

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
October 4, 2023 at 6:30 PM**

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

Staff: Town Administrator David Jodoin

**I. Call to Order:**

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

**II. Citizen Comment**

None

**III. Scheduled Meetings**

Chief Gagnon – 2024 Budget Presentation

Chief Paul Gagnon, Assistant Chief Erik Paulsen, and Deputy Chief Bob Farley presented the 2024 Fire Department Budget. The overall budget increase over last year is 1.71%. David Jodoin explained he has not added the items from CIP into any of the budgets yet.

Chief Gagnon highlighted changes to the budget. A lot of items were kept level funded.

- Wages had an 8.58% increase that is tied to Cola and Merit increases town - wide.
- Dispatch went up due to Cola and to fund the Hazmat Team in the area compact.
- Testing had a decrease of 26.97%. The Firefighter in charge of uniforms and equipment went to a training to be certified in inspecting turn out gear. He is now able to do that in house which is a significant savings.
- Personal Safety Equipment has a decrease of 33.14%. \$10,917 was removed because the air packs were purchased last year.
- Equipment Maintenance increased by 20.95% because repair costs are rising. This increase should cover any additional inflation.
- New Equipment decreased 19.30%. They feel the budgeted amount of \$3,830 is all they will need.
- Replacement Equipment decreased 31.42%.
- Computer/Software Maintenance increased 25%. The Department is working on upgrading to Office 365.

David asked what the Department's biggest concern is going into the new year. Chief Gagnon answered they will be faced with a day shift issue within the next few years. They were unable to fill the full-time day shift position. There is a possibility of creating a hybrid EMS/Fire position.

The Emergency Management Budget remained the same at \$5,880.

#### VJ Ranfos, Director of Public Works – Winter Sand Bids

VJ explained the Town only received one bid on their RFP and it was from F.L. Merrill. The costs have gone up .50 on delivery and pick up. The Town has used the company for the last few years, and they have been happy with the relationship.

David asked how they are in stock right now. VJ explained they have a sand reduction plan in place since sand is more destructive to the environment than salt. Since they are using more salt, they currently have a good back stock. The salt prices have gone down \$1.50/ton.

Selectman Frederickson made a motion to waive the bid requirements and to award the 2024 sand bid to F.L. Merrill for a cost of \$14.17/ton delivered and \$10.50/ton picked up. Selectman Gagyí seconded the motion. Motion passed 5-0.

#### VJ Ranfos – 2024 Budget Presentation/10-Year Plan

##### 2024 Public Works Budget Presentation:

David explained health insurance increased 9.7% and dental increased 4.7%. The CIP items are also not included in this budget.

- Uniforms increased 6.61%. That is a contracted service.
- Contracted services increased 60%. That is a contract for sidewalk plowing. The town pays by the hour for this service.
- Telephone increased 25%. New asset management software requires new tablets that need telephone service to run.
- Striping contract increased 7.44% and street sweeping increased 4.3%. That is a contractual agreement.
- Equipment rental decreased 12.50%. This line hasn't been utilized very much in the last few years but is a good safety net to have in the event a machine goes down.
- Gas & fuel increased 5.03%.
- Equipment/Radio Maintenance & Repair increased 33.33%.
- Computer Software Maintenance increased 80%. This is the asset management software. They are currently attending trainings on the software.
- Vehicle Maintenance & Repair increased 5%.
- Public Notices decreased 33.33%.
- Overall budget increase is 7.75%.

- Engineering is down 20%. Some of the savings are coming from qualifying for grants that will cover the costs of the town engineer.
- Solid Waste Budget is up 7.99% due to the 14.29% increase to the supplies line for the cost of the carts. 8.16% in tipping fees and recycling is up 8.00%. The increases are in the contract. Hazardous waste is down 94.34% because hazardous waste day is every other year. VJ explained the ACR went from \$145/ton to \$157/ton and recycling dropped from \$137 to \$127/ton. If there was no contractual increase, they would have been around even.

#### 10-Year Plan Discussion:

Working with Central New Hampshire Regional Planning Commission to put together the Roads 10-year plan. They did a study of the roads and took several different factors into consideration such as traffic count, importance of route, and condition of pavement to help them set the Town's priorities as to which roads should be done first to keep the road system in good shape. The list is fluid and is used for budgeting and planning purposes. VJ will meet with CPCNH at the end of the road paving season to review the list and add on the next year. The current road paving budget is \$750,000.

Selectman Yeaton asked if they have had any takeaways from these new processes. VJ explained they got a better handle on whether asphalt rubber chipseal or conventional chip seal is the better option. The rubber chip seal is a little bit more expensive but less expensive than paving and the residents like it a lot better. Asphalt emulsion injection was used on North Pembroke 3 years ago and it has held up so it was used again on Bow Lane this year and it came out great. Cold in place recycling was used on Ricker Road and it wasn't as smooth as they would like so they had to put a shim on top and then an additional inch of pavement. It ended up costing the same as if they reclaimed it and paved. They have learned a lot about a variety of techniques and how to tailor fixing roads to the specific needs and use of that road.

David asked if the Roads Committee had a discussion about Fairview. VJ explained Mike Vignale (Town Engineer) has ordered some coring tests to see what path forward they take. They will likely need a bond to pay for it. The road was originally laid without any drainage and there is a substantial amount of water that goes down the road. A closed system will likely be needed, and the cost is very high.

David asked what his unknowns/fears are for the future. VJ stated it is personnel. It is hard to find replacement people. People in the private sector are being paid a lot of money and the Town is having a hard time competing. They are trying to work with people and other municipalities to get people trained and to obtain CDL licenses.

Selectman Frederickson asked if they have the ability to hire out for plowing services. VJ answered they currently have a call out to contractors, and they are discussing creating a seasonal position.

Bob Fanny will be receiving an award from the Northeast Resource Recovery Association for having attended the most number of training hours. On November 1<sup>st</sup> they will do a presentation at their annual meeting at the Puritan Backroom in Manchester.

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

None

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

##### Planning Board Appointment

Selectman Frederickson made a motion to appoint Bryan Christiansen as a full-time member of the Planning Board. Selectman Gagyi seconded the motion. Motion passed 5-0.

##### Approve 2024 Utility Revaluation Contract

Selectman Frederickson made a motion to approve the 2024 Utility Contract with Sansoucy Associates. Selectman Gagyi seconded the motion. Motion passed 4-0.

##### Review Additional 2024 Budget Requests/Time Permitting

- The Board will meet on October 11<sup>th</sup> to discuss the Police Department 2024 budget.
- Health Administration, CAP Contribution budgets have no change.
- Welfare Administration budget is up 8.24%. The wage lines are up due to the cost-of-living adjustment.
- Direct Assistance budget line has no change. The guidelines for this line item will need to be looked at and possibly updated with the cost of living going up.
- Recreation Commission budget has a decrease.
- Safety Center and Library bonds were paid off which are a 18.50% and 19.66% decrease respectively.
- Patriotic Purposes, Old Home Day, Meet Me in Suncook, Christmas in the Village, Conservation Commission, Economic Development, Elected Officials, Budget Committee, Planning Board, Zoning Board, and Legal Services budgets remained flat
- Town Administration budget is up 4.38%. Wage lines are increased due to COLA. There will be additional money put into the training and education lines.
- Town Clerk Budget is up 7.89%. There are more elections in 2024 since it is a primary year and they will need to buy new ballot boxes, a ballot counting machine, and some new equipment that will require training.

- Elections are up 86.66% because of the increased elections in 2024.
- Auditing Services are up 4.68%. That is contractual.
- Tax Collecting is up 1.88% based on the computer software updates.
- Information Systems is up 7.41%. The company that hosts the website was bought out and the new company increased the fees.
- Assessing Services are up 6.56%. That is contractual.
- Planning and Land Use is up 8.43%. This increase represents COLA and sick leave buy out.
- General Government Buildings is up 1.4%. This is due to hiring a part-time person for janitorial services.
- Cemeteries is up 6.21%. Mowing and burial services are increased from last year. There will be revenues to balance out the burial costs.
- Liability Insurance is 5.00%
- Unemployment is up 5.03%
- Workers Comp is up 5.00%
- Bottom Line of the budget is up 9.64% or \$658,167. \$509,430 of that increase is the ambulance service alone.

#### Manifest/Abatements

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

#### Minutes 9/21/23

Selectman Frederickson made a motion to approve the minutes of September 21, 2023, as presented. Selectman Gagyí seconded the motion. Motion passed 5-0.

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

Selectman Gagyí made a motion to approve the 2023 MS-535 as presented. Selectman Bean seconded the motion. Motion passed 5-0.

Selectman Gagyí made a motion to approve the Oath of Office appointment for Alicia M. O'Rourke. Selectman Frederickson seconded the motion. Motion passed 5-0.

Rose Galligan sent an email requesting the Building Committee look at the dugouts, look at the gazebo, and discuss the possibility of using steel instead of wood for support on the stage roof. David will send out an email asking them for their availability.

### **VII. Committee Reports**

Selectman Yeaton – None

Selectman Fredrickson – Planning held a workshop on the 26<sup>th</sup> and discussed mixed use developments, current ordinances, flood plain ordinances, and sign ordinances.

Selectman Bean – None

Selectman Gagy – Gerry presented information on how the capital reserve funds function. The School District reported 90 new students. The Selectman would like to see the trends for special education over the last 5 years.

#### **VIII. Other/Citizen Comment**

None

#### **IX. Adjourn**

Selectman Yeaton made a motion to adjourn at 9:20 PM. Selectman Frederickson seconded the motion, and it was approved unanimously.

A handwritten signature in cursive script, appearing to read "Karen Yeaton", is written over a horizontal line.

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.