

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
MARCH 16, 2020 at 6:30 PM**

Present: Chairman Ann Bond, Selectman Sandy Goulet, Selectman Mike Crockwell, Selectmen Richard Bean, Selectman Karen Yeaton

Staff: Town Administrator David Jodoin

I. Call to Order:

Selectman Bond called the meeting to order at 6:30 pm.

II. Citizen Comment:

None

III. Scheduled Meetings:

William Evans – Upper Beacon Hill Road

Tabled until April 6, 2020.

Discussion regarding COVID-19

Chief Harold Paulsen, Pembroke Fire Department, and Craig Clough , Deputy Director of Tri-Town EMS and the EMS Coordinator for Concord Hospital, and Chief Dwayne Gilman, Pembroke Police Department, met to discuss efforts the town is making to deal with the Corona Virus. Chief Paulsen explained the use of software that is used to communicate information with the State. They have discussed additional training and safety precautions they could each take to ensure everyone is protected. Chief Paulsen explained that the Town has been approved to receive 75% of any additional expenses that are related to the Corona Virus back from the State which is funded through the Federal Government. Chef Gilman stated that if any of their employees have had contact with an infected individual and has to self-quarantine, the State offers a place for them to go so they do not have to go home and potentially infect their families. Right now, there is a 72-hour turnaround for the virus testing. There is concern for the amount of contact a firefighter, EMS, or police officer has with the community during a call. Chief Paulsen stated that they are going to try and limit exposure by watching who is responding to calls so anyone who doesn't need to be there, isn't there.

Chief Gilman stated they will be suspending their finger printed services for the community. If someone surrenders themselves due to an outstanding warrant or

something of that nature, they will be escorted around to the back of the building where they can enter the booking room rather than walking them through the building to limit exposure to the civilian employees. The Police Department will be able to take reports by phone rather than sending an officer to someone's home. If they have to go to residence, they will not shake hands and will maintain a 6-foot distance in order to keep everyone protected.

David Jodoin asked if they will keep all bay doors shut at the fire station. Chief Paulsen stated that right now they have chains across the bays. David shared that Bedford and a few other towns are closing down access to their safety center because if anyone goes into the facility who is sick and touches anything, they could infect others. Chief Gilman shared safety concerns in a crisis situation and is uncomfortable with the idea of completely closing the doors to the public. Selectman Goulet shared that at NH Lottery, they are not opening mail for three days after it comes in to limit exposure because it lives on surfaces for 72 hours. Selectman Bean asked for clarification on what the current safe distance between people should be. David answered that it is now 10 feet. Craig explained that right now the virus has not been deemed an airborne pathogen and the main concerns are for droplets from coughing and sneezing.

Craig explained that the State of New Hampshire is trying to pre-screen calls for EMS so they can respond appropriately. If there is a suspected case, they can inform whomever is responding to "take universal precautions". When possible, they would prefer for Fire and Police to allow EMS to be on scene first. They will ask the person in need to come to the door and they will hand that person a mask before they make entrance into the home. The first responders would also mask up and ask anyone in the home to also put on masks. EMS would then communicate to Fire or Police that it is a potential COVID-19 case so they can also put on masks and any personal protective equipment. Concord Hospital is asking that every patient be screened before they get to the emergency room. The hospital has cornered off a section of the hospital for anyone who is a suspected COVID-19 patient. They are also asking EMS, Fire, and Police to conserve equipment when possible.

Chief Paulsen stated that the Town Health Officer is concerned with town employees and their contact with the public. He would suggest adding Plexiglas to the Tax Collector and Town Clerk areas. Jim Boisvert stated that hand sanitizer is back ordered and what is out is currently all they have in stock.

Selectman Bond asked what the plan for the library is. Sue Whitbeck, Pembroke Library Trustees, stated that they are meeting tonight to discuss that. Sue shared that at this time, of the 234 libraries in the State, 18 have closed. Others are trying to find alternative ways to stay open such as a drive through/curbside service. The State Association is currently working on a mission statement. Selectman Crockwell shared concerns that the books could also spread contamination. Sue stated that is also a concern they will be discussing. Tim Sheehan, Library Director, stated that right now, they are asking people to use the book drop and not come into the library.

and he is using gloves when handling books. Any books that come back are being quarantined in the meeting room and he is the only person allowed in the room. Selectman Crockwell asked if contaminated books need to sit longer since there is still confusion as exactly how long the virus would live on the surface of a book. Tim stated that the consensus seems to be 72 hours right now.

David Jodoin stated that all non-essential Board and Committee meetings at Town Hall or the Library have been cancelled or postponed for the remainder of the month. David stated they have logistical issues to figure out still with some of the boards such as The Zoning Board. David suggested closing Town Hall to the public for the month of March. All employees will still work every day. People can call to make tax payments and many permits and registrations can already be accessed online. If there are any issues, residents can call Town Hall to make arrangements to accommodate them.

Jim Boisvert, Director, Department of Public Works, shared concerns for the amount of people who come to the transfer station on Tuesdays and Saturdays. The employees issue permits and collect money for large items being thrown out. There are people who do not have curbside pick up and need to bring their trash down. The employees will no longer be assisting residents remove the trash from their vehicles. Selectman Bond asked if they are able to allow more than 10 people in the transfer station at any given time counting the employees as well. Jim answered that they are not allowing more than 10 in counting the employees. On Saturdays, they have three employees at the Transfer Station. David suggested closing the bay doors, closing the office, and having employees wear gloves and masks. Jim shared that they are able to see a large amounts of people congregating at Memorial Field from the Transfer Station. The gate is closed but residents still have the ability to walk around it. Selectman Bond asked if they have gloves and masks. Jim stated that they have enough masks and gloves. Selectman Yeaton asked if they have the ability to use credit or debit so they are not handling cash. Jim stated that they only accept cash or checks. Selectman Bean asked if they could put a large dumpster outside of the transfer station if they wanted to close it down. Jim stated they have dumpsters but they will fill up fast. Selectman Bond asked if they can suspend issuing permits. David stated that the permits are also for parking in town and not just the transfer station. Jim stated they have a safety meeting tomorrow where they will be discussing the entire situation further. Selectman Crockwell asked what documents are being passed back and forth. Jim answered that they hand registrations and licenses back and forth. Selectman Crockwell suggested taking photos of registrations and license plates rather than passing papers back and forth.

Selectman Goulet made a motion to authorize the closing of Town Hall and Department of Public Works to the public effective Thursday, March 19th until Friday, April 3rd. Employees will still be working during this time and Town Hall and Public Works will re-open on April 6th. Selectman Crockwell seconded the motion. Motion passed 5-0.

Selectman Yeaton shared concerns for communication of the closures to residents. Selectman Goulet stated that it will be on the website, on the safety center sign, NIXEL public notice system, they are asking residents to call with questions, and it will be on social media.

Selectman Bean suggested adding the Plexiglas at the Tax Collector and Town Clerk counters. Jim stated they got quotes for the Tax Collectors desk a few years ago. He can have the quotes re-run. Selectman Bond asked that it goes on the agenda for further discussion at their next meeting.

Public Hearing – Proposed changes to Town Code Chapter 186 Streets and Sidewalks section 186-2; 186-3

Selectman Yeaton asked who is pulling the permits covered by this town code. Jim Boisvert answered that it is the Sewer Department, Gas Company, Water Works, and private contractors doing work in the roadway. Selectman Yeaton asked what the rationale for the increase in the permit application fee. Jim stated that it had not been changed since 2004 and this ensures that what is going back into the ground after the work is completed is a quality product. They also have someone overseeing the project to make sure everything is done correctly. The fee will help cover some of the costs.

Selectman Crockwell asked who approves the permanent patches in the roads. Jim stated that they do.

Selectman Bond opened the public hearing at 7:40pm.

Selectman Bond closed the public hearing at 7:41pm.

Selectman Goulet made a motion to approve the changes to Town Code Chapter 186 Streets and Sidewalks section 186-2; 186-3 and the revised excavation permit as presented. Selectman Yeaton seconded the motion. Motion passed 5-0.

IV. Old Business:

Tax Deeds

David presented the Board with an updated tax deed listing for 2020. This list is for non-payment of 2017 taxes. Deeding date is May 8, 2020

V. New Business:

Election of Officers

Selectman Goulet made a motion to appoint Selectman Bond as Chairman to the Select Board. Selectman Yeaton seconded the motion. Motion passed 5-0.

Selectman Goulet made a motion to appoint Selectman Goulet as Vice-Chairman to the Select Board. Selectman Bond seconded the motion. Motion passed 5-0.

Sub-Committee Assignments

Board Committee Assignments:

- Planning Board – Selectman Bond (Main) and Selectman Bean (Alt.)
- Conservation Commission – Selectman Crockwell
- Roads Committee – Selectman Yeaton (Main), Selectman Crockwell (Alt.)
- Recreation Committee – Selectman Bean (Main), Selectman Crockwell (Alt.)
- Capital Improvement Plan Committee – Selectman Goulet (Main) and Selectman Yeaton (Alt.)
- Budget Committee – Selectman Yeaton (Main) and Selectman Goulet (Alt.)
- Energy Committee – On Hiatus
- Facilities and Grounds Committee – Selectman Crockwell
- Union Negotiations – Selectman Crockwell (Main), Selectman Bean (Alt.)
- Solid Waste Committee – Selectman Bean (Main), Selectman Yeaton (Alt.)
- Economic Development Committee – Selectman Bean (Main), Selectman Goulet (Alt.)

Board Authorization for the Property Located at 2-4 Prospect Street

Selectman Goulet made motion to authorize David Jodoin to handle the closing on property located at 2-4 Prospect Street and to sign all the necessary documents. Selectman Crockwell seconded the motion. Motion passed 5-0.

Crack Sealing Bids

Selectman Goulet made a motion to award the crack sealing bid to Sealcoating Inc. DBA Indus in the amount of \$1.89/pound pending an updated certificate of insurance. Selectman Bond seconded the motion. Motion passed 5-0.

Manifests/Abatements

Selectman Goulet made a motion to approve the manifests and abatements as presented. Selectman Crockwell seconded the motion. Motion passed 5-0.

Minutes 3/2/20

Selectman Crockwell made a motion to approve the minutes of March 2, 2020 as amended. Selectman Bond seconded the motion. Motion passed 3-0. Selectman Yeaton and Selectman Goulet abstained

Selectman Goulet made a motion to appoint Robert Bourque to the Tri-Town Ambulance Committee until April 30, 2023. Selectman Bond seconded the motion. Motion passed 5-0.

VI. Town Administrator Report:

The Bridge Meeting for the replacement of the Route 28 Bridge over the Suncook River has been postponed by the State of New Hampshire. At this time, they have not set a new date. The meeting was supposed to happen Thursday, March 16th at 6:00pm.

Roads Committee has recommended the roads for the CNRPC Transportation Data Collection Program.

Selectman Crockwell asked if there are regulations prohibiting them from limiting the public meetings to only 10 people in the room. David stated that it could create an issue but they will have to wait and see if there are further instructions before the next meeting.

VII. Committee Reports:

Selectman Bean – EDC met with Mike Tardiff. The Greater Concord Chamber of Commerce will be at the next meeting on April 8th.

Selectman Bond – Planning did not meet due to elections.

Selectman Goulet – None.

Selectman Crockwell – None.

Selectman Yeaton – None.

VIII. Other/Citizen Comment:

None

IX. Non-Public Session

Motion made by Selectman Crockwell to enter non-public session in accordance with RSA 91-A:3 II (b) at 8:28pm, seconded by Selectman Goulet

Roll Call Vote:

Selectman Yeaton
Selectman Bean
Selectman Crockwell
Selectman Bond
Selectman Goulet

The Board came out of non-public session at 8:42 PM.

X. Adjourn:

Motion by Selectmen Goulet, seconded by Selectmen Yeaton to adjourn at 8:43 PM.
Motion Passes 5-0.

Ann Bond, 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.