

AGENDA
BOARD OF SELECTMEN
March 2, 2022 AT 6:30 PM
Pembroke Town Hall, Paulsen Room

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Kurt Lauer Architect – Safety Center Roof/Fire side bids
- IV. OLD BUSINESS:
 - a. 2019 Tax Deed listing
- V. NEW BUSINESS:
 - a. Warrant Article discussion
 - b. Manifest/Abatements
 - c. Minutes 2/16/22; Non public 2/2/22; 2/16/22
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. Non Public Session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee
- X. ADJOURN

\$353K

BID RESULTS FOR:

Town of Pembroke, NH - Safety Center Roof Replacement
Pembroke, NH

February 22, 2022

	Eastern Exterior	Master Roofers	Melanson	Kevin Smith	Solid Roots	Triumph	Viking
Bid Bond attached?	NO BID		yes	NO BID	NO BID	yes	yes
Schedule attached?		no	4-6 weeks. Roofing material availability is a concern			no	mid-sept to late November, depending on material availability
Qualification Statement attached?		yes	no			yes	yes
Base Bid		\$162,675.00*	\$209,000.00			\$219,000.00	\$274,635.00
Unit Prices							
3" polyiso		\$77.76	\$160.00			\$90.00	\$120.00
PT 2x6		\$19.20	\$55.00			\$45.00	\$27.50
PT 2x8		\$24.00	\$60.00			\$50.00	\$36.50
PT 2x10		\$28.80	\$65.00			\$55.00	\$45.50
PT 2x12		\$36.80	\$75.00			\$65.00	\$54.50
Snow guard blocking		no price	\$45/l.f.			\$125.00	no price

* After checking their number, Master Roofers came back in with a price of \$198,290.00. This was after they had seen all of the other bidders' numbers. Their revised bid was rejected.

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>MAILING ADDRESS</u>	<u>AMOUNT DUE THROUGH 5/6/2022</u>	<u>MAP/LOT</u>
<u>Tax Deed date is May 6, 2022</u>				
American Legion **	43 Church Street Pembroke, NH 03275	43 Church Street Pembroke, NH 03275	12,040.04	VE-158-1
American Legion **	3 Glass Street Pembroke, NH 03275	43 Church Street Pembroke, NH 03275	7,320.86	VW-175
Karen Batting David Mcewen	105 Glass Street Pembroke, NH 03275	105 Glass Street Pembroke, NH 03275	841.64	VE-199
William Boutilier *****	1235-4 Dearborn Road Pembroke, NH 03275	1235-4 Dearborn Road Pembroke, NH 03275	561.61	266-76-104
John Bullock	95-99 Glass Street Pembroke, NH 03275	97 Glass Street Pembroke, NH 03275	4,553.64	VE-196
Wendy Cray *****	78-8 Sheep Davis Road Pembroke, NH 03275	78-8 Sheep Davis Road Pembroke, NH 03275	679.54	632-11-108
Loretta Doring	365 A B Pembroke Street Pembroke, NH 03275	608 B Fourth Range Road Pembroke, NH 03275	803.34	565-233-1
Zachary Eastland Brandi Eastland	12-14 Church Street Pembroke, NH 03275	12 Church Street Pembroke, NH 03275	7763.16	VE-135
Mary Emery ***	58A Tremont Street Boscawen, NH 03303	58A Tremont Street Boscawen, NH 03303	535.38	632-11-115
Daniel Forest Peggy Forest Nicholas Forest	378 Perley Ave Pembroke, NH 03275	378 Perley Ave Pembroke, NH 03275	96.22	565-222

Jean Gloddy *****	Silver Fox Homeowners Cooperative Inc. 216 Friendship Ave Pembroke, NH 03275	Silver Fox Homeowners Cooperative Inc. 216 Friendship Ave Pembroke, NH 03275	67.05	870-32-U16
Nicholas Julian *****	235-3 Dearborn Road Pembroke NH 03275	235-3 Dearborn Road Pembroke NH 03275	213.09	266-76-103
John and Judith Mader	24 Kimball Street Pembroke, NH 03275	17326 Keystone Rd. Summerland Keys, FL 33042	3897.33	VE-111
Bruce and Katherine Mcalister	41 Donna Drive Pembroke, NH 03275	41 Donna Drive Pembroke, NH 03275	8955.45	565-81-8
Brian and Heather Mudgett *****	668-1A Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	335.13	870-33-1
Brian and Heather Mudgett *****	668-1A Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	444.62	870-33-2
Heather Mudgett	668 Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	2499.34	870-33
Heather Mudgett	668 Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	5370.71	870-32-1
Owners Unknown *	Broadway Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	204.03	VE-15-1
Owners Unknown *	Main Street Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	141.67	VW-114-1
Owners Unknown *	Pembroke Street	311 Pembroke Street Pembroke, NH 03275	251.51	266-27-2
David and Suzanne Paul ****	243 Pembroke Hill Road Pembroke, NH 03275	243 Pembroke Hill Road Pembroke, NH 03275	8,408.76	565-196

Sandy Pauliks *****	Silver Fox Homeowners Cooperative Inc 222 Friendship Ave Pembroke, NH 03275	Silver Fox Homeowners Cooperative Inc 222 Friendship Ave Pembroke, NH 03275	749.81	870-32-U22
George and Lorette Richard ***	313 Buck Street Pembroke, NH 03275	313 Buck Street Pembroke, NH 03275	7934.04	941-1
Andrea Smith	629-635 Fourth Range Pembroke, NH 03275	310 Beacon Hill Road Pembroke, NH 03275	291.39	561-112-1
John Strachan ***	7 Sherwood Meadows Pembroke, NH 03275	7 Sherwood Meadows Pembroke, NH 03275	234.93	266-131
THC Realty Trust * Elliot Konner Trustee	Main Street Pembroke, NH 03275	PO Box 10545 Bedford, NH 03110-0545	2,095.92	VE-179-2
Lance Tremblay	307-2 Dearborn Road Pembroke, NH 03275	307-2 Dearborn Road Pembroke, NH 03275	2,785.89	266-73
Webster Falls Inc *	Mills Fall Off Pembroke, NH 03275	116 So River Road Bldg A Bedford, NH 03110	218.62	VE-179-1

* Contaminated property or deed issues

** Normally they would not be taxed but are required to provide not only the Town but the State and IRS certain forms that have not been filed since

*** Deceased

**** IRS Lien

***** Mobile Home

2/14/2022

ARTICLE 3 – To see if the Town will vote to raise and appropriate the sum of \$1,300,000 for roadway improvement and reconstruction projects in Town, and to authorize the issuance of not more than \$1,300,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); to authorize the Selectmen to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to comply with all laws applicable to said project; to authorize the Selectmen to issue, negotiate, sell and deliver such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the Selectmen to take any other action or to pass any other vote relative thereto. (3/5 ballot vote required)

Recommended by the Board of Selectmen
Recommended by the Budget Committee

I can speak on the financing, but Public Works or someone from Roads should speak on the project.

ARTICLE 4 – To see if the Town will vote to raise and appropriate the Budget Committee's recommended amount of \$10,002,382 for the 2022 municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately.

Recommended by the Board of Selectmen
Recommended by the Budget Committee

This article is handled by the Budget Chairman. Any questions should be handled by The Board with me as backup.

ARTICLE 5 – To see if the Town will vote to raise and appropriate the sum of \$650,000 to be deposited into the following Capital Reserve Funds established as indicated below: The sum to come from 2021 Fund Balance/surplus and no amount will be raised by taxation.

Town Equipment Capital Reserve Fund	\$200,000
Police Cruiser Capital Reserve Fund	\$ 55,000
Municipal Facilities Capital Reserve Fund	\$100,000
Fire Major Equipment Capital Reserve Fund	\$110,000
Fire Small Equipment Capital Reserve Fund	\$ 70,000
Roadway and Infrastructure Capital Reserve Fund	\$ 50,000
Revaluation Capital Reserve Fund	\$ 30,000
Cemetery Capital Reserve Fund	\$ 10,000
Police Small Equipment Capital Reserve Fund	\$ 10,000
Recreation Capital Reserve Fund	\$ 10,000
Town Clock Fund	\$ 5,000
	<hr/>
	\$650,000

Recommended by the Board of Selectmen
Recommended by the Budget Committee

Not usually any discussion here, but I can handle if there is

ARTICLE 6 – To see if the Town will vote to raise and appropriate the sum of \$232,000 to purchase a new 10 Wheel Dump/Plow Truck with accessories and to authorize the withdrawal of a sum not to exceed \$232,000 from the Town Equipment Capital Reserve Fund.

Recommended by the Board of Selectmen
Recommended by the Budget Committee

VJ should be prepared to talk on this if need be

ARTICLE 7 – To see if the Town will vote to raise and appropriate the sum of \$33,500 to purchase a new Boom Flail Mower and accessories and to authorize the withdrawal of a sum not to exceed \$33,500 from the Town Equipment Capital Reserve Fund.

Recommended by the Board of Selectmen
Recommended by the Budget Committee

VJ should be prepared to talk on this if need be

ARTICLE 8 – To see if the Town will vote to raise and appropriate the sum of \$52,700 to purchase a new Police Cruiser and accessories and to authorize the withdrawal of a sum not to exceed \$52,700 from the Police Cruiser Capital Reserve Fund.

Recommended by the Board of Selectmen
Recommended by the Budget Committee

Chief should be ready to discuss this

ARTICLE 9 – To see if the Town will vote to raise and appropriate the sum of \$24,900 to repair the tennis courts and to authorize the withdrawal of a sum not to exceed \$24,900 from the Recreation Capital Reserve Fund.

Recommended by the Board of Selectmen
Recommended by the Budget Committee

I would assume that Rose will not be there, so a suggestion would be for Dave Doherty to talk on this

ARTICLE 10 - Shall the Town of Pembroke vote to adopt the provisions of RSA 72:28-b, All Veterans Tax Credit? If adopted, the credit will be available to any resident, or the spouse or surviving spouse of any resident, who (1) served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from services and is not eligible for or receiving a credit under RSA 72:28 or RSA 72:35. If adopted, the credit granted will be \$500, the same amount as the standard or optional veteran's tax credit voted by the Town of Pembroke under RSA 72:28.

Recommended by the Board of Selectmen
Recommended by the Budget Committee

I can talk on this if need be

ARTICLE 11 – Shall the Town continue the current long-term lease agreement with the owner of the building located at 116-122 Main Street that houses the Town Clock? Estimated repairs for the clock will be in excess of \$100,000 over a five year period, and would require additional funding in succeeding years of \$30,000 annually, to be deposited into the Town Clock Capital Reserve Fund. If the Town votes in favor of this article we will then proceed to the following item.

Because people have different opinions on this, I think it would be best if I got up before the Moderator read the next two articles to try and explain and clarify why this is back here again. Discussion would be based on conversations at CIP Meetings, Selectmen Meetings etc.

ARTICLE 12 – To see if the Town will vote to raise and appropriate the sum of \$74,340 for repairs to the Town Clock Tower and mechanism, and to fund this appropriation by transfer of that amount from the unassigned Fund Balance as of December 31, 2021.

Recommended by the Board of Selectmen

Not Recommended by the Budget Committee

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
February 2, 2022 at 6:30 PM**

DRAFT,

Present: Selectman Richard Bean, Selectman Sandy Goulet, Selectman Peter Gagy, Selectman Karen Yeaton, Selectman Ann Bond

Staff: Town Administrator David Jodoin

I. Call to Order:

Chairman Bond called the meeting to order at 6:30pm.

II. Citizens Comment:

None

III. Scheduled Meetings

Tammy Webb – Vachon Clukay 2020 Audit Review

Tammy Webb, Audit Manager and Lead Auditor on the 2020 Audit from Vachon Clukay and Company reviewed the 2020 Audit with the Board. The Town received an unmodified opinion which is a clean opinion and the financials are fairly stated. During the audit process, they walk through and document the controls on major financial transactions. They will select a sample size of around 40 transactions and trace them from beginning to end to perform a control test. They will also review journal entries to see if anything requires further attention. In 2020, it was found that revenues exceeded the budgeted estimated amount by \$490,000 or 7.1%. Considering this particular year, that is good. The biggest contributor was the Town recognized more in motor vehicle registrations than was expected/budgeted. Total expenditures were less than the final budgeted amount by \$342,000 or 4.5%. The end result is a budgetary fund balance of around \$7,900,000. The fund balance retention policy had recently been updated to retain a minimum of 10% and a maximum amount equal to 25% of gross appropriations of the general fund plus what is collected for school, county, and state taxes. Looking at the 2020 budget, the maximum would be roughly \$5,500,000. The Town has taken steps to meet that Fund Balance Policy. At the March 2021 Town Meeting, there were two warrant articles totaling \$930,000 that were to be funded from the end of year fund balance. When the tax rate was set in December 2021, another \$500,000 was used to further reduce the tax rate. For the March 2022 Town Meeting, there are two more proposed warrant articles amounting to a little more than \$724,000 to be paid from the existing fund balance. This does not include what will be used to offset the 2022 Tax Rate.

In 2020, the Town received approximately \$240,000 from COVID relief funds to help offset costs associated with the COVID-19 pandemic. According to the 2021 ARPA Funds schedule, the Town was awarded an additional \$754,000. Half will be received in 2021 and half in 2022. If funds are not spent, at the end of 2022 they will be recorded as an advance from grantors. Any monies not spent by the end of 2024, will need to be returned to the federal government. If the Town ever receives more than \$750,000 in a single year from the federal government, they will need to do a single audit on those funds.

There was a new GASB pronouncement (GASB 88) and it affects certain disclosures related to debt. Essentially, bonds and notes payable will be classified into three different categories; general obligation bonds, direct borrowing, and direct placements. Currently, the Town has debt that qualifies in the first two categories and those disclosures are in the footnotes. Once audit reports are issued, a separate letter is issued to the Board of Selectman to communicate the results. Findings included missed controls over payroll. One employee's timesheet wasn't formally approved by the Department Head and one hourly rate did not agree to what was in the personnel file. Cash disbursement controls were tested and two check manifests were not formally approved by the majority of the Board of Selectman. When reviewing the procedures on the tax lien redemptions, the Registry of Deeds wasn't notified within the 30-day time limit which is out of compliance with state law. Material audit adjustments are separated into major funds and non-major funds. There was a finding between the general fund and the ambulance fund related to COVID funding and related expenditures. There was a significant amount of relief funds attached to the ambulance service but the funds were recognized to the general fund. The adjustment was taking those funds from the general fund and putting them into the ambulance fund to offset their expenditures. There was also an increase in OPEB in the water fund. The actuarial value was not updated at year end.

Selectman Yeaton asked if the revenues exceeding expenditures was related to COVID. David explained shortly after pandemic began, the Town estimated low numbers on motor vehicles registrations. In April 2020, they were \$20,000 behind where they were in April 2019. Forecasting the budget out, that line was dropped by \$150,000. The dealerships started offering deals and incentives and the revenue ended up coming in. Going into 2022, the revenues are estimated at \$1,500,000 but the dealership lots are low on inventory and not offering large deals so revenues could go the other way. In a typical year, the revenues total between \$1.4m and \$1.5m.

Selectman Yeaton asked about the processes for the payroll and liens that were noted by Tammy. David explained a COLA adjustment was missed was for former Chief Paulsen. The COLA adjustments are put into payroll on April 1st and employees sign the pink sheets as soon as they can. When Chief Paulsen retired, this was missed and therefore the employees pay rate in the computer and on the payroll card did not match. The notice to the registry of deeds is done after the lien is completed and the homeowner comes in and pays it off. The report was printed but sending it in was

missed. Selectman Yeaton suggested double checking that the manifests are signed before the end of the meeting.

Cecelia Lane – Comcast Complaints

Did not make it to the meeting.

IV. Old Business:

None

V. New Business

Acceptance of State MS-737 Form

Selectman Yeaton made a motion to accept the MS-737 for posting. Selectman Goulet seconded the motion. Motion passed 5-0.

Execute 2022 Town Warrant for Posting

Selectman Goulet made a motion to approve the 2022 Town Warrant for posting. Selectman Yeaton seconded the motion. Motion passed 5-0.

Manifests/Abatements

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

Minutes - 2/2/22, Non-Public 2/2/22

Selectman Goulet made a motion to accept the minutes of February 2, 2022 as presented. Selectman Yeaton seconded the motion. Motion passed 4-0. Selectman Bond abstained.

Selectman Goulet made a motion to accept the non-public minutes of February 2, 2022 as presented. Selectman Yeaton seconded the motion. Motion passed 4-0. Selectman Bond abstained

VI. Town Administrator Report:

Four bids for the Safety Center project came in at \$162,000, \$209,000, \$219,000, and \$274,000. The architect wants to get clarifications on some of the bids and that will come to the board for approval next meeting.

Tax deeding notices went out for the residents that have not paid their 2019 taxes. Deeding date is May 6, 2022.

Selectman Goulet made a motion to release non-public minutes as presented.
Selectman Bond seconded the motion. Motion passed 5-0.

VII. Committee Reports:

Selectman Gagyi – Planning Board discussed the car dealership that wants to go in on Manchester Street. City of Concord is not a fan of the project and is taking the lead. The Board discussed a way to open the Range Roads so individuals can have property and not only big developers because bringing the road up to town standards is cost prohibitive for most.

Selectman Yeaton – Conservation met to further review deeds. They are also continuing discussions on how and when to get the new OHRV signs up. They are in to process of doing their yearly walk of their properties.

Budget Committee held their public hearing.

Selectman Goulet – None

Selectman Bean – None

Selectman Bond – None

VIII. Other Citizen Comment:

None

IX. Non-Public Session:

Selectman Goulet made a motion to enter into non-public session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee, seconded by Selectman Bond at 7:24pm

Roll Call Vote:

Selectman Yeaton Yes
Selectman Bean Yes
Selectman Gagyi Yes
Selectman Goulet Yes
Selectman Bond Yes

The Board came out of non-public session at 8:07 PM


X. Adjourn:

Selectman Goulet made a motion to adjourn at 8:08 PM. Selectman Bond seconded the motion and it was approved unanimously.

Ann Bond, 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.

STATE OF NEW HAMPSHIRE
INTER-DEPARTMENT COMMUNICATION

FROM: Paul E. Metcalf, P.E. 
District Construction Engineer

DATE: February 23, 2022
AT: Construction Bureau

SUBJECT: **Allenstown-Pembroke 40362**
Address Red List Bridge carrying NH 28 over Suncook River (Br No 107/098)

TO: Construction Files *via*
Theodore Kitsis, P.E.
Administrator

MEMORANDUM

A Pre-Construction Conference for the above referenced project is scheduled as follows:

Date: Tuesday, March 8, 2022

Time: 10:00 AM

Location: ZOOM Meeting **

****A separate Zoom meeting invite will be sent. If you wish to attend the meeting and have not received a Zoom invite, please contact the Contract Administrator, Mason Chepulis, at Mason.R.Chepulis@dot.nh.gov or 603-305-9040.**

PEM/mw

cc:

Bureau of Bridge Design
Bureau of Bridge Maintenance, A. Hall, L. Byers
Bureau of Environment, Jonathan Evans
Bureau of Highway Design
Bureau of Highway Maintenance
Bureau of Materials & Research
Bureau of Right-of-Way
Bureau of Traffic, Julie Mathews
Bureau of Planning & Community Assistance
Bureau of Turnpikes
Bureau of Rail & Transit
Contractor, Evroks Corporation
Contract Administrator, Mason Chepulis

Utility Section, Lennart Suther
Director of Project Development
District 5 Maintenance
TMC, S. Klasen, C. Blackman
Environmental Coordinator, D. Elliott, D. Benjamin
Office of Federal Compliance
The Towns of Allenstown and Pembroke
Project Lead Person, David Scott
Wetlands Bureau, DES, K. Benedict, M. Tilton, D.
Forst, D. Keirstead
Wetlands Permit #202000801, 202100801, 202001964,
202001405
☐ CAMS Milestone