

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
NOVEMBER 7, 2018 at 6:30 PM**

Present: Chairperson Tina Courtemanche, Selectman Ann Bond, Selectman Michael Crockwell

Excused: Selectmen Vincent Greco, Selectmen Sandy Goulet

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:

None

III. Scheduled Meetings:

Carol Granfield of Municipal Resources, Inc. presented the Pay and Classification Study. The study reviewed 48 town positions and conducted a market salary and benefit analysis by comparing the positions to similar positions in 12 New Hampshire communities that are comparable to the Town of Pembroke. The Pay Plan lists grades from level 5 to 24 with a pay range of 45% between the minimum and maximum. The study found that 30 positions warrant a reclassification to a new grade level and two employees are recommended to have salaries increased to bring their positions to the minimum salary of the new grade. The total costs to implement the changes in this study equals \$1,872. The study shows that overall, the Town has an excellent competitive benefit package. It is recommended to review this budget information every three years to remain competitive. The pay study is posted to the Town website.

David Jodoin explained that the current FY 2019 budget has the recommendations from the pay study built into it. This mainly effects the Police Department, Department of Public Works, and a few long-term employees. The new health and dental rates are built into the budget as well as cost of living adjustments.

Selectman Bond suggested factoring in a new Tax Collector into future budgets. Selectman Courtemanche stated we also will need to start looking into factoring in a new Finance Director as well.

Selectman Bond suggested possibly changing the health insurance plan from a \$5 copay with 10/20/45 prescriptions to a \$20 copay with 10/25/40 for prescriptions.

The Selectmen discussed possibly offering multiple plans to Town employees. Selectman Crockwell stated that he is abstaining from offering opinions on the matter because it does affect him as a Town employee. There was not a quorum of the board so no votes on the matter could be taken. Selectman Courtemanche requested that the matter be added to Budget Committee agenda.

Police Chief Dwayne Gilman made a statement that he appreciates the Selectmen doing the pay study and taking a serious look at the salaries and wages of the Pembroke Police Department.

Selectman Crockwell made a motion to approve the proposed 2019 budget as presented in the amount \$9,941,708. Selectman Bond seconded the motion. Motion passed 3-0

David Jodoin stated that a few numbers are slated to change in the proposed budget. This includes the tonnage for trash, water and sewer budgets, and a few smaller items. There will not be a drastic change to what is presented.

IV. Old Business:

The Street Light conversion has a December 3, 2018 start date and will take 2-3 weeks. David Jodoin spoke with Eversource and the grant the Town received will be \$11-13,000.

Dana Carlucci submitted an email with concerns with the street light conversion project for the Suncook Downtown Redevelopment Project. The Conversion will not affect the ornamental downtown street lights. Some of the street lights downtown will be removed but there will not be any removed in the business district.

V. New Business

Selectman Bond moved to approve the Manifest/Abatements. Selectman Crockwell seconded the motion. Motion passed 3-0.

Selectman Crockwell moved to approve the minutes of October 15, 2018 as presented. Selectman Bond seconded the motion. Motion passed 3-0.

VI. Town Administrator Report:

David Jodoin spoke with Steve Creed at Associated Grocers about the delivery trucks usage of the Rt. 3. They have agreed to put up two signs at the end of their driveway directing the traffic to use Kline Way when leaving the facility. Selectman Crockwell suggested adding arrows on top of the barriers at the bottom of Kline Way indicating that the road does continue.

David Jodoin presented the Selectmen with an agreement to accept an anonymous gift of \$25,000 for litigation against The Northern Pass. The agreement states that the Town can never inquire about who the donor is and it is to be split equally with any other Towns that Mitchel Municipal Group (MMG) represents in the appeal. Selectman Bond made a motion to accept the anonymous donation of \$25,000. Selectman Crockwell seconded the motion. Motion passed 3-0

The next meeting will be November 19, 2018

VII. Committee Reports:

Selectman Bond – Next Budget Committee meeting is November 15, 2018.

Selectman Crockwell – Next Conservation Committee meeting will be November 12, 2018

VIII. Other/Citizen Comment:

None

IX. Non-Public Session

Motion by Selectmen Crockwell to enter 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 at 7:30 PM.

Seconded by Selectmen Bond.

Roll Call Vote:

Selectmen Bond	Yes
Selectmen Crockwell	Yes
Chairman Courtemanche	Yes

The Board came out of Non public session at 7:44 PM

X. Adjourn:

Motion by Selectmen Crockwell to adjourn at 7:44 PM, seconded by Selectmen Bond. Motion passed.

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.