

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

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

Staff: Town Administrator David Jodoin

Excused: Selectmen Mike Crockwell

I. Call to Order:

Selectman Bond called the meeting to order at 6:35 pm.

II. Citizen Comment:

April Villani, Pembroke Hill Road, stated that she appreciated the invitation from the Selectmen to have an open dialogue regarding the current situation surrounding COVID-19. April made it known that although the Select Board had received a letter from the Chair of the School Board that stated it was being sent on behalf of the School Board, it was not in fact on behalf of the School Board because they have not met to respond to the invitation.

David read an email from Andy Camidge, Chair School Board, stating that the School Board has not met to discuss the invitation and his statement came only from himself. As a follow up to the first email, Andy would like them to know that the School Board has every intention of meeting with the Select Board. The School Board will be meeting remotely April 21, 2020. Andy would like to add one person to the agenda to speak on behalf of the Select Board. Andy has reluctance to meet in person per the Governor's orders. Patty Sherman has indicated that there will be approximately \$500,000 in surplus at the end of the school year to return to the tax payers. Patty has asked administrators to freeze the budget of anything that is non-essential.

David read an email from Patty Sherman to Andy Camidge that was attached to Andy's email to David. Patty stated that Amber has finished budget projections for 2020. At this point, the projections do not include any adjustments due to remote learning. They are projecting a surplus in fund one of \$380,000 and a revenue surplus of \$117,000. It is still too early to know the full impact the shutdown will have on the budget.

Selectman Yeaton clarified that the tax rate that will be set in December and any surplus at the end of July will have no impact on that tax rate. David clarified that

any surplus from the 19/20 school year can be used to offset the tax rate for the December tax bills.

Selectman Bean and Yeaton expressed frustrations that the School Board does not want to meet in person and the preference to have one representative ask questions at the meeting. They feel this should be a discussion between the two boards to come to a decision on what is best for the tax payers and Town of Pembroke.

David stated that he has written to the President of the New Hampshire Municipal Association asking them to request that the Governor relax the requirements of RSA 31:5 to give the authority to the local boards with a public hearing to go back and look at warrant articles and possibly dissolve certain articles. Warrant articles need to be funded in December and the town could skip the capital reserve payments in warrant article 4 which would save \$462,000. It is on the agenda for NHMA to discuss this week. Selectman Bond asked if that would carry over to the School. David answered that it would be for any entity.

David shared that the Governor wants to relax the interest requirements on late taxes. The concern is that mortgage companies will not pay on time. This could become a problem with the required school appropriations if tax payments are pushed back. This could put the town in the position of needing to borrow from a bank in order to meet its obligations, I am sure the banks will not waive the interest. There will be a clearer picture of the Town's cash flow by the end of July.

April Villani stated that the School Board received notice today that they will be using Cisco Webex for the meeting on April 21st at 6:30. The School Board and The Selectmen will notice the meeting.

III. Scheduled Meetings:

Patricia Caruso – Rolling Thunder

Tabled until further notice.

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 with the Governor's order, they may not be able to tax deed properties this year. Next year, the individuals on this list will have two years to catch up on. If that happens, the Town should send out letters to everyone on the list about making payments to get caught up.

V. New Business:

Sign State MS-232 Forms

Selectman Goulet made a motion to sign the 2020 State MS-232 Form. Selectman Bond seconded the motion. Motion passed 4-0.

Review Public Director Job Posting

Selectman Goulet asked if the job description for the New Public Works Director is the same one from when Jim Boisvert was hired. David stated he could not find the one Jim was hired with so he had to create a new one using various resources.

Selectman Yeaton asked if the employees of the transfer station are a part of the nine employees this position is responsible for. David answered that they are. The transfer station employees do multiple jobs throughout town such as snow removal, trash removal, and summer labor. Selectman Yeaton asked if managing the transfer station should be added to the description. David stated that because there is a landfill, the town has to go through post closure statements with NHDES so there is a company that comes in and does the testing and another company who does the reports and submits them to the State of New Hampshire. It does not cycle through Public Works. Selectman Bond asked if the MS-4 Storm water Permitting Process should be mentioned in the description. David answered that it is part of the overall position and not a separate duty.

Selectman Bean asked when he plans to post the job. David stated that he would post it to NHMA and other free websites and then also post it to the town website as soon as it is approved.

Selectman Bond asked if they have a target date of hire. David answered that applications will be accepted until the position is filled.

Selectman Yeaton asked what the interview process is for this position. David answered that he will go through the applications and then bring the applications to the Board for questions. The interviews will be done during a non-public session of the Select Board.

Selectman Bean asked if the Public Works Director is part of the union. David answered that it is not.

Discuss Current State of Affairs

Before David can give a complete picture of how the Town will fair financially during the pandemic, he will need to see what the impact on motor vehicle registration trends will be by June/July and what the Governor will say about the impact on any state funds going to cities, towns, and schools.

Selectman Yeaton asked if they could reach out to Executive Councilor Ted Gatsas for answers to the question on state funding. David said he may have answers and will reach out.

Selectman Yeaton asked if David could create a report listing expenses incurred related to Covid-19 that they are able to seek reimbursement for from the federal government. David stated that he can put something together but think right now the town likely has between \$300-400 in related expenses. The biggest impacts will be for Police, Fire, and Ambulance. Chief Paulsen stated that Fire has not had any expenses thus.

Manifests/Abatements

Selectman Goulet made a motion to approve the manifests and abatements as presented. Selectman Bean seconded the motion. Motion passed 4-0.

David explained that there was a parcel of land purchased by the Conservation Commission on Center Hill. The land was once a master parcel and Conservation bought a portion of the land. Normally at closing, it is prorated in regards to how much each entity will pay for taxes. It wasn't prorated so the owners filed an abatement seeking reimbursement for taxes paid on land the Conservation Commission now owns in the amount \$3,599. Conservation paid \$180,000 for the land and the assessors calculated the amount owed back at a value of \$152,000. Selectman Bean asked if the Commission has a forced measure program. David answered that they had a natural resource study a few years ago and they actively monitor all their sites. Selectman Yeaton clarified that the property was sold last May and they still paid taxes on the whole parcel. David clarified that it was a master parcel and the owner went to the Planning Board to be approved for the subdivision and was approved and then the parcels of land were sold. The issue is that the property does not legally become subdivided for tax purposes until the following year. That happened on April 1st so now he wants a refund on the land the Conservation Committee owns. Before he paid taxes, he called town hall and was advised to pay the taxes and ask for an abatement once it was legally subdivided. Selectman Bean suggested having the Conservation Commission pay the rebate. Selectman Goulet asked if there have been any other instances that this has happened. David answered that this is first time he has aware of that this has happened. This is different because it was subdivided by the Planning Board but not a legal lot until April 1st of this year. Had they legally recorded it March 30th rather than April 1st, the Selectman would have abated the taxes. The tax year goes from April 1st – March 31st. Selectman Yeaton stated that it should have been addressed in the closing and the Conservation Commission should be responsible for this bill.

Minutes 3/16/20

Selectman Bean made a motion to approve the minutes of March 16, 2020 as amended. Selectman Bond seconded the motion. Motion passed 4-0.

Non-Public Minutes 3/16/20

No Vote Taken

Minutes 3/30/20

No Vote Taken

VI. Town Administrator Report:

David shared information on SB2. It would need to be an article on the warrant and it would go into effect for the following year. Selectman Yeaton clarified that residents would still be able to amend warrant articles at the first meeting. David stated that they can and if, for instance, a warrant article was amended down to zero dollars, it could be confusing on the ballot since there will not be the opportunity for residents to ask questions. There can also be confusion with articles for bonding where if an article is passed for \$1,000,000 and only \$800,000 is spent, after five years the town then has to put up an article to rescind the remaining \$200,000 and that can be confusing. Selectman Bond stated that a positive to SB2 is that it gives everyone the ability to go in and vote on Tuesday rather than having to sit through town meeting.

The DPW will be doing Spring Cleanup April 20th -May 1st. The schedule is on the website. The Street Sweeper will still come on May 4th as it is a contracted obligation.

David stated that the lien for delinquent 2019 taxes has been recorded.

David explained that RSA 198:5 Assessment states; The selectmen of the town, in their next annual assessment, shall assess upon the taxable property of the district a sum sufficient to meet the obligations above enumerated, with such alterations thereof as may be voted by the district, and shall pay the same over to the district treasurer as the school board shall require for the maintenance of schools. Selectman Bond asked what would happen if payments were unable to be made. David answered that is covered under RSA 198:7 which states; if the selectmen neglect to assess, assign or pay over the school money as aforesaid they shall pay for each neglect a sum equal to that so neglected to be assessed, assigned or paid over, to be recovered by action of debt, in the name and for the use of the district by the school board. Selectman Bond asked if there is an issue collecting revenue in the form of taxes or motor vehicle, could the town be in the position of shutting down departments to meet the School District obligation. David stated they would have to make cuts but it also depends on how long the pandemic continues on and how bad the revenues are being affected

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VII. Committee Reports:

Selectman Bean – None.

Selectman Bond – Planning will try and do a remote meeting. April Villani asked which options allow a telephone call in for residents that do not have a computer. The program that the Town is looking at is a program called Log me In. This program is a call in feature because it cannot be guaranteed that the members of the Planning Board have computers. The packet will be available for download on the website. Expenses related to the phone in system would be submitted for reimbursements for COVID-19.

Selectman Goulet – None.

Selectman Crockwell – None.

Selectman Yeaton – Roads Committee will be meeting tomorrow.

VIII. Other/Citizen Comment:

None.

IX. Non-Public Session

None.

X. Adjourn:

Motion by Selectman Goulet, seconded by Selectmen Yeaton to adjourn at 8:08 PM.
Motion Passes 4-0.

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.