opened nomination for a new chairperson and Gerry Fleury agreed to accept the nomination and became the new chair of the committee.

Respectfully yours,

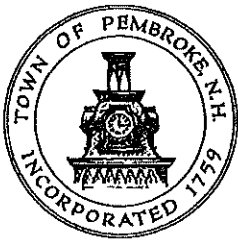
Gerry Fleury – Chairman Elect
Pembroke Solid Waste Advisory Committee

CC: Committee Members

PEMBROKE, NH												
	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23
TRASH DISPOSAL RATE	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$107.71	\$107.71
RECYCLE PROCESSING RATE	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00	\$157.76	\$157.76
LAST 12 MONTHS ACR VALUE	5.55	2.21	\$3.65	-\$1.47	\$10.61	\$13.02	\$18.20	\$22.38	\$15.88	\$7.37	\$34.63	\$40.43
RECYCLE DISPOSAL RATE	\$139.45	\$142.79	\$141.35	\$146.47	\$134.39	\$131.98	\$126.80	\$122.62	\$129.12	\$137.63	\$123.13	\$117.33
Variance	\$40.45	\$43.79	\$42.35	\$47.47	\$35.39	\$32.98	\$27.80	\$23.62	\$30.12	\$38.63	\$15.42	\$9.62

ACR 5-year History							
Nov-17	\$24.89		Jul-19	(\$1.45)		Mar-21	\$50.50
Dec-17	\$30.66		Aug-19	\$5.01		Apr-21	\$59.35
Jan-18	\$5.49		Sep-19	\$0.94		May-21	\$70.20
Feb-18	\$3.43		Oct-19	(\$9.82)		Jun-21	\$71.79
Mar-18	(\$7.29)		Nov-19	(\$15.97)		Jul-21	\$68.07
Apr-18	(\$10.38)		Dec-19	(\$21.77)		Aug-21	\$83.02
May-18	(\$19.12)		Jan-20	(\$16.95)		Sep-21	\$94.55
Jun-18	(\$9.68)		Feb-20	(\$14.63)		Oct-21	\$87.71
Jul-18	(\$8.49)		Mar-20	(\$4.63)		Nov-21	\$58.24
Aug-18	(\$0.46)		Apr-20	\$3.35		Dec-21	\$67.55
Sep-18	\$4.34		May-20	\$2.05		Jan-22	\$68.23
Oct-18	\$8.59		Jun-20	(\$5.47)		Feb-22	\$72.57
Nov-18	\$9.14		Jul-20	(\$2.70)		Mar-22	\$85.44
Dec-18	\$6.73		Aug-20	\$9.43		Apr-22	\$87.72
Jan-19	(\$4.92)		Sep-20	\$13.62		May-22	\$78.54
Feb-19	\$7.09		Oct-20	\$26.51		Jun-22	\$56.58
Mar-19	\$6.72		Nov-20	\$23.50		Jul-22	\$25.34
Apr-19	\$2.89		Dec-20	\$31.43		Aug-22	(\$0.13)
May-19	\$1.50		Jan-21	\$31.38		Sep-22	(\$10.73)
Jun-19	\$2.27		Feb-21	\$35.17		Oct-22	(\$7.99)
						Nov-22	\$5.55

18-mo Avg. thru National Sword:	(\$2.72)
Since National Sword Avg.	\$36.90



TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

To: Board of Selectmen
David Jodoin, Town Administrator

From: Monica Hurley, CNHA
Assessing Agent
Corcoran Consulting Associates

Date: October 23, 2023

RE: 2023 State Equalization Report

Please find attached the Town of Pembroke's 2023 Equalization Report submitted to the State of New Hampshire today for review.

Our final 2022 equalization ratio was 67.1%. This means that our assessments were 32.9% below market value for the 2022 tax year.

The preliminary 2023 equalization ratio has fallen to 64.9%. This indicates that the real estate market has increased in Pembroke by 2.2% over the last year. The ratio shows that our assessments are now approximately 35.1% below market value. Home prices had dramatically increased over the 2021 and 2022 tax years across the entire state. The 2.2% increase shows a slowing down of the market for 2023 but still making some gains.

The Town of Pembroke is scheduled for another full revaluation in 2024. I will provide this Board with another market analysis in April 2024 to see what the indicated ratio may indicate for the upcoming revaluation. I will also include a timeline for the revaluation as to analysis, field review, notices of new value next summer and hearings.

Also attached for your review, is the 2023 Equalization Municipal Assessment Data Certificate which needs to be signed and dated. This signed form must be returned to the Assessing Department for submittal to the Department of Revenue.

As always, please feel free to reach out to me with any questions or concerns that you may have at mkchurley@comcast.net.

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
October 18, 2023 at 6:30 PM**

DRAFT,

Present: Selectman Karen Yeaton, Selectman Peter Gagyi, Selectman Rick Frederickson,
Selectman Sandy Goulet, Selectman Richard Bean

Staff: Town Administrator David Jodoin

I. Call to Order:

Chairman Yeaton called the meeting to order at 6:30pm.

II. Citizen Comment

Gene Gauss, 201 Fourth Range Road, following the questions at the last meeting, Gene offered to make a request to have the Special Education Director come to a Selectboard meeting.

III. Scheduled Meetings

Ammy Heiser – Survey Bids

Ammy Heiser, Chair Conservation Commission, explained that every year the Commission monitors their properties by physically walking them. The Beck parcel has over 20 abutters and there are constant disputes over the bounds of the property. The Commission would like to have that parcel surveyed. Within the Commissions budget there is a line for professional fees that could cover the costs. The RFP yielded three bids and the Commission would like to award the project to JE Belanger Land Surveying. David suggested adding granite markers to all the property corners because they are harder to move and dispute. Selectman Gagyi asked if the abutters to the property have had their properties surveyed. Ammy stated some do but the development has unclear paperwork on its boundaries. David explained a lot of properties owners have filled in the drainage to extend their backyards onto the property.

Selectman Goulet made a motion to accept the beck surveying contract with JE Belanger Land Surveying P.L.L.C. in the amount of \$11,700 with the understanding the final amount may change if they add granite markers to the bid and on the condition that mylar mapping and registering with the Registrar of Deeds is included in the bid. Selectman Frederickson seconded the motion. Motion passed 5-0.

Ammy Heiser – Discussion on Phipps Donation

The Town received a donation in the amount of \$70,000 from the Olivia F. Phipps Revocable Trust of 2013 for the specific purpose of acquiring forest land to be called the "Phipps Town Forest" in memory of Donald and Olivia Phipps. If this purpose cannot be fulfilled, the donation is to be used to purchase property for preservation and be called "Memory of Donald and Olivia Phipps".

Ammy explained the Commission is still looking for a property, but they have discussed a property by North Pembroke Road and Plausawa Hill Road that would abut Chichester's conservation land.

David explained they would need to hold a public hearing on November 1st to formally accept the donation.

Chris Gamache – 2024 Pembroke EMS Director

Chris Gamache, Tri-Town EMS Director, presented the 2024 Tri-Town/Pembroke EMS budget. Following the Town of Allenstown's decision to withdraw from Tri-Town EMS, Pembroke EMS was established as a Town Department as a 24/7 paramedic ambulance service. The goal is for there to be no noticeable disruption to the service, quality of care, or the amount of care provided.

Selectman Goulet asked if they have lost any employees. Director Gamache answered they have not.

Selectman Goulet asked if a patient could request to go to a different hospital than Concord. Director Gamache answered they would to Concord, Elliot, and CMC. Under certain circumstances, they would go elsewhere but those are rare and specific occasions.

Throughout the year, they have been maintaining enough supplies to operate but not necessarily a large backstock to make the dissolution easier. They also suspended their CIP requests. There are two budgets this year, 6 months of Tri-Town and 6-months of Pembroke EMS. Tri-Town's operational budget will be split 50/50 rather than 3-year call volume to be easier and cleaner. Tri-Towns budget total is \$601,999. The estimated revenue from billing is \$225,000. Each town will be responsible for \$186,749.

- Pembroke EMS's total budget for 2024 is \$583,040.
- All purchases for Pembroke EMS are kept in a separate space with receipts and necessary back up so there is no ambiguity come June 30th.
- If PL Customs receives the chassis to the new ambulance by February 2024, it should be up and running by July 1st. If it does not appear that the new ambulance will be full functional by July 1st, in May, they will run out of the ambulance that Allenstown will ultimately receive and the ambulance Pembroke is going to retain can be sent out to be re-lettered and relicensed. If the new one comes in earlier, Tri-Town will release Allenstown's ambulance.

- Staffing will be similar to Tri-Town's – 4 full time and per diems filling in the rest.
- Budget revenue estimates are \$110,000 for the 6 months. It does not account for any mutual aid provided.
- Amount to be raised through taxation will be \$472,039.
- Total budget for both services is \$658,788.
- The Board of Directors will formally dissolve in December of 2024.
- Comstar will close of the receivables on October 30th.
- There will be a stand-alone audit conducted on Tri-Town Ambulance.

IV. Old Business

Any other questions on 2024 Budget Proposals

David explained some of CIP items were not added to the budget in order to purchase the electric trash truck. If the grant funds do not come through, some of those items could be added back in. The Board will review the requests and review again on November 1st.

V. New Business

Manifest/Abatements

Selectman Goulet made a motion to accept the manifests and abatements as presented. Selectman Gagyí seconded the motion. Motion passed 5-0.

Minutes 10/4/23, 10/11/23

Selectman Goulet made a motion to approve the minutes of October 4, 2023 and October 11, 2023, as presented. Selectman Frederickson seconded the motion. Motion passed 5-0.

VI. Town Administrator Report

Final insurance rates came in; Health increased 9.7% and Dental increased 4.7%.

Selectman Goulet made a motion to authorize the Town Administrator to sign the HealthTrust document. Selectman Gagyí seconded the motion. Motion passed 5-0.

David distributed information regarding general assistance/welfare in various communities as well as Pembroke.

The preliminary 2023 tax rate set by NHDRA was at \$27.96. They are reporting revenues from rooms and meals increased by \$340,000 and revenues from the highway block grant increased by \$7,600. For reference, the 2022 tax rate was \$24.90. At the March 2023 Town Meeting, the estimated rate approved by voters was

\$29.06. After making some adjustments to the fund balance and overlay, the rate dropped to \$27.88. The Town increased over 2022 by .63 cents, the County dropped .03 cents and the school increased by \$2.38.

VII. Committee Reports

Selectman Yeaton – None

Selectman Fredrickson – Planning had a workshop to discuss zoning warrant articles. There are no current applications to discuss.

Recreation finalized the 5-year CIP plan. They discussed an awning vs. full stage roof.

Selectman Bean – None

Selectman Gagyí – Gerry Fleury presented the CIP report to the Budget Committee.

Selectman Goulet – None

VIII. Other/Citizen Comment

Gene Gauss, School Board, explained the School District is seeing an overall increase of 85 students. The increase is largely due to the development at the golf course.

IX. Non-Public Meeting

Selectman Gagyí made a motion to enter into non-public session in accordance with RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the requests shall be granted. seconded by Selectman Frederickson at 8:23pm

Roll Call Vote:

Selectman Gagyí	Yes
Selectman Frederickson	Yes
Selectman Bean	Yes
Selectman Yeaton	Yes

The Board came out of non-public session at 8:41 PM

X. Adjourn

Selectman Frederickson made a motion to adjourn at 8:42 PM. Selectman Gagyi seconded the motion, and it was approved unanimously.

Karen Yeaton, Chairman

For more detailed information, the meetings are now taped and can be seen on www.townhallstreams.com click on Pembroke NH and look for the day of the meeting under the month.