

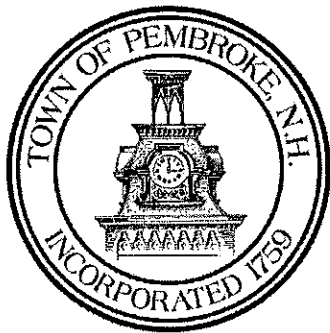
AGENDA
BOARD OF SELECTMEN
May 18, 2020 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Acceptance of Cares Act Funding in accordance with RSA 21-P:43
 - b. Acceptance of First Responder Stipends in accordance with RSA 21-P:43
 - c. Acceptance of Medicare Funds through the federal Government in accordance with RSA 21-P:43
- IV. OLD BUSINESS:
 - a. Road Paving Bids
 - b. ATV issues
 - c. Meadowlark Lane
- V. NEW BUSINESS:
 - a. MV Revenue
 - b. Discussion of Credit Cards for Tax Software
 - c. Storm Water issues
 - d. Manifest/Abatements
 - e. Minutes 5/4/20, Non Public 5/4, 5/11, 5/12
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. Non Public Session
 - RSA 91-A:3 II (b) The hiring of any person as a public employee
- X. ADJOURN

Residents can watch the meeting live by accessing the Town's website at 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.

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



Town of Pembroke
Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

To: Board of Selectmen
From: Roads Committee
CC: David Jodoin
Date: April 9, 2020
Re: Paving Bid Award Recommendation 2020

The Roads Committee recommends the bid be awarded to GMI Asphalt, LLC for paving North Pembroke Road and shim on Dudley Hill Road for approximately \$160,000.00.



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David Jodoin

From: VJ Ranfos <vranfos@pembroke-nh.com>
Sent: Friday, April 17, 2020 10:47 AM
To: David Jodoin
Cc: jboisvert@pembroke-nh.com
Subject: FW: chip seal options

Hi David,

I received this today from All States. I believe that the Selectpersons are talking about the paving bids on Monday. This might be something to consider.

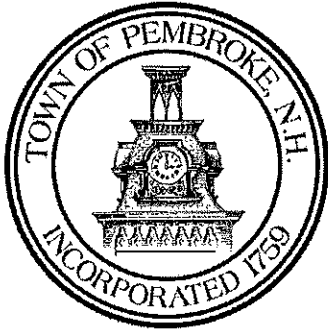
Thanks,
V.J.

From: Bruce Davis [<mailto:bdavis@asmg.com>]
Sent: Friday, April 17, 2020 8:06 AM
To: vranfos@pembroke-nh.com
Subject: chip seal options

Due to the Town's uncertainty with delayed tax revenues, I wanted to reach out to extend an option to you. Given our desire to help you move forward during the short construction season, we are able to explore options for extending payment terms beyond our normal 30 days. Consistent with similar relief that businesses and communities are providing for various bill payments, we could potentially provide a 60 or 90 day delay on payment for work completed during this season. If this is something that would be helpful, please let me know and we can discuss further. Have a good weekend.



Bruce Davis
Sales
Cell : 603-496-3053
Email: bdavis@asmg.com
Website: www.asmg.com



Town of Pembroke
Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

To: Board of Selectmen

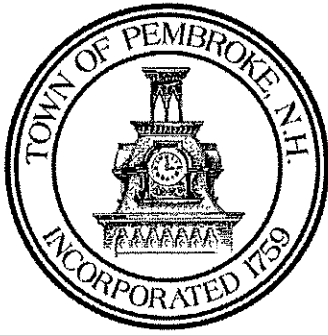
From: Roads Committee

CC: David Jodoin

Date: April 9, 2020

Re: Full Depth Reclamation w/Injected Asphalt Stabilization Bid Award Recommendation 2020

The Roads Committee recommends the bid be awarded to All States Asphalt, Inc. for North Pembroke Road for approximately \$80,022.00.

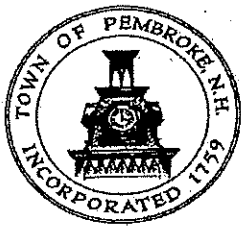


Town of Pembroke
Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

To: Board of Selectmen
From: Roads Committee
CC: David Jodoin
Date: April 9, 2020
Re: Chip Sealing Bid Award Recommendation 2020

The Roads Committee recommends the bid be awarded to All States Asphalt to apply Double Chip Seal to Ryan Drive for approximately \$19,468.00.



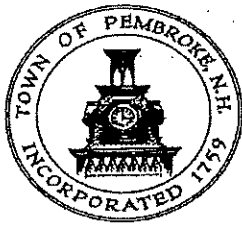
Town of Pembroke

Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

2020 Chip Sealing Bid Summary

		Per Pound	Comments
All States Asphalt, Inc. P.O. Box 91 Sunderland, MA. 01375	Single	2.55 Sq. Yd.	Certificate of insurance/ Yes
	Double	5.95 Sq. Yd.	



Town of Pembroke

Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

2020 Bid Summary/Full Reclaim w/ Injected Asphalt

	Per Pound	Comments
All States Asphalt, Inc. P.O. Box 91 Sunderland, MA. 01375	6.20 Sq.Yd., 3.50 gal	Certificate of insurance/ YES
Advanced Excavating & Paving P.O. Box 581 Suncook, N.H. 03275	7.75 Sq. Yd., 4.50 gal	Certificate of insurance/ YES

David Jodoin

From: Ann Bond <anbondpembrokeselectmen@gmail.com>
Sent: Wednesday, May 6, 2020 12:11 PM
To: David Jodoin
Subject: Re: Meadow Lark Lane

On Tue, May 5, 2020 at 2:12 PM Helen Champa <fhchampa@comcast.net> wrote:

Hi Ann,

I live on the corner of Academy and Meadow Lark Lane – where you have placed your signs in the past.

I listened to the meeting last night and there are a few issues that need clarification. My daughter lives at the end of Meadow Lark Lane – where the snow is plowed with no issue whatsoever. She has lived there since 2005 and has never once complained about the snow being pushed onto her property. The town plow has always pushed snow straight onto her lawn and also to the left. When I call in the spring, the town will send someone to re-loam and reseed where they have damaged the lawn – never an issue.

The person who has initiated the complaints has been a complainer for years. If a car is parked near her house, she will call the police. The police are very familiar with that family for reasons that I will not go into, but there would be police records. They have their own driveway but choose to park an RV on the driveway taking up space. So, they park their other vehicles on the other side of their house on their lawn – and at times on my daughter's property.

If people just pulled in and turned into their own driveway or onto their lawn, if that is where they choose to park, there would not be any issue.

As far as the trash barrels – again – NOT a problem. My daughter's barrels are on HER property and she has told the people who live at the end of the long driveway to put their barrels near hers.

The trash pickup truck has been backing down the road ever since the barrels were first initiated – again – never an issue. There was discussion about the trash truck driving into Meadow Lark, but backing out onto Academy would be dangerous.

I heard suggestions of putting the barrels on the side of my property – why make people go out of their way to push the barrels in bad weather down the road because of the complaints of one person? Just leave well enough alone and tell the complainer to just follow the rules and play nice.

I hate to see valuable time taken for petty reasons.

Helen Champa

Motor Vehicle Comparisons

	2019	2020	Difference
January	\$126,211.00	\$145,820.00	\$19,609.00
February	\$125,877.83	\$112,139.00	-\$13,738.83
March	\$141,144.00	\$112,228.00	-\$28,916.00
April	\$117,407.00	\$115,325.50	-\$2,081.50
	\$510,639.83	\$485,512.50	-\$25,127.33



Electronic Invoice Presentment and Payment Proposal For The Town Pembroke

May 6, 2020

Invoice Cloud is pleased to provide the Town of Pembroke with a comprehensive proposal for electronic bill presentment and payment services. Invoice Cloud's value proposition covers a wide spectrum. We specialize in being able to accept payments online, via a mobile device, over the phone (IVR) or over the counter. Invoice Cloud's end user experience is state of the art, and the administrative tools for reporting and reconciliation available for your staff are second to none.

Company Mission and Objectives

Improve customer and client experiences through industry focused innovation in vertical market software, customer communications and integrated e-payments

- Provide a Customer Engagement Electronic Bill Presentment & Payment (EBPP) platform that lets customers view their bills/balance due and pay how they want, when they want
- Drive customer self-service conversion from paper to electronic payments through targeted reminders and design of the platform
- Continually deliver the latest payment technology through our Software as a Service (SaaS) platform
- Increase operational efficiency, streamline collections and decrease internal costs



The Invoice Cloud Customer Engagement Platform

Invoice Cloud provides an easy to use, secure web based electronic invoice presentment and payment solution that increases operational efficiency and drives higher online payment adoption.

The Town of Pembroke and its residents would receive the following benefits from implementing the Invoice Cloud platform:

Extensive Web and Mobile payment options – all self-service between Invoice Cloud and your payers:

- View an exact replica of your bill online (no registration required)
- View 24 months of billing and payment history (no registration required)
- 'One-time pay' – no registration required, crucial for driving online payment adoption
- Enroll in paperless billing while completing your online payment (no registration required)
- Store bank account and/or credit card information on the Invoice Cloud secure site for future payments, scheduled payments, or auto-pay
- Sign up for auto-pay, schedule a single payment, schedule recurring payments or create your own 'budget' payment schedule
- Mobile responsive site design – platform is formatted to display properly on non-desktop/laptop devices (smartphones, tablets)
- 'App-like' experience without having to download an app
- **Nearly half of Invoice Cloud payments are made through mobile devices & tablets**
- **Pay by text** – customers with a stored payment method on file can pay their bill by responding 'Pay' to a text reminder
- **Pay by Phone (IVR)** – cloud-based Interactive Voice Response (IVR) system with a dedicated 1-800 for the Town, real-time account balance look-up, credit card and ACH payment acceptance

Improve communications with payers by offering a comprehensive, automated Email communication engine:

- Invoice Cloud provides up to 29 email templates with the Town's branding, each sent to payers based on certain events. Here are a few examples:
 - Up to 3 e-mail reminders per bill with a link to view/pay bill included (crucial for driving e-adoption—online payments and paperless); after a payment is made once, payer will receive an e-mail reminder next bill run even if not signed up for paperless.
 - Payment confirmation receipt
 - Auto-Pay/Scheduled payment reminder
 - Credit Card expiration notification (if the credit card on file is expiring)
 - ACH Reject notification
- Customers can opt to receive reminders via text message as well
- Text message reminders include a link to view/pay bill
- Customers may opt out of receiving email and/or text reminders at any time



Billers Portal with extensive reporting and customer assistance capabilities:

- See all payments made through Invoice Cloud payment channels in real time
- View daily statistics for registration, Auto-pay signup, paperless enrollment, etc.
- Create customized reports or access multiple "canned" reports for various activities – with export to Excel files
- Log-in as the customer to help with customer service issues (take payments, password reset, re-send email receipts or e-bill notifications, etc.)
- Void payments, issue credits, process new payments with previously used payment method
- Extensive reconciliation reporting with ACH Reject & Credit Card Chargeback reporting, Deposit Reconciliation reporting all built in
- View and e-mail an exact copy of the bill anytime
- Self-service to edit content, add hyper-links, add variable fields, and send test emails for all email notifications

To summarize the main benefits, Invoice Cloud will:

- Streamline the invoice presentation and payment processes
- Provide an easy to use 24/7 customer portal where payers can review invoice and payment history, make payments online, etc. while decreasing customer service costs and burden
- Improve cash flow through e-payments, scheduled payments, partial payments and auto-pay
- Accept all major credit cards as well as electronic checks
- The Invoice Cloud platform and Harris MuniSmart system will be synchronized with all payment and billing data. When a customer views an invoice it will reflect updated payment and billing data
- Customizable automated email notifications sent out to customers
- Your office and/or payers can print PDF copies of invoices on-demand
- All data is housed off-site - not at your location. Invoice Cloud is responsible for data security

Financial Summary for the Town of Pembroke

Administrative Fees Paid by Biller	
Description	Fee
Integration, Deployment and Training (Free)	
Integration, deployment, and training	\$0.00
<i>Note: Includes integration with Harris MuniSmart</i>	
Account Access Paid by Biller	
Monthly Access Fee for Branded Customer and Biller Portals -- includes UNLIMITED administrative users:	\$200.00
HelpDesk Support & Marketing (Free)	
Access to IC Help Desk and client services team and marketing support	\$0.00
Paperless Fee Paid by Biller	
*Only when a customer signs up to go paperless, saving the Town on print & mail costs	\$0.40
POS Card Reader Leasing Fee (optional)	
*First card reader provided free of charge	\$30/month per reader
Other Merchant Services Fees Paid by Biller (re-bill of customer)	
Credit Card Chargeback Fee	\$10.00
ACH Reject Fee	\$10.00

Service Fees Charged to the Payer	
Description	Fee
Electronic Payments – fee per transaction, Invoice Cloud retains service fee and deposits payment amount to Town's bank account	
Credit/Debit Card payments: Visa, Mastercard, Discover & American Express	2.95% (\$1.95 minimum)
E-Check/ACH payments	\$2.95
Pay by Phone IVR	
IVR Surcharge – Added to service fee when a payer completes a payment through the IVR system	\$0.95

InvoiceCloud™

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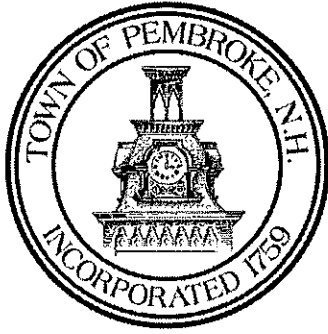
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Town of Pembroke
Department of Public Works

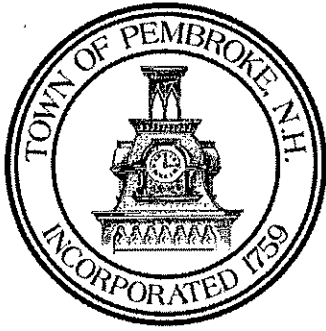
8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

To: Board of Selectmen
From: James Boisvert
CC: David Jodoin
Date: May 5, 2020
Re: Storm Water Problem at 423 Terrie Drive

There is a very bad water flow problem at the edge of the road by this resident's property. Water does not drain off but just puddles. A catch basin could be installed which would eliminate this problem.

My concern is that there are numerous problems in the area of the Donna Drive project. If you agree to fix this one you may expect other residents to join the bandwagon to get their water problems resolved. If all flow problems are addressed, the additional water would likely put a strain on our drainage system.

Thank you for taking the time to consider these issues.



Town of Pembroke

Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

May 5, 2020
May 12, 2020

VJ's Timeline Summary Terrie Drive

4/27/20 – Midway Construction working under Liberty Utilities excavated area between 433 and 431 Terrie Drive to install 2" gas line

4/28/20 (Tuesday) – Noticed catch basin at 431 Terrie Drive was backing up

4/29/20 (Wednesday) – Pumped out catch basin at 431 Terrie Drive. Tried to snake pipe from catch basin. Ran into blockage approximately 25' from the basin heading toward 433 Terrie Drive

4/30/20 (Thursday) – Borrowed camera from Sewer Department, Dig safe area in case we had to excavate, Thursday night into Friday heavy rain

5/1/20 (Friday) – Tried to camera drain line with Sewer Department camera. Camera was not functioning properly. Scheduled Eastern Pipeline Services from Bow to camera and jet line on Saturday morning (5/2)

5/2/20 (Saturday) - Got to jobsite was informed by the resident at 430 Terrie Drive that he had six inches of water in the basement. We pumped out the basins, Jim rented a pump from Aubuchons, we pumped out his basement and helped clean up. Eastern Pipeline used camera and jetted the drain line, found plug approximately 230' from end. Started excavating material where suspected plug was. After several hours found pipe separation at around 7:30 p.m., Determined that the pipe was beyond repair and needs to be replaced in that area. We put stone and plywood over the pipe and buried the hole. Had Midway Construction, also on scene, help with excavation.

5/3/20 (Sunday) – Monitored pumps, pumped out basins every 2 hours

5/4/20 (Monday) – Monitored pumps, pumped basins every 2 hours

5/5/20 (Tuesday) – Got estimates from Eastern Pipe and Advanced Excavating

5/6/20 (Wednesday) – Picked up materials to repair pipes ourselves, monitored pumps, pumped out basins every 2 hours

5/7/20 (Thursday) – Replaced 20' section of pipe, starting at the catch basin. Monitored pumps, pumped basins every 2 hours

5/8/20 (Friday) – Contracted Vac Truck from Eastern Pipe to work around High Pressure gas lines. Replaced approximately 30' section of pipe. Left scene at 9:00 P.M.

5/11/20 (Monday) – Returned and put away all tools and materials used. Water is flowing through the culvert. Still need to go back and clean up lawn when things dry out.

2020 TERRIE DRIVE COST LIST

Date	Vendor	Item	Cost
5/1/20	Aubuchon	Caution Tape	\$ 8.54
5/2/20	Blue Seal Feeds	Hay	\$ 39.96
5/2/20	Aubuchon	water pump rental	\$ 60.00
5/5/20	Aubuchon	water pump rental	\$ 60.00
5/5/20	Jordan	submersible pump	\$ 423.32
5/4/20	Eastern Pipe Services, LLC	hydro vac service	\$ 5,493.68
5/6/20	EJP	flex CPLG	\$ 135.47
5/6/20	EJP	pipe soil tite	\$ 468.00
5/6/20	Pembroke Sand & Gravel	3/8" Stone	\$ 116.10
5/6/20	Pembroke Sand & Gravel	screened sand	\$ 51.74
5/6/20	Pembroke Sand & Gravel	screened sand	\$ 51.68
5/6/20	Pembroke Sand & Gravel	crushed gravel	\$ 71.12
5/7/20	Pembroke Sand & Gravel	screened sand	\$ 48.93
5/7/20	Aubuchon	shovels & cement	\$ 77.86
5/8/20	Pembroke Sand & Gravel	screened sand	\$ 36.56
5/8/20	Pembroke Sand & Gravel	3/8" stone	\$ 73.85
5/11/20	Jordan Equipment Co.	Trench box rental	\$ 250.00
5/11/20	Eastern Pipe Services, LLC	Vactor truck,hydro excavation	\$ 2,131.24
Total to date			\$ 9,598.05

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
MAY 4, 2020 at 6:30 PM**

DRAFT

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

Staff: Town Administrator David Jodoin

I. Call to Order:

Selectman Bond called the meeting to order at 6:31 pm.

II. Citizen Comment:

None

III. Scheduled Meetings:

None

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. David explained that since the Federal State of Emergency is still in place, the Select Board is unable to process evictions so they are unable to finalize the tax deeds for this year. This will need to be postponed until May of 2021.

Tax Deed Waivers

David explained that the tax deed waivers are required every year by state law.

Selectman Goulet made a motion to approve the tax deed waivers as presented. Selectman Crockwell seconded the motion. Motion passed 5-0.

Letters to Delinquent 2017 Taxpayers

Selectman Goulet made a motion to have the Pembroke Police Department hand deliver the information on the delay of the 2017 tax deed to those who have not paid 2017 taxes. Selectman Crockwell seconded the motion. Motion passed 5-0.

Road Paving Bids

David explained that Paulette Malo and Jim Boisvert on the Roads Committee both suggested that the Select Board should move forward with the bids and get the work completed rather than wait and go back out to bid later in the year. When the bids went out for the chip seal, they included roads that ended up not being chosen to do this year. The bids were then based on the original list. The companies will still honor the contract but there will be increases or decreases due to costs of fuel and labor. The current contract has an escalating clause and a deescalating clause. Selectman Bond asked how the Town is financially safe if they approve the bid. David answered that they are ok but it will largely depend on if the School District revises the appropriations schedule and how much revenue comes in from the first half tax bills. There have been some unexpected expenses due to the gas company working on the Donna Drive neighborhood where some catch basins have collapsed. Liberty Utilities and Tennessee Gas Company are both trying to determine which company caused the collapse and where the gas lines are. Jim Boisvert is working to figure out what that may cost. They will hopefully have numbers for the next Roads Committee meeting.

Selectman Yeaton asked when they should expect to have an idea on the extent of financial impacts. David answered that mortgage companies typically pay the week of the due date so it would likely be at the end of June. Selectman Yeaton asked what would happen if they waited until then to make the decision. David answered that they would be out of the 30-day window to make the decision and the companies may be busy with other work.

Selectman Bean made a motion to table awarding the bids until the May 18th meeting. Selectman Yeaton seconded the motion. Motion passes 5-0

ATV Issues

The Chief of Police was able to get the State of New Hampshire to issue a temporary parking ban on Buck Street along both sides of the roadway starting 550 feet east of Sixth Range Road and running westerly approximately 1,100 feet to a distance of 550 feet west of Sixth Range Road. The regulation is to remain in effect until the State of Emergency has been lifted.

Chief Dwayne Gilman called into the meeting and stated that once the Executive Order for the State of Emergency is over, they have to then remove all the signs. The paper signs that have been put up have been continuously ripped off and thrown into a nearby swamp on private property. They have written 30-40 parking tickets from that one area on Buck Street in the past two weeks. The people who would generally park there, are parking in other areas whether it is legal or not. The Police Department has had around 60-75 interactions with people over the last week and half which is triple/quadruple the normal amount.

Meadowlark Lane

The road was surveyed in the past. The plan is to walk to property with Jim Boisvert and see if there is the ability to put in a hammer head at the end. Selectmen Yeaton shared that when she went to Meadowlark and spoke with one of the residents, it was suggested that the trash truck pick up the carts at the end of the road so it does not have to back up the road since the mailboxes are already down there. Selectman Bond asked if they have been receiving complaints from the residents. David answered that the Police Department as well as Town Hall have received complaints that the trash carts were being placed in front of one home which makes it difficult for them to access their property. There is also an issue of people turning around on private property. Selectman Bean asked if this has been a constant problem. David answered that they have just recently been receiving complaints. Selectmen Yeaton explained that one homeowner has several cars they park along their property. The trash carts are being placed where those cars need to park and causing a problem. David stated he would walk to road with Public Works to see if there any solutions they can come to.

Borough Road Speed

The Selectmen reviewed a video of the Police Chief driving the area of Borough Road that a letter was received by the Selectman regarding concerns for safety due to a blind driveway and speed. The resident has difficulty safely pulling out of his driveway due to vehicles traveling at a speed on the road and his driveway being hidden as traffic crests on the hill. The Chief feels the complaints are valid and constitute additional speed limit signs in both directions and a blind driveway sign.

Selectman Goulet made a motion authorize the Police Department to proceed with the items listed on the memo to the Selectmen dated May 4, 2020 with the exception of item 4. Selectman Yeaton seconded the motion. Motion passed 5-0.

V. New Business:

Proposed Changes to Chapter 165 Financial Policies

David explained that if the fund balance dipped below 10% they would need to come up with a plan to get it back to a minimum of 10% and if the fund balance is greater than 20%, the funds could be used to offset the tax rate or can be used for special warrant articles. Selectman Yeaton asked where they would get the money if they are not at the 10% threshold. David answered they would need to look at cuts or restricting items from being purchased. Fund balances are built up by unspent appropriations or unanticipated revenues. The threshold percentage is based on the operational budget.

Selectman Bond asked when they should have a public hearing. David answered that they can discuss that further after Town Hall has been cleared to open because they cannot have any public hearings at the moment. It likely would be mid-late summer.

Supervisors of the Checklist

Selectman Yeaton stated that in March she was removed from the Supervisors of the Checklist when she became a Selectman which left one supervisor in place. There has to be two or more Supervisors present in order to make any changes to the checklist and there is also a mandatory session coming up June 2nd which is the last day that residents can change their party affiliation. They will need to work with the new Town Moderator Tom Serafin to get someone appointed. David shared that there is also an open spot on the Budget Committee that will need to be filled.

Selectman Bean made a motion to appoint Paul Gagnon as the Emergency Management Director, Rosemarie Michaud to the Capital Improvement Committee, Daniel Chase to the Cemetery Commission, Fleda Young to the Cemetery Commission, Amy Heiser to the Conservation Commission, Ayn Whytmare to the Conservation Commission, Robert Samson to the Energy Commission, Pentti Aalto to the Energy Commission, Rose Galligan to the Recreation Commission, Jacob Dandy to the Recreation Commission, Jason Menard to the Roads Committee, Dana Carlucci to the Zoning Board of Adjustment, and Robert Bourque to the Zoning Board of Adjustment. Selectman Crockwell seconded the motion. Motion passed 5-0.

Manifests/Abatements

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

Minutes 4/20/20

Selectman Crockwell made a motion to approve the minutes of April 20, 2020 as presented. Selectman Yeaton seconded the motion. Motion passed 4-0. Selectman Goulet abstained

Minutes 4/21/20

Selectman Yeaton made a motion to approve the minutes of April 21, 2020 as presented. Selectman Crockwell seconded the motion. Motion passed 5-0.

VI. Town Administrator Report:

David explained that the Governor announced there would be funding available under the CARES Act for COVID-19 related expenses. This funding could not be used to offset any loss of revenue.

The window glass will be delivered by the 20th for the Tax Collector side of the offices. As of now, the opening of Town Hall is contingent upon the Governor's orders but the planned opening date is June 1st. When Town Hall opens, the Tax

Collectors office will be open but the Town Clerk's door will be closed and locked and the door leading to the rest of Town Hall will closed and locked. Payments can be left in the lockbox on the outside of the building by the doors and receipts can be mailed after payments are processed. Tax bills will go out the end of May. If people need to see the Town Clerk, they can make appointments. Planning, Zoning, Assessing, Building, and Welfare offices are all closed through June. However, appointments can be made to drop off any paperwork with them as well.

Right now, Memorial Field is closed. They put out a questionnaire to the parents who send their kids to the camps to see if they will still be sending them. They are waiting for the results. Rose has concerns for stringent cleaning practices that need to be adhered to for the playground equipment as well as the pavilion. They will not be sending the kids on any field trips. David reached out to the people who put on the annual Regatta to see what their plans are. They are waiting to see what the Selectmen would like them to do. They are concerned for missing deadlines for permit but David said they have the ability to wait and see since it is not until October. Old Home Day Committee has made the recommendation to cancel Old Home Day. Selectman Bond asked when they would typically open Memorial Field. David answered in April depending on wetness of fields. The park will remain closed and the Board will need to make decisions in the near future on opening and if the Recreation Camp will run this year.

Selectman Bond asked what is happening with the Planning Board public hearings being postponed. David answered San-Ken Homes will be joining a meeting virtually at the end of May. Zoning Board is going to try out the platform first on May 11th.

Selectman Goulet made a motion to authorize the Chairman to sign the bank account registration distribution form for the Trustee of Trust Funds. Selectman Yeaton seconded the motion. Motion passed 5-0.

Selectman Bond asked if David had received any responses to the questions they had submitted to the School District. David answered that Patty Sherman sent a spreadsheet of enrollments in response to one of the questions but the other questions would need to be discussed with the School Board. They are working on a new schedule for the monthly appropriations from the Town. Selectman Yeaton stated she had some correspondence with the Vice-Chair Gerry Fleury of the Budget Committee following the meeting they had with the School Board and he had some concerns that tax payers may be in for a large shock when the fall tax bills go out. Gerry feels that tax payers should be alerted to this no later than mid-summer so they have some time to plan ahead. Selectman Yeaton responded agreeing there should be a joint communication to taxpayers and asked if the Budget Committee would be willing to meet with the Selectmen to put something together. Gerry answered that he would be open to doing that. Selectman Bond proposed meeting with the Selectmen, Budget Committee, and the School District. David shared that he had received some feedback from the Budget Committee members that they would not

be comfortable meeting until things have calmed down. Selectman Bond suggested using the School District's Webex virtual meeting software. The School Board is meeting tomorrow at 6:30pm and Selectman Bond will bring it up the them.

Selectman Yeaton shared communication from New Hampshire Municipal Associations that an emergency order has been proposed that allows towns to rescind appropriations without a special town meeting. David answered that there is still more clarification that needs to happen regarding that order. Today, the Governor also stated that any full-time or part-time Police Officers, EMS Workers, and Fire Fighters will be receiving stipends. David sent questions back to NHMA regarding the stipends. Both emergency orders are on their to do list to provide further clarification.

VII. Committee Reports:

Selectman Bean – None.

Selectman Bond – None.

Selectman Crockwell – None.

Selectman Yeaton – None.

Selectman Goulet – None.

VIII. Other/Citizen Comment:

None.

IX. Non-Public Session

Motion by Selectman Goulet to enter non-public session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee. Seconded by Selectman Crockwell at 8:21pm.

Roll Call Vote:

Chairman Bond	Yes
Selectman Goulet	Yes
Selectman Yeaton	Yes
Selectman Bean	Yes
Selectman Crockwell	Yes

The Board came out of non-public session at 8:44PM

X. Adjourn:

Motion by Selectman Goulet, seconded by Selectmen Crockwell to adjourn at 8:44 PM. Motion Passes 5-0.

Ann Bond, Chairman

For more detailed information, the meetings are now taped and can be seen on www.townhallstreams.com click on Pembroke NH and look for the day of the meeting under the month.

SUNCOOK VALLEY ROD & GUN CLUB
348 Academy Rd.
Pembroke, NH 03275

RECEIVED
MAY 14 2020
TOWN OF
PEMBROKE, NH

May 5, 2020

Re: Suncook Valley Rod & Gun Club – Fishing Derbies

Dear Sponsor,

It is with great disappointment that we make this announcement. Due to COVID-19 the Suncook Valley Rod & Gun Club will not be holding our annual kids or senior fishing derbies. We thank you for your past and future support and hope that you and your families stay healthy during these difficult times.

Sincerely,

Ray Brooks, Chairman
Richard Berube, Co-Chairman