

**BUDGET COMMITTEE  
TOWN OF PEMBROKE, NH  
October 11, 2018 at 6:30 PM**

**DRAFT**

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Karen Yeaton, Chairman, called the meeting to order at 6:30 p.m.

**I. Attendance:**

Present: Peter Gagyi, Dan Crean, Michael Connor, Ann Bond, Brian Seaworth, Gerry Fleury, Karen Yeaton, Connie Soucy, David Doherty, Tom Serafin, Marie Chouinard

Staff: Recording Secretary Jillian McNeil, Town Administrator David Jodoin

Excused: Tina Courtemanche, Kim Landry

Audience: Kevin Foss, Gene Gauss, Armand Soucy

**II. Approve of Minutes:**

Gerry Fleury made a motion to approve the May 3, 2018 meeting minutes. Michael Connor seconded the motion. Motion passed 10-0 with Tom Serafin abstaining.

**III. Presentation of 2019 Capital Improvement Plan:**

Gerry Fleury, Chair of the Capital Improvement Plan Committee, presented the ratings and requests for the 2019 Budget.

<b>MUNICIPAL FACILITIES</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Municipal Facilities CRF Request	\$50,000	0	5	1
Town Hall Air Conditioning	\$22,148	4	2	0
Union Street Retaining Wall	\$120,000	4	2	0
Town Clock	\$35,000	0	2	0

- Karen Yeaton asked how long the wall at 4 Union Street is. Gerry said he isn't sure but likely around 100 feet. It crosses the back of the property and along one side of 6 Union Street, which is town owned. The concern is for the side that faces Front Street.
- Dan Crean asked what kinds of fixes to the wall are being proposed. Gerry said there are still many unknowns about the damage behind the wall and how extensive it is. No contractor has put in a bid to fix the wall.

- Tom Serafin made the suggestion to create an advisory warrant article to get a sense of the Town's sentiment on the clock and whether or not the Town should continue to maintain and invest in it. Gerry Fleury said that would be a discussion for the Board of Selectmen as it would be a Town Meeting warrant article. Ann Bond asked what the fee is to break the lease with the building owner. David Jodoin said he isn't sure of the exact amount. Ann Bond said she would look into this for the next Selectmen's meeting.
- Brian Seaworth commented on the Municipal Facilities Budget as a whole. The money going into the account has the lowest recommendation and that may be a statement on the amount of money that is currently in the account. Gerry Fleury said it was a statement that there aren't any immediate and extreme needs for the additional monies.

<b>ENERGY FUND</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Energy Efficiency CRF Request	\$30,000	4	1	1

<b>PROPERTY REVALUATION/UPDATE</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Property Reval/Update CRF Request	\$32,500	1	5	0
Property Assessment Update	\$100,000	0	6	0

<b>CEMETERY</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Cemetery CRF Request	\$10,000	0	6	0
Monument Repair	\$6,100	1	5	0
Stump Grinding/Wall Work	\$6,200	2	4	0

- Tom Serafin asked about the Pembroke Street Cemetery where the walls have sustained damage from cars over the last few years and has anyone looked at a way to keep cars away from that area. David Jodoin explained that the Cemetery Commission wanted to prohibit people from parking in that area but have been unsuccessful in their efforts.

<b>FIRE</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Major Equipment CRF Request	\$140,000	5	1	0
Pumper Tanker	\$748,414	4	2	0
Small Equipment CRF Request	\$10,000	4	2	0

- Tom Serafin asked if the request for the new pumper tanker is a unanimous request. Gerry Fleury stated he did not sense any disagreement. Kevin Foss and Gene Gauss also commented that they did not sense any disagreement when the presentation was made to the CIP Committee.

<b>POLICE</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Police Cruiser CRF Request	\$55,000	3	3	0
Cruiser Replacement	\$56,000	2	4	0
Small Equipment CRF Request	\$10,000	4	2	0

- Tom Serafin asked if the cruiser replacement cost included trade in value on the old cruiser. Gerry Fleury stated that it is a gross figure. David Jodoin explained that when it goes out to bid, it will include the trade in value and then the town pays the net. That net figure is what gets expended out of the capital reserve. For budget purposes, trade in value cannot be factored in.

<b>PUBLIC WORKS</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Major Equipment CRF Request	\$200,000	3	3	0
6 Wheel Dump Truck #2	\$176,00	1	5	0
Front End Loader	\$198,300	2	4	0
Compressor	\$7,024	5	1	0
Road Reconstruction	\$77,950	5	1	0
Culvert	\$200,000	<b>NO VOTES TAKEN</b>		

- Brian Seaworth commented that the culvert information came to the Roads Committee at their last meeting. Typically \$600,000 is spent on road repaving or reconstruction and any culverts involved in those projects becomes part of that project's expenses. Money is not typically diverted from road maintenance to culvert replacement on roads that are currently not under reconstruction. The suggestion is to create a culvert capital reserve. Rather than encumbering surplus road paving funds year to year, they could be used to build the culvert capital reserve. Gerry Fleury suggested possibly amending the purpose of the bridge repair capital reserve that is earmarked for the Whittemore Bridge on North Pembroke Road and use that for a culvert capital reserve.
- Ann Bond stated that the culvert on Nadine Drive is of particular interest because of the recent approval of the development by the golf course and the added cars to Nadine Drive. Brian Seaworth stated that Roads Committee did not support the culvert project because of the lack of budgeting for such a large project.
- Tom Serafin asked for clarification if the Donna Drive neighborhood will officially be impacted by the new development. Ann Bond said the application was officially approved by the Planning Board and Nadine will now continue to Whittemore Road.
- Karen Yeaton asked for clarification on when and how culverts are currently being repaired. Brian Seaworth stated that minor culvert work is done when roads are under reconstruction. Karen then asked if there is a line item in the budget for those repairs. David Jodoin explained that there is \$30,000 in a combined line item called minor repairs in the Public Works budget for such work. Kevin Foss explained that the discrepancy between Public Works and Roads Committee on cost of the project, is what made the CIP committee choose not to vote. It was also unclear if the culvert would be re-lined or replaced.

<b>RECREATION</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Recreation Facilities CRF Request	\$15,000	2	4	0
Bathrooms	\$33,800	1	1	4
Fencing	\$17,100	0	3	3

- Daniel Crean asked if the idea of replacing the fence with something that would be capable of holding advertising to generate revenue had been considered. Gerry Fleury said it was not discussed.
- Tom Serafin asked which fields they are looking to address. Gerry Fleury said it is the men's softball field and it is the section closest to the pavilion and also the side that currently does not have any fencing.

<b>WATER</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Water CRF I	\$55,000			
Infrastructure	\$55,000	<b>NO VOTES TAKEN PAID BY USER FEES</b>		
Water CRF II	\$32,000			
Vehicles/Equipment	\$32,000			

<b>SCHOOL DISTRICT</b>		<b>High</b>	<b>Medium</b>	<b>Low</b>
Merging of Hill and Village Schools	\$170,000	3	3	0

- Tom Serafin commented that two modular classrooms will be a five year lease and only the first year's lease payment will come out of next year's budget. The plan with Village School is to turn it into a cold building for now. Turning off heat and water and only removing what furniture and supplies will be needed at the Hill School. There is a Village School Disposition Committee meeting to make recommendations to the School Board and at the School District meeting as to what to do with the Village School going forward. The \$170,000 is not a be all end all figure, it will make it possible for the school to operate on time for the first day of school in 2019.

#### **IV. Discuss 2019 Meeting Protocol:**

Karen Yeaton discussed protocols for the meetings to make viewing of the recordings easier for citizens at home.

Daniel Crean suggested that audience members identify themselves before speaking.

#### **V. Other Business:**

David Jodoin handed out the tentative budget schedule for the year. Selectmen will finalize the budget on Monday, October 16<sup>th</sup>. The budget binders will be handed out at the November 15<sup>th</sup> meeting.

Karen Yeaton stated that the December 20<sup>th</sup> meeting with the school will be held at Pembroke Academy.

David Jodoin discussed RSA 35:15 which is a change to how expenditures are recorded for Capital reserve Funds where the Board of Selectmen are agents to expend. From now on you will not see an appropriation with money also being shown as a transfer from the Trust Funds.

Tom Serafin discussed the new tax rate of \$26.24 down from \$29.76. The school district returned \$1.3 Million for tax relief. He requested the town put out a letter communicating the hard work put in on behalf of the school district to return this money to the town.

Karen Yeaton welcomed the Budget Committee back from recess.

**VI. Adjourn:**

Tom Serafin made a motion to adjourn at 7:48PM. Marie Chouinard seconded the motion and it was approved unanimously.

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Karen Yeaton, 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.