

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
August 17, 2022 at 6:30 PM**

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Present: Selectman Richard Bean, Selectman Peter Gagy, Selectman Karen Yeaton,

Staff: Town Administrator David Jodoin

Excused: Selectman Sandy Goulet and Selectman Rick Frederickson

**I. Call to Order:**

Chairman Yeaton called the meeting to order at 6:31pm.

**II. Citizens Comment:**

None

**III. Scheduled Meetings**

DPW Director – Drainage Easement Donna Drive

David Jodoin explained when the Donna Drive development was built, it was built with open drainage. Over time, residents have filled in drainage areas to create a bigger lawn or built sheds over them. In the past, the Selectman have felt that it is the homeowner's responsibility to unblock the drainage systems even though the homes may have changed hands and the previous owners were the ones who filled them in or blocked it. Some homeowners have rectified the situation, some have not.

Selectman Yeaton asked if there are easements on these areas. David answered the Town does have drainage easements for culverts and such. The deeds to the homes clearly state what is the Town's responsibility and what is the homeowner's responsibility, but the open drainage easements were not part of it.

VJ Ranfos, Director of Public Works, shared Mike Lessard, Terrie Drive, would like to put in some better drainage. Mike explained he would like to put an addition onto the back of his house but he needs to correct a standing water issue. He would like to connect to the drainage system of a neighbor. Advanced Excavation has given him a quote to put in a pipe and erosion stone and it would ultimately drain into the town culvert at the end of the road. Advanced said they would not do the work without approval from the Town.

Selectman Yeaton asked if there is a negative impact to the adjacent property. VJ explained he is not changing the water flow. He is putting the drainage into an

existing swale. This will allow the water that is pooling on his property to flow as it is supposed to.

Selectman Gagyi made a motion to authorize Mike Lessard to move forward with adding drainage to his property pending all necessary permits are approved. Selectman Bean seconded the motion. Motion passed 3-0.

#### DPW – 10 Year Plan

VJ explained that every two years the State of NH looks at projects on Town's 10-year plan. This year, there are two he is proposing for them to focus on. One project is recommended by the Town Master Plan and is for a Route 3 corridor study. The study will include beautification opportunities, bicycle and pedestrian counts, traffic counts, crash history, crosswalk needs, growth and traffic projections, and design and engineering projections. The other project is reconstruction of Glass Street. Glass Street is a town road that qualifies for federal money. Since Pembroke is an MS-4 community and the drainage lines are really old with outflows that go into the river, older sidewalks, and the potential for revitalization of downtown, the project would score well on their criteria list.

Selectman Yeaton asked if there were any other projects that had been up for consideration. VJ answered that Central New Hampshire Regional Planning had another project in mind but these two were the main ones.

#### **IV. Old Business**

None

#### **V. New Business**

##### Manifests/Abatements

Selectman Gagyi made a motion to accept the manifests and abatements as presented. Selectman Bean seconded the motion. Motion passed 3-0.

##### Minutes - 8/3/22

Selectman Bean made a motion to accept the minutes of August 3, 2022 as presented. Selectman Gagyi seconded the motion. Motion passed 3-0.

#### **VI. Town Administrator Report:**

HealthTrust is not anticipating an annual return of surplus for 2022.

The Town received a one-time highway block grant for just over \$140,000.

There are properties for sale on Class 6 roadways and the Board has always made the decision that the road needs to be built up to town specs in order to be considered for frontage. At one point, the Selectman would grant waivers with the understanding that if anything happened on that road, it was not the town's responsibility, and they would not receive town services such as plowing and trash pickup. Issues would arise when the homeowner needs services such as police, fire, and/or ambulance so the Selectman did away with the waiver. Recently, someone came to code enforcement looking to put in a barn but they did not have frontage. In the state statutes there is language about the waivers. That homeowner wants to meet to discuss a waiver. The issue is on the agenda at the next Roads Committee meeting on September 6.

Chief Gaskell sent a letter explaining when he officially took over on July 1<sup>st</sup>, there was 11 employees – 9 police and 2 civilians. There were 4 vacant police officer positions and 2 vacant part-time police officer positions. As of August 1, there will be a new hire. He has made shift adjustments so the town is covered. He will be posting outside of the department for a lieutenant. If an outside candidate cannot be found, he will fill from within on October 1<sup>st</sup>.

In 2022, the town approved the All Veterans Credit. The State put the credit into law in 2017 but the Board at the time decided not to put it on the warrant. An individual filed in 2021 for the credit and was denied. That individual applied again in 2022 and was granted the credit. When he submitted his application, he submitted a letter requesting an additional \$500 from 2021 that was denied be applied to 2022. When the credit is applied for and denied, a person can file an appeal with the Board of Tax and Land appeals. That filing costs \$65 and the individual would need to go in to discuss it with them. The filing deadline for the property tax exemption/credit is due September 1, 2022. Selectman Yeaton asked if the Board of Selectman can approve the credit at this point. David answered he believes it has to the Board of Tax and Land Appeals.

Selectman Gagyí asked if approving it set a precedent, how many people would that affect? David answered he didn't have that information but would guess less than 10.

Selectman Yeaton explained she would be in favor of retroactively giving the \$500 for 2021 to anyone who applied for the credit after it was passed in 2022 to show support of our veterans. Selectman Gagyí and Selectman Bean agree.

## **VII. Committee Reports:**

Selectman Gagyí – CIP met with Recreation and the School. Recreation is looking to replace dugouts and get donations for the stage roof. Tennis courts will be done this month. School is looking to put replacement money for the track into a capital reserve which will cost around \$400,000 in FY 2024/2025. For this year, they are

looking for around \$405,000 in total capital reserve deposits to be funded from surplus.

Selectman Yeaton – Lots of new changes to Planning and Zoning laws going into effect in August. When the Planning or ZBA denies a request, the State now requires they send in a detailed explanation as to why. Planning is concerned they will need more input from legal before filing a report. There is a new law that allows for a TIF district for residential development as well as commercial. They changed the rules around religious use for property. The state law now prevents the ZBA and Planning Boards from applying certain town regulations to religious use permits. Only state or federal regulations can be enforced.

Selectman Bean – None

**VIII. Other Citizen Comment:**

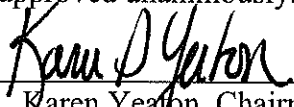
Mike Leviss, 12 Central Street, the parking codes are inflexible leaving some parking lots empty and some very full. Would like to have a discussion about it at some point.

**IX. Non- Public Session:**

None

**X. Adjourn:**

Selectman Gagli made a motion to adjourn at 7:58 PM. Selectman Bean 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](http://www.townhallstreams.com) click on Pembroke NH and look for the day of the meeting under the month.