

AGENDA
BOARD OF SELECTMEN
February 15, 2023 AT 6:30 PM
Pembroke Town Hall, Paulsen Room

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a.
- IV. OLD BUSINESS:
 - a. 2020 Tax Deeds
- V. NEW BUSINESS:
 - a. Sign 2023 Town Warrant
 - b. Accept MS 737 Budget form for posting
 - c. Trustees of Trust Funds Application for Payment
 - d. Manifest/Abatements
 - e. Minutes 2/1/23
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN

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<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>MAILING ADDRESS</u>	AMOUNT DUE THROUGH <u>5/4/2023</u>	MAP/LOT
<u>Tax Deed date is May 4, 2023</u>				
American Legion	43 Church Street Pembroke NH 03275	43 Church Street Pembroke NH 03275	12,484.34	VE-158-1
Karen Batting David Mcewen	105 Glass Street Pembroke, NH 03275	105 Glass Street Pembroke, NH 03275	1,583.33	VE-199
William Boutillier***	235-4 Dearborn Road Pembroke, NH 03275	235-4 Dearborn Road Pembroke, NH 03275	559.66	266-76-104
Daniel and Kristen Brien	308 Pembroke Street Pembroke, NH 03275	308 Pembroke Street Pembroke, NH 03275	5,755.69	565-4
John Paul Bullock	97 Glass Street Pembroke, NH 03275	97 Glass Street Pembroke, NH 03275	6,377.33	VE-196
Wendy Cray***	78-8 Sheep Davis Road Pembroke, NH 03275	78-8 Sheep Davis Road Pembroke, NH 03275	706.52	632-11-108
Christopher Drouin	455 Carrie Ave Pembroke, NH 03275	455 Carrie Ave Pembroke, NH 03275	372.83	563-79
Robert And Michelle Fanny	40 Mason Ave Pembroke, NH 03275	40 Mason Ave Pembroke, NH 03275	1,233.57	266-7-23
Stephen Fisher	721 Eley Lane Pembroke, NH 03275	721 Eley Lane Pembroke, NH 03275	462.44	561-70
Jean Gloddy***	216 Friendship Ave Pembroke, NH 03275	216 Friendship Ave Pembroke, NH 03275	281.00	870-32-U16
Nicholas Julian***	235-3 Dearborn Road Pembroke NH 03275	235-3 Dearborn Road Pembroke NH 03275	693.32	266-76-103

Eric Kallenberg	55 Broadway Pembroke, NH 03275	55 Broadway Pembroke, NH 03275	619.75	VE-18
Bruce and Katherine Mcalister	41 Donna Drive Pembroke, NH 03275	41 Donna Drive Pembroke, NH 03275	9,184.75	565-81-8
Maple Grove KC &E Properties***	615-4 Route 28 Pembroke, NH 03275	86 Pleasant Street Concord, NH 03301	112.59	870-20-L4
Brian and Heather Mudgett	668-1A Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	351.61	870-33-1
Heather Mudgett	668 Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	3,061.70	870-33
Heather Mudgett***	668-2A Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	455.41	870-33-2
Heather and Brian Mudgett	664 Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	6,990.90	870-32-1
Owners Unknown *	Broadway Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	207.90	VE-15-1
Owners Unknown *	Main Street Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	147.12	VW-114-1
Owners Unknown *	Pembroke Street	311 Pembroke Street Pembroke, NH 03275	254.88	266-27-2
David and Suzanne Paul**	243 Pembroke Hill Road Pembroke, NH 03275	243 Pembroke Hill Road Pembroke, NH 03275	8,760.09	565-196
Sandy Pauliks***	222 Friendship Ave Pembroke, NH 03275	222 Friendship Ave Pembroke, NH 03275	745.29	870-32-U22

Andrea Smith	310 Beacon Hill Road Pembroke, NH 03275	310 Beacon Hill Road Pembroke, NH 03275	357.67	561-112-1
THC Realty Trust * Elliot Konner Trustee	Main Street Pembroke, NH 03275	PO Box 10545 Bedford, NH 03110-0545	2,187.04	VE-179-2
Lance Tremblay	307-2 Dearborn Road Pembroke, NH 03275	34 Dover Street Manchester, NH 03102	2,881.50	266-73
Webster Falls Inc *	Mills Fall Off Pembroke, NH 03275	116 So River Road Bldg A Bedford, NH 03110	227.91	VE-179-1

* Deed issues or potential contaminated land

** IRS Lien

*** Mobile Homes

2/7/2023

2023 TOWN MEETING WARRANT TOWN OF PEMBROKE, NH

To the inhabitants of the Town of Pembroke in the County of Merrimack in said State qualified to vote in town affairs. Voters are hereby notified to meet at the Pembroke Academy Gymnasium at 209 Academy Road in Pembroke, NH on Tuesday March 14, 2023 from 11:00 a.m. until 7:00 p.m. for the casting of ballots. Voters are further notified to meet at Pembroke Academy Auditorium at 209 Academy Road in Pembroke, NH on Saturday March 18, 2023, at 10:00 a.m., to discuss, amend and act upon the following articles, proposed 2023 budget and all other matters to come before the meeting.

*MARCH 4, 2023 – FIRST SESSION OF ANNUAL TOWN MEETING
(Official Ballot Voting)*

ARTICLE 1 – To choose all necessary officers for the ensuing year.

OFFICE	TERM/Years
Town Clerk	1 yr
Treasurer	1 yr
Selectman	1 yr
Selectman	3 yrs
Selectman	3 yrs
Sewer Commissioner	3 yrs
Water Commissioner	5 yrs
Library Trustee	3 yrs
Library Trustee	3 yrs
Trust Fund Trustee	3 yrs
Supervisor of the Checklist	5 yrs

ARTICLE 2 – AMEND ZONING ORDINANCE

Amendment #1

Are you in favor of the adoption of Amendment #1, as proposed by the Planning Board, for the Pembroke Zoning Ordinance to amend §143-147, Special Use Permit Denial of Application, as follows: amend the reapplication process for Special Use Permits to provide that an applicant, after a denial, can only reapply if the new application materially differs from the previously denied application.

The purpose of Amendment #1 is to amend the reapplication process for Special Use Permits to the effect that an applicant, after a denial, can only reapply if the new application materially differs from the previously denied application.

Amendment #2

Are you in favor of the adoption of Amendment #2, as proposed by the Planning Board, for the Pembroke Zoning Ordinance to amend §143-21, Table of Dimensional and Density Regulations, to reformat the table and its associated notes into three new tables, revised for clarity and consistency. No substantive changes are proposed to the dimensional and density regulations.

The purpose of Amendment #2 to reformat the Table of Dimensional and Density Regulations into three new easy to read tables.

Amendment #3

Are you in favor of the adoption of Amendment #3, as proposed by the Planning Board, to amend the Pembroke Zoning Ordinance by reformatting text boxes into applicable sections of the ordinance, deleting redundancies, and updating references to State statutes? No substantive changes are proposed to the Ordinance.

The purpose of Amendment #3 to amend the Pembroke Zoning Ordinance by reformatting text and updating references to make the document more user-friendly.

MARCH 18, 2023 – SECOND SESSION OF ANNUAL TOWN MEETING (Deliberative)

ARTICLE 3 – To see if the Town will vote to rescind the remaining balance of \$536,000 **from the following** bond authorization which was previously approved as Article 3 at the March 14, 2011 Town Meeting or take any action relative thereto. (3/5 ballot vote required)

To see if the Town will vote to raise and appropriate the sum of \$1,400,000 for the Roadway Improvement and reconstruction project for the following streets; Broadway, Pine, Maple, Prospect and Pleasant, and to authorize the issuance of not more than \$1,400,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; (2/3 ballot vote required)

Recommended by the Board of Selectmen	5-0
Recommended by the Budget Committee	10-0

ARTICLE 4 – To see if the Town will vote to rescind the remaining balance of \$368,000 **from the following** unissued bond authorization which was previously approved as Article 3 at the March 15, 2014 Town Meeting or take any action relative thereto. (3/5 ballot vote required)

To see if the Town will vote to raise and appropriate the sum of \$1,200,000 for the Roadway Improvement and reconstruction project for the following streets; Pembroke Hill, Rowe Ave, Perley Ave, Girard Ave, Chappelle Street, Elm Street and Grandview Road, and to authorize the issuance of not more than \$1,200,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the interest thereon; (2/3 ballot vote required)

Recommended by the Board of Selectmen	5-0
Recommended by the Budget Committee	10-0

ARTICLE 5 – (By Petition) Shall we adopt the provisions of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the Town of Pembroke on the second Tuesday of March? (3/5 ballot vote required)

ARTICLE 6 – Shall the town vote to adopt the provisions of RSA 72:28, Optional Veterans' Tax Credit? If adopted, the credit will apply to every resident of this state who is any person who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces of the United States in any qualifying war or armed conflict listed in this section, and continues to serve or was honorably discharged or an officer who continues to serve or was honorably separated from service; or the spouse or surviving spouse of such resident, provided that training for active duty by a member of the national guard or reserve shall be included as service under this subparagraph; (b) Every resident of this state who was terminated from the armed forces because of service-connected disability; or the surviving spouse of such resident; and (c) The surviving spouse of any resident who suffered a service-connected death. If adopted, the credit granted will be \$500, which is the amount adopted by the town in 2005.

NOTE: This article is required because the legislature expanded the eligibility criteria for this credit to include individuals who have not yet been discharged from service in the armed forces. **Since there was a change at the State level, and if this article fails, there will be no credits given to those who qualify.**

Recommended by the Board of Selectmen	5-0
Recommended by the Budget Committee	10-0

ARTICLE 7 – Shall the Town vote to adopt the provisions of RSA 72:28-b, All Veteran's Tax Credit? If adopted, the credit will be available to any resident who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces of the United States and continues to serve or was honorably discharged or an officer who continues to serve or was honorably separated from service; or the spouse or surviving spouse of such resident, provided that training for active duty or state active duty by a member of the national guard or reserve shall be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35. If adopted, the credit granted will be \$500, the same amount as the optional veterans' tax credit voted by the Town under RSA 72:28.

NOTE: Though this article was approved in 2022, this re-adoption is required because the legislature expanded the eligibility criteria for this credit to include individuals who have not yet been discharged from service in the armed forces. **Since there was a change at the State level, and if this article fails, there will be no credits given to those who qualify.**

Recommended by the Board of Selectmen	5-0
Recommended by the Budget Committee	10-0

ARTICLE 8 – 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, \$35,000; for a person 75 years of age up to 79 years, \$65,000; for a person 80 years of age or older \$125,000. To qualify, the person must have been a New Hampshire resident for at least 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 5 consecutive years. In addition, the taxpayer must have a net income of not more than \$27,526 or, if married, a combined net income of less than \$39,406; and own net assets not in excess of \$45,000 excluding the value of the person's residence. (Majority vote required)

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 9 – Shall the Town vote to modify Chapter 138, Article VII of the Pembroke Town Code, entitled Disability Exemption under the provisions of RSA 72:37-b, Exemption for the Disabled from property tax, based on assessed value for qualified taxpayers to be \$36,750. To qualify the person must have been a New Hampshire resident for at least 5 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 for at least 5 consecutive years. In addition the taxpayer must have a net income of not more than \$20,050 or if married, a combined net income of not more than \$30,482, and own net assets not in excess of \$45,000 excluding the value of the person's residence. (Majority vote required)

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 10 – To see if the Town will vote to raise and appropriate the Budget Committee's recommended amount of \$10,671,113 for the 2023 municipal operating budget, not including appropriations by special warrant articles and other appropriations voted separately.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 11 – To see if the Town will vote to raise and appropriate the sum of \$1,112,850 to be deposited into the following Capital Reserve Funds established as indicated below: The sum to come from 2022 Fund Balance/surplus and no amount will be raised by taxation.

Town Equipment Capital Reserve Fund	\$275,000
Police Cruiser Capital Reserve Fund	\$ 60,000
Municipal Facilities Capital Reserve Fund	\$100,000
Fire Major Equipment Capital Reserve Fund	\$154,350
Fire Small Equipment Capital Reserve Fund	\$350,000
Roadway and Infrastructure Capital Reserve Fund	\$100,000
Revaluation Capital Reserve Fund	\$ 30,000
Cemetery Capital Reserve Fund	\$ 11,000
Police Small Equipment Capital Reserve Fund	\$ 10,000
Recreation Capital Reserve Fund	\$ 15,000
Town Clock Fund	\$ 7,500
	<hr/>
	\$1,112,850

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 12 – To see if the Town will vote to raise and appropriate the sum of \$250,000 to purchase a new 6 Wheel Dump/Plow Truck with accessories and to fund this appropriation by authorizing the withdrawal of a sum not to exceed \$250,000 from the Town Equipment Capital Reserve Fund.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 13 – To see if the Town will vote to raise and appropriate the sum of \$65,000 to purchase a new Wood Chipper and accessories for Public Works and to fund this appropriation by authorizing the withdrawal of a sum not to exceed \$65,000 from the Town Equipment Capital Reserve Fund.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 14 – To see if the Town will vote to raise and appropriate the sum of \$55,420 to purchase a new Police Cruiser and accessories and to fund this appropriation by authorizing the withdrawal of a sum not to exceed \$55,420 from the Police Cruiser Capital Reserve Fund.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 15 – To see if the Town will vote to raise and appropriate the sum of \$24,000 to repair the soccer roof and dugouts and to fund this appropriation by authorizing the withdrawal of a sum not to exceed \$24,000 from the Recreation Capital Reserve Fund.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 16 – To see if the Town will vote to create a Capital Reserve Fund under the provisions of RSA 35:1 called Ambulance Replacement and Equipment Fund for the purpose of replacing future ambulances and equipment, and to further raise an appropriate the sum of \$5,000 to be deposited into this fund. Expenditures out of this account will require Town Meeting approval.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 17 – To see if the Town will vote to adopt the Pembroke Community Power Plan, finalized January 10, 2023 by the Pembroke Energy Committee, and to further authorize the Select Board to develop and implement Pembroke Community Power, and to take all action in furtherance of, the Pembroke Community Power Plan, pursuant to RSA 53-E.

The Community Power Plan includes a more flexible electricity procurement mechanism than NH utilities and thus is expected to provide lower electricity rates. Additionally, the Plan will provide local involvement in electricity procurement and development of energy initiatives and offerings that are of interest to Pembroke.

The Pembroke Community Power Plan includes an Opt-out enrollment mechanism. All residential electricity customers currently on utility default electricity supply will receive a mailing at least 30 days prior to launch that they will be enrolled in the program at a specified electricity rate unless they notify CPCNH that they will Opt-out of the program. Residential customers already on a competitive electricity supply alternative will be notified how to Opt-in to the program. All residents may leave or join the Pembroke Community Power program at no cost, any time. **Additionally, the program will not launch unless the electricity rate is equal to or less than the default utility electricity rate.**

ARTICLE 18 – (By Petition) To see if the Town will vote to open a section of Third Range Road as Class V which is currently subject to gates and bars a distance of no more than 300 feet beginning from the terminus of the current portion of Class V roadway that currently exists and abuts the petitioner's property at 340 Third Range Road, Map 264, Lot 66. The petitioners, Donald and Loretta Hill, wish to sub divide their current property for a single family residence and need the required frontage on a Class V roadway to do so. The Class V road status is contingent upon the Hills financing the roadway improvements and design costs to bring this section of road up to Town Class V specifications as verified by the Town.

ARTICLE 19 - To transact any other business that may legally come before said meeting.

Given under our hands and seal this 15th day of **February** 2023.

Karen Yeaton, Chairman

Sandy Goulet, Vice Chairman

Richard Bean

Peter Gagyí

Richard Frederickson

Board of Selectmen
Town of Pembroke, NH

TOWN MEETING WARRANT FOR PEMBROKE, NEW HAMPSHIRE

Posting Certification

We hereby certify that we gave notice to the inhabitants within named, to meet at the time and place and for the purpose within mentioned, by posting an attested copy of the attached Warrant at the Pembroke Town Hall, Pembroke Library, and Pembroke Academy on the 16th day of February, 2023.

Karen Yeaton, Chairman

Sandy Goulet, Vice Chairman

Richard Bean

Peter Gagyí

Richard Frederickson

Board of Selectmen
Town of Pembroke, NH

**TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND**

BANK ACCOUNT REGISTRATION FOR DISTRIBUTIONS FROM TRUSTS AND CAPITAL RESERVES

(BE SURE TO FILE A REVISED REGISTRATION FORM IF YOU CHANGE BANKS OR ACCOUNT NUMBERS)

Submitted by: **Board of Selectmen**

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Wire all disbursement requests from Trust Funds or Capital Reserves to our account at:

Name of Bank **TD Bank**

ABA Routing Number **011400071**

Account Number **9243267625**

Sandy Goulet, Vice Chairman Board of Selectmen

Printed name of authorized representative for your organization:

Signature of authorized representative listed above.

Date: **February 15** 20**23**

This registration form will remain in effect until cancelled or revised.

Mail, (Emails and copies not acceptable . Must be an original signed document) to:

**Pembroke Trustees of Trust Funds
311 Pembroke Street
Pembroke, NH 03275**

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen

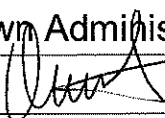
(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 2/15/23

Date payment required: 3/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ____ Reason: _____

Deliver payment to: TD Bank #9243267625808

Request submitted pursuant to:

____ Action as agent to expend.

☒ Warrant article approved at town/school district annual or special meeting.

☒ This request is for only a portion of the amount authorized by the article.

____ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$115,595.00

Name of fund from which payment is requested: Town Equip. Capital Reserve

Date and warrant article number which authorizes this request: Article #6 3/12/22

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 2/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ____ Approved ____ Denied

Request Transmitted to Wealth Management on: _____



Town of Pembroke **COPY** 2022 Public Works

Payment Voucher

Vendor: Allegiance Trucks

1400 South Willow Street, Manchester, NH 03103

No: _____
(Finance Office Use)

Payment Disposition

____ Mail

____ Pick-up

X Other

HOLD CHECK

Invoice No.	Date	Account No./Desc.	Description	Amount
01388	12/27/22	1000-49020-00050 Capital Vehicles/Equipmenet - PW	2023 International HV Truck	\$ 115,995.00 ✓
		1000-43111-63500 Gas & Fuel - PW		
01388	12/27/22	1000-43111-74000 Machinery & Equip. Purchases -PW	2023 International HV Truck	\$ 3,500.00 ✓
		1000-43111-76001 Vehicle Maint.& Repair - PW		
		1000-43111-76001 Vehicle Maint.& Repair - PW		
		1000-43111-76001 Vehicle Maint.& Repair - PW		
		1000-43111-62001 Fleet Tools - PW		
		1000-43111-62001 Fleet Tools - PW		
		1000-43111-62001 Fleet Tools - PW		

Vendor Total: \$ 119,495.00 ✓

Department Authorization

Purchasing Director (if required)

12/28/2022

Date

12/28/22

Date

ALLEGIANCE

TRUCKS

AT NEW HAMPSHIRE, LLC ALLEGIANCE TRUCKS MANCHESTER

1400 S. WILLOW ST
MANCHESTER NH 03103
(800) 562-3814

Invoice

Contract Date: 12/27/2022

Invoice #: 01388

Sale Type: Cash

Salesperson: Jim Ramsay

Bill To:

44940
PEMBROKE, TOWN OF
311 PEMBROKE ST
SUNCOOK NH 03275
P: (603) 485-4747 | F: (603) 485-3967

Ship To:

PEMBROKE, TOWN OF
311 PEMBROKE ST
SUNCOOK, NH 03275

Stock#: 292198	New 2023 INTERNATIONAL HV	Price:	\$141,495.00
Body Type: TRUCK	Color: RED		
VIN: 3HAEMT5T5PL767568			

Trade-In: 2006 International 7600	Stock#: OAP00648	VIN: 1HTWXAHT36J267343	-\$22,000.00
Trade-In Amount: \$22,000.00			

Net Total	\$119,495.00
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State of NH Contract 8002661 has been applied to this proposal

Additional Manufacture surcharge of \$3,500 applied.

This agreement and any documents which are part of this transaction or incorporated herein comprise the entire agreement affecting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into or will be recognized. I have read and accept all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

Purchaser's Signature	12/27/2022	Jim Ramsay	
	Date	Sales Representative	
Co-Purchaser's Signature	12/27/2022	Maple's Signature	12/27/2022
	Date		Date

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 2/15/23

Date payment required: 3/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: _____

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ____ Reason: _____

Deliver payment to: TD Bank #9243267625808

Request submitted pursuant to:

____ Action as agent to expend.

☒ Warrant article approved at town/school district annual or special meeting.

☒ This request is for only a portion of the amount authorized by the article.

____ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$33873.00

Name of fund from which payment is requested: Police Cruiser Capital Reserve

Date and warrant article number which authorizes this request: Article #8 3/12/22

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 2/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ____ Approved ____ Denied

Request Transmitted to Wealth Management on: _____

Date _____

59 BISSON AVE LACONIA, NH 03246 (603) 524-4922 1 (800) 639-6700 SALES@IRWINZONE.COM	Irwin Toyota Scion Ford Lincoln
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BUYER(S) <u>Pembroke Police Dept</u>	DOB _____	STOCK NO. <u>NPT001</u>
BUYER(S) _____	DOB _____	DATE <u>12/08/2022</u>
TELEPHONE: HOME <u>4859173</u> WORK <u>4859173</u>		SALESPERSON <u>Steve Pouliot</u>
LEGAL ADDRESS: <u>247 PEMBROKE ST PEMBROKE, NH 03275-1359</u>		E-MAIL _____
MAILING ADDRESS: _____	<input type="checkbox"/> NEW <input type="checkbox"/> USED <input type="checkbox"/> DEMO	

YOU THE BUYER(S) HEREBY AGREE TO PURCHASE FROM SELLER THE FOLLOWING MOTOR VEHICLE:

MAKE FORD	MODEL POLICE INTERCEPTOR	COLOR WHITE	TYPE util	YEAR 2022
VIN NO. 1 F M 5 K 8 A B 2 N G C 3 6 4 1 6				
CASH PRICE OF VEHICLE				\$33,873.00
VEHICLE GET-READY INFORMATION				
DELIVERY DATE _____ TIME _____ MILES _____				
<input type="checkbox"/> PRE-DELIVERY PREP. (NEW VEHICLE) <input type="checkbox"/> STATE INSPECTION <input type="checkbox"/> OIL AND FILTER CHANGE <input type="checkbox"/> CLEAN FOR DELIVERY <input type="checkbox"/> RESISTALL ____ YES ____ NO ____ HOLD <input type="checkbox"/> RETAIL <input type="checkbox"/> LEASE _____ <input type="checkbox"/> _____				
MANAGER APPROVAL _____				PROGRAM # REBATE
				PROGRAM # REBATE
				PROGRAM # REBATE
				TOTAL
				TITLE FEE
				ADMINISTRATION FEE
MILEAGE: _____ (1) TOTAL CASH DELIVERD PRICE				
CASH DEPOSIT SUBMITTED WITH ORDER (MAXIMUM CREDIT CARD DEP. \$2000)				
CASH ON DELIVERY (CERTIFIED FUNDS REQUIRED)				
TRADE ALLOWANCE (CASH VALUE OF TRADE PLUS ANY OVERALL ALLOWANCE)				
LESS BALANCE OWING TO:				
NET TRADE ALLOWANCE				
LIEN HOLDER _____ (2) TOTAL DOWN PAYMENT				
ADDRESS _____				
DESCRIPTION OF TRADE-IN				
MAKE	MODEL	TYPE	YEAR	MILEAGE
VIN NO.			SALVAGE YES NO	CYL
				COLOR

By signing this contract you agree to buy the vehicle described above from the seller, on the terms and conditions listed above and on the back. This contract supersedes all oral representation made by the seller or its agent prior to the execution of this contract.

You agree that the seller may keep the partial payment as liquidated damages if you breach this contract. Some of the ways in which you may breach this contract are cancelling this contract after: 1) the seller may no longer cancel his order from the manufacturer, 2) the seller has performed services on the vehicle, or 3) the seller has taken other actions in reliance on your signing this contract, or 4) you change your mind.

NOTICE TO BUYER: 1. READ THIS CONTRACT BEFORE SIGNING.

2. YOU ARE ENTITLED TO AN EXACT COPY OF THE CONTRACT YOU SIGN.

YOU, THE BUYER, ACKNOWLEDGE THAT YOU HAVE READ THIS CONTRACT AND HAVE RECEIVED A COMPLETED COPY OF THIS CONTRACT. YOU ALSO CERTIFY THAT YOU ARE OF LEGAL AGE TO EXECUTE BINDING CONTRACTS IN THIS STATE. THIS CONTRACT IS NOT BINDING UNTIL APPROVED BY THE SELLER.

Buyer's Signature _____	Date <u>12/08/2022</u>
Co-Buyer's Signature _____	Date <u>12/08/2022</u>
Approval of Order _____	Date <u>12/08/2022</u>
By Seller _____	Dealer's Authorized Agent

970: EntId: 52446 / EvtId: 1022309

Generated by DealerSocket®

12/8/2022 9:27:51 AM

ADDITIONAL TERMS AND CONDITIONS

- As used in this Order the terms (a) "Seller" shall mean the authorized Dealer to whom this Order is addressed and who shall become a party hereto by its acceptance hereof, (b) "Purchaser" shall mean the party executing this Order as such on the face hereof, and (c) "Manufacturer" shall mean the Corporation that manufactured the vehicle or chassis, it being understood by Purchaser and Seller that Seller is in no respect the agent of Manufacturer, that Seller and Purchaser are the sole parties to this Order and that reference to Manufacturer herein is for the purpose of explaining generally certain contractual relationships existing between Seller and Manufacturer with respect to new motor vehicles.

VENDOR IRWIN Robert H. Irwin Motors, Inc.

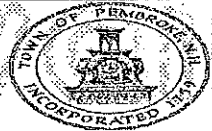
12/30/2022

000080347

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	12/08/22	2022 Ford Police Interceptor	12/8/22	33,873.00	0.00	33,873.00
Check 000080347 - Total All Invoices: \$33,873.00				\$33,873.00	\$0.00	\$33,873.00

Town of Pembroke

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



TOWN OF PEMBROKE
311 Pembroke St.
Pembroke, NH 03275

TD Bank
Concord, NH

54-7/114

CHECK DATE
12/30/2022

CHECK #
000080347

PAY

Thirty-three thousand eight hundred seventy-three and xx/100

AMOUNT
33,873.00

TO THE
ORDER
OF

Robert H. Irwin Motors, Inc.
59 Bisson Avenue
Laconia NH 03246

Susan Dean Jones

⑈000080347⑈ ⑆011400071⑆ 9243267625⑈

VENDOR IRWIN Robert H. Irwin Motors, Inc.

12/30/2022

000080347

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	12/08/22	2022 Ford Police Interceptor	12/8/22	33,873.00	0.00	33,873.00
Check 000080347 - Total All Invoices: \$33,873.00				\$33,873.00	\$0.00	\$33,873.00

Town of Pembroke

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen


(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 2/15/23

Date payment required: 3/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: _____

Deliver payment to: TD Bank #9243267625808

Request submitted pursuant to:

☐ Action as agent to expend.

☐ Warrant article approved at town/school district annual or special meeting.

☐ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$8,040.00

Name of fund from which payment is requested: Town Clock Maintenance Capital Reserve Fund

Date and warrant article number which authorizes this request: _____

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 2/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: _____



Town of Pembroke Public Works

COPY

Payment Voucher

Vendor: Target New England 2022

P.O. Box 136, Alton Bay, N.H. 03810

No: _____
(Finance Office Use)

Payment Disposition

____ Mail

____ Pick-up

____ Other

Invoice No.	Date	Account No./Desc.	Description	Amount	
10/1/22	10/1/22	1000-41940-43000 Repair & Maint. Town Clock	Repairs to Town Clock 9/322-10/1/22	\$ 1,000.00	✓
10/1/22	10/1/22	1000-49091-00708 Town Clock	Repairs to Town Clock 9/322-10/1/22	\$ 1,060.00	✓
10/1/22	10/1/22	1000-13250-00000 Capital Reserve	Repairs to Town Clock 9/322-10/1/22	\$ 8,040.00	✓

VENDOR Target James Doherty

12/08/2022

000080238

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	10/01/22	Repairs to Town Clock 9/3/22 - 10/1/22	10/1/22	10,100.00	0.00	10,100.00
Check 000080238 - Total All Invoices: \$10,100.00				\$10,100.00	\$0.00	\$10,100.00

Town of Pembroke

Vendor Total: \$ 10,100.00 ✓

Department Authorization

Purchasing Director (if required)

Date

Date



TARGET NEW ENGLAND

Historical Restorations

Town of Pembroke, NH
331 Pembroke Street
Pembroke, NH 03275
Att: Selectmen

RECEIVED
NOV 30 2022
PEMBROKE DPW

October 1, 2023

Final Invoice

The following is the final invoice for work at the Pembroke Clock Tower, Pembroke, NH, from September 3, 2022 – October 1, 2022.

Original Contract Price.....\$74,340.00

1st Partial Payment.....\$26,800.00

2nd Partial Payment.....\$37,440.00

Final Invoice Amount.....\$10,100.00

This final invoice amount includes all labor, materials, equipment, and insurance.

Thank you,



James Doherty, Owner

Target New England, Historical Restorations

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen
(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 2/15/23

Date payment required: 3/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ____ Reason: _____

Deliver payment to: TD Bank #9243267625808

Request submitted pursuant to:

☒ Action as agent to expend.

____ Warrant article approved at town/school district annual or special meeting.

____ This request is for only a portion of the amount authorized by the article.

____ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$7050.00

Name of fund from which payment is requested: Cemetery Capital Reserve Fund

Date and warrant article number which authorizes this request: _____

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 2/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ____ Approved ____ Denied

Request Transmitted to Wealth Management on: _____



Town of Pembroke Public Works

Payment Voucher

Vendor: NH Monuments

2022

No: _____
(Finance Office Use)

Payment Disposition

_____ Mail

_____ Pick-up

_____ Other

Invoice No.	Date	Account No./Desc.	Description	Amount
22171	11/1/22	1000-13250-00000 Cemtery-Cap Reserve Fund	Monument repairs (13)	\$ 7,050.00
		1000-49091-00059 Cemetery		
		1000-41951-43000 Marker Repairs & Cem. Maint.		

VENDOR	nh monum	NH Monuments
--------	----------	--------------

11/17/2022

000080153

PO #	Invoice #	Reference	Inv Date	Invoice Amt	Disc Amt	Payment Amt
	22171	Monument Repairs (13)	11/1/22	7,050.00	0.00	7,050.00
Check 000080153 - Total All Invoices: \$7,050.00				\$7,050.00	\$0.00	\$7,050.00

Town of Pembroke

Vendor Total: \$ 7,050.00 ✓

Department Authorization

Purchasing Director (if required)

Date

Date

NH Monuments

449 Micol Rd
 Pembroke, NH 03275 US
 603-738-5312
 don@nhmonuments.com
 www.nhmonuments.com

Invoice

RECEIVED
 11/02/2022
 PEMBROKE DPW

BILL TO
Pembroke cemetery division Cemetery commission 8 Exchange St Pembroke, Pembroke, NH 03275

SHIP TO
Pembroke cemetery division Cemetery commission 8 Exchange St Pembroke, Pembroke, NH 03275

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
22171	11/01/2022	\$7,050.00	12/01/2022	Net 30	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Monument Repair	Josie Marston. Broken in 4 pieces and will need to fill in gaps from missing pieces. Had been repaired years ago.	1	950.00	950.00
Monument Repair	NEED DEATH DATE to carve into stone #1 Reset Lydia with praying hands. Small upright where Pine fell and broke family plot curbing	1	250.00	250.00
Monument Repair	Mortared into base with Limestone mortar #2 Timothy Gile. Large branch broke and landed on stone. Relevel base and repair broken upright. Drill and repair with carbon fiber rods and epoxy. Break to be minimized with color match mortar to minimize and seal crack	1	750.00	750.00
Monument Repair	#3 John Knox Reset broken headstone, appears to have been pushed over and broken	1	750.00	750.00
Monument Repair	#5 John Haven Reset broken headstone. Stone had been previously repaired, appears to have been pushed over and broken	1	400.00	400.00
Monument Repair	#6 Mehitable Haselton. Stone broken in 5 pieces. Had been previously repaired with metal bars. Can be repaired if desired.	1	1,200.00	1,200.00
Monument Repair	#7 Francis Magoon. Large upright by shed. Broken in middle	1	750.00	750.00
Monument Repair	Becket Thomas and Aseneth 32"x24". Reset top on base	1	250.00	250.00
Monument Repair	16"x 40" slate with emblem, broken in middle. Name not legible	1	750.00	750.00
Monument Repair	Morrison. 22"x45" Break in middle	1	750.00	750.00
Monument Repair	Holt 12"x25" needs to be straightened. Made a new cement base and set stone in base with Limestone Mortar	1	250.00	250.00

TOWN OF PEMBROKE
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen

(Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 2/15/23

Date payment required: 3/31/23

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ____ Reason: _____

Deliver payment to: TD Bank #9243267625808

Request submitted pursuant to:

^ Action as agent to expend.

____ Warrant article approved at town/school district annual or special meeting.

____ This request is for only a portion of the amount authorized by the article.

____ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$7865.89

Name of fund from which payment is requested: Police Small Eq. Capital Reserve

Date and warrant article number which authorizes this request: _____

or

Date and minutes of meeting by boards & commissions authorizing withdrawal 2/15/23.
(Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to PembrokeTTF@Gmail.com.

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on _____. ____ Approved ____ Denied

Request Transmitted to Wealth Management on: _____

\$ 7,865.89

Invoice



8625 Byron Commerce Dr SW
Byron Center, MI 49315

Date 11/09/2022
Acct. No. 2001534
Invoice # INV2112804
Terms Net 30
PO # 951-11032022BCG
Sales Rep Kenny Walsh
Shipping Method UPS® Ground
Tracking # 1Z197Y0F0374132348
Shipping Code

Bill To
Accounts Payable
Pembroke Police Department
247 Pembroke St
Pembroke NH 03275-1359
United States

Ship To
Pembroke Police Department
247 Pembroke St
Pembroke NH 03275-1359
United States

Qty	Item	Name	Description	Price	Amount
14	6000015	BC4-TBUN-GAR	BodyCam 4 Garment Clip Bundle with Transfer Software	475.00	6,650.00
1	9000006	BC4-DOCK-10	BC4 Ten Camera Dock Kit	795.00	795.00
4	9000009	BC4-DOCK-S	BC4 Single Camera Dock Kit	89.00	356.00

Subtotal \$ 7,801.00
Shipping / Handling (UPS® Ground) 64.89
Total 7,865.89
Amount Due \$7,865.89

A finance charge of 1.5% per month (18% per year), or the highest legal rate, whichever is less, will be charged on all past due accounts.



November 4, 2022

Dear David Jodoin,

Company: Pembroke Police Department

Your recent business account application has been reviewed and you have been approved.

Amount of credit line approved: **\$20,000 – Net 30**

Product may be ordered immediately.

Your assigned account number is:

➤ **2001534**

Terms for your account are as follows:

- *Purchase price is USD and FOB Byron Center, MI*
- *Product Invoice Net 30 Day Terms (excludes installation)*
- *50% Service Deposit Required for Installation*
- *Minimum Service Deposit Required for Service Work*
- *Product to be installed by PRO-VISION® and Deposit must be paid for prior to scheduling of install/service work*
- *Final Installation Payment is due on Receipt of Invoice*
- *Install rates based on a single location with minimum access of 12 hr/days, 7 days/ week*
- *Past due invoices will be subject to a 1.5% per month Finance Charge*
- *All transactions are subject to final PRO-VISION® Management Approval*

Account payment should be remitted to the following address:

PRO-VISION, INC.
8625-B Byron Commerce Dr. SW
Byron Center, MI 49315

If you should have any questions, please call Customer Service at 800.576.1126.

Sincerely,

Heather McDonald

ADMINISTRATIVE COORDINATOR

T: 616-816-1396

F: 616.583.1522

www.provisionusa.com



**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
February 1, 2023 at 6:30 PM**

DRAFT,

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

Staff: Town Administrator David Jodoin

I. Call to Order:

Chairman Yeaton called the meeting to order at 6:31pm.

II. Citizen Comment

None

III. Scheduled Meetings

David Jodoin explained Warrant Articles 3 & 4 for Town Meeting rescind previously authorized debt the Town did not borrow. Article 3 is for the Broadway Project which has a balance of \$536,000 and Article 4 is for the Pembroke Hill Project which has a balance of \$368,000.

Public Hearing – Bond Recission Broadway Project.

ARTICLE 3 -To see if the Town will vote to rescind the remaining balance of \$536,000 from the following bond authorization which was previously approved as Article 3 at the March 14, 2011 Town Meeting or take any action relative thereto. (3/5 ballot vote required)

To see if the Town will vote to raise and appropriate the sum of \$1,400,000 for the Roadway Improvement and reconstruction project for the following streets; Broadway, Pine, Maple, Prospect and Pleasant, and to authorize the issuance of not more than \$1,400,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; (2/3 ballot vote required)

Selectman Yeaton opened the public hearing at 6:33pm

No public present for comment.

Selectman Yeaton closed the public hearing at 6:34pm.

Public Hearing – Bond Recission Pembroke Hill

ARTICLE 4 -To see if the Town will vote to rescind the remaining balance of\$368,000 from the following unissued bond authorization which was previously approved as Article 3 at the March 15, 2014 Town Meeting or take any action relative thereto. (3/5 ballot vote required)

To see if the Town will vote to raise and appropriate the sum of\$1,200,000 for the Roadway Improvement and reconstruction project for the following streets; Pembroke Hill, Rowe Ave, Perley Ave, Girard Ave, Chappelle Street, Elm Street and Grandview Road, and to authorize the issuance of not more than \$1,200,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the interest thereon; (2/3 ballot vote required)

Selectman Yeaton opened the public hearing at 6:35pm

No public present for comment.

Selectman Yeaton closed the public hearing for at 6:36pm.

IV. Old Business

None

V. New Business

Building Permit Request 119-145 Seventh Range Road

David explained Jerica Lee-Bell went before the Zoning Board and they overturned the Code Enforcement Officers building permit denial for her property located at 119-145 Seventh Range Road. The Zoning Board approved the permit because the property is a pre-existing lot of record. The next step is for the Board of Selectmen to send the request to the Planning Board for comments. This issue will then go back on the Selectmen agenda for the March 1, 2023 meeting to make a decision with new waiver in place.

Selectman Goulet made a motion to pass the request on to the Planning Board for their review and comments as well as the Fire Department, Police Department, and Department of Public Works for review and comment. Selectman Frederickson seconded the motion. Motion passed 5-0

2023 Tax Deed Listing

David presented this year's tax deeding list. The date of deeding will be the first week in May 2023. The Barrington letters have been sent explaining to the property owners what is owed. The deeding letters will go out certified mail after the title company

has done some research and notified the mortgage companies. These are delinquent taxes from 2020.

Selectman Goulet asked if this is a cumulative amount that is owed or just for 2020. David answered it is just for 2020.

Letter from Fire Chief Concerning Disposition of Property

Chief Gagnon is looking to dispose of old radio equipment through St Jean Auctions. A vehicle is being offered to DPW to use as a sander but if they decline it, it will also be sent to the auctioneer.

Selectman Goulet make a motion to authorize Chief Gagnon to dispose of the items listed on the paperwork submitted. Selectman Gagy seconded the motion. Motion passed 5-0.

Manifest/Abatements

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

Minutes 1/18/23; 1/23/23

Selectman Goulet made a motion to accept the minutes of January 18, 2023 and January 23, 2023 as amended. Selectman Frederickson seconded the motion. Motion passed 5-0.

Selectman Goulet made a motion to accept the non-public minutes of December 7, 2022, December 21, 2022, January 4, 2023, and January 23, 2023 as presented. Selectman Bean seconded the motion. Motion passed 5-0.

VI. Town Administrator Report

Don and Laurie Hill sent in an email stating that they were withdrawing their layout request and have made the decision to submit a petition warrant article for their property on Third Range Road at this year's meeting.

Last year, paving bids were awarded to Advanced Excavating and Paving. They sent an offer saying they would lock in 2022 pricing for all 2023 paving projects in lieu of putting the paving projects out to bid. The Board feels the projects should still be put out to bid in accordance with Town policy.

Dubois and King sent a letter explaining that while they understand there were challenges along the way and that the overages were above the scope of work, they still feel the second level of service workshop should be paid for. The Board asked David to request a formal counteroffer.

VII. Committee Reports

Selectman Yeaton – None

Selectman Fredrickson – Planning Board discussed a plan from 485 4th Range Road to re-subdivide the lot. The lot is not on the Class VI portion of the road and was the plan was approved.

Selectman Bean – Roads Committee will be back in session next week.

Selectman Gagyi – Budget Committee met with the School District again. Since the 2nd week, Gerry Fleury has been requesting audits and after several weeks of being put off, they eventually sent audits for fiscal years 2018. It came to light that they have not been completing audits. They have discussed a warrant article for the Hills School renovation for next year, but they will not be able to bond without three years of recent audits. It raises the question, if they are not completing audits, is the present budget correct. It is also unclear if this is an SAU wide issue or just Pembroke. Selectman Frederickson asked if it is a state law that they need to be completed every year. David answered it is and NHDRA should have been pushing the issue. In 2022, they established a law where they can be fined \$250/day for late audits. The issue will be on the agenda for the next SAU Executive Committee Meeting. The Committee also voted on the School and Town Warrant Articles. Selectman Gagyi abstained from the total operating budget warrant article for the school. The Board expressed their displeasure with the School Board, Superintendent, and the Business Office for not fulfilling their duties and also concern for the cost to taxpayers to catch up on that many audits. Budget Committee Public Hearing will be held February 3rd at 7:00 in the Pembroke Academy Auditorium.

Selectman Goulet – None

VIII. Other/Citizen Comment

None

IX. Adjourn

Selectman Goulet made a motion to adjourn at 7:34 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.