

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
February 21, 2024 at 6:30 PM**

Present: Selectman Karen Yeaton, Selectman Peter Gagy, Selectman Richard Bean, Selectman Rick Frederickson, Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

I. Call to Order:

Chairman Yeaton called the meeting to order at 6:32pm.

II. Citizens Comment

None

III. Scheduled Meetings

Muriel Previe – Update Welfare Assistant Guidelines

Muriel explained the guidelines must be updated by law. The guidelines are typically updated when the State of New Hampshire updates the SNAP guidelines. However, since COVID, SNAP updates have been delayed. Rental availability is currently under 1% and the median rental rate has gone up 50% in the past year. The proposed guidelines align with the fair housing guidelines set by the Federal Government. After the COVID pandemic rental moratorium ended, landlords found creative ways to evict people. That same rental property would then double in rent. These guidelines are to assist individuals in creating a budget that they can maintain. If a person is evicted, they will be given a shelter referral. If the shelters are full, as they often are, then the Town must put them up in a hotel which can get expensive.

Selectman Goulet made a motion to approve 2024 welfare guidelines as presented. Selectman Gagy seconded the motion. Motion passed 5-0.

VJ Ranfos 11 Kimball Street Update

VJ Ranfos, Public Works Director, Karen Provencher, Proven Homes owner of 11 Kimball Street, and John Bisson, Attorney for Proven Homes attended the meeting to discuss the drainage pipe that was damaged by the contractor who was prepping site for construction. DPW put dye in pipe to confirm it was going to a catch basin on Kimball Street and Church Street. They cameraed the pipe from the catch basin to the break and then from the break out to Church Street and on to the existing drainage. The pipe is likely 150-200 feet but the exact length is unsure at this time. John Bisson explained the owner was not aware of this pipe and it there is no recorded easement to

the Town on that property. The owner has incurred some expenses while creating a temporary connection. The temporary connection does not make sense for the future of the project given that it is under the foundation. The homeowner is looking for a permanent solution before construction is delayed much longer. The Board would like to discuss this matter with the Town's Attorney. D.Jodoin left the room to provide information on the legal contact for Attorney Bisson. The Board resumed the meeting.

Ryan Russell, 499 Woodlawn Ridge, explained the top of his mailbox was damaged by the Town's plow truck. VJ confirmed there is a video of the incident, and it is clearly driver error on the part of DPW and the Town should reimburse him the cost of the mailbox which is \$149 that Ryan would install. VJ also suggests revisiting the Town policy that states the Town will only pay \$25 towards the cost of a replacement mailbox. The Board agreed to pay \$149 for the mailbox.

VJ stated there is a resident of Blaine Circle that would like some dead trees on the Class VI section of Fourth Range Road removed or he has inquired about cutting the trees himself. He is concerned that they may fall onto his property. VJ has asked him to mark the trees in question to see if DPW can handle it or if they would need to hire a company. VJ will give an update when he has it.

IV. Old Business

None

V. New Business

2024 Tax Deed Listing

The Board discussed the current tax deeding list and were informed that they would see this at every meeting and would need to make a decision by May 3rd on which properties to deed.

D. Jodoin informed the Board that lien letters would be going out next week and those that would be receiving them would have an additional charge of \$22 on their balance for the notices to be sent certified. A discussion ensued about the costs of paying your sewer bill online and the notification process and Selectmen Goulet suggested having a work shop to see what could be done to make things easier for the residents with less cost. Department payment list. Letters will be going this week.

Letter of Credit Approval Phase II San Ken Homes

Selectman Goulet made a motion to accept the site restoration and roadway completion bond for Phase II (remainder of Blane Circle) in the amount of \$581,913. Selectman Frederickson seconded the motion. Motion passed 5-0.

Approve 2024 Warrant for Posting

Selectman Goulet made a motion to approve the signing of the 2024 warrant and MS-737 for posting. Selectman Frederickson seconded the motion. Motion passed 5-0.

Manifest/Abatements

Selectman Goulet made a motion to accept the manifest and abatements as presented. Selectman Frederickson seconded the motion. Motion passed 5-0.

Minutes 2/7/24

Selectman Goulet made a motion to approve the minutes of February 7, 2024 as presented. Selectman Bean seconded the motion. Motion passed 5-0.

VI. Town Administrator Report

The Attorney will be down to discuss the Eversource Lawsuit in Merrimack Superior Court with the Board once the new Board is elected, they will be in probably sometime in April.

Selectman Frederickson asked when the trash truck grant will go before the Governor & Council. VJ Ranfos explained the project has to be approved at Town Meeting first. It will go to G&C 4-6 weeks after Town Meeting, then the Town would order the truck in June, and delivery is expected 12-18 months after that.

The Board decided not to sign the School Funding Resolution.

There is a hometown grant by T-Mobile with a goal of investing \$25 million in 500 rural towns over the next 5 years to jumpstart projects. The grant requires 5 letters of support from community members, a detailed project and timeline, examples of in-kind donations that could expand on the funding, and details on permits. David suggested submitting the stage roof.

A while ago the Pembroke Pines Golf Course came before the Board to discuss a discretionary easement. The current use penalty and discretionary penalty for moving the clubhouse came in at \$73,000. The Board will need to sign a new agreement with them. This will be placed on the next agenda

The Town of Allenstown's has placed an ordinance on their warrant and if it passes, the boat launch on Ferry Street will be for Allenstown residents only with a permit. The current Pembroke boat launch is unusable after the mother's day flooding in 2006. This may upset some residents.

A public Hearing was opened at 7:15 PM to discuss the warrant articles and who would discuss them.

ARTICLE 3 - To see if the town will vote to raise and appropriate the sum of \$152,000 (gross budget) to defray the cost for the purpose of performing a stormwater infrastructure project for Memorial Park drainage improvements phase 2 and associated MS 4 requirements, and to authorize the issuance of not more than \$152,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and, further, to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and, to further authorize the Board of Selectmen to offset a portion of said appropriation by applying for and expending Clean Water State Revolving Funds (CWSRF) loan funds. Repayment of the loan funds will include up to 100% forgiveness of loan principal in an amount up to \$110,400. (3/5 ballot vote required) *This article would best be discussed by the Public Works Director and Gerry Fleury who has been monitoring this site and taking pictures showing the erosion. D. Jodoin stated that he could handle the financing questions.*

ARTICLE 4- To see if the Town will vote to raise and appropriate the sum of \$730,402 to purchase a new EV refuse truck with accessories and to further authorize the transfer of a sum not to exceed \$100,000 from the Town Equipment Capital Reserve Fund to cover the Town's cost of 5%. The Town of Pembroke has applied for a grant through the State of NH DES which will provide approximately 95% reimbursement of the total cost. These funds are being made available as part of grant that was obtained by the State from the Volkswagen Environmental Mitigation Trust Fund/Granite State Clean Fleets. This warrant article is contingent upon receiving the funding from the State. *This article too should be discussed by the Public Works Director and Gerry Fleury Solid Waste Chairman. Financing questions can be handled by D. Jodoin. David explained that this was a confusing article and he has asked the Public Works Director to put together information on the potential future cost savings.*

ARTICLE 5 – To see if the Town will vote to establish a Pembroke EMS Ambulance Fund pursuant to RSA 31:95-h I (b) to continue providing ambulance services for the Town of Pembroke. The money received from fees and charges for EMS/Ambulance services, shall be allowed to accumulate from year to year and shall not be part of the Town's General Fund unreserved fund balances. All expenditures related to this fund shall be for payroll and operational expenses associated with continuing to provide an ambulance service to the community. The Town Treasurer shall have custody of all monies in the fund, and shall pay out the same only upon the order of the Board of Selectmen, and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for which the fund was created. This fund will

replace the Tri Town EMS Intermunicipal fund that was created in March 17, 2012 which will be dissolved due to the Town of Allenstown cancelling the intermunicipal agreement/contract for joint ambulance services with Pembroke which is effective July 1, 2024. Any funds remaining in the previously established fund from 2012 will not be transferred to either Town until the dissolution is complete and the financial records have been audited by a certified public accounting firm. *D Jodoin Stated that he would handle this article and that this article is no different than the one created in 2012. This fund will be set up to show the revenues and expenditures for just Pembroke while we finish the intermunicipal dissolution with Allenstown. In 2025 we will need to discontinue the fund created in 2012 after a complete CPA has been completed.*

ARTICLE 6 – Shall the town Vote to Modify Chapter 138, Article IV of the Pembroke Town Code, entitled Elderly Exemptions under the provisions of RSA 72:39-a for elderly exemption from property tax in Pembroke, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 74 years, \$47,250; for a person 75 years of age up to 79 years, \$87,750; for a person 80 years of age or older \$168,750. To qualify, the person must have been a New Hampshire resident for at least the last 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least the last 5 consecutive years. In addition, the taxpayer must have a net income of not more than \$28,407 or, if married, a combined net income of less than \$40,667; and own net assets not in excess of \$45,000 excluding the value of the person's residence. *Chairman Yeaton explained that she would talk on this.*

ARTICLE 7 – To see if the Town will vote to raise and appropriate the Budget Committee's recommended amount of \$11,624,396 for the 2024 municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately. *Normally this articles handled by the Chairman of the Budget Committee but Selectmen were encouraged to also speak on the budget.*

ARTICLE 8 – To see if the Town will vote to raise and appropriate the sum of \$845,500 to be deposited into the following Capital Reserve Funds established as indicated below:

Town Equipment Capital Reserve Fund	\$275,000
Police Cruiser Capital Reserve Fund	\$ 65,000
Municipal Facilities Capital Reserve Fund	\$ 75,000
Fire Major Equipment Capital Reserve Fund	\$162,000
Fire Small Equipment Capital Reserve Fund	\$ 40,000

Roadway and Infrastructure Capital Reserve Fund	\$ 50,000
Revaluation Capital Reserve Fund	\$ 30,000
Cemetery Capital Reserve Fund	\$ 10,000
Ambulance Repl./Equip. Cap. Res. Fund.	\$121,000
Recreation Capital Reserve Fund	\$ 10,000
Town Clock Fund	\$ 7,500

\$845,500

The discussion was that all the Department Heads should be prepared to discuss their deposit requests for future spending as part of the Capital Improvement Plan. D. Jodoin can explain why the funding is coming from taxation in 2024

ARTICLE 9 – To see if the Town will vote to raise and appropriate the sum of \$60,250 to purchase a new Hot Patcher and accessories for the Public Works Department which is used to patch pot holes and to fund this appropriation by authorizing the withdrawal of a sum not to exceed \$60,250 from the Town Equipment Capital Reserve Fund. *This discussion should be handled by the Public Works Director.*

ARTICLE 10 – To see if the Town will vote to raise and appropriate the sum of \$54,850 to purchase a new Police Cruiser and accessories and to fund this appropriation by authorizing the withdrawal of a sum not to exceed \$54,850 from the Police Cruiser Capital Reserve Fund. *This discussion should be handled by the Police Chief.*

ARTICLE 11 – To see if the Town will vote to raise and appropriate the sum of \$5,000 to purchase a video surveillance System for Memorial Park and to fund this appropriation by authorizing the withdrawal of a sum not to exceed \$5,000 from the Recreation Capital Reserve Fund. *It was agreed that Selectmen Frederickson as the Selectmen rep to Recreation would talk on this.*

D Jodoin urged the Board to chip in and feel free to discuss any item listed.

There being no questions from the Board and no one in the public, the hearing and discussion was closed at 7:45 PM

VII. Committee Reports

Selectman Bean – None

Selectman Gagy – Budget Committee met after the public hearing to discuss the Town and School budgets and to reaffirm their votes. The Budget Committee reaffirmed the Town votes and then moved onto the School. There was a lengthy discussion on the school budget and their proposed budget was voted down by the budget committee. They scheduled a meeting for February 15th and there was a motion to reduce the budget by \$600,000 that failed. The vote was then taken to go back to the \$300,000 reduction and that passed 5-4.

Selectman Frederickson – NE Flower Farms will be back in to discuss the housing project. The Energy Committee is discussing a joint meeting with Bow in the spring of 2025 for an energy expo.

Selectman Goulet – None


Selectman Yeaton – None

VIII. Other/Citizen Comment

None

IX. Adjourn

Selectman Goulet made a motion to adjourn at 7:54 PM. Selectman Bean seconded the motion, and it was approved unanimously.



Karen Yeaton, 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.