

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
DECEMBER 7, 2020 at 6:30 PM**

Present: Chairperson Ann Bond, Selectman Michael Crockwell, Selectman Karen Yeaton,
Selectman Richard Bean

Excused: Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

I. Call to Order:

Chairman Ann Bond called the meeting to order at 6:32pm.

II. Citizens Comment:

None

III. Scheduled Meetings

Chief Gilman - Parking

Dwayne Gilman, Chief of the Pembroke Police Department, spent time in downtown Pembroke trying to figure out a creative solution to the parking issue. Chief Gilman decided the easiest way they will be able to monitor the 2-hour time limit without marking tires is to measure from the tire to the line of the parking space and make a note of where the valve stem is. They will make a notation in the car of license plate and measurements that can be passed off the next officer on shift.

Selectman Bean spoke with the manager of TD Bank in Suncook. He suggested that anyone looking for parking should contact them.

Selectman Bean asked how the change to a one way for Church Street has gone. The Chief explained that they will sit and inform people who are going the wrong way that there have been changes. They have not been issuing tickets while people get used to the transition from a two-way street to a one way. They will likely start ticketing in another week or so.

Chief Gilman discussed the delay in the body camera purchase. The Select board approved the camera purchases for the quoted price and when the Chief called the company to put in the order, he double checked that the cameras would be supported. The company then informed him that they would only be supported until the end of the year because a new model is coming out next year. At that point, the Chief stopped the purchase. The new cameras will have a 2-year warranty and will

cost \$6,828. The Chief is concerned that as demand rises across the country, it will cause the price to increase even further. The Chief is going to look around for a different company and a better deal and if he cannot find one, this will be revisited.

Victor Ranfos – Culvert Discussion

Victor Ranfos was unable to attend the meeting. Selectman Yeaton explained that Borough Road from North Pembroke Road to the Chichester Town Line is on the list for repair next year at a cost of \$264,000. The culvert in that area needs to be replaced before they are able to do the road.

Selectman Yeaton made a motion to approve the bid with GMI Asphalt for the culvert replacement at about 935 Borough Road in the amount of \$7,425. Selectman Crockwell seconded the motion. Motion passed 4-0.

IV. Old Business:

COVID-19 Travel and Quarantine Policy

David Jodoin showed the updated policy to the Police Department and Department of Public Works. They did not have any major concerns. The quarantine associated with personal travel will not qualify for the 80 hours of paid time off under the CARES Act. Funding is due to expire at the end of the year for those who are out due to COVID. David would like to see something in the policy that clarifies the disciplinary action that could happen if someone travels and does not notify their supervisor. He is going to add language to refer them to the employee handbook.

Selectman Bond asked if the employees of the Town are given a handbook with a page at the end that they sign indicating they have read and understood the policies provided to them. David answered that they do. Chief Gilman explained they have their own set of policies at the Police Department above and beyond the town's policies for them and every time there is a change, it is posted in the station, and all officers need to sign that they have read and understood the change.

Selectman Yeaton made a motion to approve the Travel and Quarantine Policy as amended, Selectman Bond seconded the motion. Motion passed 3-0. Richard Bean abstained.

V. New Business

Execute 2020 State Equalization Report

David Jodoin explained the Equalization Report is done every year for the State of New Hampshire. It lists properties sold, sale price, and town assessment. They take that information and come out with a ratio.

Selectman Bean made a motion to sign the 2020 State of New Hampshire Equalization Report. Selectman Yeaton seconded the motion. Motion passed 4-0.

Execute Corcoran Consulting and Sansoucy Assessing Contract

Selectman Bond motion to authorize the Town Administrator to sign the assessing contract with George Sansoucy and Corcoran Consulting. Selectman Yeaton seconded the motion. Motion passed 4-0.

2021 Curbside Schedule

David Jodoin presented the Selectman with the 2021 holiday curbside trash pick-up schedule. It will be in the Town Report and on the website.

Selectman Bond asked if there will be a hazardous waste day this year. David answered that it is in the budget and tentatively scheduled for September 11, 2021.

Letter from Donald and Jacqueline Zeaman

The Board received a letter from Donald and Jacqueline Zeaman. A letter was also sent to the Planning Board. The Zeamans are requesting the Town pay for a deeper well to be drilled if after the San-Ken Homes development is built, their well goes dry. Selectman Bean asked where the development stands right now. Selectman Bond explained that the project has been approved but they are holding off on documents for the home owner's association. They will bring it to the next meeting. They also do not want to put in sidewalks. Selectman Crockwell asked if they can require a bond in case the wells in the area are impacted. Selectman Bond stated that San-Ken took a radius around their project and there is potential for six existing wells to be impacted. Selectman Yeaton read from the hydrology study provided to the Planning Board prior to the plan approval that it was suggested San-Ken either have their own community water source or they conduct a study of the existing wells in the area for quality and quantity. Prior to installation operation of the proposed wells, a base line survey of existing water wells should be conducted for comparative purposes should the neighboring property owners report impacts. Selectman Bond stated she will look in the meeting minutes to find out what happened at the Planning Board meeting regarding these recommendations.

Selectman Bean asked if San-Ken is still going forward with their lawsuit against the Town for not opening the Range Roads. Selectman Bond explained that it is on hold but has not been dismissed. She will look for more information on this.

Discussions regarding the letter are tabled until the next meeting so they can get more information about what happened during the Planning Board meetings.

Letter from Meet me in Suncook

Meet Me in Suncook sent a letter requesting a warrant article for the creation of a capital reserve to maintain the town clock and a \$5,000 yearly appropriation to add to it. David Jodoin explained that the capital reserve would be set up with the Selectman as agents to expend and then it would become part of the normal CIP process. Selectman Yeaton clarified that the building the clock tower sits on is leased at \$1.00/year for 99 years. Selectman Yeaton asked what would happen if the building is ever sold. David explained that the building was sold a few years ago and the 99-year lease transfers owner to owner. Selectman Crockwell asked how many years are left on the lease. David answered there are a little over 80 years left. Selectman Bean suggested looking to see if it qualifies for a historical monument. David is fairly certain they have looked into that before and there were road blocks because the Town does not own the building it sits on. Selectman Yeaton would like to learn more about their plans for the clock, the language of the lease, and she has concerns for the structural integrity of the building.

This discussion is tabled to the next meeting.

Manifests/Abatements

Selectman Bond made a motion to accept the manifests and abatements as presented. Selectman Crockwell seconded the motion. Motion passed 4-0.

Minutes 11/9/20, 11/14/20, 11/16/20, 11/23/20; Non-Public 10/19/20; 11/9/20; 11/16/20

Selectman Yeaton made a motion to accept the minutes of November 9, 2020. Selectman Bond seconded the motion. Selectman Crockwell abstained. Motion passed 3-0.

Selectman Bond made a motion to accept the minutes of November 14, 2020. Selectman Yeaton seconded the motion. Selectman Bean abstained. Motion passed 3-0.

Selectman Crockwell made a motion to accept the minutes of November 16, 2020. Selectman Yeaton seconded the motion. Motion passed 4-0.

Selectman Bean made a motion to accept the minutes of November 23, 2020. Selectman Bond seconded the motion. Motion passed 4-0.

Selectman Yeaton made a motion to accept the None-Public minutes of 10/19/20, 11/9/20, and 11/16/20. Selectman Bean seconded the motion. Selectman Crockwell abstained from the 11/9/20 minutes. Motion passed 4-0.

VI. Town Administrator Report:

The Pembroke Fire Department has released their Santa route. Santa will be in the bucket of the Fire Truck and driven around town.

Carolyn Cronin was asked to solicit estimates for a consulting review of zoning ordinances. They have identified many inconsistencies and inaccuracies in the current ordinances as well as formatting issues. There are 3 bids that range from \$3,500-10,000. The Planning Board does not feel as though they have the time to go through and rewrite the zoning ordinances. Selectman Bond asked if the funds are currently available to do this project. David explained that after the next manifest, they will have a better idea of how much is left over that has the ability to be encumbered.

David discussed the warrant article from 1990 regarding changing the class of Beacon Hill Road. It appears as though it was changed due to traffic concerns. Selectman Bean asked if the road was closed at town meeting, how it can be opened up again without town meeting. David explained that the Selectman have the authority to open it. William Evans petitioned the Board under the layout provisions for the Board of Selectmen to do a lay out over a class 6 road and make it into a class 5. The applicant would have to pay to bring the road up to current town specs. Right now, he just is asking for 200-300 feet be opened so he can access his property. Emergency services do not seem to be too concerned with having the road opened all the way to Route 3. Public Works felt it would be helpful if it was open for plowing purposes. Selectman Bean asked if the neighbors have voiced concerns. David and Selectman Bond explained that many showed up to the public hearing.

The county is proposing an increase of 2.95% in the tax rate for 2021.

VII. Committee Reports:

Selectman Crockwell – None

Selectman Bean – None

Selectman Bond – Planning is working on warrant articles.

Selectman Yeaton – The Budget Committee met to discuss the Library and Police Department budgets. The School District gave an update and they are currently proposing a 2.25% operational increase and that does not include warrant articles that total around \$390,000. It also does not include the new contract for the paraprofessionals. They discussed March Town Meeting and the concerns to safely hold a Budget Committee public hearing. Dan Crean resigned from the Committee. David Jodoin discussed concerns for the lack of language in the current statutes for traditional town/school district meeting entities who do not have a default budget. They believe what they can do is open the town meeting and then recess to a later date. Typically, the town is operating on a deficit budget for three months and if the budget doesn't pass, they have time to make the necessary cuts. This year, if they operate on a deficit budget for 6 months, those cuts become a lot harder to make. David is currently drafting warrant articles and they will be ready for the Budget Committee by the next meeting. Roads Committee reviewed the 5-year plan and made plans for 2021. There are 15 projects at an estimated cost of \$470,000. Assuming all projects pass the

Budget Committee, bids will go out in February. At Solid Waste, they are looking at revising the solid waste ordinances and will have that ready for Town Meeting. They met with representatives from Casella to discuss private haulers. They also discussed privatization. There are concerns about being able to handle the volume in Town with the new developments. Casella is open to discussing the possibility of outsourcing to them for a route one of the days.

VIII. Other Citizens Comment:

None.

IX. Non-Public Session:

Selectman Crockwell made a motion to enter into non-public session in accordance with RSA 91-A:3 II (b) Hiring Public Personnel, seconded by Selectman Bean at 8:20pm

Roll Call Vote:

Selectman Bond	Yes
Selectman Bean	Yes
Selectman Yeaton	Yes
Selectman Crockwell	Yes

The Board came out of non-public session at 8:45 PM

X. Adjourn:

Selectman Bean made a motion to adjourn at 8:46 PM, Selectman Crockwell seconded the motion and it was approved unanimously.

Ann Bond, 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.