

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
November 16, 2022 at 6:30 PM**

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Present: Selectman Karen Yeaton, Selectman Richard Bean, Selectman Peter Gagy, Selectman Rick Frederickson, Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

**I. Call to Order:**

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

**II. Citizens Comment:**

None

**III. Scheduled Meetings:**

Dubois and King – Asset Management Presentation

Aimee Rutledge, Project Manager/Senior Environmental Technical Lead, Dubois and King, Inc., Michael Hildenbrand, Project Engineer discussed the Stormwater Asset Management Program. The Town received a \$30,000 grant from the State of NH to create the program. The program is designed to be proactive and address issues prior to an emergency, costly repairs, or downtime. There are 5 steps to the plan:

Inventory of assets – mapping and assigning conditions and other supporting info  
Level of service – how to maintain and repair/replace assets  
Prioritization of assets/criticality rating  
Development of an asset management program  
Implementation of asset management program/long term funding

Aimee explained they inventoried 1,141 stormwater pipes and 2,135 drainage structures and then incorporated data that was already known to the state for an additional 1,531 stormwater pipes and 753 drainage structures. They then created a level of service matrix with identifying measurable goals with the intention those goals are regularly reviewed to make sure they were met. They gave each asset a probability of failure rating and a criticality (consequence of failing) rating. These documents are to be considered “live” and should be frequently updated. The life cycle costs of each asset are amortized over 50 years under the assumption everything will be replaced or rehabilitated within those 50 years. Those costs against the existing budget and funding mechanisms play into the prioritization of

replacement/rehabilitation. Aimee then discussed a communication plan with mailers and brochures.

Selectman Yeaton asked how this list is maintained going forward. Aimee explained they had a training meeting with Public Works for how to use and update the data. Right now, the data is in Excel and GIS files. Some updates will happen annually when the MS-4 annual report is due to the State and in the implementation plan, there are some suggestions for upkeep. Selectman Yeaton asked how the asset moves along the color grid of criticality. Michael explained that would require DPW to do inspections and update the spreadsheet. There are also factors in there such as age of the structure. Items will move around in the order of criticality as they work around town and enter observations. VJ Ranfos, Director Public Works, explained it will be very time consuming. They are looking into some asset management software that will create the reports automatically and print out work orders. It is costly and will have a subscription fee. The original \$30,000 grant will cover the software and set up fee but not the subscription cost that range from \$3-7,000. They are also looking to purchase two tablets so they can make updates while still in the field.

Aimee explained the contract amendment for items that were not included in the original scope of work. The grant the Town received is limited to \$30,000 and there are certain requirements that have to be met to be eligible for forgiveness. There was a lot of missing data that had to be researched in order to get the ratings that was very time consuming. They also needed a 2<sup>nd</sup> level of service workshop, additional intern coordination, and monthly progress reports. There are some further revisions that will be made following this meeting that will have some costs associated. Michael explained that at the time of the original contract, they did not anticipate the amount of time it would take to collect all the data of the assets. The Selectman shared concerns that they were not made aware of overages before they happened. Aimee explained she does not typically work with Selectboard's, she works with the assigned contacts who were David and VJ. Selectman Frederickson would like to see a cap in place that would trigger them coming back to the Selectman to discuss any additional scope of work or overages. VJ explained this has been a long project with a lot of hours put in but they did not use the allotted hours for the intern and he was not notified the second level of service workshop would carry costs and does not agree with the overages. Aimee explained that the intern hours were used but they were not all used in the office. Selectman Yeaton suggested Aimee and VJ have a conference to discuss the overages and then bring it back to the next meeting to make sure everyone is comfortable with the charges.

#### Chief Gaskell – Parking complaints on Rowe/Perley/Chappelle

Police Chief Gaskell discussed a complaint from a resident that the school was parking in their neighborhood, and it was interfering with trash pickup and sight. Josh Coughlin sent an email to Pembroke Hill School staff asking them not to park on neighborhood streets and to use the side of Belanger Drive if there is overflow

parking. A teacher from the school responded the road is public and there are no signs indicating parking restrictions. Josh responded the neighborly thing to do would be to park on school property and not affect the surrounding streets.

Selectman Goulet does not feel the school is in the wrong because there are no restricted parking signs and it is a public street.

Chief Gaskell suggested no parking during school hours like they did on the Meadowlark across from the high school.

Selectman Yeaton asked how many cars could be parked on the streets. Chief Gaskell stated that Chappelle is 6 or so but Rowe and Perley are longer streets. Since it is a one-way, they park on both sides.

The Police will monitor the situation until Christmas and report back to the Selectman.

#### **IV. Old Business**

None

#### **V. Non-Public Session – RSA 91-A:3 II (b) Hiring:**

Selectman Goulet made a motion to enter into non-public session in accordance with RSA 91-A: 3 II (b) the hiring of any person as a public employee, seconded by Selectman Frederickson at 7:39pm

Roll Call Vote:

Selectman Gagy Yes

Selectman Fredrickson Yes

Selectman Yeaton Yes

Selectman Bean Yes

Selectman Goulet Yes

The Board came out of non-public session at 8:15 PM

Selectman Goulet made a motion to hire Travis Murray (Police Officer) effective November 28, 2022 for \$20.50/hr., Dawn Shea (Police Lieutenant) for \$82,500/year, and Stephanie Baldwin (Town Clerk Collections Clerk) for \$23.00/hr. Selectman Gagy seconded the motion. Motion passed 5-0.

#### **VI. New Business**

Issuance of Building Permit 427 N. Pembroke Road

The building permit cannot be issued unless the Board of Selectman authorize the Building Inspector to. They are demolishing their house and building a new one.

Selectman Goulet made a motion to authorize the Building Inspector to issue a building permit to 427 North Pembroke Road based on the opinion received from Town Counsel. Selectman Frederickson seconded the motion. Motion passed 5-0.

#### Emergency Expenditure Request per RSA 32:11 – Ambulance Purchase

David and Chris Gamache presented the 2023 Tri-Town budget to the Town of Allenstown on November 5<sup>th</sup>. The Allenstown Board did not have an interest in discussing their plan for dissolution or hearing any critiques of their plan. The feeling is the dissolution is a done deal and Pembroke now needs to move forward without taking them into consideration. Under RSA 32:11, the Selectman can request the Budget Committee make a request to NHDRA to use surplus fund balance to purchase an ambulance so there are no interruptions in service on December 31, 2024.

Selectman Goulet made a motion to request an emergency expenditure in accordance with RSA 32:11 to purchase a new ambulance with all the necessary equipment within an amount not to exceed \$450,000 which will come from the Town's current fund balance and to present this to the Pembroke Budget Committee on November 17, 2022. Selectman Bean seconded the motion. Motion passed 5-0.

#### Class VI Roadway Restrictions

Selectman Yeaton shared concerns that the waiver would not hold up in court which could come at a large expense to the taxpayers. There are no laws that protect the town from liability especially in a loss of life situation. If the court forces the Town to do issue a waiver, then they would have to and the waiver plus a court order, would likely lift the liability. The Town Attorney will review the waiver and the likelihood of it being thrown out in court.

#### Manifests/Abatements

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

#### Minutes - 11/2/22

Selectman Gagyi made a motion to accept the minutes of November 2, 2022 as presented. Selectman Frederickson seconded the motion. Motion passed 4-0.

### **I. Town Administrator Report:**

NHDRA will hopefully be setting the tax rate soon. Forms from the school were just turned in last week and are over two months late. This will have impacts on the Town and staff since the bills will now likely be due in January.

Conservation Commission would like to purchase map 262 lot 27 that is currently owned by the Town. In the past, Conservation has paid back taxes when they acquire a property. Selectman Yeaton shared the Commission has concerns that if this property is acquired by an abutter, it would open around 14 acres for development. Karen also stated that while buying to prevent development is not a good reason to access land, Conservation also applies a graded criteria to every parcel they purchase to make sure that it has valuable conservation items such as wetlands, habitat etc.

Parking in the Village will be on the next meeting agenda. A resident is proposing changing the winter parking ban ordinance to an as needed basis.

## **II. Committee Reports:**

Selectman Yeaton – Conservation had Matt Gagne from Pembroke Water Works in to discuss properties in the aquifer and well head protection districts. They also discussed the deed changes. They want to encumber \$2,400 for legal deed work. They also discussed property on cross country road.

Selectman Fredrickson – Planning had a workshop to discuss tabulating the zoning rules.

Selectman Bean – None

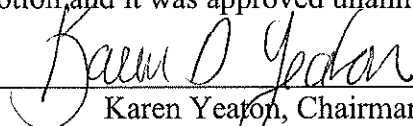
Selectman Gagyi – Budget met with Library and Town Administration. School does not have a budget yet. Peter also stated that he was at the Allenstown Budget meeting and it was clear that their Selectmen had no interest in hearing what is wrong with their plan. Peter commented that no one over there has any idea what is going on and that this will be in the budget and as a Selectmen he would never make this decision without getting voter input.

## **III. Other Citizen Comment:**

None

## **IV. Adjourn:**

Selectman Frederickson made a motion to adjourn at 9:13 PM. Selectman Gagyi seconded the motion and it was approved unanimously.

  
Karen Yeaton, Chairman

For more detailed information, the meetings are now taped and can be seen on [www.townhallstreams.com](http://www.townhallstreams.com) click on Pembroke NH and look for the day of the meeting under the month.