

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
JANUARY 6, 2020 at 6:30 PM**

Present: Chairman Tina Courtemanche, Selectman Michael Crockwell, Selectmen Richard Bean

Staff: Town Administrator David Jodoin, Recording Secretary Jillian McNeil

Excused: Selectman Sandy Goulet, Selectman Ann Bond

I. Call to Order:

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

II. Citizen Comment:

None

III. Scheduled Meetings:

None

IV. Old Business:

Upper Beacon Range Road Opening Request

Steve Lewis and William Evans met with the Board to discuss the opening of Upper Beacon Hill Range Road. William Evans shared that from the end of the pavement on Upper Beacon Road they are looking to open 300 feet of the Class VI portion to create access to his 45-acre parcel. Steve Lewis stated that the remainder of the property is being used for the density count and will remain privately owned dedicated open space, however, the open space can be cut off and deeded to the town since it abuts already established conservation land. Steve stated that he is a HUD provider and works with the NH Finance Authority. The units they are proposing will be age restricted for persons who are 62 years and older. Every person who lives in the units will have to be 62 years or older. In order to get the tax credits and the approval, there will be a land use restriction put on the deed stating these units have to stay affordable and have to stay age restricted for 60 - 99 years. Steve explained that NH Finance Authority provides third party verification every year and they will interview residents, look through office files, and complete a financial audit to ensure compliance.

David stated that in the minutes of the Technical Review Committee, it was suggested that Beacon Hill be opened all the way to Route 3 for a second means of

egress and for emergency services to access the property faster. The State of New Hampshire stated that if the road is opened, they would like to be involved because of the work they have done in the area. The State will require market and traffic studies. Steve stated that the Federal Government will also require them to do those studies prior to approval. Steve asks that if the project is approved, that the requirements from the Select Board be detailed and concrete. William Evans has no issue doing a right of way down his side of the property so the road can be wide enough and the existing stone walls can be preserved.

David explained to Steve and William that the Board has two and possibly three spots that will be up for re-election this year. Two of the people carrying on to the next term on the Board are not at the meeting tonight. The Board would like to have a full Board before making any decisions on approving or denying the petition.

Selectman Bean asked what the total distance to get complete the road is. William stated that it would be 600-700 feet to connect both ends of Beacon Hill.

William explained that affordable age restricted housing is in dire need in New Hampshire. These apartments will be filled up.

The Board tabled the vote until the next meeting on February 21st

2020 Curbside Schedules

David stated that Spring Clean weeks were changed to the last week in April and first week in May. They will do double routes on the day after Thanksgiving and the Monday after 4th of July. Selectman Courtemanche asked if they will receive holiday pay. David answered that they receive holiday and overtime for the Day after Thanksgiving.

Selectman Bean made a motion to accept the curbside schedule as presented. Selectman Crockwell seconded the motion. Motion passed 3-0

Enforcement – Water Discharge/Snow Plowing

David stated that letters were sent to residents who were in violation of state law and town ordinances for water discharge and snow plowing violations. David is asking other communities who they use as the actual enforcer of these violations. The state law regarding water discharge is unclear. David has not received responses back yet. This discussion was tabled until the next meeting so more information can be gathered.

V. New Business:

Review/Approve 2020 Warrant Articles

ARTICLE 3 - To see if the town will vote to raise and appropriate the sum of \$30,000 (gross budget) to defray the cost for the purpose of performing asset management for the Town's storm water collection system and public works department, and to authorize the issuance of not more than \$30,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and, further, to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and, to further authorize the Board of Selectmen to offset a portion of said appropriation by applying for Clean Water State Revolving Funds (CWSRF) loan. Repayment of the loan funds will include up to 100% forgiveness of loan principal in an amount up to \$30,000. (2/3 ballot vote required)

ARTICLE 4 – To see if the Town will vote to raise and appropriate the sum of \$462,500 to be deposited into the following Capital Reserve Funds established as indicated below:

Town Equipment Capital Reserve Fund	\$ 90,000
Police Cruiser Capital Reserve Fund	\$ 55,000
Municipal Facilities Capital Reserve Fund	\$ 40,000
Fire Major Equipment Capital Reserve Fund	\$140,000
Fire Small Equipment Capital Reserve Fund	\$ 10,000
Roadway and Infrastructure Capital Reserve Fund	\$ 60,000
Revaluation Capital Reserve Fund	\$ 32,500
Cemetery Capital Reserve Fund	\$ 35,000
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	\$462,500

ARTICLE 5 – To see if the Town will vote to raise and appropriate the sum of \$175,000 to purchase a new Loader and accessories and to authorize the withdrawal of a sum not to exceed \$175,000 from the Town Equipment Capital Reserve Fund.

ARTICLE 6 - To see if the Town will vote to raise and appropriate the sum of \$97,390 for the purpose of purchasing two new Police Cruisers and related equipment and to authorize the withdrawal of a sum not to exceed \$97,390 from the Police Cruiser Capital Reserve Fund.

ARTICLE 7 – To see if the Town will vote to raise and appropriate the sum of \$14,573 for the purpose of repairing the basketball court, installing and repairing fencing at memorial Field and to authorize the withdrawal of a sum not to exceed \$14,573 from the Recreation Capital Reserve Fund.

ARTICLE 13 – To see if the Town will vote to raise and appropriate the Budget Committee's recommended amount of \$8,612,535 for the 2020 municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately.

Selectman Crockwell made a motion to accept the warrant articles as presented. Selectman Bean seconded the motion. Motion passed 3-0.

Manifests/Abatements

Selectman Crockwell made a motion to approve the manifests and abatements as presented. Selectman Bean seconded the motion. Motion passed 3-0.

Minutes 12/16/19; Non-Public 12/2/19, 12/16/19

Minutes were tabled until the next meeting.

VI. Town Administrator Report:

David stated that there are two cruisers on the warrant this year to be replaced, however, there were two more than were involved in a motor vehicle accident last week. Chief Gilman is working with Primex and it appears that they are leaning towards totaling the K9 vehicle. The Chief's vehicle will need repairs. If the K9 vehicle is totaled, they will need to take the equipment out of the old one and set it up in another SUV they already have but they will need to find another vehicle. The Chief has found some SUV's but the Town will have to purchase them upfront and then be reimbursed through insurance.

The Sewer Department is going to be committed to the town the delinquent sewer balances to add to the tax notices. In the past, the Board has typically waived anything \$1.00 or less. Selectman Crockwell made a motion to abate anything \$1.00 or less on the tax notices. Selectman Bean seconded the motion. Motion passed 3-0.

The Board accepted with regret the resignation of Brent Edmunds from the Planning Board and Conservation Commission.

David stated that DPW sent an email that there are some intersections in town where there was either a light and it was not put back up or no light to begin with. Selectman Bean asked how much the Town saved by converting to LED lights. David stated the budget went from \$44,000 to \$14,000. Selectman Bean stated that for the sake of safety, the lights should go back up. David stated that between the light and the install it will likely cost \$1,000 a light. Selectman Courtemanche asked how many lights are needed. David stated that there are around four; Union Street at High Street, Wellington Way at Robinson Road, Cross Road at Church Road, Turnpike at Millard Street. Selectman Courtemanche asked who would do the install. David answered that he has spoken to both Lightec and Eversource to put them back up. Selectman Crockwell asked if Eversource would install the lights since they are installing the arms and would the warranty still be the same. David stated that Eversource put up the lights in the Village and they were warranted. David will talk with Eversource and get a quote for the installs if they purchase the lights from Lightec.

VII. Committee Reports:

Selectman Bean – Roads Committee, Economic Development Committee and Budget Committee are all meeting this week. Budget Committee will be discussing the warrant articles for the School and then diving into discussions on the School District budget.

Selectman Crockwell – Conservation Commission is meeting next week. Last month, they covered the tire collection program in which they collected 45 tires, the cost of having hazardous waste day more often, land acquisition of 1.5-acre Hillman Property, and a piece of land locked property on 6th Range Road. They are also discussing a possible ordinance for wetlands impediment. David stated he believes the state handle wetlands infractions.

Selectman Courtemanche – None.

VIII. Other/Citizen Comment:

None

IX. Non-Public Session

None

X. Adjourn:

Selectmen Crockwell made a motion to adjourn at 7:29 PM, Selectmen Bean seconded the motion. Motion Passes 3-0.

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.