

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
NOVEMBER 19, 2018 at 6:30 PM**

Present: Chairperson Tina Courtemanche, Selectman Ann Bond, Selectman Sandy Goulet

Excused: Selectmen Vincent Greco, Selectmen 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:

None

III. Scheduled Meetings:

Tammy Webb – Vachon and Clukay 2017 Town Audit

Tammy Webb of Vachon Clukay & Company presented the 2017 Town Audit. The town received an unmodified opinion for year ending December 31, 2017. The General fund budget to actual revenues and other financial sources exceeded the budgeted amount by \$474,000. The largest revenue increase is due to motor vehicle revenue which is consistent with other New Hampshire communities. Total expenditures were less than the budgeted appropriations by \$452,000. Tammy stated that the Town of Pembroke has a very healthy overall financial position. In 2017, \$450,000 was used from the unassigned fund balance to reduce the tax rate. Like many towns throughout the state, Pembroke is in litigation with utility companies over assessed valuations. Keeping a healthy fund balance is important so there are resources available to pay the utility companies if it becomes necessary so the tax rate isn't adversely impacted. The town's largest liability is the net pension liability. Estimated share is based on total retirement contribution to New Hampshire Retirement System (NHRS) comparative to all other municipalities. The town's proportionate share is .08% totaling \$3.9 Million. This does not affect the tax rate, the NHRS is not collecting this money, and it is just a figure on the balance sheet that has to be recorded. The new GASB requirement effective December 31, 2018 says that when the town remits payment to NHRS for the pension and medical subsidy, the town's proportionate share of medical subsidy will also have to be reported as a liability at year end. The Town's proportionate share as of June 30, 2018 is about \$222,000. The town has no control over this figure and NHRS will not

be collecting this either. Tammy stated that they did find that the Library needs to retain all documentation of credit card purchases to reconcile to the statements.

San-ken Homes proposed development

John Rokeh, Rokeh Consulting, LCC, on behalf of San-Ken Homes, was here to discuss the opening of Flagg/Robinson Road. The Robinson property was purchased on bankruptcy a year ago. Since their last presentation, they added a cut through road on the property to meet the dead-end road requirement of nothing over 1,000 feet. There has also been surveying done and they have closed in the Burt Whittemore 66-acre parcel on the north side of Flagg/Robinson. The team is about 85% ready to submit a formal application for the project. They have met with the Roads Committee and the Conservation Commission and have a meeting with Planning Board next week. This latest version of the plan was modified to drop 4 lots. Dropping those lots allowed the plans to drop driveway crossings 4,000+ square feet of driveway wetland impact to 871 square feet.

The current plans call for four different detention ponds. There will be open culverts to not disturb the current draining for the 200+ acres of wetlands. The plans also call for 1700-1800 feet of 4th Range Road to be upgraded which will leave around 2,500 feet remaining a class 6 road. The team worked to square off the intersection of Pembroke Hill and 4th Range to make it a possible 4 way stop. This is still being worked out. The current drainage plans call for some closed drainage along the wetlands and open drainage elsewhere. David Jodoin asked how the Roads Committee felt about the drainage plans. John stated that they were on board with what is being proposed and felt it was a good balance of what they would want and what is feasible for the project. The Committee would prefer entirely closed drainage. David Jodoin asked how many lots would be built per year. Kenny Lehtonen, San-Ken Homes answered that the project would be 48 lots and approximately a 3-5-year project with market conditions being a driving factor. Selectman Goulet asked what are the kind of homes being built on the property. Kenny stated they specialize in ranch style homes and they will likely be 1,500-2,300 square feet with an attached two car garage. John stated that the lots meet the 8,000 square feet minimum. Ken Lehtonen, San-Ken Homes, stated that New Hampshire has an aging population and they are finding that the majority of their property buyers are aging people looking for a forever home and they expect the same from this property. Selectman Bond requested clarification on Lot number 37 and 38 and where their 200 linear feet of road frontage is since they all share a driveway. John stated that their frontage is along the back of their property with the road that connects 4th Range and Flagg /Robinson. Minimalizing wetland impact is the reason for the shared driveway. Selectman Bond asked if they will have a right of way and John stated they will have an easement from Lot 32. Selectman Courtemanche asked how many total feet of roadway are they planning on putting in. John answered approximately 7,700 linear feet. John said that when meeting with the Conservation Commission they asked if there was no dead-end requirement, could the whole middle road be eliminated with no lots and no wetland impact. He

said that it could and they would do that but both roads on Flagg/Robinson and 4th Range are proposed dead ends and the town would have to give them a special waiver to leave them that way. Selectman Courtemanche asked if the Town would have to take over the roads once the project is completed. John stated that they would. Selectman Courtemanche asked if they planned on putting in sidewalks. John stated that they do not intend on putting in sidewalks on any of the roads.

Patsy Santacruz, Resident, stood up in opposition of the project. He is concerned for the pollution of the wetlands from construction, road salt, and the project as a whole. Selectman Courtemanche stated that the Planning Board public hearing is the place to put input in and that will be posted when it is scheduled.

Chris Arrigo – Proposed ATV Club

Chris Arrigo, Michael Arbo, and Jesse Hall of SNH Off-Road discussed their interest in maintaining the Range Roads. Chris Arrigo stated they are seeing the private property abuse, dumping of trash, and speeding. The group is approximately 50 people and has officially voted in a Board of Directors. The club needs formal permission from the Town of Pembroke to use the roads in order to officially incorporate. The group has identified a current lack of policing negative behaviors of people utilizing the Range Roads. The group would like to sign the area, do trash pick-ups, and work with land owners to change how the roads are used. After incorporation, the state off road committee would allow them to post speed limits that would make the Range Roads safer for all users. Once there is an approval, the group would apply for the Grant-In-Aid program which allows them a certain authority to maintain the trails. Selectman Goulet asked for clarification on the exact plans of the group. Chris stated that the first step would be to work with land owners to put up signage indicating private property and some post mapping signage to make the trails clear. The state will also allow for a 2-Million-dollar insurance policy on the trails. This removes any accident liability from the town or individual land owners. It would work the same as the snowmobile club trail network. The town can grant the permission on a 1-year trial basis up to an indefinite permission. Selectman Goulet asked if they have spoken to any land owners. Chris said that as of now they have not because the town has all the operating authority on the roads. Selectman Courtemanche asked who would enforce the speed limits. Chris stated that New Hampshire Fish & Game would be able to police the speed limits once the system is added to the state trail map. Chris also stated that with the roads being on the state trail system will also help the local economy. Selectman Bond asked about the increase in noise and people. Chris said he believes the influx of people will not be large because it is not a huge trail system and people rotate where they like to go. There are already people out there on these types of vehicles so the noise level will not really change. Machines are also being built quieter and not much louder than a car. Michael Arbo said the riding is already going on and this will put some parameters to the use of the roads and will protect the land owners and the town. Selectman Bond asked David Jodoin if the Town has heard from any land owners on this. David stated they have not because the club has not gone public yet. He has

spoken to the Chief of Police, who has some concerns about the proposal and enforcement, and suggested a public hearing, speaking to land abutters, and to meet with someone from NH Fish and Game. David Jodoin asked what the plan for parking would be. Chris stated that the state owns the lot that abuts the bridge on Route 28 at the end of Buck Street and he would hope that would be the parking area. Fish and Game also suggested that the parking lot at Bear Brook as a long-term possibility if the need arises.

Brian Lemoine, Resident, stood up in favor of the project and the good it will do for the Town.

Patsy Santacruz, Resident, stated that he would also be in favor of the project due to the positive impacts on the local economy and positive impacts to the Range Roads.

Conservation Donation of Land

Carol Bertsimas was in representing the Conservation Commission. Carol explained that at the Conservations last meeting, they met with Stetson and Ammy Heiser who wished to donate a piece of land to the Conservation Commission. The Commission was very interested in accepting the parcel and voted in favor of doing so. The Commission's request tonight is that the Board accept the land on behalf of the Town for conservation purposes. The parcel is a 32 acre lot/pond located at 372 Academy Road. Stetson explained that this property abuts the Rod and Gun Club on the left side of Academy Road towards the end. Ammy said the property was also named a scenic vista in town by the Natural Resource Inventory. Carol stated that the Commission did a site walk and on the rating criteria sheet the Commission uses they gave the property an 18.5 which is considered a high score. Selectman Courtemanche asked if the Conservation Commission voted to accept this parcel. Carol stated that yes, they had. Selectman Bond asked what the size of the pond is. Stetson stated it was around 8 acres.

In accordance with RSA 36-A:1, the Selectmen opened the public hearing to accept the land at 7:28 PM. Brain Lemoine, Resident, asked if there is enough land to walk around the perimeter or the pond. Ammy stated that there is a small parking area big enough for four or five cars and there is enough space to walk around the pond from there. Brian Pelissier, Resident, asked if this becomes town property, could it be used to canoe, kayak, or for fishing. Ammy said it would be permitted by the Conservation Commissions list of permitted uses. However, there wouldn't be the ability to use any motorized boats. There being no further questions, the public hearing was closed at 7:32 PM. David Jodoin asked who is handling the deed transfer. Ammy answered that Tom Maslund will write the deed and then the Conservation Commission would have to do a title search and the recording of it at their expense. Selectman Goulet made a motion to accept the donation of the parcel identified as 941-42. Selectman Bond seconded the motion. Motion passed 3-0.

IV. Old Business:

None

V. New Business

Selectman Goulet made a motion to authorize the Chairman of the Board of Selectman to sign the notice of appointment for Carolyn Cronin to the Transportation Advisory Committee. Selectman Bond seconded the motion. Motion passed 3-0

Central New Hampshire Regional Planning Commission is doing a feasibility study for a long-range traffic plan. The Planning Board would like a letter to the Town Planner to request that CNHRPC look at 4th Range Road as the possible option for a connector road. Selectman Goulet made a motion requesting the Town Planner communicate with Central New Hampshire Regional Planning Commission to look at long range planning for a possible connector road at 4th Range Road. Selectman Bond seconded the motion. Motion passed 3-0.

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

Selectman Bond moved to approve the minutes of November 7, 2018 as presented. Selectman Goulet seconded the motion. Motion passed 2-0. Selectman Goulet Abstained.

Selectman Goulet moved to approve the non-public minutes of November 7, 2018 as presented. Selectman Bond seconded the motion. Motion passed 2-0. Selectman Goulet Abstained

VI. Town Administrator Report:

David Jodoin stated that the Road Committee decided that the parking on Union Street should be on one side.

David Jodoin shared a letter from residents of Epsom requesting weight limits be put on North Pembroke Road. The Roads Committee didn't think it was possible to do and the Town of Epsom sent the residents a letter stating that they would not mark off their side of the road either.

David Jodoin gave an update on the discretionary easement for the golf course. This is going back and forth between lawyers and currently the assessor is looking at it. There is still some information the town is waiting for. One item is the conservation map of the current use on the property. The numbers on their documents do not currently match what is on record with the Town.

VII. Committee Reports:

Selectman Bond – The Planning Board has asked for help with definition of a shed that is not currently written anywhere. They requested a shed be defined as no bigger than 7` x 12`. That will go to public hearing January 8, 2019. There was also a request to limit one shed per property but that was stricken down because large land owners may need more than one shed. Also going to public hearing January 8th is changing the word lot consolidation to lot merger and creating laws for junk yards. They also wanted to eliminate the words public greenhouse but Planning stated that public green houses are permitted for R-1 and many land owners are R-1 so that has been tabled. There was discussion for a proposed ordinance that any landscaping, fencing, or structures, not to be built within 25 feet of a curb or any obstructions of vision be over 3 feet high of a curb. That will be discussed at the next meeting.

Selectman Courtemanche – Budget Committee heard the presentation of the Library and Ambulance 2019 Budgets. The Library Director is retiring at the end of June with a new hire hopefully starting July 1, 2019. Ambulance gave a very thorough review of their budget and then David gave an overview of the Town's overall budget.

Selectman Goulet – Nothing to Report.

VIII. Other/Citizen Comment:

None

IX. Non-Public Session

Motion by Selectman Goulet 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 7:51 PM, seconded by Selectman Bond.

Roll Call Vote:

Selectman Bond	Yes
Chairman Courtemanche	Yes
Selectman Goulet	Yes

The Board came out of non-public session at 8:04 PM

Motion by Selectmen Goulet, seconded by Selectmen Bond to change the health insurance plan from the Access Blue with a \$5 co-pay to the Access Blue plan with a \$20 co-pay for all Town employees except the DPW employees who wish to stay with the current plan (AB5), and to keep the DPW employees under the current pay plan as opposed to the new wage survey. Motion passed 3-0.

X. Adjourn:

Motion by Selectmen Goulet, seconded by Selectmen Bond to adjourn at 8:06 PM.
Motion passed 3-0.

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.