

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
April 21, 2021 at 6:30 PM**

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

Excused: Selectman Michael Crockwell

Staff: Town Administrator David Jodoin

I. Call to Order:

Selectman Bond called the meeting to order at 6:33pm.

II. Citizens Comment:

None

III. Scheduled Meetings

Continued Public Hearing Chapter 191-17

Selectman Bond opened the public hearing at 6:34pm.

The Selectman Bond visited Kimball Street and feels comfortable blocking off parking to either side of the hill and the top of the hill. Selectman Yeaton asked how many spaces they will be losing. Selectman Bond stated it looks to be six on each side but the spots are not lined so it is hard to tell exactly.

Sarah Hallock, 15 Kimball stated there are two outlined spots on the street. Police Chief Dwayne Gilman explained that the new no parking regulations would not impact those spots.

Chief Gilman stated a resident on the street expressed concerns for snow removal if he is unable to move his cars onto the street. The Chief assured him that they do not drive around looking for people who are doing snow removal and may be in a no parking zone in order to issue tickets. They will take certain circumstances into consideration during snow removal of driveways.

Gerry Fleury, 21 Kimball Street, sent a letter strongly recommending that they do not make Kimball Street a one way in either direction. At the crest of the hill, Kimball Street is 20 feet wide, the average pick-up truck is 81 inches wide, and the average car is 78 inches wide. With two vehicles parked on either side of the road

that leaves 81 inches of road for two cars to pass. The lack of visibility in both directions makes this a dangerous situation.

Sarah Hallock, 15 Kimball Street, it can be nerve wracking turning left into their driveway with the lack of visibility.

Selectman Bond closed the public hearing at 6:41pm.

Selectman Goulet made a motion to have no parking on Kimball Street from Main Street starting 250 feet south and ending 450 feet to the south and then from Glass Street starting at 350 feet north and ending 450 feet in the north direction. Selectman Bond seconded the motion. Motion passed 4-0.

Tammy Webb, Vachon and Clukay – 2019 Audit Presentation (Via Phone)

Tammy Webb, Auditor with Vachon Clukay & Company and Audit Manager on the December 31, 2019 audit, presented the audit findings. The Town received an unmodified opinion on its financial statements. An unmodified opinion is essentially a clean opinion on the financial statements. The main focus of the audit included risk-based assessments and unpredicted testing. They focused on areas that are deemed to be high risk for the financial statements, material misstatement, and fraud. Control testing is performed annually on major financial transaction on a rotating basis. For example; cash disbursements, payroll disbursements, and credit card payments.

During the audit, they looked at significant increases or decreases in the general fund budget. Total revenues and other financing sources exceeded budgeted estimated by \$2.2m or 30.5%. Due to the closure of the TIF District, \$1.6m was transferred from the TIF District Fund to the General Fund. The Budget overlay for bad debts exceeded actual tax abatements and tax deeded amount by approximately \$207,000 and income from motor vehicle permit fees exceeded the estimated amount by approximated \$150,000. Total expenditures were less than the final budgeted amount by approximately \$429,000 or 5.4%. The Town did a very good job managing the Town's financing within the approved budget amount. The unassigned fund balance as of 12/31/19 is \$7.7 million. This is what is available to be used to manage the Town's tax rate. In accordance with the Town's fund balance policy, the minimum required to be kept is \$3.3-3.5 million. \$500,000 was used by the Town to offset the 2020 tax rate which leaves \$7.2million in the unassigned fund balance which is significantly higher than the current fund balance policy. They recommend that management and the Board of Selectman review its current fund balance policy and modify as necessary.

In the Governance Communication to the Board of Selectmen, Tammy provides a summary of the overall audit process and key items for the year ending December 31, 2019. Those items are GASB No 84 was adopted and implemented, a separate listing of material audit adjustments, no transactions entered into by the own during

the year for which there is a lack of authoritative guidance, no difficulties dealing with management, and no separate management letter was issued.

Tammy stated that the year end 2020 audit will likely be done onsite unlike this audit that was completed remotely.

Selectman Yeaton asked what the sample size of documents was used since they were unable to get to 40 due to being remote. Tammy explained they select one key transaction per year and they had done a sample test from the previous year they were able to rely on. There were two other tests they will have to make up next year but it would have been too cumbersome to get all the documents needed remotely. They do not believe there were any material changes as all employees and controls were still in place.

Selectman Yeaton clarified the recommendation is 2 months of operating expenses and 8-17% which gives a range of \$3.3-3.5 million minimum fund balance. Tammy answered that is correct and the Town currently has double based on the current fund balance policy. David answered that at the beginning of 2020 they looked at updating the policy but they decided to wait until the 2019 audit came in so they had real numbers. A lot of communities are keeping well over that 17% to keep a bigger cushion. There were funds kept aside for the lawsuit with Signs for Jesus and the utility lawsuits. At Town Meeting this year, they approved \$1.4 million to offset taxes and purchase of the trash truck. There have also been some infrastructure improvements that have been put off trying to stabilize the tax rate that will need to be addressed.

IV. Old Business:

Tax Deeds

Next meeting will the Board will need to decide which properties to deed from 2017.

DOT Requests

Selectman Bean made a motion authorizing the Town Administrator to sign the NHDOT request documents on behalf of the Town. Selectman Goulet seconded the motion. Motion passed 4-0.

V. New Business

1-Ton Bids and Service Body Bids

VJ Ranfos, Public Works Director, explained the bid went out for the 1-ton truck and only one bid came back. They made calls to inquire as to why no one bid and they found companies are having a hard time getting that model truck. Grappone did not bid because their commercial sales person retired and they have not filled the

position but even if they had bid, they would not have had a truck until January. VJ is recommending awarding the bid to Ford of Claremont in the amount of \$48,820 and then awarding the bid for the dump truck body and equipment to HP Fairfield for \$40,500 and the utility body to HP Fairfield for the cost of \$17,500. They did receive three bids on the dump truck but HP Fairfield was the lowest. The bids did come in a little over budget but they are able to take the extra from the regular operating budget. That will ensure they get the truck before winter.

Selectman Goulet made a motion to award the bid for the Ford F-550 Chassis to Claremont Ford in the amount of \$48,820. Selectman Bond seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to award the bid for the dump body and equipment to HP Fairfield in the amount of \$40,500. Selectman Yeaton seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to award the bid for the utility body to HP Fairfield in the amount of \$17,500. Selectman Yeaton seconded the motion. Motion passed 4-0.

Citizen Request for permission to withdraw water at Memorial Field

A citizen is requesting permission to withdraw water from the Merrimack River at Memorial Field to water his garden during a drought. According to the State, he needs permission from the Town. This request has never been made before to the Town even though it has likely been happening all along. The State said someone can take 20,000 gallons of water out of the river, the difficulty is that if the Town grants permission, the Town will be on the hook if someone takes more than 20,000 gallons and there is no way to monitor this. A homeowner would not take 20,000 but a landscaping company could. The Board decided not to give expressed permission.

Manifests/Abatements

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

Minutes 4/7/21

Selectman Goulet made a motion to accept the minutes of April 7, 2021. Selectman Bean seconded the motion. Motion passed 3-0.

VI. Town Administrator Report:

Meet Me in Suncook sent a letter inquiring about their yearly stipend. They had stated they did not need funding because they didn't have any projects so nothing

was put into the budget for them. David will reach out to them. There will not be an Old Home Day this year.

The easement for the parking at the Church has come in, been finalized, and recorded. The signage will be going up and an email was sent out to the businesses in the area explaining what is happening.

The Housing Appeals Board for the William Evans Project will hear more discovery in either April or May.

Selectman Yeaton would like the Selectman to consider creating a Range Road Committee made up of volunteers with a mission to monitor the Range Roads. The Board will ask the Conservation Commission to create a proposal on the Committee. Selectman Goulet supports a Range Road Committee but does not feel it needs a Selectman Rep to attend the meetings. If they come up with ideas or plans, they can present with the Conservation Commission to the Select Board.

The Energy Committee is looking for dates to start meeting again. This Committee is a committee that could meet without Selectman representation and then come before the Board with any ideas and at the point it could go through the CIP process.

The City of Concord received a zoning variance request for 25 Henniker Street which is over the aquifer protection district off Route 106. David sent it to the Water Commission.

Selectman Goulet made a motion to appoint Ellen Paulsen to the Cemetery Commission, Sue Plante to Conservation Commission, David Baril Jr. to the Conservation Commission, Brett Edmonds to the Planning Board, Sharon Morris to the Recreation Commission, Sam Barker to the Recreation Commission, Burton Curly to Roads Committee, Thomas Hebert to the Zoning Board of Adjustments, Blakely Minor III to the Zoning Board of Adjustment, Jackie Wegenroth as an alternate to the Energy Committee, Sharon Morris to the Energy Committee. Selectman Yeaton seconded the motion. Motion passed 4-0.

VII. Committee Reports:

Selectman Yeaton – Hazard Mitigation had its 2nd meeting. They are continuing to record the past 5 years of hazards or town burdens.

Selectman Bean – The poles at the park are cracked and leaning around the field. VJ Ranfos stated they have been that way for years. Primex is meeting with Rose in two weeks and that will be something they look at. David thinks those were put up by volunteers in conjunction with Eversource. Rose is asking if the highway department had a camera set up that points to the entrance. VJ answered they have done that.

Rose would like to move the placement of the new sign for Memorial Field to the left side of the road. They looking for sponsors for the concert in the park series.

Selectman Goulet – None

Selectman Bond – Planning had a workshop meeting. Solid Waste is looking to meet with Casella again and looking to create a flyer about recycling.

VIII. Other Citizens Comment:

None

IX. Non-Public Session:

Selectman Goulet made a motion to enter into non-public session in accordance with RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open in which case the request shall be granted, seconded by Selectman Yeaton at 7:54pm

Roll Call Vote:

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

The Board came out of non-public session at 8:43 PM.

Motion by Selectman Bean, seconded by Selectman Yeaton to promote Robert Fanny to the position of Solid Waste Foreman at a starting rate of \$20.64, Mr. Fanny will be on probation for six months at which time he will be reviewed. Motion passed 4-0

X. Adjourn:

Selectman Goulet made a motion to adjourn at 8:44 PM. Selectman Bean 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.