

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
OCTOBER 21, 2019 at 6:30 PM**

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Present: Chairman Tina Courtemanche, Selectman Ann Bond, Selectmen Richard Bean,  
Selectman Sandy Goulet

Staff: Town Administrator David Jodoin, Recording Secretary Jillian McNeil

Excused: Selectman Michael Crockwell

**I. Call to Order:**

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

**II. Citizen Comment:**

Selectman Ann Bond shared that the Town of Pembroke was voted by Readers Digest as one of the top towns in New Hampshire to live in.

**III. Scheduled Meetings:**

Meet Me in Suncook – 2020 Budget Request

Melanie Boisvert, Chair of the Meet Me in Suncook Committee, met with the Board to discuss the annual 2020 Budget Request of \$1,000. Melanie stated that the Committee has not been meeting regularly and they do not have a current project they are working on so if the Town wanted to forgo the yearly donation this year, the Committee is fine with that.

Old Home Day – 2020 Budget Request

Steve Fowler, Chair of The Old Home Day Committee, met with the Board to discuss their annual 2020 Budget Request. Steve stated that both Allenstown and Pembroke donate \$2,000 a year and supplies fire and police services on their side of the river. Allenstown's efforts generally are over after the parade while Pembroke continues to provide support for the remainder of the day. There is an imbalance between the two communities for that reason. There was a time when Allenstown would be part of the police coverage in Pembroke but that hasn't happened in years. Steve stated that the Committee really appreciates and relies on the yearly donation from the Town.

Selectman Bond asked how much fundraising is done. Steve stated there is a large fundraising effort and they hit up every business in town as well as private citizens for donations. They have larger companies sponsor entertainment. The food and craft vendors also pay for their spaces. Selectman Bond asked what the cost is for running old home day. Steve stated last year it was close to \$20,000 to put on.

#### Bill Evans – Range Road Opening

William Evans, Resident, and Steven Lewis presented their plans for a development on Upper Beacon Hill Road. The project would need approximately 250 feet of Beacon Hill Class VI Road to be opened. Bill purchased the property in 1984 when the road was still a Class V with the intention of putting in a development. Unbeknownst to him, in the late 80's it was changed to a Class VI road and therefore unmaintained by the Town. The development would take on the cost of upgrading the road to current town standards. When Bill originally proposed the creation of a subdivision on this location, he was told the project was premature for the area and since then Pembroke Street and Route 106 have been upgraded enough to make the project viable.

The plan would keep the majority of the property as open space that would provide a buffer between the neighbors and the development. The development would be an age restricted housing income capped project. With age restricted housing, there is not the large traffic impacts at peak times that there would be with other developments. There is also no impact to the school districts. There would be a requirement to do a high-end traffic count and market study before the government will give any funding for the project.

This project would have an internal road system that would be maintained by the development at no cost to the Town. The only costs to the Town would be the maintenance of the 250 feet of the Road they are requesting to have opened. The development would be audited yearly by NHFA and HUD to ensure that the development remains lost cost housing. The guarantee to the community is that there is a land use restriction on the land that demands it stays age restricted and as affordable housing for 99 years. Selectman Bond asked what the age restriction is. Steven answered that it is 62 and older. No one is allowed to live in the property that is not 62 years old. This includes spouses and children and a visitor under the age of 62 is only allowed to stay for two weeks. Selectman Bond shared that a lot of people are working into their 70's so they would impact traffic counts. Steven stated that the average age of people living in his properties is 76. A 62-year-old person who is still working would likely not qualify to live in the development since they would be making too much money. A 2-person household cannot make over \$40,000. Bill stated that the only town service that would likely see an increase in use is the ambulance service. Steven also pointed out that even though the buildings are federally funded, they are privately owned so it will be on the tax rolls and the town will see a revenue increase from it. Steven stated that he owns properties in Salem

and the Board is welcome to come see what the ending project will look like. This project would mirror that one.

Selectman Goulet asked why they selected the Town of Pembroke and when would construction start. Steven answered that the State of New Hampshire tries to spread these projects around the state. Pembroke does not have any projects like this and there is a large market for these types of homes. Bill stated that there is such a large need for these homes that they will be rented before the construction is done. Steven stated that these projects take a long time to get off the ground due to all the requirements from the government and studies that have to be done. If all goes smoothly, phase one of the project, which would be one building, would likely start in the summer of 2021.

Selectman Bean asked how many buildings are they proposing and how many units per building? Steven answered that they are proposing three buildings with 32 units in each.

Selectman Bond asked what Ambulance, Fire, and Police have said about the project. Steven stated that before they go to all of the Departments for input, they need to get the approval for the road opening. The federal government will not fund a project that does not have sufficient important town services. If the impact was too great on these services, they would likely be turned down. They cannot go to the Planning or Zoning Boards until the Board of Selectmen have weighed in on the road opening. Steve stated that even though this will have an impact on ambulance services, these are not assisted living homes. They are independent living apartments and everyone has to be ambulatory.

Selectman Courtemanche asked how far the piece of the road that they would like opened is from Lower Beacon Road. Bill stated that it is 300+/- feet from the end of the paved section of Lower Beacon to the property line. Selectman Bean asked if they would stake it and flag it so they could go look at the property and have reference points. Bill stated that he would do that. Bill stated that as of now that will not be asking for the whole road to be open. Selectman Courtemanche asked if they would do a hammerhead at the end of the road for the plows in the winter. Bill answered that it would be a hammerhead.

Selectman Bond asked why they wouldn't want to go down to Lower Beacon rather than having residents go all the way around Upper Beacon. Steven stated that he didn't want to fight with the abutters when Upper Beacon is already available. The Feds could come back and say that they need to petition to open the whole road and then at that point they would come back to the Town to discuss it.

Selectman Courtemanche asked if the Roads Committee has weighed in. Jim Boisvert, DPW, stated Roads Committee has not really discussed it but TRC had a very good discussion about the project. TRC felt it would be better to go down to Pembroke Street.

## Public Hearing – Proposed Changes to Town Ordinances

David Jodoin discussed proposed changes to various town ordinances:

Chapter 133 Solid Waste – Parking. Number 8, which states “No Parking between the hours of 9am-2pm shall be in effect for the following streets...” David stated that Public works is suggesting adding Howard Street to the list and putting up the appropriate signage on the street. David also stated that there still needs to be a sign added to the property 6 Howard Street to eliminate parking per the Boards prior discussion and vote. That would fall under Chapter 191 – Vehicles and Traffic. Dwayne Gilman, Chief of Police, stated the sign should state no stopping, no standing, no parking and a fine should be attributed to it. Chief Gilman asked if the Parking ordinance for trash pick up has to be no parking from 9-2. Jim Boisvert, Director Public Works, stated that if there is a break down and something happens to the truck, there needs to be that time frame that allows the trash trucks to run late if needed. Chief Gilman stated that the Department does not want to issue tickets if the trash lids are up and it is clear the trash has been picked up. The Board told the Chief to use his discretion when issuing tickets in those areas with the 9-2 parking ban on trash days.

Chapter 180 – Snow and Ice Policy, 180-9 Parking, Main Street to Glass Street to the Post Office is listed twice. Chief Gilman pointed out there are no hours associated with parking during a snow emergency. The suggestion is to add “...during operating business hours.” to the end of the ordinance.

Chapter 180 – Snow and Ice Policy, 180-15 Depositing snow and ice on streets and sidewalks, 6 Union Street needs to be removed as an approved site for snow dumping since the Town no longer owns the building.

Chapter 180 – Appendix D, Sidewalk Snow Removal, Jim stated that they wanted to remove the Village School as a primary route but they cannot do that because it is a major bus stop for the area. All Town sidewalks are now in the policy to be done in a timely fashion. They are broken out into Primary and Secondary and listed from 1-10 in order of priority. Selectman Bond asked if this is all listed on the town website. David stated that on the website under Town Code.

Chapter 187 – Town Buildings and Grounds, 187-13 Damage Deposit, remove Article VI – Use of Perry L. Eaton Building and 187-14, 187-15, 187-16, 187-17, and 187-18.

Chapter 191 – Vehicles and Traffic, 191-1 B., remove parking lot B as that references 4 Union Street which the Town no longer owns. Parking lot C will now become Parking Lot B

Chapter 191 – Vehicles and Traffic, 191-9 Prohibited stopping, standing, or parking (p), Chief Gilman would like to strike \$30 per occurrence and add “shall be subject to towing. Fines for above violations will be \$30 per occurrence.” Jim Boisvert stated that letters will be going to tomorrow attempting to resolve some of the parking issues in Town. Mainly, homeowners have vehicles half in the street and half on their property.

Chapter 180 – Snow and Ice Control Policy, 180-10 Damage to private property. Jim Boisvert discussed homeowners putting fences and buildings on town right of ways. Chief Gilman stated that the issue is that homeowners believe the own up to the edge of the road when it is really a State or Town right of way and when damage to that property happens and they want restitution for that, it becomes complicated. David asked how they will really know if it is their property and town property. Chief Gilman stated that they can go to the middle of the road and measure it out. In the ordinance, the word “any” needs to be added before “...private property that is located within the public right-of-way.”

Chapter 191 – Vehicles and Traffic, 191-17 Schedule III: Parking Prohibited at All Times. Add no parking on the North Side of Howard Street. Location would be listed as Broadway to Dead End. Also add, parking prohibited on east side of Middle Street and the location is listed as Front Street to end of Middle Street.

Chapter 191 – Vehicles and Traffic, 191-9 Prohibited stopping, standing, or parking (d). Move (d) to (e) and add “Any vehicle parked leaking hazardous materials or fluids” as (d).

Selectman Courtemanche opened the public hearing at 8:30pm.

Steve Fowler, resident, shared support for the Board and their efforts to control parking in the narrow streets of the village.

Selectman Courtemanche continued the public hearing to November 4, 2019.

#### Public Hearing – Main Street Project

Mike Vignale, KVPartners, discussed the proposed upgrades to Main Street. The upgrades are from Broadway to Pembroke Street and would be full depth meaning the road would be completely dug up and reconstructed rather than repaving and overlay. The total length to be upgraded is around 1,700 feet and the project would not start until 2021. The North side of the road would be upgraded to accommodate a new sidewalk, grass panel between road and sidewalk, and drainage and utility upgrades.

Selectman Courtemanche opened the public hearing at 6:43pm

Theresa Phair, 179 Main Street, asked if anyone has looked into the costs of burying the utilities. Mike stated that to do that they would have to dig trenches to each home and put in all new lines for each home. It would become a much bigger and more expensive project. Bury the lines could add \$500,000 - \$1,000,000 onto the cost of the project.

John Bullock, 212 Main Street, would love to see lines buried but there is ledge all through the area which would make the project even harder and more expensive.

Earle Phair, 179 Main Street, when the project is done, can there be better signage for no through trucks. Selectman stated that the Selectman have talked to some of the truck drivers and the problem is that GPS sends them that way. Mike stated that the request for better signage sounds like a reasonable request.

Peter Bullock, 212 Main Street, stated that on Glass Street when water lines were previously worked on some people had water pressure that was too high. Is that a concern for something that could happen with this project? Mike stated that would be a question for the Water Department. Peter also asked what kind of curbing they planned on using. Mike answered that it would be granite curbing just like on Broadway.

Selectman Courtemanche closed the public hearing at 6:53pm.

Mike asked the Board if they would still like sidewalks on both sides of the street. The Board stated that there should be sidewalks on both sides because they are heavily traveled. However, the utility poles should be moved to the other side of the street.

Selectman asked if the parking would remain the same. Mike stated that it would. They would not put in angled parking like on Broadway. The overall design of the road would largely stay the same with the exception of it being widened and the utility poles would be moved.

#### DPW – 2020 Budget Request

Jim Boisvert, Director of Public Works, presented the 2020 Budget Requests. David stated that he is going to delete anything that references P. Eaton Building from the General Government Buildings section of the 2020 budget. Jim stated that for the as far as the 2020 budget is concerned, what is proposed in the budget David created is good with him. Jim stated that beginning in 2021 and beyond, MS-4 is going to be a significant increase. The program has to be done by year five and they are heading into year three. There is not enough man power to get the program completed as well as all the other needs for the town so they will need to hire two additional full-time employees.

David stated that the major increases to the Department of Public Works budget are all salary related items. COLA increases, health and dental insurance increases, retirement, and 53 payrolls.

David stated that Cemeteries 2020 Budget has an increase in the contracted mowing services.

Selectman Bean asked what the Tower Rental line is. Jim stated that it is the communications for the Department. The tower is used for 2-way radios and repeaters and is at the top of Plausawa Hill. They are currently in negotiations with them.

The Engineering lines are related to the MS-4 process and will be in the budget going forward. Mike Vignale is working with Central New Hampshire Regional Planning on that.

Street Lighting was reduced by \$12,000.

Solid Waste Division is still waiting on the tipping fees from Casella so there is an estimated place holder number in there right now.

Recycling has an increase as it now costs money to recycle but it is still significantly less than regular solid waste.

When looking at the transfers to capital reserve funds you see \$60,000 less going into the PWD Equipment and \$60,000 being added to the Roadway Infrastructure CRF.

The bottom line of the budget will be voted on at the November 4<sup>th</sup> meeting.

Selectman Bond asked why there is a charge for mailbox repair. Jim stated that a mailbox was accidentally hit during a road repair.

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

The owners of the house at Broadway and Fairview have not contacted Jim at DPW with any information or resolutions to the drainage issues.

Street Lights on Peaselee, Alexander, and Fairway all have lights that were not on the list given to Lightec. Lightec is done with the main streetlight upgrades but are still coming back to work on the lights on the double decker bridge. Selectman Bond stated that Fairway is private but Peaselee and Alexander need to be changed out. Jim will do research to find out whether or not Fairway was accepted as town road before upgrading the light.

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

Selectman Goulet made a motion to accept the HealthTrust 2020 health insurance rates and authorize David to sign the documents. Selectman Bean seconded the motion. Motion passed 3-0. Selectman Bond abstained.

Selectman Goulet made a motion to approve the payment from the Pembroke Trustee of Trust funds in the amount of \$31,538.85 from the Fire Small Equipment Capital Reserve Fund. Selectman Bond seconded the motion. Motion passed 4-0.

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

Selectman Goulet made a motion to accept the minutes of October 7, 2019 as presented. Selectman Bond seconded the motion. Motion passed 4-0. Selectman Courtemanche abstained.

Selectman Goulet made a motion to accept the non-public minutes of October 7, 2019 as presented. Selectman Bean seconded the motion. Motion passed 3-0. Selectman Courtemanche abstained.

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

David stated that they will need to post again for a Recording Secretary for the Planning Board.

Selectman Goulet made a motion to approve the Petition and Pole License from PSNH for 3 poles on Church Road. Selectman Bond seconded the motion. Motion passed 4-0.

Economic Development Committee is going to meet in November. The Committee is still looking for one more member,

Selectman Goulet made a motion to approve the Tax Collectors Warrant in the amount of \$9,147,218. Selectman Bond seconded the motion. Motion passed 4-0.

#### **VII. Committee Reports:**

Selectman Bean – Selectman Bean will not be able to make any November Committee or Board meetings.

Selectman Goulet – None

Selectman Bond – Planning Board meets tomorrow night. They will be meeting with Continental Paving and Revision to discuss a solar panel field. The last working meeting was going over cul-de-sacs and dead-end roads.



Energy Committee had two people show up to the meeting and it was not posted.

Selectman Courtemanche – None

**VIII. Other/Citizen Comment:**

None.

**IX. Non-Public Session**

Selectman Goulet made a motion to go into Non-Public Session in Accordance with RSA 91-A:3 II C Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such a person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Selectman Bean seconded the motion.

Roll Call Vote:

Chairman Courtemanche	YES
Selectmen Bond	YES
Selectman Goulet	YES
Selectman Bean	YES

The Board came out of Non public session at 9:48 PM.

**X. Adjourn:**

Motion by Selectmen Goulet, seconded by Selectmen Bond to adjourn at 9:49 PM.  
Motion Passes 4-0.

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Justine M. Courtemanche, 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.