

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
JUNE 1, 2020 at 6:30 PM**

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

Staff: Town Administrator David Jodoin

Excused: Selectman Sandy Goulet

I. Call to Order:

Selectman Bond called the meeting to order at 6:32 pm.

II. Citizen Comment:

None

III. Scheduled Meetings:

None

IV. Old Business:

Road Paving Bids

David shared information regarding the Highway Block Grant Aid. The aid is money from the State of New Hampshire based on the amount of road miles the town has. It is recorded in the budget as a revenue item. The State recommends that the Towns should spend the equivalent of what they are receiving in aid on road maintenance and repair. This year the estimate is \$175,000 that will be disbursed in 4 quarterly payments.

The Roads Committee currently has \$285,300 in the current Town budget. The work on North Pembroke Road will come to around \$242,000.

Selectman Bean made a motion to award the road paving bid for North Pembroke Road in the amount of \$160,000 to GMI Asphalt LLC and the reclamation and asphalt stabilization of North Pembroke Road in the amount of \$80,022 to All States Asphalt, Inc. Selectman Crockwell seconded the motion. Motion passed 4-0.

V. New Business:

Donation of Land

Ammy Heiser, Conservation Commission, called into the meeting to discuss the donation of land at the Whittemore Homestead on Route 3. The current owners of the property have concerns for the land by the river and the current use by residents. Ammy shared that when prioritizing land, the Commission prioritizes land that abuts the river. This parcel in particular also encompasses the rail trail. The land would need to be legally subdivided so the conservation land can be town owned. The current owner is aware and has had the property surveyed and plans drawn up to subdivide 10 acres along the Merrimack River. It is 1,750 feet of river frontage that would annex the Richard Conservation land which is approximately 3 acres and also encompasses the rail trail and has river frontage. The Commission currently has 692 acres in conservation which is 4.7% of the overall land in town. Selectman Bond asked if the Conservation Commission is going to pay all the application fees. Ammy answered that they would only if the town does not want to. The amount come to around \$1,400. Selectman Bond questioned if they are also asking the town to pay for the fee to the Registrar of Deeds. Ammy answered they are but it is only about \$30. David explained that the deed will need to be changed from the current owner's name to the Town's name and will not legally be subdivided off until April of 2021. It will appear on his tax bill and he will need to file for an abatement and he is aware of this process. Selectman Bean asked where it is in the rail trail. Ammy answered that it is in the middle of the proposed rail trail and the issues the Rail Trail Committee is having particularly with Pembroke is negotiating easements with so many different land owners. The Town right now has 91 acres along the river. Ammy stated that there is the possibility of the Town receiving some funding to assist with this because it is the last hold out for completing the rail trail. Selectman Bean asked what the Town receives in tax revenue from the parcel. Ammy stated that she is unsure. The parcel is a little over 100 acres in total. Selectman Bond stated that she would like to do a site walk. Ammy stated that Ayn Whytemare would be happy to do a site walk with anyone who wants it. Selectman Yeaton asked how Pembroke residents would access the land. Ammy answered that people go down the White Sands Road and they can walk to it from there. There is not a designated parking area at this time. Selectman Yeaton asked if there are any concerns with non-Pembroke residents accessing the parcel. Ammy states that is always a concern. The area of White Sands was closed off because of people from out of town going to the area and abusing it. Since gating it, people have to walk in and people are not as willing to walk in. Selectman Yeaton asked if the property boundaries would be clearly marked. Ammy stated they will put up signs with the Conservation land rules and they will multiple so when people are coming in from every angle they will know.

Selectman Bean shared support for accepting the land in order to complete the rail trail. Selectman Yeaton shared concerns for if the property is opened up, will they will be dealing with a lot of the same issues that are happening on the Range Roads. Selectman Crockwell stated that they would likely have more security down there because of the usage.

Selectman Bean asked what the Conservation Commission has in current funds. Ammy answered that it is between \$40,000 and \$50,000. Selectman Bond suggested waiving the Planning Board fees but having the Conservation Commission pay for the Registrar of Deeds. Selectman Yeaton asked what the Planning Board fees cover. David answered that it covers the certified mail for abutters, newspaper posting fees for the public hearing, and items like that. The Whittemore Family has outlaid money paying for legal fees, surveyors, and engineering costs. Selectman Yeaton asked if the Conservation Commission would split the \$1,460.00 Planning Board Costs with the Town.

Selectman Crockwell made a motion to authorize the Conservation Commission to proceed with the purchase and acquisition of the subdivided lot at tax map 565-57. Selectman Yeaton seconded the motion. Motion passed 4-0.

Selectman Bean made a motion to split the Planning Board fees with the Conservation Commission. Selectman Yeaton seconded the motion. Motion passed 4-0.

Town Code Proposals

The Cemetery Commission would like to raise the burial fees to be in line with the Dignified Cemetery Services fees that were raised as of January 1, 2020. To change town code the Selectman would need to hold a public hearing. Selectman Yeaton asked if this is a service that the Town goes out to bid on. David answered that it is a contracted service but they use the same company year after year. An item has to go out to bid if it goes over \$5,000 and the contract never goes close to that. David will work to have the public hearing on June 15th. It will need to be done remotely.

The proposed welfare guidelines were last updated in 2019. Rates are based on fair market values and local market factors such as the marketplace for rentals. This would also have to be discussed at the public hearing on June 15th.

Public Works submitted a recommendation to place a stop sign at the Micol Road/Nadine Road intersection. Mike Vignale sent an email stating that there was nothing indicated on the original drawing that requires the developer to add the stop sign. However, now that the road goes through to Whittemore, a stop sign is appropriate and should be installed. Selectman Bean feels it should be a three way stop sign. Selectman Bond suggest waiting until the road is open to put up stop signs rather than doing one now and adding two more at a future date. Selectman Bean expressed frustrations that the development is not what was presented to the Planning Board. Selectman Crockwell suggested adding another three way stop sign at the bottom of Donna Drive. This will go to public hearing.

David explained that due to Covid-19, Public Works was not handing out stickers to residents. The Police Department is having issues tagging cars parked at White Sands with an inconsistent and vague fee schedule. The Chief would like to make

the Town Code clearer. The Selectman decided to move the discussion to the June 15th Public Hearing.

Matt Monahan from Central New Hampshire Regional Planning Commission sent an email regarding the Illicit Discharge Ordinance that would need to be adopted for the MS4. Matt is working with Mike Vignale on an ordinance specific to Pembroke. David would like to discuss this further with Matt before they move it to a public hearing. It will go on the agenda for the June 15th meeting but will likely be moved to the July 6th meeting.

Discussion on Opening Memorial Field

David explained that if a park is going to open with restrictions, it may become a large issue for the Police Department. Selectman Yeaton explained that she did some research into opening the park. She looked at surrounding towns and all of them have their parks open. Each town has different conditions for different parks being open. Selectman Yeaton expressed support to open the park without restrictions and allow people to follow the guidelines on their own and manage their own risks. David expressed concerns for the level of involvement in monitoring the park by the Police Department to make sure people are following guidelines. Right now, two of the tennis courts have been opened. The others have some repairs that need to be done. David shared other concerns for opening the park and allowing use of the pavilion. Selectman Yeaton explained that the other towns with parks open are not scheduling events. Selectman Yeaton supported allowing events after July. Selectman Bean shared that people are using the park right now and using the equipment and the pavilion. Selectman Bean supports opening the park but closing off the point and removing the swings and the tables. Selectman Bond supports adding signage that the playground is for use at your own risk. David read an email from Rose Galligan stating that leagues cannot use dugouts, people are using the park by walking down, and the tables are chained together. David explained that any signage could be submitted to the State for reimbursement for Covid-19 expenses. Selectman Crockwell suggests opening the park but cancelling large gathering events.

Selectman Bean made a motion to cancel the annual regatta. Selectman Bond seconded the motion. Motion passed 3-1.

The Selectman will go down to the park as well as talk with the Chief of Police and Rose Galligan and make the decision whether or not to open the park at the next meeting.

Manifests/Abatements

Selectman Crockwell made a motion to approve the manifests and abatements as presented. Selectman Yeaton seconded the motion. Motion passed 4-0.

Minutes 5/18/20 and 5/27/20

Selectman Yeaton made a motion to approve the minutes of May 18, 2020 as presented. Selectman Bean seconded the motion. Motion passed 4-0.

Selectman Bean made a motion to approve the minutes of May 27, 2020 as presented. Selectman Yeaton seconded the motion. Motion passed 4-0.

Non-Public Minutes 5/18/20 and 5/27/20

Selectman Yeaton made a motion to approve the non-public minutes of May 18, 2020 as presented. Selectman Bean seconded the motion. Motion passed 4-0.

Selectman Yeaton made a motion to approve the non-public minutes of May 27, 2020 in accordance with RSA 91-A:3II(b) hiring or firing of personnel and RSA 91-A:3II(e) consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body as presented. Selectman Crockwell seconded the motion. Motion passed 4-0.

VI. Town Administrator Report:

Richard and Jackie Wegneroth have expressed interest in joining town committees. David will speak with them further about which committees specifically.

Corcoran Consulting sent a letter to the Department of Revenue regarding the 2019 Mass Appraisal Review Report. They have a few follow questions for the Town.

Primex did a DPW Fire Safety Audit on the public works building and made some recommendations.

Capital Improvement Committee may not meet this summer because there may not be any requests for 2021. There will also be difficulty meeting since it will go over the 10-person limit.

The Budget Committee will likely meet on June 11th to get an update on the budget and the effects of COVID-19.

Mike Tardiff emailed that the Town Master Plan is ready for a public hearing in August.

David shared that the Zoning Board Ordinances need to be reviewed. The Planning Board should take the lead on this after the Master Plan is completed but they may need to hire someone to go through them and make suggestions

NHMA sent a message through the managers listserv with updates to the Governor's Executive Orders.

Old Home Day has officially been cancelled. The Committee put out a notice to residents on May 18th.

VII. Committee Reports:

Selectman Yeaton – None.

Selectman Bean – Recreation met and voted to not hold the summer camp this year.

Selectman Bond – Planning met with San-Ken Homes and they asked for an independent hydrologist.

Selectman Crockwell – None.

VIII. Other/Citizen Comment:

None.

IX. Non-Public Session

None

X. Adjourn:

Motion by Selectman Crockwell, seconded by Selectmen Bean to adjourn at 8:29 PM. Motion Passes 4-0.

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.