

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
September 24, 2018 at 6:30 PM**

Present: Chairperson Tina Courtemanche, Selectman Vincent Greco, Selectman Sandy Goulet

Staff: Town Administrator David Jodoin, Recording Secretary Jillian McNeil

Excused: Selectman Ann Bond, Selectman Michael Crockwell

I. Call to Order:

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

II. Budget Workshop:

Director Christopher Gamache of Tri-Town EMS presented the Ambulance Budget. Mr. Gamache discussed Tri-Town's accomplishments and projects over the last year. The service received the 2017 NH EMS Unit of the Year along with Allenstown. Last year a new ambulance was purchased that is safer for staff and patients. Needed equipment is in arms reach, ambulance moves with the stretchers, and the ride is smoother. 3 CPR instructors trained over 170 on hands-only CPR at different local events. They also put on CPR courses for certification purposes that over 50 people utilized. Minus the certification card, the course is free to residents of Pembroke and Allenstown. The Vital Life program was also started last year. It is a card that people can put life directives and pertinent health information on in the event that the patient is unresponsive. Patient Surveys are sent out with privacy practices and over 200 have come back in the last year and half with positive results. The service completes its NCCP training and relicensing program for required trainings. It is done in house which saves the town money and allows for control over the curriculum. It is a 2-year cycle and open to anyone. Regularly 3 or 4 other EMS agencies will send people and Concord Hospital provides the trainers at no cost.

2017 saw an increase in calls by 224 over 2016. 2018 is expecting 1,360 calls.

The service purchased a portable ventilator that will allow the service to apply to provide rapid sequence intubation. There are currently only 6 other services in the state that have the license. The state feels the service is ready for this but it is still in the preliminary stages. Selectmen Greco asked about the cost. Mr. Gamache answered that the unit cost was \$10,000 with a 5-year service agreement.

The 2019 budget year is going to be considered a maintenance year with a decrease of \$18,497 to 2018's budget. There are no major purchases and no planned staffing changes. The unassigned fund balance of \$245,000 is being moved to the Capital Improvement Plan. The revenue expectation for 2019 is \$435,000. Pembroke's

contribution will go down by \$76,813 to \$147,822. When not taking the CIP funds into consideration, the total Ambulance budget as presented is \$747,662.

Selectmen Goulet asked if the service has any issues with staff turnaround. Mr. Gamache said half the truck is staffed with 25-28 per diems and there are 4 full-time paramedics. These numbers should keep the ambulance full staffed but occasionally there are staffing issues. This sometimes means overtime and that the Director steps in and works the truck. Selectmen Greco asked if there is a special license needed to drive an Ambulance. Mr. Gamache says that in the State of New Hampshire there is not and they do not fall under any DOT rules. However, the service has its own standards for hiring.

David Jodoin presented the following budgets:

Tax Collecting:

Reduction of \$500 came out of deed research and an increase of \$200 for computer software for tax specific program. There is a \$300 total reduction to the Tax Collecting Budget.

Information Systems:

Website Maintenance \$2,500 remaining is balance for network maintenance which remained unchanged.

Budget Committee:

Remained level funded. Selectmen Goulet asked about the wages line and if the Budget Committee is paid. David explained the transcriptionist is a paid position and also public hearing notices and printing of tax impact sheet are paid out of that budget line.

Health Administration:

Remains level funded.

CAP (Community Action Program):

Remains level funded.

Patriotic Purposes:

Remains level funded.

Old Home Day:

Remains level funded. Selectmen Courtemanche asked if Allenstown is still contributing to Old Home Day. David is unsure and will look into this.

Meet Me In Suncook:

Remains level funded.

Christmas in the Village:

Remains level funded.

Conservation Commission:

This budget is up \$424 for legal fees. This overage will be paid from the conservation land purchase.

Economic Development:

Remains level funded.

Debt Service:

This budget has an increase of \$29,000 because it is the first year of the bond for Upper Beacon Road Work. There is also a reduction on interest of \$12,000. The TIF district is also now included in the debt service.

Recreation:

This budget is up \$300 from last year for maintenance of the field and electricity rates. Selectmen Courtemanche asked about cost of living increases on the recreation committee's wages. David said they received .17 last year and a small increase this year but they didn't use their whole budget for wages so it remains unchanged.

Selectmen

Remains level funded.

Administrative

The Budget is down by \$3,015 from 2018. This is largely due to a reduction in the wages line because of reduced hours on part-time fill in help.

Town Clerk

The budget is up by \$4,868. The major source of this is in the Department Supplies line. The roof is leaking on the building that holds all the election materials, back up trash carts, and other equipment. These funds are to purchase a permanent storage pod. David recommends taking a look at the building and make a determination as to its future. Selectmen Goulet asked for clarification on the voting records kept down at the facility

and David explained that all records are kept at the town hall. The items in storage are the booths, tables, ropes, and other items used on Election Day.

Elections

The budget is down by \$3,600. This is due to less elections this year.

Auditing

No solid figures are back yet. the Town is currently in year 2 of the 3-year contract and an RFP is being worked on for next 3 years. A 5% increase of \$801 was figured in to be safe.

Assessing

The budget shows a decrease of \$43,000 in Assessing Services. Next year is the town wide revaluation. NH Department of Revenue is enforcing the rule of having the full expense come out of the capital improvement reserve which will show as a reduction on the revenue side of the budget and essentially wash itself out.

Legal Services

There is a reduction of \$50,000. Last year the Town budgeted \$150,000 largely to cover the Signs 4 Jesus legal case. Since the general purposes total for last year was approximately \$26,000, this line was reduced from \$150,000 to \$100,000.

Planning & Land Use Dept.

Shows an increase of \$15,734. Figures were not provided for health or dental so a 5% increase was factored in. There was an upgrade to the software for the assessing program and server. If there is money left in the 2018 budget, this will be used to reduce this budget line. There was also an increase of \$4,700 to the mapping services line. This covers the contract with CAI for all town mapping.

Planning Board

Remains level funded.

Zoning

Remains level funded.

General Government Building

This budget is up by \$5,730. There were increases to the electricity at safety center and the Perry Eaton Building as well as a heat increase at the Perry Eaton Building.

Cemetery

Remains level funded.

Liability Insurance

Numbers will not be in until Mid-October. 5% increase of \$6,663 factored in for Workers Comp and Liability Insurance.

Police

The total budget is up \$84,040. Some line items that increased were health insurance by \$4,200, NH Retirement System by \$7,000, \$41,000 prosecutor services, and wages by \$24,000. Chief will be at the October 15th meeting to discuss the budget.

Fire

The budget is up by \$22,157. This is mainly due to budgeting for a new hire factor that may need a family plan for health insurance. The Chief will be at the October 15th meeting to discuss the budget.

Emergency Management

This budget is up by \$15,063 but there is a grant in the works with the police and school for active shooter model to cover some of those costs in the Training and Education line.

Public Works

This budget is up \$23,378. Lines that went up were wages, vehicle repairs, fleet tools, engineering, and storm drainage cleanings. Health insurance went down \$4,600. Electricity on street lights dropped by \$14,000. Increase to recycling \$5,000 solid waste and hazardous waste. \$7,500 because it is our year but there will be revenue to offset it. Solid waste container removal up by \$5,000. The Department of Public Works will be at the October 15th meeting to discuss the budget.

Welfare Administration

Budget had a decrease of \$100

Direct Assistance

Remains level funded.

The total budget is \$5,853,738.08. There is a total increase of \$27,595.08 over last year. This total figure includes preliminary revenues.

III. Adjourn:

Selectman Goulet made a motion to adjourn at 7:34PM. Selectman Greco seconded the motion and it was approved unanimously.

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Justine M. Courtemanche, 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.