

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
October 19, 2020 at 6:30 PM**

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

Public Hearing – Approval of PILOT agreement with Pembroke Solar, LLC

Andrew Provencher, Public Engagement Director Olivewood Energy, and Dominic Lebel Director of Land Management Olivewood Energy, stated they are into the interconnection process of the project which is the longest timeline item for them. They are continuing with all of the due diligence necessary. Selectman Yeaton asked for clarification on the first two payments of the PILOT agreement. The first two payments are in relation to the construction term which is while they are building the project and it is not yet operational. The rate they would pay would be half of the regular payment once the project is fully operational. Construction is expected to only take a year but they leave room for the chance that the project could take longer.

Selectman Bond asked what the length of anticipated construction is. The construction term is expected to take under a year. They will run a few testing periods and then the project will go online.

Selectman Yeaton asked if they could give an overview of how other New Hampshire sites perform and if the rate would change based on performance. Andrew explained that the contracted PILOT payment rates are based on capacity rather than actual output. If there are cloudy days or rainy days, the PILOT payments would not change.

Selectman Bond opened the public hearing at 6:37pm.

Gerry Fleury, 21 Kimball Street, stated that he believes this is a great project for this Town.

Selectman Bond closed public hearing at 6:38pm.

Selectman Goulet made a motion to approve the PILOT agreement with Pembroke Solar, LLC as presented. Selectman Crockwell seconded the motion. Motion passed 5-0.

Public Hearing – Chapter 180-9 Parking

Selectman Bond opened the public hearing at 6:42pm.

Samantha Gaudette 3-5 Broadway – Expressed concerns and frustrations with the lack of parking in the Village. She has been forced to stay at her parent's house because there was nowhere for her to park her vehicle. She has written to Selectman and the Police Department and suggests allowing parking in the back in angled spaces. She supports removing the parking ban.

David asked if there was a snow emergency called, where she would park. She answered that they would be able to make plans for parking if they knew ahead of time.

Gerry Fleury, 21 Kimball Street, suggested tagging cars or giving special exemptions for people who own homes in the Village and do not have driveways. Gerry supports keeping the winter parking ban because of the narrow roads.

Selectman Bond recessed the public hearing at 7:11pm.

Public Hearing – Chapter 191-19 Time Limit Parking

Selectman Yeaton shared concerns for removing the time limits on Main Street which will allow residents to take over the parking spaces leaving none for the customers of the downtown businesses.

Selectman Crockwell supports bringing in a kiosk which may carry costs up to \$20,000. Lieutenant Gaskell, Pembroke Police Department, stated that the Town may need 3-4 kiosks.

David suggested opening the spaces on Broadway and keeping the winter parking ban and time limit parking as is.

Selectman Bond shared concerns for businesses losing parking if the time limits are lifted, the costs to adding kiosks, and the inability to enforce parking time limits.

Selectman Yeaton stated that the Town is obligated to plow the roads and removing the parking ban does not allow them to fulfill the obligation. However, she would be willing to see how it goes this year. She is not in favor of removing time limits.

Gerry Fleury stated that they need to make a decision and stick with it because it is confusing to residents.

Selectman Bean made a motion to continue the public hearing for Chapter 180-9 and 191-19 until Monday, November 2, 2020. Selectman Goulet seconded the motion. Motion passed 5-0.

Public Hearing – Chapter 191-20 One Way Streets

Selectman Bond opened the public hearing 7:35pm.

Lieutenant Gaskell expressed support for making that portion of the street one way.

Gerry Fleury expressed concerns that the traffic would now be diverted to Kimball Street and that road has parking on both sides.

Public hearing was closed at 7:39pm.

Selectman Goulet made a motion to accept Chapter 191-20 One Way Street on Church Street from Central up to Main Street as presented. Selectman Yeaton seconded the motion. Motion passed 5-0.

Chief Paulsen – 2021 Budget Review

Fire Chief Harold Paulsen discussed the 2021 Fire Department budget. Chief Paulsen highlighted that wages stayed the same, Fire and Training are the same, and software costs will be going up considerably. There are newer people who need to go to the Fire Academy. Some of the testing was cancelled this year. The Fire and EMS supplies line is over by \$3,000 in 2020 due to COVID related unanticipated expenditures. David explained that when the new hire and the increases to dispatch services are taken out the equation, the 2021 budget is up much less than 8.44%.

Selectman Bond asked if the New Hampshire Retirement System is upping the percentage the Town has to pay. David stated that he has not seen the updated rates yet.

IV. Old Business:

COVID Travel and Quarantine Policy

Tabled until the next meeting.

V. New Business

Approval of 2021-2023 Catch Basin Cleaning Bids

Selectman Crockwell made a motion to approve the three-year contract with Eastern Pipe Service, LLC for \$30,000 per year. Selectman Yeaton seconded the motion. Motion passed 5-0.

Approval of 2021 Health and Dental Rates

David explained that health insurance went up 6.8% for FY21 and dental rates remained the same. David has reached out to a representative from HealthTrust to inquire about what other plans are available and what the rates would be if they were considered a small municipality rather than part of the Suncook Valley Cooperative. Notices for open enrollment will be going out in paychecks this week. David will reach out to the representative to ask if he can come to the next Board meeting to discuss the Town's options.

Approval of Street Names in San Ken Development

Selectman Goulet made a motion to accept the proposed street names as presented. Selectman Yeaton seconded the motion. Motion passed 5-0

Approval of License Agreement with GTP Towers

Selectman Goulet made a motion to approve the licensing agreement with GTP Towers and to authorize the Town Administrator to sign the documents. Selectman Yeaton seconded the motion. Motion passed 5-0.

Approval of Hazard Mitigation Grant – CNHRPC

Selectman Goulet made a motion to approve the letter of agreement with Central New Hampshire Regional Planning Commission for updates to the Town Hazard Mitigation Plan and to appoint the following members to the committee; Town Administrator, Fire Chief, Police Chief, Public Works Director, a member of the Planning Board, Code Enforcement Officer, Town Planner, a representative from Water and Sewer, Tri-Town Director, member of Conservation Commission, a Board of Selectmen representative, School District Facilities Director, and member of the community if available. Selectman Bond seconded the motion. Motion passed 5-0.

DPW Request to Pave

Selectman Goulet made a motion to accept the request from the Roads Committee to put a shim overlay on Dudley Hill Road this year for approximately \$14,262. Selectman Crockwell seconded the motion. Motion passed 5-0.

Authorization to sign State Municipal Work Zone Agreement

Selectman Goulet made a motion to authorize the Town Administrator to sign the Municipal Work Zone Agreement. Selectman Crockwell seconded the motion. Motion passed 5-0.

Amend previous authorization for body cameras

Selectman Goulet made a motion to reconsider the vote taken on October 5, 2020 for the Police body cameras. Selectman Yeaton seconded the motion. Motion passed 5-0.

Selectman Goulet made a motion to authorize the Chief of Police to proceed with the body camera and server purchase with the sum not to exceed \$7,500 and to authorize the withdrawal of the funds to come out of the Police Small Equipment Capital Reserve. Selectman Bond seconded the motion. Motion passed 5-0.

Selectman Yeaton clarified that the reason they are reconsidering the vote is because there was an additional cost of \$1,000 for the server that was not included in the initial vote on October 5th.

Discussion on potential dates for Upper Beacon Public Hearing

David explained that Bill Evans has submitted his drafts to all of the different Town departments based on what has been presented to the Select Board and is ready to proceed with the site walk and public hearing. The site walk is scheduled for November 14, 2020 at 10:00am and the public hearing will be continued to the Selectman Meeting on November 16, 2020.

Appointments

Selectman Goulet made a motion to appoint Brent Edmunds as a member of the Planning Board, Kevin Foss as an alternate to the Planning Board, and Susan Plante as a member of the Conservation Commission. Selectman Yeaton seconded the motion. Motion passed 5-0.

Manifests/Abatements

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

Minutes 10/5/20

Selectman Goulet made a motion to accept the minutes of October 5, 2020 as amended. Selectman Bean seconded the motion. Motion passed 4-0. Selectman Crockwell abstained.

VI. Town Administrator Report:

There will be a special meeting on October 26, 2020 at 6:30pm to review the Public Works Budget and to finalize any other budget.

Every year, the town newsletter is sent out and this year a stack of approximately 250 came back undelivered. This costs about \$1,400/ year. David is suggesting making the newsletter digital and printing some for Town Hall. The Board agreed to make the newsletter digital this year.

David explained that there are around 200 Town Reports left over from last year. David is proposing printing 650 rather than 700.

HealthTrust is giving back “holiday pay” or return of surplus to the Town. With the exception of retirees, the town pays 100% of dental so the town will keep that portion of the return. When the medical portion comes in, the Town will keep 85% and the remainder will split among those employees. In total, the medical return is \$32,142, which is \$2,800 for retirees and \$29,320 for the Town. For Dental, the Town will receive \$1,955 and retirees will receive \$131.60.

Selectman Goulet made a motion to accept the CARES Act Funding for elections in accordance with RSA 21-P:43 and to authorize the Town Administrator to act as agent to sign all the necessary documents Selectman Crockwell seconded the motion. Motion passed 5-0.

VII. Committee Reports:

Selectman Yeaton – Roads Committee met and discussed the CNRPC’s database of the culvert inventory and right now they just have the location of each culvert. The Committee would also like to add the material and condition. There is a \$30,000 grant that will be used for the MS-4 Storm Water Management. They are looking at \$450,000 budget for next year. Due to the delays from this year, they will be short by \$62,000 in order to get caught up and be on track to match the 10-year plan. They are looking at options including bonding. State of NH sent out a letter looking for projects to add to their 10-year plan. VJ has sent back some suggestions including Glass Street and Route 3. Budget Committee met to discuss updates to the town and school budgets and set the calendar.

Selectman Bean – Recreation is replacing the sign for Memorial Field due to graffiti. Rose would like to change the name from Memorial Field to Memorial Park to help with the confusion from Memorial Field in Concord. The Board does not want to change the name to Memorial Park. Frank Merrill donated 500 yards of screened

loam to the Town. Suncook Little League is donating \$6,500 to the Town for work on the fields.

Selectman Bond – Elections will be moved to Pembroke Academy. They need to discuss the March elections further. The Town Master Plan is ready and approved. They would like a notice to be put on the tax bill to let residents know. They started a subcommittee for the open space ordinance and they will ask voters to remove the open space ordinance for now.

Selectman Goulet – None

Selectman Crockwell - None

VIII. Other Citizens Comment:

None

IX. Non-Public Session:

Selectman Bean made a motion to enter into non-public session in accordance with RSA 91-A: 3 II (b) Hiring Public Personnel, seconded by Selectman Crockwell at 9:13pm

Roll Call Vote:

Selectman Yeaton	Yes
Selectman Bean	Yes
Selectman Bond	Yes
Selectman Goulet	Yes
Selectman Crockwell	Yes

The Board came out of non-public session at 9:30 PM.

X. Adjourn:

Selectman Goulet made a motion to adjourn at 9:31 PM. Selectman Yeaton 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.