

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

Present: Selectman Karen Yeaton, Selectman Peter Gagyí, Selectman Richard Bean, Selectman Rick Frederickson

Staff: Town Administrator David Jodoin

Excused: Selectman Sandy Goulet

I. Call to Order:

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

II. Citizens Comment

None

III. Scheduled Meetings

Public Hearing in accordance with RSA 31:95-b III (a) – Acceptance of \$47,453.26 from the State of New Hampshire as part of House Bill 2

Selectmen Yeaton opened the public hearing at 6:32pm.

No public present

Selectman Yeaton closed the public hearing at 6:32pm.

Selectman Bean made a motion to accept the \$47,453.26 from the State of New Hampshire as part of House Bill 2 in accordance with RSA 31:95-b III (a). Selectman Gagyí seconded the motion. Motion passed 3-0.

IV. Old Business

None

V. New Business

Main Street Change Order

There are 3 change orders submitted by KV Partners LLC on behalf of Merrill Construction; regrade existing gravel base prior to placement of temporary paving in the late fall of 2022, change in funding to remobilize the site after a year of being

suspended, and a slightly higher curb due to grade differential between the proposed sidewalk and adjacent parking lot and resetting that granite curb after it was installed. The total of these changes is \$11,787.

Selectman Gagyi made a motion to accept the change order with Merrill Construction and to authorize the Town Administrator to sign the document. Selectman Frederickson seconded the motion. Motion passed 3-0. Selectman Bean abstained.

2024 Meeting Schedule

The Board reviewed and accepted the 2024 Selectman Meeting Schedule.

Polling Place and Hours

After the 2023 Town and School District meeting, there was discussion about changing the start time from 10:00am to 9:00am. The School District has no issue with changing the time and neither does the Budget Committee. The Board would prefer both meetings stay the same this year and change it for 2025 so it can be advertised during the meetings this year. The Board does not want to have a different start time than the School so Selectman Yeaton is going to reach out the School Board to discuss it further.

Manifest/Abatements

Selectman Gagyi made a motion to accept the manifest and abatements as presented. Selectman Frederickson seconded the motion. Motion passed 4-0.

Minutes 11/15/23, Non-Public Minutes 9/6/23, 10/18/23, 11/1/23, and 11/15/23

Selectman Frederickson made a motion to approve the minutes of November 15, 2023 as presented. Selectman Gagyi seconded the motion. Motion passed 4-0.

Selectman Gagyi made a motion to approve the non-public minutes of 9/6/23, 10/18/23, 11/1/23, and 11/15/23 as presented and to release them. Selectman Bean seconded the motion. Motion passed 4-0.

VI. Town Administrator Report

Selectman Frederickson will be going to CPCNH on December 21st to announce whether or not Pembroke authorizes procurement or plans to defer. The Energy Committee will come to the December 20th Board of Selectman meeting to discuss.

NHDRA sent an email stating they began the 2023 Revised Inventory Monitoring on November 28th.

Bryan Christiansen will be in at the next meeting to discuss the Comcast contract.

There are abandoned funds at the New Hampshire Treasury for the Pembroke Police Department. Selectman Yeaton signed the document allowing Chief Gaskell to claim them.

The Health Officer is taking vacation for a few months and would like to nominate Paul Bacon as Deputy Health Officer. Selectman Gagyi made a motion to appoint Paul Bacon as the Deputy Health Officer. Selectman Frederickson seconded the motion. Motion passed 4-0.

Selectman Gagyi made a motion to authorize the Town Administrator to sign the Tax Contract with Sanders Searches LLC. Selectman Frederickson seconded the motion. Motion passed 4-0.

On Monday, Northeast Shredding services from Hooksett is coming to pick up boxes of sensitive Tax Collector and Town Clerk records for shredding. The cost is \$175 service minimum or \$.22/pound whichever is greater plus a flat fee of \$5.50.

The preliminary county tax increase is 8.7%. This has not gone through the delegation yet and usually decreases by the time we get to the budget meeting.

Chief Gagnon would like to purchase new fire attack lines for Engine 1 & 2. The current lines are between 15 and 30 years old and tend to kink. He would like to use the \$7,122 credit with Brigham's Fire Equipment from the return of the air packs and an additional \$8,600 from the testing budget line. Selectman Frederickson made a motion to waive the bid requirements and authorize the Fire Chief to proceed with the purchase of \$8,600 for new hose and nozzles. Selectman Gagyi seconded the motion. Motion passed 4-0.

The electric trash truck is on its way to Governor and Council for approval. The Town should know whether or not it was approved before it 2024 Town Meeting.

The Town was awarded additional Bridge Aid funds from the State of New Hampshire and the Board discussed at the last meeting using those funds on the bridge on Bachelder Road. KV Partners has sent a proposal in the amount of \$16,400 for a field survey and base plans, preliminary designs, plan development, coordination of meetings, final design, and permits. Selectman Bean made a motion to authorize the Town Administrator to sign the contract with KV Partners for Bachelder Road Bridge engineering and design services in the amount of \$16,400. Selectman Gagyi seconded the motion. Motion passed 4-0.

The Planning Board did not hold a public hearing as planned for the proposed development on Borough Road. The Chairman handled the process correctly and if the Board had done anything else and allowed discussion without holding a public hearing, they likely would have found themselves in front of the state housing and appeals board for violating the applicants due process. The Board declared the project

a development of regional impact (DRI). Letters have gone out to surrounding communities.

A roofing company called and would be willing to donate time and supplies to shingle the roof of the gazebo at Memorial Park. He can provide a certificate of insurance to the Town. A member of the Building Committee has seen his work and is comfortable with his qualifications.

The Insurance Adjuster from Primex walked Memorial Park with David and VJ. There were questions about the playground mulch. He had some concerns for the buffer between the slide and the outer box. There is also a bolt that was put in the wrong way. That is going to be taken care of. He made some recommendations on the new dugout.

Selectman Frederickson made a motion to appoint Bryan Christiansen to the Planning Board. Selectman Bean seconded the motion. Motion passed 4-0.

VII. Committee Reports

Selectman Yeaton – None

Selectman Bean – None

Selectman Gagy – Budget Committee met and the School shared the current anticipated increase is \$3.6 million increase and the new Hill School will likely not be presented this year. The Committee discussed the Police budget. Chief Gaskell would like to put the police car replacement rotation in the budget rather than funding it through capital reserves.

Selectman Frederickson – Planning approved a subdivision for a family on Pembroke Hill Road. NE Flower Farms development will have 2 phases of housing for farm workers on HB2 visas on Borough Road. Some area residents showed up to discuss the project but it was determined to be a DRI and they will discuss it on January 23rd. Oddball brewing was approved for a mezzanine seating area in their business.

VIII. Non-Public Session

Selectman Frederickson 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 Gagy at 7:44pm

Roll Call Vote:

Selectman Gagyi	Yes
Selectman Bean	Yes
Selectman Yeaton	Yes
Selectman Frederickson	Yes

The Board came out of non-public session at 8:23 PM

Motion by Selectmen Gagyi, seconded by Selectmen Frederickson to approve the following merit increases. Jim Goff 2%, Stephanie Baldwin 2.5% and David Jodoin 2% effective on their anniversary date. Motion passed 4-0.

IX. Other/Citizen Comment

None

X. Adjourn

Selectman Frederickson made a motion to adjourn at 8:23 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 click on Pembroke NH and look for the day of the meeting under the month.