## AGENDA BOARD OF SELECTMEN August 3, 2022 AT 6:30 PM

## Pembroke Town Hall, Paulsen Room

I.	CA	ιLI	$\Gamma$	$\mathbf{O}$	Ol	$\mathtt{RD}$	ER	

- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:

a.

- IV. OLD BUSINESS:
  - a. Frawley 710 Clough Mill Road
- V. NEW BUSINESS:
  - a. Supervisor of the Checklist resignation
  - b. Manifest/Abatements
  - c. Minutes 7/20/22
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN

Weller Maentey-710 Clough Mel Rd 603-224-7981

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From: Lori Miller

July 22, 2022

Please accept this message as notification that I am resigning from the position of Supervisor of the Checklist for the Town of Pembroke. I will be stepping down effective September 14<sup>th,</sup> 2022 or sooner, if appointed temporary replacement is named.

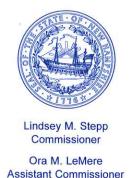
While the decision was difficult, I simply do not have the personal bandwidth necessary to fulfill the expectations of the role and all it entails. I sincerely appreciate the guidance and insight I have received alongside Iris Altilio and Kris Erkkila since holding the position.

Best regards,

Soir Liller

Lori Miller

lori.a.miller@comcast.net



## State of New Hampshire Department of Revenue Administration

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Telephone (603) 230-5000
www.revenue.nh.gov



RECEIVED

JUL 2 5 2022

TOWN OF

PEMBROKE, NH

Director

Adam A. Denoncour

Assistant Director

July 22, 2022

BOARD OF SELECTMEN TOWN OF PEMBROKE 311 PEMBROKE STREET PEMBROKE NH 03275

RE: Signing of SB 239 – Notification Required.

Dear Governing Body:

The Department of Revenue Administration is required to provide written notice to the governing body of all municipalities, political subdivisions, and counties which are subject to the provisions of the newly adopted RSA 21-J:20-a within 60 days of its effective date. This letter constitutes such notice.

Be advised: On May 27, 2022, RSA 21-J:20-a "Notification Required; Failure to Complete Audit," became effective. This statute requires each city, town, school district, village district, county, or precinct to provide to the Department notice and copy of any audit required by RSA 21-J:19 or 21-J:20, as the Department is now authorized to collect a fine in cases of noncompliance.

If a required audit is not completed by its due date, the commissioner is entitled to levy a fine of up to \$250 per day for each day of noncompliance. Such days will be counted beginning 90 days after the Department has provided written notification to the governing body of its intent to levy the fine. Any municipality, political subdivision, or county subjected to the fine may petition the commissioner for a waiver, should their failure to comply with RSA 21-J:19 or RSA 21-J:20 be due to reasonable cause. If a waiver is granted, the municipality, political subdivision, or county shall provide to the Department, within 90 days of the date of the waiver, an executed contract binding the body to conduct the required audit with an individual or entity licensed and certified to do so, and within a timeframe approved by the commissioner.

If you have any questions regarding this correspondence, contact the Department between the hours of 8:00 AM and 4:30 PM, Monday through Friday.

NH Department of Revenue Administration Municipal and Property Division (603)230-5090