



TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

Pembroke Budget Committee December 3, 2020 6:30 PM

Due to COVID-19 social distancing orders made by the Governor and recommendations by the CDC, the Town of Pembroke, following a Declaration of Emergency by the Budget Committee Chair, is providing meeting participation via teleconference in the interest of public health and safety.

Budget Committee
Thu, Dec 3, 2020 6:30 PM - 9:30 PM (EST)

Please join my meeting from your computer, tablet or smartphone.
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Declaration of Emergency

Call to order/Attendance

1. Approval of Minutes November 19, 2020
2. 2021 Library Presentation
3. 2021 Police Presentation
4. School Update
5. Any other business
6. Adjournment

Mark LePage, Chairman

Budget Committee Meeting
December 3, 2020 at 6:30 PM

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

As Chair of the Budget Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing **GoToMeeting** for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1-877-568-4106** and access code: **515-306-877**, or by clicking on the following website address: **<https://global.gotomeeting.com/join/515306877>**.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using **GoToMeeting** or telephonically. Instructions have also been provided on the website of the Board at: **www.pembroke-nh.com**.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please email at: **djodoin@pembroke@pembroke-nh.com**.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

**BUDGET COMMITTEE
TOWN OF PEMBROKE, NH
November 19, 2020 at 6:30 PM**

Mark LePage, Chairman, called the meeting to order at 6:30 PM and read into the minutes the emergency declaration.

I. Attendance:

Budget Committee Present:

Daniel Crean, Peter Gagy, Michael Connor, Gerry Fleury, Mark LePage, Paul Hanson, Andy Camidge, Brian Seaworth, Clint Hanson

Excused: Karen Yeaton, Sandy Goulet,

Staff: David Jodoin Town Administrator

Residents: Gene Gauss, Ann Bond, Dave Doherty

II. Approval of Minutes: October 15, 2020:

Gerry Fleury moved to approve the minutes of October 15, 2020; Dan Crean seconded the motion. Motion passed 8-0.

III. Update from Town on Budget

David Jodoin, Presented the Town Budget and read a prepared statement which is as follows:

Good evening and Thank you all for returning for another year.

Enclosed in your packet are the anticipated revenues for 2021, a comparison of expenses showing 2020 versus 202, and the line by line Town Budget.

I want to start by saying that the Selectmen spent a great deal of time analyzing this budget request and the Department Heads understood the current worldly affairs.

This budget has no new services or employees. This of you who remember the Public Hearing last year you will remember that I talked for the need for additional personnel. Considering all the circumstances that we are all facing, that is not in this budget.

First I would like to start with the Revenues and I will look to Brian at some point to comment if possible on the State issues.

This budget is prepared with reductions in State aid. The Governor is proposing changes to the Rooms and Meals Tax in order to help the tourism and hospitality industries. In addition to this, our allotment of Shared Revenue has expired. We all know and hear how the State is 500-700 Million in the red. Some may be waiting for a windfall but I have to prepare this looking for the worst case scenario. There has been much discussion on the NH Municipal Managers network and most communities are forecasting a 30% reduction in State Aid. If for some reason the money comes in, then it will help to offset any potential increase.

In regards to assessments, I currently have abatement issues with Eversource, Fairpoint and Associated Grocers. A decision has come down on Fairpoint recently but the outcome has not yet been calculated. As you know from the past, I go with what we have for value not what we may get.

As a point of reference, the Town did win the case with Signs for Jesus. I have not heard of any appeal at this time.

Now for the Budget. If you look at the comparison sheet you will see most lines are over 2020. The majority of the increases are tied to Salaries, Insurance and retirement. The salaries are calculated at 1.3% COLA and up to 2% merit which has been consistent over the years with the DPW CBA. The CBA has not been finalized yet.

There are still many unknowns that we are all experiencing and I do have to say that we are having real problems hiring people for cleaning and Public Works. If we have to contract for plowing we are looking at guaranteed fixed costs at anywhere from \$65-\$95/hr. Currently with COVID, I can say we should have better cleanings done for our building which may ultimately be to hire a company. Our current system does not work. We are taking a man away from Public Works when they should be doing DPW duties.

I will say that the major change or wrinkle in this budget is the way that Capital Reserve Funds will be handled. The Board has decided to offset the expense with Surplus Fund Balance. Right now you won't see that article saying it will be paid for fund balance. My reason to this is simple. When the warrant articles are created, if the article says to be used by fund balance, 10 days after the meeting I have to transfer the funds to the trustees. For cash reasons I would much rather wait until I can guarantee that I have the funds available. Remember the school re-worked their monthly requests to help with our cash flow but I have to pay them the deferred amounts all next year within the first six months.

When we discuss later tonight in more detail how we will be handling future meetings, I will also tell you that Water and Sewer are not yet completed and I will still need to forward those to you along with the detailed Library and Ambulance budgets.

This year there will be no binders being made.

The Chairman asked Board members for any comments.

Gerry Fleury asked about the assessments and updates noting that his property increased in value a little.

David explained that the Town tries every year to look at 25 percent of the Town and re-measure all those properties and try for interior inspections. By doing 25% of the Town each year, we can get 100% done in our 4th year and then be ready for the revaluation. We are also required by the Department of Revenue to have a certification period and that will be in 2021.

Chairman LePage asked Brian Seaworth for an update on the State budgets and if anything is being worked on in regards to Town and School Meeting.

Brian explained that the Governor right now is in limbo waiting for the legislature to get back in session and that he is sure that Governor is aware of the deadlines for Town and School district meeting.

IV. Update from School on Budget Situation and Preparations for

Andy Camidge, Chair of the Pembroke School Board, gave an update on the School Budget. Andy explained the change in the new version of the proposed budget is due to a small increase in the health insurance expense. Andy also explained that they currently have a healthy surplus of over \$700,000. He stated that he did inquire of Amber Wheeler, Business Administrator about revenues and he was informed that it is too early to project tuition.

V. Other Business

Chairman LePage explained that it looked as though the Board would be holding remote sessions. David stated that he would set up the Library and Police for December 3rd.

VI. Adjourn

Dan Crean made a motion to adjourn at 7:30 PM. Paul Hanson seconded the motion and it was approved unanimously.

Mark LePage, Chairman

Town of Pembroke

2021 Town Budget proposal

Statement Code: 3TownBudget

Account Number / Description	3 Years Prior Actual 1/1/2018 - 12/31/2018	2 Years Prior Budget 1/1/2019 - 12/31/2019	2 Years Prior Actual 1/1/2019 - 12/31/2019	1 Year Prior Revised 1/1/2020 - 12/31/2020	1 Year Prior Actual 1/1/2020 - 12/31/2020	2021 Budget 1/1/2021 - 12/31/2021	Budget Difference 1/1/2021 - 12/31/2021	Change %
45500 Library								
2000-45500-11000 Wages - Library	141,511.85	148,905.00	147,963.30	143,900.00	125,954.98	147,938.00	4,038.00	2.81 %
Notes: Includes COLA of 1.6% and Merit of 2%								
2000-45500-21000 Health Insurance - LIB	7,785.00	18,821.00	18,885.51	16,774.00	1,548.24	17,746.00	972.00	5.79 %
2000-45500-21100 Dental Insurance - LIB	495.60	1,412.00	1,412.00	1,020.00	0.00	1,020.00	0.00	0.00 %
2000-45500-21500 Life Insurance - LIB	36.00	36.00	93.13	36.00	33.00	36.00	0.00	0.00 %
2000-45500-21900 Disability Insurance - LIB	866.76	711.00	711.00	711.00	811.76	711.00	0.00	0.00 %
2000-45500-22000 Social Security - LIB	8,629.69	9,277.00	9,321.13	8,922.00	7,905.17	9,173.00	251.00	2.81 %
2000-45500-22500 Medicare - LIB	2,018.36	2,170.00	2,180.32	2,087.00	1,848.77	2,146.00	59.00	2.83 %
2000-45500-23000 NH Retirement - LIB	7,050.83	7,744.00	7,758.22	6,413.00	5,637.50	7,179.00	766.00	11.94 %
2000-45500-34100 Telephone - LIB	1,592.50	1,600.00	1,644.02	1,600.00	1,834.21	2,200.00	600.00	37.50 %
2000-45500-41000 Electricity - LIB	9,971.69	11,500.00	10,375.38	11,500.00	7,568.81	11,000.00	(500.00)	(4.35)%
2000-45500-41100 Heating Fuel - LIB	6,365.64	9,000.00	7,709.09	8,000.00	3,782.67	7,500.00	(500.00)	(6.25)%
2000-45500-43001 Building Supplies - LIB	1,565.91	1,500.00	1,550.81	1,500.00	1,254.04	1,500.00	0.00	0.00 %
2000-45500-43002 Water & Sewer - LIB	838.00	700.00	796.88	800.00	557.59	800.00	0.00	0.00 %
2000-45500-56000 Professional Dues - LIB	1,254.00	1,000.00	2,023.00	1,200.00	968.00	1,200.00	0.00	0.00 %
2000-45500-56001 Training and Education - LIB	105.00	900.00	424.27	700.00	106.25	500.00	(200.00)	(28.57)%
2000-45500-62000 Department Supplies - LIB	4,522.66	3,000.00	3,102.03	3,000.00	1,347.78	3,000.00	0.00	0.00 %
2000-45500-62001 Proc Supplies - LIB	2,111.65	1,500.00	1,667.33	1,500.00	1,295.18	1,500.00	0.00	0.00 %
2000-45500-62500 Postage - LIB	740.66	1,000.00	499.11	800.00	110.00	500.00	(300.00)	(37.50)%
2000-45500-63000 Equipment Maintenance - LIB	710.05	800.00	579.20	900.00	874.57	700.00	(200.00)	(22.22)%
2000-45500-67000 Adult Books - LIB	14,172.11	11,000.00	11,296.02	10,000.00	6,557.40	9,000.00	(1,000.00)	(10.00)%
2000-45500-67001 Periodicals - LIB	1,614.31	1,400.00	1,364.99	1,400.00	615.28	900.00	(500.00)	(35.71)%
2000-45500-67003 Childrens Books - LIB	7,680.17	5,200.00	7,129.17	6,200.00	8,465.27	6,200.00	0.00	0.00 %
2000-45500-67004 Audio - Visual Material - LIB	1,797.60	2,000.00	2,213.87	2,000.00	1,576.19	2,000.00	0.00	0.00 %
2000-45500-67005 Downloadables-Lib.	966.00	1,500.00	1,500.00	1,500.00	2,734.00	3,000.00	1,500.00	100.00 %
2000-45500-74001 Library Equipment - LIB	839.23	700.00	732.65	900.00	581.68	900.00	0.00	0.00 %
2000-45500-75000 Furniture	111.99	500.00	1,193.84	500.00	21.80	500.00	0.00	0.00 %
2000-45500-77000 Software	799.00	800.00	799.00	2,500.00	2,100.00	2,500.00	0.00	0.00 %

Town of Pembroke

2021 Town Budget proposal

Account Number / Description	3 Years Prior Actual 1/1/2018 - 12/31/2018	2 Years Prior Budget 1/1/2019 - 12/31/2019	2 Years Prior Actual 1/1/2019 - 12/31/2019	1 Year Prior Revised 1/1/2020 - 12/31/2020	1 Year Prior Actual 1/1/2020 - 12/31/2020	2021 Budget 1/1/2021 - 12/31/2021	Budget Difference 1/1/2021 - 12/31/2021	Change %
2000-45500-85000 Library Advertising & Fundraising - LIB	204.15	200.00	166.52	200.00	179.84	200.00	0.00	0.00 %
2000-45500-85001 Community Programs	4,293.42	4,000.00	4,207.06	4,000.00	3,980.78	4,000.00	0.00	0.00 %
2000-45500-86000 Computer/Software Maint - LIB	3,347.46	5,000.00	4,760.35	5,000.00	2,767.69	4,500.00	(500.00)	(10.00)%
2000-45500-87000 Business Internet - LIB	301.90	1,550.00	164.45	1,000.00	149.50	2,000.00	1,000.00	100.00 %
TOTAL 45500 Library	\$234,299.19	\$255,426.00	\$254,223.65	\$246,563.00	\$193,167.95	\$252,049.00	\$5,486.00	2.22 %
49110 Transfers to General Fund								
2000-49110-00000 Transfer to General Fund	3,966.51	0.00	0.00	0.00	0.00	0.00	0.00	---
TOTAL 49110 Transfers to General Fund	\$3,966.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
GRAND TOTAL	\$238,265.70	\$255,426.00	\$254,223.65	\$246,563.00	\$193,167.95	\$252,049.00	\$5,486.00	2.22 %

FY 2021 Library Budget Proposal

11000 WAGES	\$	147,938.00
21000 HEALTH	\$	17,746.00
21100 DENTAL	\$	1,019.52
21500 LIFE	\$	36.00
21900 DISABILITY	\$	711.00
22000 SOC. SEC.	\$	9,173.00
22500 MEDICARE	\$	2,146.00
23000 NH RET.	\$	7,179.00
<u>TOTAL</u>	\$	185,948.52
34100 TELEPHONE	\$	2,200.00
41000 ELECTRICITY	\$	11,000.00
41100 HEATING	\$	7,500.00
43001 BLD.SUP	\$	1,500.00
43002 WTR&SEWR	\$	800.00
56000 PROF.DUES	\$	1,200.00
56001 TRAINING	\$	500.00
62000 OFFICE SUP	\$	3,000.00
62001 PROC. SUP	\$	1,500.00
62500 POSTAGE	\$	500.00
63000 EQUIP MAINT	\$	700.00
67000 ADULT BKS	\$	9,000.00
67001 PERIODICALS	\$	900.00
67003 CHILDREN BK	\$	6,200.00
67004 A/V MAT.	\$	2,000.00
67005 Dnlds	\$	3,000.00
74001-Equip.	\$	900.00
75000 FURN.	\$	500.00
77000-SOFTWARE	\$	2,500.00
85000 AD&FUND	\$	200.00
85001 Com.Prog	\$	4,000.00
86000 COMPUTER	\$	4,500.00
87000 BUSINESS C	\$	2,000.00
<u>TOTAL</u>	\$	66,100.00
<u>TOTAL P&O</u>	\$	252,048.52

Town of Pembroke

2021 Town Budget proposal

Account Number / Description	3 Years Prior Actual 1/1/2018 - 12/31/2018	2 Years Prior Budget 1/1/2019 - 12/31/2019	2 Years Prior Actual 1/1/2019 - 12/31/2019	1 Year Prior Revised 1/1/2020 - 12/31/2020	1 Year Prior Actual 1/1/2020 - 12/31/2020	2021 Budget 1/1/2021 - 12/31/2021	Budget Difference 1/1/2021 - 12/31/2021	Change %
42101 Police Department								
1000-42101-11000 Wages - PD	757,464.30	797,420.00	766,459.78	855,789.00	733,380.24	866,324.00	10,535.00	1.23 %
1000-42101-12000 Wages SRO - PD	0.00	0.00	0.00	0.00	(418.56)	0.00	0.00	---
1000-42101-14000 Overtime - PD	30,853.11	40,000.00	41,166.61	50,000.00	22,108.85	50,000.00	0.00	0.00 %
1000-42101-15000 Court Time - PD	2,254.70	5,000.00	1,432.06	5,000.00	353.36	5,000.00	0.00	0.00 %
1000-42101-21000 Health Insurance - PD	235,313.01	248,233.00	229,816.25	262,595.00	218,934.20	277,738.00	15,143.00	5.77 %
1000-42101-21100 Dental Insurance - PD	17,137.86	18,981.00	16,558.06	18,981.00	14,868.90	18,981.00	0.00	0.00 %
1000-42101-21500 Life Insurance - PD	489.00	504.00	465.00	504.00	420.00	504.00	0.00	0.00 %
1000-42101-21900 Disability Insurance - PD	10,459.33	10,591.00	10,135.16	10,591.00	9,066.50	10,591.00	0.00	0.00 %
1000-42101-22000 Social Security - PD	5,522.39	5,806.00	5,616.14	6,115.00	4,811.79	6,117.00	2.00	0.03 %
1000-42101-22500 Medicare - PD	10,830.96	10,963.00	11,343.14	11,876.00	10,562.48	12,002.00	126.00	1.06 %
1000-42101-23000 NH Retirement - PD	205,625.75	225,329.00	209,446.22	236,546.00	190,270.68	263,145.00	26,599.00	11.24 %
1000-42101-24000 Tuition Reimbursement - PD	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
1000-42101-29000 Uniforms - PD	7,685.29	11,500.00	8,659.88	11,500.00	3,912.89	11,500.00	0.00	0.00 %
Notes: Winter/summer uniforms; Detail uniforms; Hats, gloves, vests, jackets, boots								
1000-42101-29001 Training & Education - PD	6,551.57	7,000.00	4,145.99	7,000.00	1,294.59	7,000.00	0.00	0.00 %
Notes: COVID Pandemic has caused a huge decline in training of officers. 2021 Funds will be used to catch up								
1000-42101-29002 Police Immunizations	0.00	1.00	0.00	1.00	0.00	500.00	499.00	49,900.00 %
Notes: Looking into COVID/hepatitis testing in case of contact								
1000-42101-33000 Animal Control	881.83	1,000.00	500.00	1,000.00	300.00	1,000.00	0.00	0.00 %
Notes: Housing fees, software, leashes, collars etc								
1000-42101-34100 Telephone - PD	12,300.88	13,000.00	12,280.99	13,000.00	9,884.04	15,000.00	2,000.00	15.38 %
Notes: Verizon wireless, Comcast, interior lobby, cruiser maintenance tracker (removed from cruiser maintenance)								
1000-42101-39000 Prosecutor Services	15,683.00	19,425.00	15,683.00	19,500.00	15,865.00	19,500.00	0.00	0.00 %
1000-42101-39001 Community Education	1,304.87	1,000.00	598.39	1,000.00	0.00	1,000.00	0.00	0.00 %
Notes: DARE/LEAD; Dare account closed out during 2019 Audit								
1000-42101-39002 Criminal Investigations - PD	3,499.02	5,800.00	3,909.71	5,850.00	2,116.39	5,850.00	0.00	0.00 %
Notes: evidence equipment; camera equipment; leads on line; trans union software; surveillance camera; evidence hard drives								

Town of Pembroke

2021 Town Budget proposal

Report # 31753

Account Number / Description	3 Years Prior Actual 1/1/2018 - 12/31/2018	2 Years Prior Budget 1/1/2019 - 12/31/2019	2 Years Prior Actual 1/1/2019 - 12/31/2019	1 Year Prior Revised 1/1/2020 - 12/31/2020	1 Year Prior Actual 1/1/2020 - 12/31/2020	2021 Budget 1/1/2021 - 12/31/2021	Budget Difference 1/1/2021 - 12/31/2021	Change %
1000-42101-39008 Breathalyzer Services	947.32	1,500.00	1,055.89	1,500.00	200.00	1,500.00	0.00	0.00 %
Notes: Blood tests; machine equipment; new machine								
1000-42101-39009 Pre-Employment Testing	1,198.90	3,000.00	1,973.96	3,000.00	0.00	3,000.00	0.00	0.00 %
Notes: 1-2 applications per year								
1000-42101-39010 Dispatch Services - PD	41,318.00	45,000.00	40,133.00	45,000.00	18,651.00	45,000.00	0.00	0.00 %
Notes: .1% increase with \$386 fee for fiber line per department per user								
1000-42101-39012 Central NH Special Ops.Unit-PD	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
Notes: Applications pending								
1000-42101-55000 Printing - PD	1,014.00	1,500.00	1,241.00	1,500.00	1,009.00	1,500.00	0.00	0.00 %
Notes: parking tickets; warnings; parking reminder cards; must appear summons; blu house calls; business cards;								
1000-42101-56000 Due & Subscriptions - PD	506.00	800.00	651.00	700.00	175.00	700.00	0.00	0.00 %
Notes: NHL Leap; NH Cop; Concord Monitor; Crime Line								
1000-42101-56001 Meetings & Conferences - PD	285.00	500.00	284.00	500.00	294.00	500.00	0.00	0.00 %
1000-42101-62000 Department Supplies - PD	3,276.06	4,500.00	1,480.18	4,500.00	1,435.39	4,500.00	0.00	0.00 %
1000-42101-62500 Postage - PD	457.17	450.00	291.05	450.00	5.40	450.00	0.00	0.00 %
1000-42101-63500 Gas & Fuel - PD	22,687.54	30,000.00	18,707.83	30,000.00	13,387.95	30,000.00	0.00	0.00 %
1000-42101-68000 Office Supplies - PD	6,135.63	8,000.00	5,569.49	8,000.00	2,973.52	8,000.00	0.00	0.00 %
Notes: Copiers; shredding; furniture; paper etc.								
1000-42101-74000 Equipment Purchases - PD	6,912.99	9,200.00	9,350.80	9,200.00	541.00	9,200.00	0.00	0.00 %
Notes: desk/computer install; replacement cruiser tablet; camera/recording equipment; replacement rifles; cruiser weapon locking								
1000-42101-74001 Equip/Radio Repairs & Maint. - PD	1,827.93	2,000.00	1,894.24	2,000.00	924.70	2,650.00	650.00	32.50 %
Notes: Batteries; radar certifications; ear poieces								
1000-42101-76001 Vehicle Maint & Repair - PD	9,764.40	10,000.00	8,758.69	10,000.00	8,739.71	10,000.00	0.00	0.00 %
Notes: tires/non warranty work etc								
1000-42101-83000 Public Notices - PD	178.73	500.00	100.00	500.00	100.00	500.00	0.00	0.00 %
Notes: job ads; winter parking notices; training exercise notifications								
1000-42101-84000 Mileage Reimbursement - PD	103.66	250.00	165.88	250.00	0.00	250.00	0.00	0.00 %

Town of Pembroke

2021 Town Budget proposal

Report # 31753

Account Number / Description	3 Years Prior Actual 1/1/2018 - 12/31/2018	2 Years Prior Budget 1/1/2019 - 12/31/2019	2 Years Prior Actual 1/1/2019 - 12/31/2019	1 Year Prior Revised 1/1/2020 - 12/31/2020	1 Year Prior Actual 1/1/2020 - 12/31/2020	2021 Budget 1/1/2021 - 12/31/2021	Budget Difference 1/1/2021 - 12/31/2021	Change %
1000-42101-86000 Computer/Software Maint - PD	11,079.29	15,064.00	11,823.58	21,800.00	9,542.33	21,800.00	0.00	0.00 %
Notes: Tri tech software; IT vendor program								
TOTAL 42101 Police Department	\$1,431,579.49	\$1,553,819.00	\$1,441,696.97	\$1,655,750.00	\$1,295,710.35	\$1,711,304.00	\$55,554.00	3.36 %
GRAND TOTAL	\$1,431,579.49	\$1,553,819.00	\$1,441,696.97	\$1,655,750.00	\$1,295,710.35	\$1,711,304.00	\$55,554.00	3.36 %