

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
NOVEMBER 18, 2019 at 6:30 PM**

Present: Chairman Tina Courtemanche, Selectman Ann Bond, Selectman Sandy Goulet,
Selectmen Michael Crockwell

Staff: Town Administrator David Jodoin

Excused: Selectman Richard Bean

I. Call to Order:

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

II. Citizen Comment:

None

III. Scheduled Meetings:

Tammy Webb 2018 Audit Presentation

Tammy Webb, Vachon Clukay & Company, presented the 2018 Audit Report. The Town was given an unmodified opinion on all reporting units which is the highest ranking an entity can receive.

Tammy gave an overview of the overall audit process. The risk based unpredictable testing focus was on areas of the financial statements that are at a higher risk for material misstatement and fraud. The three general areas of testing are a control over major financial transactions, review of all journal entries recorded applicable to current calendar year, and a review of all credit card transactions. Selectman Goulet asked if they review transactions in a certain time frame or various transactions throughout the year. Tammy answered that the credit card transactions and journal entries are for the entire year but other transactions are from different points throughout the year.

Tammy stated that areas of high concern for Selectmen revolve around the budget. In the general fund, there is an actual and budgetary comparison of revenues and expenditures. The total revenues exceeded estimated revenues by \$462,500 and that equates to about 7.1%. The largest majority of excess revenue was in the area of motor vehicle permit fees which is consistent with what is being seen around the State. It is unpredictable revenue and an estimate is all that can be done. Over the

last few years, more people are purchasing and leasing newer cars which is leading to everyone seeing higher numbers than anticipated. On expenditures, the total for the year was less than the final budgeted amount by \$508,000 which equates to about 7.1%. This means the Town did an excellent job managing their budget for the year.

The unassigned fund balance at December 31, 2018 was \$5.63 Million. The unassigned fund balance are funds that are available for the town to use to reduce the tax rate. \$5.63M is a very healthy fund balance. In accordance with the fund balance policy, there needs to be a minimum amount retained equal to at least 2 months of general fund expenditures and taxes raised for school and county. Looking at 2018, to meet the fund balance policy the town would have had to have \$3.3 Million Dollars. The Town has met their fund balance policy. In 2018, \$400,000 was used to keep the tax rate down. The 2019, \$540,000 was applied to offset the tax rate.

The highlights from the past audit, GASB 75 or accounting and financial reporting for post employer benefits other than pensions (OPEB). Was adopted and implemented for 2018. There are two components to this pronouncement 1) a cost sharing plan and 2) the single employer plan. Part of these liabilities involved the Water Fund which had its own evaluation done because they have a different arrangement for health insurance and benefits. The Water Department went back and forth on whether or not they were going to have a valuation done which lead to a delay in the audit being finalized. Vachon Clukay could not give a clean opinion without this valuation completed.

Along with the financial statements that are issued, there is also a governance letter that is an overall summary of the audit. The key items included where the adoption and implementation of GASB 75, the fact that the delay was due to the water fund actuarial valuation, a separate listing of material audit listings with majority pertaining to the sewer fund with two adjustments for the town which is not unusual.

Tammy stated that a separate management letter was issued for three particular items. They happened to select a person for payroll testing that was in the Police Department and there was questioning as to why they were paid a certain amount. The Police Department has a separate set of policies pertaining to payroll because the Police Department is 24 hours and they work holidays. The wording was confusing because the police say their policy is within the towns policy. The firm just asked the Town and Police Department to clarify their respective payroll policies. Another item was credit card disbursements for the Welfare Department and the overall weak documentation. Confidentiality was ultimately the reason behind the weak reporting. Tammy sat down with David and the Welfare Director to come up with a plan going forward as to how to document what items are purchased for and how to tie it to a case by case number. The last items addressed pertain to collateralization of town funds. The investment policy states that all funds have to be insured and collateralized. When looking at work papers, it was discovered that they had uninsured funds. This is the first time that this has happened and it was

discovered that because the Treasurer for the Town is the same as the one for the Water and Sewer Departments, the Water and Sewer Departments didn't realize they were included in the same FDIC insured \$250,000 deposit coverage limit as each other as well as the general fund. The Treasurer is going to be working with the Water and Sewer Departments to ensure the monies are either collateralized or moved to other accounts.

IV. Old Business:

Continued Public Hearing Chapter 191

Selectman Courtemanche opened the hearing at 6:54pm.

Jim Boisvert, Director of Public Works, and Chief Dwayne Gilman, Pembroke Police Department, joined the hearing. Selectman Courtemanche asked if the garbage truck was able to turn around on Howard Street. Jim stated that the trial went well. They are able to drive up and turn around in a circle and go back down the street. The challenge will be in the winter time with the snow. The signage for the street should be no parking Wednesday 7am-2pm. He did talk to the owner of 81 Broadway and talked with him about the parking situation that was brought up at the last hearing. Jim discussed the issues they are having with plowing and asked if he could either move his cars further onto his property by 6-8 feet or park on Broadway. The homeowner felt that it was a reasonable request. Roads Committee looked into the ordinances for anything regarding homeowners parking on their own property and there was nothing found. Selectman Goulet stated that if the homeowner has agreed to move his vehicles, that this should be the end of the discussion. Selectman Goulet also stated that she drove up the road and there were vehicles parked on the road and she wanted to know if there would be enough clearance if vehicles were parked there. Jim stated that he went up on trash day and also on an unannounced Tuesday and there were no cars parked on the road. Once the ordinance is approved no cars will be able to park on the road on trash days or during the winter parking ban. Chief Gilman asked if the Town knows how much of the road the Town actually owns. David stated that they would need to do a real survey to figure that out. Chief stated that they need to figure who owns what at the end of the road where residents are parking. Jim stated that there is a granite marker but there is no official survey to say that the marker is the official property line. Selectman Goulet asked what it would cost for a survey. David stated that he is unsure. Jim stated that there is a surveyed deed at 81 Broadway that could be looked at for reference. Selectman Crockwell asked if a survey was done in order to run the gas line up the road. Selectman Bond stated that they do not need to do one for a gas line. Chief Gilman asked if there are two cars parked at the end of the road and Jim needs to get a truck up there, does the Police Department need to move them. Jim stated that they do on Wednesday from 7am-2pm. Chief Gilman reiterated that the Town needs to figure out if they own the end of the Road so he knows what to enforce.

David asked where they would like the sign that says no parking on Wednesdays from 7am-2pm to go. Jim Boisvert stated that it should go on the right-hand side near the bottom so it is seen going up. Chief Gilman asked to clarify whether it is going to be no parking on the whole street or just the 7am-2pm on Wednesdays. David stated that if there is no parking on the street at all then there isn't a reason for the 7am-2pm sign but if they do not know if they own the whole street, they shouldn't tell people they cannot park there. David stated that he will look into what it would cost to have the road surveyed and the lot at 6 Howard pinned. David asked Jim whether or not he will need the whole lot at 6 Howard. Jim stated that he needs $\frac{3}{4}$ of the lot to make the turn around. David doesn't think the lot is big enough to possibly sell the remaining quarter of the lot. The Selectman need to decide if they want to put a warrant article up this year to retain the whole property as town property. Jim stated that a lot of roads in Town are surveyed but many of the older ones are not. Chief Gilman stated that the Town map they currently have is detailed and states that the Town property goes all the way to the end of the road and he would have no concerns about posting the 6 Howard Street property however the Town wants as well as the no parking 7am-2pm on Wednesdays.

Selectman Bond stated that ordinance 191-9, Prohibited Stopping, Standing, or Parking (2) (d) states no parking within 30 feet upon the approach to any flashing beacon, stop sign, or traffic control located on the side of the roadway. Jim stated that is correct however, the homeowner parking his cars on the side of Howard is on his own property and not town property.

Chief Gilman made a suggestion to move the parking ordinances regarding Trash Day from the Chapter 133 Solid Waste Management into Chapter 191 Vehicles and Traffic. David stated that he would make a note in one section to reference the other section in order to make the ordinances easier to locate.

Jim Boisvert stated that after looking at Middle Street, he had the area dig safe' d and they can put no parking signs on both sides of the street. Chief Gilman stated that he needs to put them facing the driving direction on each side of the street. David shared concerns if there is not parking at the Middle/Front Street intersection, that it will cause a ripple effect on other intersections in Town. Selectman Crockwell stated that those streets are heavily used in the summer time with the fields being right there and it can be difficult to see cars coming if turning left. Chief Gilman stated that they will monitor the situation and report back to the Selectmen. Selectman Courtemanche asked if there is striping on the corner because 191-9, Prohibited Stopping, Standing, or Parking (2) (g) states that there no parking within 25 feet of a street corner or intersection, except when designated by striping. David stated that there is not. Chief Gilman shared that state law is 20 feet. Selectman Crockwell suggested only posting no parking signs where they are going to enforce it or if there is a safety issue. Chief Gilman stated that he has never seen an accident on the corner of Middle and Front Street. David stated that the Selectmen have already voted on the Middle Street sign for not parking. Jim just needs to know the

exact wording of the sign to order it and to monitor the situation on the corners for now and if there is a need for more signs, they can have another public hearing.

Selectman Courtemanche closed the public hearing at 7:37pm.

Selectman Goulet made a motion to include in Chapter 133 Solid Waste Management, no parking 7am-2pm on Wednesdays on Howard Street. Selectman Bond seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to include in section 191-17 schedule 3, parking prohibited at all times on the town owned property at 6 Howard Street at all times. Selectman Bond seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion for David to get quotes for a survey of Howard Street and the 6 Howard Street lot. Selectman Bond seconded the motion. Motion passed 4-0.

Striping of Roads

David stated that there are many streets in the Village that are striped. Jim Boisvert provided the striping contract and stated that the only change to the list of streets and lots being striped is any reference to 4 Union Street. Selectman Crockwell asked when they normally do the striping in Town. Jim stated that it is around the end of August - beginning of September when they start.

Fairway Acceptance

David stated that in the provided 2006 letter it stated that they were waiting for the warranty deed before formally accepting the road. The warranty deed came in and the Town has been plowing and maintaining the road since. David found a drainage easement from 2006 that is signed by the developer without signatures from the town and he is unsure if anything was ever officially recorded. David is going to check with the Town lawyer and registry of deeds. The road was eventually accepted and the Town does officially own the road.

North Pembroke Road Bridge Repair

David received an email from the City of Concord and the total estimated project costs are \$2,119,388.46. They are looking at April 2020 for public bid on the project. Pembroke is responsible for 20% of the total costs which equates to \$423,000. The state is going to pay 80%. Concord was supposed to set money aside in their CIP to fund their portion. Pembroke is going to pay \$380,000 and Concord was going to make up the rest of the \$423,000. There is a new engineer on the project and David will need to follow up with him.

Elderly Exemptions – Proposed Changes

David stated that elderly exemptions would be a warrant article. It is raising it up to the amount of money social security increases from 2004 to current. Single Income right now is \$18,400 and that minimum would go up to \$23,750, Married would change from \$26,400 to \$34,000, and assets would change up \$10,000. The disabled exemption would change from \$105,000 to \$36,750. Disabled single would change from \$13,400 to \$17,300, married would change from \$24,000 to \$26,300, and assets would change by \$10,000. Selectman Goulet clarified that this is for a tax exemption on property taxes for the elderly. David answered that it is. For example once the person turns 65, if they are single, they cannot make more than \$18,400 to qualify for a \$35,000 exemption. All of the exemptions are remaining the same just the income qualifications are changing.

Selectman Crockwell made a motion to proceed with the elderly exemptions warrant article. Selectman Bond seconded the motion. Motion passed 4-0.

Grange Building

David stated that the School District does not seem to have any interest in putting it on the historical registry. Selectman Bond stated that the school had concerns that it appears as though the Grange may have registered the building with the historical registry, however, it was not their building to register. David stated that it does not appear that it was ever finalized. The State sent an email that they would need updated photographs and owner consent to list it on the registry. It is ultimately up to the School to decide what they want to do with the building.

V. New Business:

Petition to Open Class VI Roadway, Tax Map 563, Lot 15

David shared that this is the 200-300 feet of Beacon Hill Class VI Road for the 3-building development that was presented a few meetings ago. David stated that at the TRC meeting, Emergency Services stated that they would like to see the entire road opened. David informed the Board that the property is marked if they have a chance to go up and look. Selectman Courtemanche stated that she would like to have a full board before discussing the petition.

Lottery Sports Book Option

Selectman Goulet stated that the vendor is the one who will choose establishments. NH Lottery decided they are only going to have ten sports books in the entire state. City of Franklin put it on their ballot just in case they were selected. Originally Bob Cavanaugh was not interested in having it at Kimball's Cavern but if he was selected by the vendor, he would now be interested. Selectman Goulet stated that it would be good to put it on the ballot just in case. It could be positive for the economy of Pembroke as well as Kimball's should Pembroke be chosen. Selectman Bond stated

that she believed it was the brick and mortar establishments that were limited to ten. Selectman Goulet stated that there are three channels; an app, electronic system through their Keno software, and brick and mortar.

Selectman Bond made a motion to draft a warrant article stating that the Town of Pembroke would allow operations of sports book retail locations within the town. Selectman Crockwell seconded the motion. Motion passed 4-0.

Pole License Agreements

The Board signed pole license agreements.

2020 Meeting Schedule

David presented the Board with the 2020 meeting schedule.

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

Selectman Bond made a motion to appoint Matt Roan, Bob Cavanaugh, Steve Boucher, Jason Mayeu, Jenna Culberson, and Linda Manter to the Economic Development Committee. Selectman Goulet seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to accept the amended minutes of November 4, 2019 with the correction of Fairview to Fairway under the Town Administrator Report heading. Selectman Crockwell seconded the motion. Motion passed 4-0.

VI. Town Administrator Report:

David stated that Ambulance and Fire are coming to Budget Committee on Thursday to discuss their budgets.

Jim Boisvert sent a letter thanking June Mendoza for helping out with household hazardous waste day.

VII. Committee Reports:

Selectman Goulet – Economic Committee met for an introductory meeting. The next meeting is on December 11th at 6:00.

Selectman Bond – Budget Committee went over the Town Budget with David. Selectman Bond went to the NHMA annual conference and there is a company called Freedom and they have offered to come in and present to the Energy Committee and Selectmen. What they do is biopower. Eversource would still be the carrier but they would be the supplier. They get their money off the bids for the

energy. If residents already have their own supplier they do not have to go with Freedom. David asked if this is like what the Town does with Direct Energy. Selectman Bond stated that it is and they would base rates on how many people the town has and then they would go out to bid with that information. David asked if they would need the commitment before going out to bid. Selectman Bond answered that they would. David shared that the Town is locked into contract with Direct Energy for four years. Selectman Bond stated that they can take the residents without the municipality. Selectman Courtemanche asked if they could come in when there is a full board and invite the Energy Committee to that meeting.

Selectman Bond also got a copy of the census at the NHMA conference. They said they will be hiring 13,000 people from NH to go out and secure the census. They would be willing to come to the Town meeting to discuss the importance of the census. The first mailing is March 3-16, March 24th will be a follow up mailing, and April 1st they will start going door to door. Everything has to be completed by December 31, 2020. No extensions.

Selectman Bond wanted to know if someone would be interested in soliciting for flowers for the signs in Town rather than the Town purchasing them. David stated that Women's Club takes care of the flowers at the Welcome to Pembroke signs and at town hall. Rose Galligan has someone do the ones down at the field.

Selectman Bond shared that Planning Board reviewed their warrant articles at their last meeting.

Selectman Courtemanche – None

Selectman Crockwell – None

VIII. Other/Citizen Comment:

None

IX. Non-Public Session

Motion by Selectman Bond to enter non-public session in accordance with RSA 91-A:3 II (c) Seconded by Selectman Crockwell. 8:23pm

Roll Call Vote:

Chairman Courtemanche
Selectman Bond
Selectman Crockwell
Selectman Goulet

The Board came out of non-public session at 8:52 PM.

Selectmen Goulet made a motion to seal the minutes, seconded by Selectmen Bond, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Roll Call Vote:

Chairman Courtemanche
Selectman Bond
Selectman Crockwell
Selectman Goulet

Motion passed 4-0

X. Adjourn:

Motion by Selectmen Goulet, seconded by Selectmen Crockwell to adjourn at 8:53 PM. Motion Passes 4-0.

Justine M. Courtemanche, 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.