

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
October 15, 2018 at 6:30 PM**

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Present: Chairperson Tina Courtemanche, Selectman Vincent Greco, Selectman Sandy Goulet, Selectman Ann Bond, Selectman Michael Crockwell

Staff: Town Administrator David Jodoin, Recording Secretary Jillian McNeil

**I. Call to Order:**

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

**II. Citizen Comment:**

Ted Gatsas is running for Executive Council and came to the meeting to introduce himself.

**III. Scheduled Meetings:**

None

**IV. Old Business:**

Mike Vignale discussed the paving project on Beacon Hill Road. The fresh gravel has been put in and the paving will tentatively start on Friday. Mike stated the project came in under the overall bond amount. David Jodoin asked if there will be any additional draining issues. Mike stated that there should not be.

David Jodoin asked about the damage to an apple tree at 332 Beacon Hill Road. The tree was damaged by Advanced and the contractor has agreed to replace it with the type of tree that the homeowner requests.

Selectman Bond stated that Lightech is about ready to wrap up. A total of 107 street lights are being converted. Eversource still has to remove remaining street lights that are not being converted. Lightech set a price cap for the project of \$50,000. There will also be a rebate of \$100 per light. Eversource did speak to The State of New Hampshire and they will be able to put a light on corner of Buck Street and Rt. 28 at a maximum cost of \$600. Eversource's quote on the removal of the lights will be in soon. The project should take two weeks to complete. Selectman Courtemanche asked how many lights will be removed. Selectman Bond stated they will be removing around 133.

Selectman Crockwell asked about the cost of a road impact study. David Jodoin stated the cost would be approximately \$15,000 - \$20,000. He also said there needs to be validation for ordering a formal impact study and charging impact fees. Without an over populated school, our own sewer plant, or some need to charge fees, the town does not meet the criteria.

## **V. New Business**

Chief Harold Paulsen and Deputy Chief Paul Gagnon of the Pembroke Fire Department presented the 2019 Fire/Emergency Management Budget.

### Fire Department

Chief Paulsen stated that the largest increase in the budgets were to the personal lines with health insurance making up the bulk of increases. David Jodoin explained that when budgeting for a new hire, they have to budget for a family plan. The full-time fire fighter left to join the Lancaster Fire Department and they are currently working off per-diem staff.

Testing is up because of outside services used for testing the equipment are increasing their costs.

Fire Alarm Maintenance line is being removed. The Department now operates off internal systems.

Selectmen Courtemanche asked about the 13.52% decrease in Fire and EMS supplies. Chief Paulsen stated that that line item is a general catch all for small miscellaneous expenses.

New Equipment/replacement equipment is down 76.65%. There is replacement equipment needed in the near future but none for this budget cycle.

### Emergency Management

The Training and Education budget line is at \$16,625. This is for a \$21,000 active shooter incident planning exercise. The first year's payment of \$4,000 was unanticipated and was split between Police, Fire, and Emergency Management. Going forward, it will be under Emergency Management's budget. Selectmen Courtemanche asked if there was any grant money available to offset the costs. Chief Paulsen said sometimes there is but he was late getting into the process of applying for the grants. Selectmen Goulet asked if the program is being taught through the State. Chief Paulsen explained that the State doesn't offer trainings unless there is a grant. Jane Hubbard owns a consulting company is who facilitates the exercise.

David Jodoin pointed out the request for \$748,000 for the purchase of a new fire truck. The money will come out of capital reserve for the full amount. David Jodoin

asked what the delivery date would be if the project passes at town meeting. Chief Paulsen said that it will likely be 2020. The plan is to use the same specs in order to find something stock which would hopefully yield a large savings.

### Department of Public Works

Jim Boisvert, Director of Public Works presented the 2019 Department of Public Works budget.

### General Government Buildings

Overall wages have gone down 1.69%. There was one full-time person and one part time person for janitorial services for a total of 70 hours a week. There is now one part-time person at 25 hours. This person is responsible for the Town Hall and Safety Center. The Library and Fire Department are now doing their own cleaning.

Perry Eaton building now has tenants which caused increase in Electricity and Heat. Selectmen Goulet asked if there is revenue to offset these increases. David Jodoin explained that we do but that shows up on the revenue side. The Safety Center also showed an increase in electricity.

Cemetery has not changed from previous year.

Selectman Bond asked if there is only one insurer for the Town for liability insurance. David Jodoin explained that those numbers are not yet final since they just came in the day of the meeting.

Selectman Goulet asked why the Department of Public Works insurance and dental went down when the rates have gone up. David Jodoin explained that there was a change in plans among the employees. Health Insurance increased by 12.8% and Dental Insurance decreased by 2.3%. The new figures will be put into the budget after the pay study meeting on November 7<sup>th</sup>. David explained that he also factored in preliminary numbers for all wage budget lines in all departments to be finalized after the November 7 meeting. The \$8,800 also includes a 2% cost of living adjustment that is effective April 1, 2019.

Selectman Courtemanche asked about the overtime wages going up. David explained he increased the budget line because last year there was a lot of overtime with plowing due to being short staffed.

Jim Boisvert also shared that DPW is still looking for a Transfer Station Attendant for 16 hours on Saturday and Tuesdays working 7:00am-3:30pm.

Uniform contract renewed for 3 years and stayed the same.

The Striping contract went up \$799.00. There is more to do than what was originally put out for bid.

The Storm Water permitting known as MS4 caused a few increases. Storm drain cleaning went out to bid and the bid awarded came back at \$10,000, road maintenance improvements increased by \$2,000, and Engineering increased \$5,000. David explained that the Town was able to put away \$33,000 in a separate fund in preparation for this federal mandate. Mike Vignale is currently working with Lakes Regional Planning Commission and that will likely deplete that fund. The \$5,000 increase to engineering is for any additional work needed in 2019 and any other minor engineering within the department.

David Jodoin said that the conversation came up in previous meetings about where money for small culvert maintenance comes from. Jim stated that it comes out of road maintenance and improvement. There are currently 3 large culverts that need repair and will be brought up with the Roads Committee.

Vehicle repairs are up \$5,000. The equipment is getting older and the mechanic is doing a great job fixing vehicles the correct way.

Computer software up \$200

David Jodoin explained that he decreased the electricity line by \$14,000 in anticipation of the completed street light conversion project.

Jim Boisvert stated that the Solid Waste Division Department Supplies buys \$4,000 worth of trash carts for residents. Many residents are moving and either taking the carts or selling them online. Selectman Courtemanche asked how much longer is left on the original contract warranty. Jim stated that it is up in 2020.

Jim Boisvert shared that trash collection final numbers are not in yet. Recycling budget line has an increase of \$5,000. The September bill showed the town paid \$20 a ton. The rates have ranged from \$13.00 to \$27.00 ton. Regular Trash is currently at \$62.00 a ton and that contract price is good until 2022. The recycling rates are based on a calculation. Selectman Bond asked if we could find ways to boost the recycling program. Jim stated that the 2018 town recycling percentage is around 30%. Not one load has been rejected since beginning the program.

Container removal is up however with a large number of home sales, the transfer station has made \$110,000 as revenue.

David Jodoin stated there is a capital outlay for a 6-wheel truck and accessories at a cost of \$176,000. Jim explained that through New Hampshire Coalition there are grant monies available and if the Town is awarded any, it may drop the price. Selectman Crockwell asked if they have looked in getting a gas truck. Jim stated that yes, they have and the gas trucks are generally less maintenance. One issue is that if

the trucks come into garage then the garage needs to be renovated to meet code. They can come in for maintenance but not be left indoors overnight.

## Police

Chief Dwayne Gilman, Pembroke Police Department, presented the 2019 Police Department Budget

Wages increased by \$26,604 is based on the salary survey that was prepared by Municipal Resources Inc. It includes a new part time prosecutor and another part detective to assist in investigations.

Chief Gilman explained that the uniform line changes with officers' needs. They are issued 3-4 winter and summer shirts, 3-4 pairs of shorts and pants, boots, winter coats, hats, gloves and they wear out. This line also incorporates ballistic vests that are replaced every 5 years. The Department is currently short one employee and that has a \$2,500-\$3,000 cost to outfit that person.

The Chief explained that the Training and Education line is remaining at \$7,000. The Department has to use an outside vendor for a complete and thorough training of the officers. Ammunitions and Tasers also come out of this line and anything that would fall under the umbrella of Education and Training. Selectman Goulet asked if this is the same training Fire Chief Paulsen was discussing earlier. David Jodoin stated that Chief Paulsen was discussing the active shooter training and that comes out of the Emergency Management budget. Selectman Bond asked whether or not that School District has changed its position on not allowing the Police Department to view the surveillance cameras in the schools. Chief Gilman explained that the school sent over a contract and he declined it. The Chief re-negotiated the contract and the police will have access in the near future.

Animal control line item pays for software for lost dogs, a chip reader for scanning lost animals, and any incidentals.

Prosecutor Services has a 5% increase but this line item is subjective. Depending on who wins the upcoming election, this figure may increase or decrease.

Community Education pays for DARE program at Three Rivers. Two years ago, there wasn't anyone to teach the program so last year the Department doubled up and taught two sessions to get caught up.

Chief Gilman stated that the Department is getting a new breathalyzer called the Intox 9000. All the officers are currently trained on the new equipment. The Breathalyzer Services line also covers blood tests which are around \$125 each.

Chief Gilman explained that the Department will not deplete the line for pre-employment testing this year and will carry some money into next year but there are

currently applicants going through the process. The less expensive tests have been completed and they are moving on the more in-depth tests such as psychological, polygraphs, and backgrounds. Selectman Goulet asked if these are fresh applicants. Chief Gilman stated that out of the 8, there is 1 full time certified who has been on for 11 years. Everyone else is new and noncertified. There is a current intern who is a senior at Plymouth State College and graduates in May. The hope is that he will stay with the Town.

Dispatch services is expected to increase 3-5%. We are number two for dispatch in the state behind Bow.

Chief Gilman explained that coming out of the Equipment Purchases line this year will be one taser and taser holder, two computers, and a room recorder for the interview room to replace outdated equipment. Selectman Crockwell asked if we broke a taser. Chief Gilman explained that one was sent out to be repaired and it is expected to be returned but just in case it cannot be repaired, there is money for a new one. Once purchased, the warranty starts so it is best to wait until a taser is needed to purchase a new one.

Computer maintenance and software line is setting aside money to buy into Tritech software. This software is used to communicate between the officer, their vehicles, and dispatch. There is also an in-house server that takes all the information and stores it. Chief Gilman would like to see the program work in a few surrounding towns before buying into it. Selectman Goulet asked how old the current server is. Chief Gilman stated it was replaced two years ago.

David Jodoin stated the Police Department is requesting a new cruiser for \$56,000. This will be a new Ford Explorer Utility and is expected to have a different interior body style from previous years. The cost quoted for the fitting is \$20,000 but it is expected to be less. The car it is replacing is going to be kept as a spare. Selectman Goulet asked about the vehicle that was just purchased. Chief Gilman explained that it is a Tahoe and larger for better towing capacity. The Ford Explorer is not meant for towing and will not be covered by Ford if a trailer hitch to tow over 1,000 pounds is installed.

Selectman Crockwell moved to approve the Manifest/Abatements. Selectman Goulet seconded the motion. Motion passed 5-0.

Selectman Greco moved to approve the minutes of September 24, 2018 as presented. Selectman Goulet seconded the motion. Motion passed 4-0. Selectmen Crockwell abstained.

Selectman Greco moved to approve the minutes of October 1, 2018 as presented. Selectman Goulet seconded the motion. Motion passed 4-0. Chairman Courtemanche abstained.

## **VI. Town Administrator Report:**

David Jodoin presented the election posting paperwork for Election Day on November 6, 2018. The polls will be open from 7:00am – 7:00pm.

Primex rates came in but exact figures won't be finalized for reports for another few days. Workers comp increased, Property Liability decreased, and unemployment increased slightly.

Healthtrust rates also came in today. Health went up 12.8% and dental went up 2.3%. There is a plan tied to collective bargaining for Public Works that cannot be changed from their current plan which AB5 10/20/45. The Sewer Department has Blue Choice 3 Tier Program 10/20/45. The Sewer Commission has the authority to choose their own plan. There is another option of AB20 10/25/40. Selectman Courtemanche asked if the Town has looked at a high deductible plan. David explained that they have discussed it in the past but with the union contracts, they are harder to change. The Town currently pays 85% and Employee pays 15%. Selectman Goulet asked why the Town pays for the Sewer Departments Insurance given that they are their own entity with their own budgets. David explained that they are a town entity and under the town tax ID number but governed by their own board. The Commission does reimburse the town for their insurance costs. David will send the complete rate sheet to each Selectman to be approved at the next meeting on November 7.

In the Town Clerks budget line for Department Supplies, there is an increase to account of \$4,500 for the shipping container discussed at the last meeting to keep down at Department of Public Works to store Election Items.

Selectman Goulet asked about the Carlucci invoice in the packet. Dana Carlucci is going to work this weekend to diverting storm water away from the sewer drains.

David Jodoin asked what the Selectman plan to do with the Wall at 4 Union Street. Mike Vignale provided a quote for \$15,000 to complete the engineering before putting the project out to bid. Tenants are also asking what the town is planning to do with the building. A warrant article would be needed to sell the building if that was the direction the board wanted to go. The decision was made to pay for engineering now, go out for bid in December, and then the voters can vote with a firmer number.

## **VII. Committee Reports:**

Selectman Goulet – Nothing to report

Selectman Bond – Gerry Fleury presented the Capital Improvement Plan to the Budget Committee. There was a suggested advisory warrant article about the clock to get a feel for the Town sentiment. They are also looking into the cost of breaking

the lease. Gerry Fleury suggested renaming of energy fund so it can be utilized for more than the street lights but a warrant article would likely be needed. There was discussion about creating a separate budget line for culverts. Gerry Fleury suggested amending the Bridge Repair Capital Reserve Fund to Highway Infrastructure rather than creating a separate line item. Tom Serafin would like selectmen post a letter at Town Hall to highlight that the School returned \$1.3M to the Town for tax relief.

Delivery trucks to Associated Grocers are still taking a left-hand turn onto Route 3 and not using light on Klein Way. Selectman Bond talked to the State and the Town has the authority to eliminate left hand turns onto Route 3 from Associated Grocers. David will talk Steve Creed over at Associated Grocers to make them aware of the discussions.

Selectman Greco – Roads Committee met on 2<sup>nd</sup>. They discussed repairing a pot hole on Pleasant Street Extension, funding culverts, and a 2% bond of estimated harvest for damage loggers due to the class 6 roads. Selectman Courtemanche asked if loggers can file an intent to cut but then cut more. David Jodoin said that is a current problem the Town is having with some loggers. Selectman Goulet suggested a 5% bond. David Jodoin said historically it was a flat fee bond of \$1,000-\$1,500. The Town was told they were unable to enforce it on anything that was not a Class 6 road. Selectman Bond asked where the bond money goes. David explained that the bond is held until the project is finished and if the road is not damaged, the Town releases the bond back to the company. If there is damage, the Town will call the bond. There is also a parking issue on corner of Union St, Prospect Street and High Street. There were discussions for making it one side parking only, one-way street, or no parking. The residents do not want the street to be a one-way road.

Selectman Crockwell – Nothing to Report

**VIII. Other/Citizen Comment:**

None

**IX. Non-Public Session**

None

**X. Adjourn:**

Selectman Goulet made a motion to adjourn at 8:47 PM. Selectman Crockwell 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](http://www.townhallstreams.com) click on Pembroke NH and look for the day of the meeting under the month.