

**AGENDA**  
**BOARD OF SELECTMEN**  
**April 6, 2020 AT 6:30 PM**  
**TOWN HALL, PAULSEN MEETING ROOM**

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- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
  - a. Patricia Caruso – Rolling Thunder
- IV. OLD BUSINESS:
  - a. Tax Deeds
- V. NEW BUSINESS:
  - a. Sign State MS-232 Form
  - b. Review Public Director Job Posting
  - c. Discuss current state of affairs
  - d. Manifest/Abatements
  - e. Minutes 3/16/20; Non Public Minutes 3/16/20
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN

Residents can watch the meeting live by accessing the Town's website at [www.pembroke-nh.com](http://www.pembroke-nh.com). Go to recorded meetings and click on Pembroke NH. If anyone has questions while the meeting is going on you can email the Town Administrator [djodoin@pembroke-nh.com](mailto:djodoin@pembroke-nh.com).

While we are complying with the Governors order of no more than 10, we are doing our best to still allow for public input.

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>MAILING ADDRESS</u>	<u>AMOUNT DUE THROUGH 5/8/2020</u>	<u>MAP/LOT</u>
<u>Tax Deed date is May 8, 2020</u>				
Shari Baranski (4)	235-10 Dearborn Road Pembroke NH 03275	235-10 Dearborn Road Pembroke NH 03275	330.38	266-76-110
Karen Batting David Mcewen	105 Glass Street Pembroke, NH 03275	105 Glass Street Pembroke, NH 03275	539.97	VE-199
William Boutillier (4)	235-4 Dearborn Road Pembroke, NH 03275	1235-4 Dearborn Road Pembroke, NH 03275	735.66	266-76-104
Sally Copp	337 Pembroke Hill Road Pembroke, NH 03275	337 Pembroke Hill Road Pembroke, NH 03275	9,777.67	264-76
Sally Copp Linda Iaramie	342 Pembroke Hill Road Pembroke, NH 03275	337 Pembroke Hill Road Pembroke, NH 03275	999.70	264-79
Wendy Cray (4)	78-8 Sheep Davis Road Pembroke, NH 03275	78-8 Sheep Davis Road Pembroke, NH 03275	878.6	632-11-108
Richard and Gwen King	153A Tina Drive Pembroke, NH 03275	153A Tina Drive Pembroke, NH 03275	4,628.43	266-85-41A
Antonio and Raymond Leclair	Merrimack River	41 Pleasant Street Pembroke, NH 03275	203.44	VW-183
John and Judith Mader	24 Kimball Street Pembroke, NH 03275	24 Kimball Street Pembroke, NH 03275	7558.71	VE-111
Brian and Heather Mudgett	668-1A Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	428.99	870-33-1
Owners Unknown *	Broadway Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	217.02	VE-15-1

Owners Unknown *	Main Street Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	128.02	VW-114-1
Owners Unknown *	Pembroke Street	311 Pembroke Street Pembroke, NH 03275	289.83	266-27-2
David and Suzanne Paul***	243 Pembroke Hill Road Pembroke, NH 03275	243 Pembroke Hill Road Pembroke, NH 03275	9,906.46	565-196
George and Lorette Richard**	313 Buck Street Pembroke, NH 03275	313 Buck Street Pembroke, NH 03275	9743.36	941-1
Andrea Smith	629-635 Fourth Range Pembroke, NH 03275	310 Beacon Hill Road Pembroke, NH 03275	452.86	561-112-1
Michael and Cassandra Smith	204 Buck Street Pembroke, NH 03275	204 Buck Street Pembroke, NH 03275	3175.81	266-131
Todd Smith and Andrea Burt	310 Beacon Hill Road Pembroke, NH 03275	310 Beacon Hill Road Pembroke, NH 03275	6849.64	563-115-2
THC Realty Trust * Elliot Konner Trustee	Main Street Pembroke, NH 03275	PO Box 10545 Bedford, NH 03110-0545	2,186.11	VE-179-2
Lance Tremblay	307-2 Dearborn Road Pembroke, NH 03275	34 Dover Street Manchester, NH 03102	2,372.60	266-73
Webster Falls Inc *	Mills Fall Off Pembroke, NH 03275	116 So River Road Bldg A Bedford, NH 03110	231.63	VE-179-1

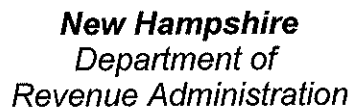
\* Deed issues or potential contaminated land

\*\* Reviewing to see if both are deceased

\*\*\* IRS LIEN

(4) Mobile Home

4/2/2020



**2020**  
**MS-232**

For the period beginning January 1, 2020 and ending December 31, 2020

**Form Due Date: 20 Days after the Annual Meeting**

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

[illegible]

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:  
**<https://www.proptax.org/>**

**For assistance please contact:**  
NH DRA Municipal and Property Division  
(603) 230-5090  
<http://www.revenue.nh.gov/mun-prop/>



**New Hampshire**  
**Department of**  
**Revenue Administration**

**2020**  
**MS-232**

**Appropriations**

<b>Account</b>	<b>Purpose</b>	<b>Article</b>	<b>Appropriations As Voted</b>
<b>General Government</b>			
4130-4139	Executive	15	\$328,315
4140-4149	Election, Registration, and Vital Statistics	15	\$146,597
4150-4151	Financial Administration	15	\$41,189
4152	Revaluation of Property	15	\$62,000
4153	Legal Expense	15	\$100,000
4155-4159	Personnel Administration		\$0
4191-4193	Planning and Zoning	15	\$306,895
4194	General Government Buildings	15	\$112,780
4195	Cemeteries	15	\$30,500
4196	Insurance	15	\$141,609
4197	Advertising and Regional Association		\$0
4199	Other General Government		\$0
<b>General Government Subtotal</b>			<b>\$1,269,885</b>
<b>Public Safety</b>			
4210-4214	Police	15	\$1,655,750
4215-4219	Ambulance	15	\$221,974
4220-4229	Fire	15	\$367,905
4240-4249	Building Inspection		\$0
4290-4298	Emergency Management	15	\$5,865
4299	Other (including Communications)	15	\$29,484
<b>Public Safety Subtotal</b>			<b>\$2,280,978</b>
<b>Airport/Aviation Center</b>			
4301-4309	Airport Operations		\$0
<b>Airport/Aviation Center Subtotal</b>			<b>\$0</b>
<b>Highways and Streets</b>			
4311	Administration		\$0
4312	Highways and Streets	15	\$1,235,561
4313	Bridges		\$0
4316	Street Lighting	15	\$18,000
4319	Other	15	\$25,000
<b>Highways and Streets Subtotal</b>			<b>\$1,278,561</b>



New Hampshire  
Department of  
Revenue Administration

2020  
MS-232

Appropriations

Account	Purpose	Article	Appropriations As Voted
<b>Sanitation</b>			
4321	Administration		\$0
4323	Solid Waste Collection	15	\$291,000
4324	Solid Waste Disposal		\$0
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4326-4329	Sewage Collection, Disposal and Other		\$0
4329	Other Sanitation		\$0
<b>Sanitation Subtotal</b>			<b>\$291,000</b>
<b>Water Distribution and Treatment</b>			
4331	Administration		\$0
4332	Water Services		\$0
4335-4339	Water Treatment, Conservation and Other		\$0
<b>Water Distribution and Treatment Subtotal</b>			<b>\$0</b>
<b>Electric</b>			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
<b>Electric Subtotal</b>			<b>\$0</b>
<b>Health</b>			
4411	Administration	15	\$3,380
4414	Pest Control		\$0
4415-4419	Health Agencies, Hospitals, and Other	15	\$21,000
<b>Health Subtotal</b>			<b>\$24,380</b>
<b>Welfare</b>			
4441-4442	Administration and Direct Assistance	15	\$89,446
4444	Intergovernmental Welfare Payments		\$0
4445-4449	Vendor Payments and Other		\$0
<b>Welfare Subtotal</b>			<b>\$89,446</b>
<b>Culture and Recreation</b>			
4520-4529	Parks and Recreation	15	\$31,633
4550-4559	Library	15	\$246,563
4583	Patriotic Purposes	15	\$200
4589	Other Culture and Recreation	15	\$6,053
<b>Culture and Recreation Subtotal</b>			<b>\$284,449</b>



New Hampshire  
Department of  
Revenue Administration

2020  
MS-232

Appropriations

Account	Purpose	Article	Appropriations As Voted
<b>Conservation and Development</b>			
4611-4612	Administration and Purchasing of Natural Resources	15	\$4,000
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development	15	\$355
<b>Conservation and Development Subtotal</b>			<b>\$4,355</b>
<b>Debt Service</b>			
4711	Long Term Bonds and Notes - Principal	15	\$600,000
4721	Long Term Bonds and Notes - Interest	15	\$157,450
4723	Tax Anticipation Notes - Interest	15	\$1
4790-4799	Other Debt Service		\$0
<b>Debt Service Subtotal</b>			<b>\$757,451</b>
<b>Capital Outlay</b>			
4901	Land		\$0
4902	Machinery, Vehicles, and Equipment	05,06	\$272,390
4903	Buildings		\$0
4909	Improvements Other than Buildings	03,07,15	\$353,473
<b>Capital Outlay Subtotal</b>			<b>\$625,863</b>
<b>Operating Transfers Out</b>			
4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	15	\$1,077,694
4914W	To Proprietary Fund - Water	15	\$906,772
4915	To Capital Reserve Fund	04	\$462,500
4916	To Expendable Trusts/Fiduciary Funds		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Agency Funds		\$0
<b>Operating Transfers Out Subtotal</b>			<b>\$2,446,966</b>
<b>Total Voted Appropriations</b>			<b>\$9,353,334</b>



**Public Works Director  
Town of Pembroke**

The Town of Pembroke has an opening for a full-time Public Works Director. This is an exempt position that reports to the Town Administrator. This position requires frequent work outside of the normal business hours with attendance at various meetings, as well as attending emergency situations as needed. The salary range is currently \$66,756 - \$96,799 (DOEQ). Wages are enhanced with health, dental, and life insurance; short-term & long-term disability insurance; vacation, sick, & personal time; and enrollment into the New Hampshire Retirement System.

**Position Overview/Responsibilities:** The Public Works Director is responsible for a crew of 9 employees and one support staff. This is a fast-paced multifaceted position that oversees, directs, manages, and supervises multiple priorities and several projects. The Director is responsible for all supervisory functions, and managing the department's long and short-term goals. The Director is also required to assist with all plowing duties.

**Recommended Requirements:**

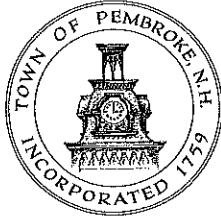
Preference will be given to an applicant with a degree in civil engineering or related field and Five to seven years' in public works and construction, maintenance and operations, with at least five years of complex public works supervisory experience required. A strong knowledge of current Public Works management, with a strong understanding of State & Federal laws and regulations is preferred. Preference will be afforded to those who have prior municipal/Public Works management experience.

Applicants who do not possess a background in Civil Engineering will be considered but must have a minimum of 7 years direct responsibility supervising and managing employees and handling personnel issues and a strong background in construction management.

Applicant is required to possess a CDL B license.

The Town of Pembroke is an EEO employer.

Candidates should submit a completed Town of Pembroke application along with a resume or letter of interest to; David M. Jodoin, Pembroke Town Administrator, 311 Pembroke Street, Pembroke NH 03275. Applications will be accepted until position is filled.



**TOWN OF PEMBROKE  
TOWN HALL  
311 Pembroke Street  
Pembroke, New Hampshire 03275  
Tel: 603-485-4747 Fax: 603-485-3967  
Web: pembroke-nh.com**

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Andy Camidge  
Chairman Pembroke School Board  
267 Pembroke Street  
Pembroke, NH 03275

Dear Mr. Camidge,

On Monday March 30<sup>th</sup> the Pembroke Board of Selectmen met with Department Heads to discuss the finances of the Town. At the meeting the Board heard that the Town could be experiencing some severe cuts to their revenues which come from Motor Vehicle registrations, as well as State sources. The Town may not be alone in this as cuts from the State could also impact the School District.

Each Department Head will be looking to purchase items that are of critical nature for operations only, while postponing any large scale items to the end of the year.

As you are aware, the School District is the single largest debt that the Town owes on a monthly basis. The Board understands that like the Town, there are certain fixed costs and contractual obligations that must be paid, but there are also avenues to delay certain expenditures.

Because we are going through uncharted territory right now, the Board of Selectmen feel that it is imperative that both boards sit and discuss what each side can do for the communities benefit.

With what is going on currently, it is clear that some in this Town will be drastically affected by closures, layoffs and reduction in hours. That all plays into what people can pay for their taxes. If people can't pay that could push the Town into borrowing in anticipation of taxes, something this Town has never done since they went to twice a year billing many years ago.

The Pembroke Board of Selectmen is requesting a meeting between both Boards on April 13<sup>th</sup> 6:30 PM here at Town Hall. Our space is large enough that we can adequately space people apart, and those at home can watch live. The Board would love to sit down and look at what we can do to help those in the community who have come upon hard times.

For The Board of Selectmen,

David M. Jodoin  
Pembroke Town Administrator/Tax Collector

David Jodoin  
Pembroke Town Hall  
311 Pembroke Street  
Pembroke, NH 03275

Mr. Jodoin,

As you stated in your letter, we are in uncharted territory right now. That being the case, the school district is making every effort to comply with the flurry of new rules, regulations, and guidelines coming from the state regarding this emergency.

As far as meeting on April 13, I do have concerns:

- 1) The School Board has not had an opportunity to meet themselves since this crisis began. I think it would be unwise to meet jointly with the Select Board until we have had a chance to discuss this ourselves. We had a meeting schedule for April 7, but that has been cancelled / postponed. The school is currently evaluating the best method of hosting remote meetings. Once that has been worked out my intent is to have a School Board meeting where we can begin these discussions. At this time we are following the guidance provided by NH DOJ in regards to meetings. I will include a URL to that documentation at the end of this letter.
- 2) We are still in the very early stages of this crisis. As I believe Ms. Wheeler has already conveyed, the school feels it would be irresponsible to provide rushed estimates that may not be reliable. There are many factors that will play into the surplus at the end of the year, and many of those things are still very much up in the air.
- 3) While I appreciate that the conference room at town hall is spacious, Emergency Order #16 Pursuant to Executive Order 2020-04 states:

*Scheduled gatherings of 10 people or more for social, spiritual and recreational activities, including but not limited to, community, civic, public, leisure, faith based, or sporting events; parades; concerts; festivals; conventions; fundraisers; and similar activities. This prohibition does not apply to the General Court, day-to-day operations of for profit or not for profit organizations and State Government, or gatherings for urgent medical purposes such as blood drives or meetings of medical personnel to discuss efforts to combat the COVID-19 pandemic.*

While that order was originally in effect until April 6, the extension of the Governor's original order until May 4, in my understanding, extends this order as well. I understand that this is an important conversation, but I do not feel that ignoring an Emergency Order issued by the Governor is a reasonable thing to do at this point.

With these things in mind, I must decline the invitation to meet on April 13. However, the School Board and school officials do wish to have this discussion with you. What I can offer currently is this: First, the superintendent and business administrator will work with the information that is available to provide an **estimate** of the surplus projection for the end of the year. As I am sure goes without saying, this will be an extremely fluid number, so we caution its reliability, but will provide it as accurately as we can on or around April 7. Second, when we are able to schedule a remote School Board meeting, I will ask that

the board vote to waive the "conversation rule" during the public comment portion of the meeting for the Select Board. That is, during the public comment portion, if you or an appointed member of the Select Board would like to begin this conversation, we will answer what questions we can at that time. There are two public comment periods on our agendas, and I would ask that this discussion be held until the second period, toward the end of the meeting, simply because, as stated above, the School Board has yet to have the ability to discuss this matter amongst themselves.

I appreciate your understanding and look forward to further discussions on the matter.

Sincerely,

Andrew Camidge, Chair

On behalf of the Pembroke School Board

Specific Guidance on Holding an Emergency Meeting:

<https://files.constantcontact.com/f9151af9001/40769d02-fbb9-4738-b7ed-6b16f1e9768a.pdf>

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
MARCH 16, 2020 at 6:30 PM**

**DRAFT**

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Present: Chairman Ann Bond, Selectman Sandy Goulet, Selectman Mike Crockwell, Selectmen Richard Bean, Selectman Karen Yeaton

Staff: Town Administrator David Jodoin

**I. Call to Order:**

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

**II. Citizen Comment:**

None

**III. Scheduled Meetings:**

William Evans – Upper Beacon Hill Road

Tabled until April 6, 2020.

Discussion regarding COVID-19

Chief Harold Paulsen, Pembroke Fire Department, and Craig Clough, Deputy Director of Tri-Town EMS and the EMS Coordinator for Concord Hospital, and Chief Dwayne Gilman, Pembroke Police Department, met to discuss efforts the town is making to deal with the Corona Virus. Chief Paulsen explained the use of software that is used to communicate information with the State. They have discussed additional training and safety precautions they could each take to ensure everyone is protected. Chief Paulsen explained that the Town has been approved to receive 75% of any additional expenses that are related to the Corona Virus back from the State which is funded through the Federal Government. Chief Gilman stated that if any of their employees have had contact with an infected individual and has to self-quarantine, the State offers a place for them to go so they do not have to go home and potentially infect their families. Right now, there is a 72-hour turnaround for the virus testing. There is concern for the amount of contact a firefighter, EMS, or police officer has with the community during a call. Chief Paulsen stated that they are going to try and limit exposure by watching who is responding to calls so anyone who doesn't need to be there, isn't there.

Chief Gilman stated they will be suspending their finger printed services for the community. If someone surrenders themselves due to an outstanding warrant or

something of that nature, they will be escorted around to the back of the building where they can enter the booking room rather than walking them through the building to limit exposure to the civilian employees. The Police Department will be able to take reports by phone rather than sending an officer to someone's home. If they have to go to residence, they will not shake hands and will maintain a 6-foot distance in order to keep everyone protected.

David Jodoin asked if they will keep all bay doors shut at the fire station. Chief Paulsen stated that right now they have chains across the bays. David shared that Bedford and a few other towns are closing down access to their safety center because if anyone goes into the facility who is sick and touches anything, they could infect others. Chief Gilman shared safety concerns in a crisis situation and is uncomfortable with the idea of completely closing the doors to the public. Selectman Goulet shared that at NH Lottery, they are not opening mail for three days after it comes in to limit exposure because it lives on surfaces for 72 hours. Selectman Bean asked for clarification on what the current safe distance between people should be. David answered that it is now 10 feet. Craig explained that right now the virus has not been deemed an airborne pathogen and the main concerns are for droplets from coughing and sneezing.

Craig explained that the State of New Hampshire is trying to pre-screen calls for EMS so they can respond appropriately. If there is a suspected case, they can inform whomever is responding to "take universal precautions". When possible, they would prefer for Fire and Police to allow EMS to be on scene first. They will ask the person in need to come to the door and they will hand that person a mask before they make entrance into the home. The first responders would also mask up and ask anyone in the home to also put on masks. EMS would then communicate to Fire or Police that it is a potential COVID-19 case so they can also put on masks and any personal protective equipment. Concord Hospital is asking that every patient be screened before they get to the emergency room. The hospital has cornered off a section of the hospital for anyone who is a suspected COVID-19 patient. They are also asking EMS, Fire, and Police to conserve equipment when possible.

Chief Paulsen stated that the Town Health Officer is concerned with town employees and their contact with the public. He would suggest adding Plexiglas to the Tax Collector and Town Clerk areas. Jim Boisvert stated that hand sanitizer is back ordered and what is out is currently all they have in stock.

Selectman Bond asked what the plan for the library is. Sue Whitbeck, Pembroke Library Trustees, stated that they are meeting tonight to discuss that. Sue shared that at this time, of the 234 libraries in the State, 18 have closed. Others are trying to find alternative ways to stay open such as a drive through/curbside service. The State Association is currently working on a mission statement. Selectman Crockwell shared concerns that the books could also spread contamination. Sue stated that is also a concern they will be discussing. Tim Sheehan, Library Director, stated that right now, they are asking people to use the book drop and not come into the library.

and he is using gloves when handling books. Any books that come back are being quarantined in the meeting room and he is the only person allowed in the room. Selectman Crockwell asked if contaminated books need to sit longer since there is still confusion as exactly how long the virus would live on the surface of a book. Tim stated that the consensus seems to be 72 hours right now.

David Jodoin stated that all non-essential Board and Committee meetings at Town Hall or the Library have been cancelled or postponed for the remainder of the month. David stated they have logistical issues to figure out still with some of the boards such as The Zoning Board. David suggested closing Town Hall to the public for the month of March. All employees will still work every day. People can call to make tax payments and many permits and registrations can already be accessed online. If there are any issues, residents can call Town Hall to make arrangements to accommodate them.

Jim Boisvert, Director, Department of Public Works, shared concerns for the amount of people who come to the transfer station on Tuesdays and Saturdays. The employees issue permits and collect money for large items being thrown out. There are people who do not have curbside pick up and need to bring their trash down. The employees will no longer be assisting residents remove the trash from their vehicles. Selectman Bond asked if they are able to allow more than 10 people in the transfer station at any given time counting the employees as well. Jim answered that they are not allowing more than 10 in counting the employees. On Saturdays, they have three employees at the Transfer Station. David suggested closing the bay doors, closing the office, and having employees wear gloves and masks. Jim shared that they are able to see a large amounts of people congregating at Memorial Field from the Transfer Station. The gate is closed but residents still have the ability to walk around it. Selectman Bond asked if they have gloves and masks. Jim stated that they have enough masks and gloves. Selectman Yeaton asked if they have the ability to us credit or debit so they are not handling cash. Jim stated that they only accept cash or checks. Selectman Bean asked if they could put a large dumpster outside of the transfer station if they wanted to close it down. Jim stated they have dumpsters but they will fill up fast. Selectman Bond asked if they can suspend issuing permits. David stated that the permits are also for parking in town and not just the transfer station. Jim stated they have a safety meeting tomorrow where they will be discussing the entire situation further. Selectman Crockwell asked what documents are being passed back and forth. Jim answered that they hand registrations and licenses back and forth. Selectman Crockwell suggested taking photos of registrations and license plates rather than passing papers back and forth.

Selectman Goulet made a motion to authorize the closing of Town Hall and Department of Public Works to the public effective Thursday, March 19<sup>th</sup> until Friday, April 3<sup>rd</sup>. Employees will still be working during this time and Town Hall and Public Works will re-open on April 6<sup>th</sup>. Selectman Crockwell seconded the motion. Motion passed 5-0.

Selectman Yeaton shared concerns for communication of the closures to residents. Selectman Goulet stated that it will be on the website, on the safety center sign, NIXEL public notice system, they are asking residents to call with questions, and it will be on social media.

Selectman Bean suggested adding the Plexiglas at the Tax Collector and Town Clerk counters. Jim stated they got quotes for the Tax Collectors desk a few years ago. He can have the quotes re-run. Selectman Bond asked that it goes on the agenda for further discussion at their next meeting.

Public Hearing – Proposed changes to Town Code Chapter 186 Streets and Sidewalks section 186-2; 186-3

Selectman Yeaton asked who is pulling the permits covered by this town code. Jim Boisvert answered that it is the Sewer Department, Gas Company, Water Works, and private contractors doing work in the roadway. Selectman Yeaton asked what the rationale for the increase in the permit application fee. Jim stated that it had not been changed since 2004 and this ensures that what is going back into the ground after the work is completed is a quality product. They also have someone overseeing the project to make sure everything is done correctly. The fee will help cover some of the costs.

Selectman Crockwell asked who approves the permanent patches in the roads. Jim stated that they do.

Selectman Bond opened the public hearing at 7:40pm.

Selectman Bond closed the public hearing at 7:41pm.

Selectman Goulet made a motion to approve the changes to Town Code Chapter 186 Streets and Sidewalks section 186-2; 186-3 and the revised excavation permit as presented. Selectman Yeaton seconded the motion. Motion passed 5-0.

**IV. Old Business:**

Tax Deeds

David presented the Board with an updated tax deed listing for 2020. This list is for non-payment of 2017 taxes. Deeding date is May 8, 2020

**V. New Business:**

Election of Officers

Selectman Goulet made a motion to appoint Selectman Bond as Chairman to the Select Board. Selectman Yeaton seconded the motion. Motion passed 5-0.



Selectman Goulet made a motion to appoint Selectman Goulet as Vice-Chairman to the Select Board. Selectman Bond seconded the motion. Motion passed 5-0.

#### Sub-Committee Assignments

##### Board Committee Assignments:

- Planning Board – Selectman Bond (Main) and Selectman Bean (Alt.)
- Conservation Commission – Selectman Crockwell
- Roads Committee – Selectman Yeaton (Main), Selectman Crockwell (Alt.)
- Recreation Committee – Selectman Bean (Main), Selectman Crockwell (Alt.)
- Capital Improvement Plan Committee – Selectman Goulet (Main) and Selectman Yeaton (Alt.)
- Budget Committee – Selectman Yeaton (Main) and Selectman Goulet (Alt.)
- Energy Committee – On Hiatus
- Facilities and Grounds Committee – Selectman Crockwell
- Union Negotiations – Selectman Crockwell (Main), Selectman Bean (Alt.)
- Solid Waste Committee – Selectman Bean (Main), Selectman Yeaton (Alt.)
- Economic Development Committee – Selectman Bean (Main), Selectman Goulet (Alt.)

#### Board Authorization for the Property Located at 2-4 Prospect Street

Selectman Goulet made motion to authorize David Jodoin to handle the closing on property located at 2-4 Prospect Street and to sign all the necessary documents. Selectman Crockwell seconded the motion. Motion passed 5-0.

#### Crack Sealing Bids

Selectman Goulet made a motion to award the crack sealing bid to Sealcoating Inc. DBA Indus in the amount of \$1.89/pound pending an updated certificate of insurance. Selectman Bond seconded the motion. Motion passed 5-0.

#### Manifests/Abatements

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

#### Minutes 3/2/20

Selectman Crockwell made a motion to approve the minutes of March 2, 2020 as amended. Selectman Bond seconded the motion. Motion passed 3-0. Selectman Yeaton and Selectman Goulet abstained

Selectman Goulet made a motion to appoint Robert Bourque to the Tri-Town Ambulance Committee until April 30, 2023. Selectman Bond seconded the motion. Motion passed 5-0.

**VI. Town Administrator Report:**

The Bridge Meeting for the replacement of the Route 28 Bridge over the Suncook River has been postponed by the State of New Hampshire. At this time, they have not set a new date. The meeting was supposed to happen Thursday, March 16<sup>th</sup> at 6:00pm.

Roads Committee has recommended the roads for the CNRPC Transportation Data Collection Program.

Selectman Crockwell asked if there are regulations prohibiting them from limiting the public meetings to only 10 people in the room. David stated that it could create an issue but they will have to wait and see if there are further instructions before the next meeting.

**VII. Committee Reports:**

Selectman Bean – EDC met with Mike Tardiff. The Greater Concord Chamber of Commerce will be at the next meeting on April 8<sup>th</sup>.

Selectman Bond – Planning did not meet due to elections.

Selectman Goulet – None.

Selectman Crockwell – None.

Selectman Yeaton – None.

**VIII. Other/Citizen Comment:**

None

**IX. Non-Public Session**

Motion made by Selectman Crockwell to enter non-public session in accordance with RSA 91-A:3 II (b) at 8:28pm, seconded by Selectman Goulet

Roll Call Vote:

Selectman Yeaton  
Selectman Bean  
Selectman Crockwell  
Selectman Bond  
Selectman Goulet

The Board came out of non-public session at 8:42 PM.

**X. Adjourn:**

Motion by Selectmen Goulet, seconded by Selectmen Yeaton to adjourn at 8:43 PM.  
Motion Passes 5-0.

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Ann Bond, 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.

NH Department of Revenue Administration  
Municipal and Property Division  
P.O. Box 487  
Concord, NH 03302-0487  
(603) 230-5090  
[www.revenue.nh.gov](http://www.revenue.nh.gov)

## **TECHNICAL ASSISTANCE For SB2 (Official Ballot Referenda)**

### **What is the official ballot referenda?**

*It is a form of town meeting that has two sessions. The first session (deliberative session) is for explanation, discussion, debate and amendments to the proposed operating budget and warrant articles. The second session (voting session) allows voters to cast their votes for local elections, zoning articles and all warrant articles.*

### **Why is it referred to as SB2?**

*The original bill proposing the official ballot referenda was Senate Bill 2 in 1995. Legislation in 2000 made "SB2" the official name for this official ballot referenda form of government.*

### **How does a town adopt the official ballot referenda?**

*The local governing body must hold a public hearing at least 15 days prior to the question being voted on, (RSA 40:14, IV). The question as worded in RSA 40:14, V, "Shall we adopt the provisions of RSA 40:13 (known as SB2) to allow official ballot voting on all issues before the (insert local political subdivision) on the second Tuesday of (insert Month), is placed on the warrant for the annual meeting. Passage requires a 3/5 majority vote of those voting. At this time the month for holding the second session (voting) can be designated as March, April, or May.*

*Another form of official ballot voting may be adopted under the charter process under RSA 49-D.*

### **When does it take effect?**

*It will take effect at the next annual or special meeting. If you are currently SB2 and vote to change the date of the second session to April or May, it will take effect at the next annual meeting [RSA 40:14, XI, (e)].*

### **How will the meeting change? Can opinions still be voiced?**

*There are a few significant changes that occur. First is the creation of a second session specifically for voting. The deliberative session (first session) is similar to the traditional town meeting but is held earlier. During this meeting, all articles can be explained, discussed, debated and amended. The articles as presented or amended will be placed on the official ballot and voted on at the second session. Most SB2 municipalities hold their first session in late January to early February and voting in March (second session).*

See our timelines for the specific dates this year. Another change is the procedure for adopting the budget. The article proposes an operating budget and a default budget (should the proposed operating budget fail). Special and individual warrant articles are separate from the operating budget as prescribed by RSA 40:13, IX. A hearing on the entire budget and default budget must be held prior to posting the warrant and budget in accordance with RSA 40:13, II-a through II-d.

**What is a default budget? Is there a special default budget form? Can it be amended?** A default budget is the budget that is adopted when the proposed operating budget fails if a special meeting is not called to reconsider the operating budget. The default budget is the same as last year with certain adjustments. The calculation must be disclosed on a special default operating budget form showing last year's operating budget with adjustments made per RSA 40:13, IX (b). This form is available on our website at [www.revenue.nh.gov/munc\\_prop/municipalservices.htm](http://www.revenue.nh.gov/munc_prop/municipalservices.htm). The default budget can be adjusted by the governing body (or budget committee under RSA 40:14-b), acting upon relevant new information. This can be done at any time before the ballots are printed, provided an amended default budget form is prepared.

**What if the proposed operating budget fails?**

If the operating budget fails, the default budget is adopted unless the governing body decides to hold one special meeting to address a revised operating budget. See RSA 40:13, XI.

**Who calculates the default budget for SB2 municipalities?**

The local governing body calculates the default budget. However, if a town wishes to have the budget committee calculate the default budget, the question can be put before the voters on the warrant for the annual meeting after a public hearing is held on the question. Passage requires a 3/5 majority ballot vote. Required wording per RSA 40:14-b is:

**"Shall we adopt the provisions of RSA 40:14-b to delegate the determination of the default budget to the municipal budget committee which has been adopted under RSA 32:14?"**

**What about reconsideration of special or individual warrant articles?**

RSA 40:13, XV does not allow reconsideration on votes cast at the second session.

**What is the difference between a special and an individual warrant article?**

Special warrant articles as defined in RSA 32:3, VI, are appropriations:

- 1) Submitted by petition; or,
- 2) Raised by bonds or notes; or,
- 3) To or from a separate fund created pursuant to law, such as capital reserve funds or trusts funds; or,
- 4) Designated on the warrant as a special article or as a non-lapsing or nontransferable article.
- 5) Appropriates an amount for a capital project under RSA 32:7-a

A special warrant article must be accompanied **ON THE BALLOT** with a recommendation (for or against) by the governing body and budget committee (if there is one).

Individual warrant articles are not necessarily the same as "special warrant articles". An example of an individual warrant article might be negotiated cost items for labor agreements or items of a one time nature addressed independent of the operating budget.

**Why is it important to distinguish between a "special" or "individual" warrant article?** The required wording for the operating budget in RSA 40:13, XI specifically states that the operating budget does not include any other appropriations including those voted for in special warrant articles and other appropriations voted separately. The wording of these articles determines whether they can be considered part of the default budget next year.

**Can petitioned articles be changed at the first session?**

Under current law, petitioned articles can be amended by the first session, however, no new subject matter may be introduced.

**What is the due date for petitioned warrant articles (RSA 39:3 and 197:6) and collective bargaining cost items (RSA 273-A: 1,III) for inclusion in the budget?** For a March meeting, RSA 40:13, II-a, (b) requires a submission date no later than the second Tuesday in January.

**If the collective bargaining warrant article fails, will the court allow a special meeting?** The governing body may insert a warrant article authorizing one special meeting to address negotiated cost items without petitioning the superior court. See our suggested warrant article publication for wording. If an article requesting a special meeting is not put on the warrant or if it is voted down, the governing body may petition the superior court to hold a special meeting.

**What forms need to be completed to set the tax rate?**

A list of all documents and their due dates required to set the tax rate can be found on our website. SB2 requires additional documents to verify that all appropriations have been made consistent with procedural requirements of the statutes or are not prohibited by statute. These additional documents are:

Signed Minutes from the Deliberative Session;

Signed Official Ballot; and

The Count of the Ballot Votes verified with the town or district clerk's signature.

The verified count could be included on the official ballot.

**How to go back to the old town meeting format.**

The Official Ballot Referenda may be rescinded in the same manner as adopted except the wording of the question shall be as prescribed in RSA 40:14, VII. It requires a 3/5 majority vote of those voting to be rescinded.

## Operating Budget Wording for "SB2"

The required wording of the operating budget per RSA 40:13, XI is as follows:

***"Shall the (local political subdivision) raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$\_\_\_\_\_? Should this article be defeated, the default budget shall be \$\_\_\_\_\_, which is the same as last year, with certain adjustments required by previous action of the (local political subdivision) or by law or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only."***

*It excludes special warrant articles and other appropriations voted separately. To help voters understand the budget amount and wording presented in this article, we suggest you add a note similar to this:*

***NOTE: This operating budget warrant article does not include appropriations contained in ANY other warrant articles.***

*The goal is to make the ballot clear as to what is or is not included in the operating budget. DO NOT use a SWEEP (or all inclusive) article, which is essentially a double vote on some items and contrary to RSA 40:13, XI.*

Our Suggested Warrant Article publication offers many examples of warrant article wording along with information that may be useful when considering how an article should be written. This publication, timelines, and numerous other technical publications can be found on our website.

**If you have any questions concerning how to perform any of the above steps or to be sure your warrant articles are in proper form, please call the Municipal Bureau at 230-5090.**

STATE OF NEW HAMPSHIRE  
Executive Council

**THEODORE L. GATSAS**  
EXECUTIVE COUNCILOR  
DISTRICT FOUR



STATE HOUSE ROOM 207  
107 NORTH MAIN STREET  
CONCORD, NH 03301  
[WWW.NH.GOV/COUNCIL](http://WWW.NH.GOV/COUNCIL)  
(603) 271-3632

March 20, 2020

Board of Selectmen  
Town of Pembroke  
311 Pembroke Street  
Pembroke, NH 03275

RECEIVED  
MAR 23 2020  
TOWN OF  
PEMBROKE, NH

Dear Government Official,

We have reached a critical time in our State as we collectively work together as elected officials, citizens, families and friends to address and put a stop to the Spread of the Coronavirus, COVID-19. During this time, our Communities are looking for answers and assistance. I am reaching out to you today to let you know that I am available to help. Please do not hesitate to call me, let me know what questions you have, and the needs you are seeing within your community as I am here to work with you and our State Officials to make sure those needs are being met, to the best of our abilities.

We are all in this together, and that is exactly how we shall arrive at the other side, by working together. You can reach me at the following numbers: (603) 623-0211 and (603) 271-3632.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ted", written over a blue horizontal line.

Theodore L. Gatsas  
Executive Councilor  
District Four