

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
October 5, 2020 at 5:00 PM**

Present: Chairperson Ann Bond, Selectman Richard Bean, Selectman Sandy Goulet, Selectman Karen Yeaton

Excused: Selectman Michael Crockwell

Staff: Town Administrator David Jodoin

I. Call to Order:

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

II. Citizens Comment:

None

III. Scheduled Meetings

Tom Serafin – November Elections

Tom Serafin, Town Moderator, and Jim Goff, Town Clerk, discussed the upcoming November General Election. Selectman Bond has previously discussed the logistics of moving the November General Election from Three Rivers to Pembroke Academy with the School Board. Jim Goff stated that the smaller town elections are fine to continue at Three Rivers but this particular larger election will be better suited for Pembroke Academy. They will need to set up the Friday before and won't be able to tear down until the following day. Jim would like to use the gym, the hallways, and the cafeteria. The Supervisors of the Checklist would be in the cafeteria for those who need them. They would have people enter through the main doors by the office and potentially send people out the front entrance so there is one-way traffic. Tom Serafin discussed getting a wheelchair or two donated to the Town to use on election day. Selectman Bond asked if they will be utilizing the cub scouts again. Jim answered that they will but he would like to have an adult present in the event someone disagrees with the process. Jim would also like to have two officers, one inside and one outside. If someone comes to vote with an absentee ballot and they do not want to get out of the car or go into the gym to drop it off, Jim will go out to the car and get it from them. Selectman Yeaton asked what the stance from the Moderator will be for people who refuse to wear a mask. Tom answered they can get an absentee ballot and fill it out and then they will take it from them outside. That will be process pretty much state wide. Jim is the only person who can give the person an absentee ballot. Selectman Bond asked how many books they will be

using. Jim answered that if the election is held at Pembroke Academy, he would like to have ten books. Jim suggested getting ten or twelve runners and two assistant moderators to help open and process the absentee ballots. With one assistant, they averaged 100 ballots an hour and the Town already has had 800 ballots submitted. After some discussion, the Board has decided to officially move the November 3rd General Election to Pembroke Academy.

Chief Gilman/VJ Ranfos – Winter Parking Ban

Chief Gilman, Pembroke Police Chief, and VJ Ranfos, Pembroke Public Works Director, discussed the winter parking ban. VJ prefers to see the parking ban expanded to no overnight on street parking on any street from midnight to 6am. Currently, there are not enough parking spaces in the village area for the people who live there. That is an issue that needs to be figured out. Chief Gilman does not want to expand to the parking ban or have one at all. There are 57 parking spaces that the Town offers for people who live in the village. There are at least 100 apartments in the area that need those spaces. The parking ban went into effect so people could get to the vendors in the village area back when every store front had a business that was open and operational. Chief Gilman would like to see the ban gone and they will call for a snow parking ban when they are expecting inclement weather. VJ pointed out that according to the town snow policy, they are not supposed to be picking up trash during a snow emergency which puts them behind schedule. They watch the weather to determine how long the snow ban will be in effect.

Selectman Bean suggested utilizing the school's One Call Now system to announce winter parking bans. Chief Gilman suggested getting the word out to have residents sign up for NIXLE which is like the One Call Now system and is currently being used by the Town. It is free to residents.

VJ stated the benefit of having an overnight parking ban is that if there is a sudden storm, it saves them from having to call a snow emergency for a couple inches of snow. Selectman Bean suggested talking to the new owners of the Village School to allow the Town to plow out spaces for residents to park during a parking ban.

Selectman Yeaton clarified that during a winter parking ban, the burden is placed on the homeowner to find parking and during a snow emergency, the burden is placed more on DPW. The Board agrees that the burden should be placed more on the Town than the residents. Selectman Bond suggested adding additional signage in the village area.

Selectman Goulet made a motion to have the DPW Director call the snow ban and eliminate the parking ban from November to April. Selectman Bond seconded the motion. Motion passed 4-0.

There will be a public hearing at the Selectmen's meeting on October 19th to update the snow emergency policy.

Chief Gilman explained that the 2-hour parking on Main Street and the 24-hour limit on parking in the municipal lots are unenforceable. They are unable to determine how long a car has been in a space. They are not allowed to mark tires. If they do issue a ticket and the person decides not to pay it, it takes 4 hours of administrative time to send out letters and complaints to get a person to court. It costs the town money to enforce a \$20 ticket. The Chief suggested making the municipal lots residents only so the businesses do not fill them up with delivery trucks and employee parking.

Selectman Goulet made a motion to remove the 2-hour parking signs and the 24-hour parking signs and to make the municipal lot residents only overnight. Selectman Bean seconded the motion. Motion passed 3-0, Selectmen Yeaton abstained.

The 2-hour and 24-hour parking limitations are in the town code and will need to be discussed during a public hearing which will be held at the next Selectman's meeting on October 19th.

Chief Gilman – Discussion on One Way – Church Street

Selectman Goulet asked if they are also considering Kimball Street because it is so narrow. Chief Gilman stated that there is an issue on Kimball but it only has parking on one side which helps alleviate some it. On Church Street, from curb to curb is 25 feet across. If a car parks on the road, that is 7 feet absorbed leaving 18 feet for two cars to pass. The one-way traffic would only be one way for only one block between Central Street and Main Street.

Selectman Goulet made a motion to move changing Church Street between Central and Main Street to a one way to the public hearing on October 19, 2020. Selectman Bond seconded the motion. Motion passed 4-0.

Chief Gilman – Camera System

The Chief discussed the three camera systems that are currently in the works. Even though they did not meet the three-vendor requirement for any expenditure over \$5,000, the bids that came in are from highly qualified and respectable companies. Monadnock handles the current security and panic alarms for the exterior and interior camera systems as well as Town Hall and the Library. Cen Com is the current vendor for the SAU and comes highly recommended by the Pembroke Facilities Director and the Epsom School District. David explained that this was approved at the 2020 Town Meeting and the money will come out of the Town Building Capital Reserve Fund.

Selectman Yeaton made a motion to accept the request for two bids instead of the three for the camera system. Selectman Goulet seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to authorize the purchase from Cen Com for the Camera System and to withdraw the funds from the Town Building Capital Reserve Fund. Selectman Bean seconded the motion. Motion passed 4-0.

Chief Gilman – Halloween 2020

Chief Gilman suggested treating Halloween as they did the opening of Memorial Field by saying Trick or Treating is at your own risk. Follow established safety protocols and current CDC guidelines. Pembroke PD does not have the man power to police mask guidelines or social distancing during Trick or Treating. The Chief expressed concerns that there is the chance that the Town will see a large increase in trick or treaters from surrounding areas that are putting limitations on Halloween.

Selectman Yeaton supports keeping the time as the same time frame as normal, encourage trick or treaters to stay in their own community, encourage trick or treaters to adhere to the NH Department of Public Health recommendations, anyone who participates that they do so at their own risk, and if you do not want to participate, turn off your light. David suggested posting the NHMA recommendations to the website.

Chief Gilman – 2021 Budget Review

David explained that the overall increase to the police budget is 2.61%. The large increases are in the health insurance lines. Chief Gilman explained that they are looking to move some officers up the pay scale. Moving people up the pay scale helps with retention. Every position is being moved up a grade. The numbers are not currently factored into the wage lines in the budget. There are currently 12 officers and this year five officers will be at the max on their grade. Selectman Yeaton asked if there are any additional responsibilities associated with the increase in grades. Chief Gilman explained that there is a difference between non-certified and certified. Non-certified officers have just come on board and have not been through the Academy yet. Once an officer has made it through the Academy, they become certified and have earned a bump in pay. When they reach Detective, they take on a higher level of cases. Detective Sargent oversees the Detectives. Police Lieutenant is in charge of everyone below him. Part of this set of increases is making sure Pembroke is in line with everyone else so people do not leave strictly to make more money elsewhere. Selectman Yeaton asked if there are also benefit increases. Chief Gilman answered that there are not benefit increases but tenure does come with some additional paid time off. Selectman Yeaton asked if the impact to the wage line with these changes is known yet. David answered that it would be minimal.

Chief Gilman explained the increase to the phone line. They are paying Verizon for a service where they can plug into the cars computer and see if there are any mechanical or performance issues are brewing. If someone was to call in and complain about an officer doing excessive speed, they can look up the exact date and time and see how fast that officer was going.

Merrimack County dispatch will be increasing. Dispatch center equipment needs to be upgraded and the costs will be spread out throughout the county. Merrimack County has handled the Town's prosecution for a few years now and depending on how the upcoming election ends, there may be an increase if there is a new County Attorney. They have received word that if the current attorney is re-elected, the fees will remain the same.

Selectman Bond asked if the rates for the New Hampshire Retirement System have increased. David answered that the new rates how not come out yet.

Chief Gilman explained that they are very busy with criminal investigations. They have two investigators working cases non-stop. Everything from misdemeanors to felonies. One of the Investigators still does one day on the road and soon they will need to pull her off that because cases are piling up.

Due to COVID, there has not been a lot of spending. They are waiting on the okay from the Selectman to start spending out of their budget again. This makes it look like they have money they do not from last year's budget lines. Live time on the software system should be ready this year. Live time is software that allows all the Departments in the County to feed information into one system. That will be expensive but there is money left over this year and there should be money they can use next year as well. Selectman Bean asked if there are any dead spots in town in regards to communications. Chief Gilman answered that they do not have any dead spots in town. At some point, they need to work on having a direct communication line for all services in town.

Selectman Yeaton made a motion to approve the pay scale as presented. Selectman Bond seconded the motion. Motion passed 4-0.

Chief Gilman asked the Board what their feeling is on the purchase of body cameras. The State will likely mandate that all officers wear them soon. Selectman Yeaton asked if there are any grants. Chief Gilman stated that right now there are not but that smaller agencies will likely need the grant money. It will be around \$5,000 to set them up with the cameras.

Motion by Selectmen Goulet, seconded by Selectmen Bean to proceed with the Body Camera purchase and to authorize the fund to come from the Police Small equipment Capital Reserve Fund. Motion passed 4-0.

IV. Old Business:

None

V. New Business

Sign State of NH MS-1

Selectman signed the New Hampshire MS-1 form.

Sign Election Material

Selectman signed the election material.

Updates on CARES ACT Funding

The Town has submitted and received the full amount of the funding that was allotted to the Town which was \$167,000. The faucets, ionization systems, and the back packs were not included because the payroll for the ambulance was submitted and approved.

COVID Travel and Quarantine Policy

David explained the new travel and quarantine policy. The attorney is working it into the personnel plan and creating a standard policy for infectious disease. Selectman Yeaton expressed concern with the Town mandating a quarantine because of what someone did on their personal time without a Governors Emergency Order to do so. Chief Gilman explained that it is part of the Governors order with the word “should” rather than “shall”. The policy states that if they travel outside of New England, the employee needs to quarantine and must tell their supervisor. Selectman Yeaton stated that she does not support the policy as written. The Chief explained that if someone does not notify him of their plans and they catch something while out of state and comes back and infects the Department, he is out those people for 14 days. That same person also comes into contact with members of the community while out on patrol and possibly spreading the infection. Selectman Goulet stated this is the policy of the State and Selectman Bond stated that this is also the policy of her employment. Neither one has to share exactly where they went but just that they left New England. David explained that if someone tests positive, they are automatically out 10 days. Selectman Bean stated that at his employment, they are taking temperatures and if someone has a fever, they have to leave and get a COVID test and they cannot come back until they have the negative result. Selectman Bean asked if the Police Department is checking people. The Chief answered that they do not. A temperature reading cannot predict if someone has virus when they are asymptomatic. David explained that the policy is driven from CDC guidelines. Selectman Bean shared concerns for putting the responsibility of the illness on the employees when anyone can walk into town hall infected. The town lawyer will

continue to work on the policy and any questions or concerns can be submitted to David.

Appointments

Selectman Goulet made a motion to appoint Zachary Sawyer to the Cemetery Commission. Selectman Bean seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to appoint Wendy Chase to the Zoning Board. Selectman Bean seconded the motion. Motion passed 4-0.

Manifests/Abatements

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

Minutes 9/21/20

Selectman Goulet made a motion to accept the minutes of September 21, 2020 as amended. Selectman Bond seconded the motion. Motion passed 4-0.

VI. Town Administrator Report:

Crack Sealing was completed on Wellington Way and Ryan Drive. There were about 10 roads on the list to be done this year but these were all that were able to be completed.

Received notification today that Reno Nadeau will be retiring. He has worked for Public Works for 28 years and is the Foreman for Solid Waste, Buildings and Grounds. The job will be posted internally and in the newspapers. There is still a vacancy for a public works employee as well. With the loss of Jim Boisvert and Reno Nadeau, they are looking to subcontract some plowing.

VII. Committee Reports:

Selectman Yeaton – None

Selectman Bean – None

Selectman Bond - None

Selectman Goulet – Talked with Bob Cavanaugh from Kimball's Cavern and he contracts with Pinard Waste for trash and recycling pick up. He pays \$260/month for pick-up once a week.

VIII. Other Citizens Comment:

None

IX. Non-Public Session:

None

X. Adjourn:

Selectman Goulet made a motion to adjourn at 9:16 PM. Selectman Bond seconded the motion and it was approved unanimously.

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.