

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

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

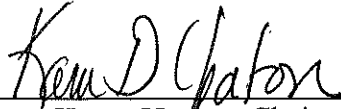
Roll Call Vote:

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.

A handwritten signature in black ink, appearing to read "Karen Yeaton", 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 click on Pembroke NH and look for the day of the meeting under the month.