

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
APRIL 20, 2020 at 6:30 PM**

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

Staff: Town Administrator David Jodoin

Excused: Selectmen Sandy Goulet

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.

V. New Business:

Road Paving Bids 2020

Selectman Yeaton explained that the Roads Committee received three bids for paving and repairing portions of Dudley Hill Road, North Pembroke Road, and Ryan Drive. They had hoped to work on Exchange Street and Front Street; however, the cost came in at around \$40,000 and after some discussion, the Committee decided to put those projects on hold. The Roads Committee is recommending awarding the bid to All States Asphalt, Inc for the double chip seal on Ryan Drive and a portion of North Pembroke Road and to award the annual paving contract to GMI Asphalt, LLC for paving North Pembroke Road and shim Dudley Hill Road.

David stated that he received a letter from All States Asphalt explaining that with the uncertainty of tax revenues due to COVID-19, they are offering extended payment terms beyond the usual 30 days.

Selectman Yeaton asked if they gave an extension on how long the bid is good for. David stated that GMI said they would hold the cost per ton quoted price but there is an escalation clause for the cost of fuel. Selectman Yeaton shared concerns for putting off making the decision as to whether or not they will do the projects because other towns are likely doing the same thing and it could lead to a back log that makes projects takes longer and cost more.

Selectman Yeaton explained that the Roads Committee has concerns of the condition on Dudley Hill breaking a plow this winter because it has deteriorated so much They do not feel they can wait to do North Pembroke Road or Ryan Drive either.

Selectman Crockwell shared concerns for not having the cash flow to pay for the paving by the end of the summer.

David suggested holding off until then next meeting to make a decision. The Selectmen are meeting with the School Board on April 21st and they will have a better idea of how the Town may fair financially in the coming month.

Selectmen Bean asked if we could talk to the companies to see if they are willing to hold their bids or potentially lower their bids between now.

David explained that you couldn't do that since you already did a sealed bid, and if that was the case that you would need to re-bid.

Selectman Crockwell made a motion to table awarding the contracts until the May 4th Selectmen's meeting. Selectman Yeaton seconded the motion. Motion passed 4-0.

Manifests/Abatements

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

Minutes 3/30/20

Selectman Bean made a motion to approve the minutes of March 30, 2020 as amended. Selectman Yeaton seconded the motion. Motion passed 4-0.

Non-Public Minutes 3/16/20

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

Minutes 4/6/20

Selectman Bean made a motion to approve the minutes of April 6, 2020 as amended. Selectman Yeaton seconded the motion. Motion passed 3-0. Selectman Crockwell abstained

VI. Town Administrator Report:

The annual State Auction auction has been postponed.

David received a letter that there will be an emergency dig by the Tennessee Gas Pipeline who find it necessary to excavate within the existing right of way for maintenance on May 18-July 31, 2020 all located within their easement on Pleasant Street in Pembroke. Selectman Bean made a motion to authorize the Town Administrator to sign the emergency order granting Tennessee Gas Pipeline access. Selectman Yeaton seconded the motion. Motion passed 4-0.

Construction for the tempered plate glass barrier walls for the Tax Collector and Town Clerk are being scheduled.. The Town Hall is scheduled to re-open on May 4th. The Governor at this point has not extended the stay at home order. David recommends not re-opening until the walls have been installed. There are also concerns that there is currently no way to keep people coming into the office and maintaining a 6-foot distance especially during a busy time when people are trying to pay their tax bills. Selectman Bean asked when tax bills are going out. David answered end of May and due first week of July. Selectman Crockwell suggested opening Town Hall following the Governor's guidelines and potentially asking residents to make appointments to pay their taxes. David suggested adding a sign to the door asking no more than three people in the building at a time. Selectman Bond asked if the employees at town hall sit 6 feet apart. David stated that everyone is 6 feet apart. They made need to come up with something for Muriel (Welfare Officer) who does not have a way to meet with residents and maintain the safe distance. The Board decided to monitor the Governor's decision and make a decision at the next meeting.

North Pembroke Road Bridge is going out to bid end of April/beginning of May with construction to start late summer or fall. The project estimate for the Town is currently \$435,000. The money has been encumbered from prior years.

Chief of Police is monitoring ATV use on the Range Roads. Normal ATV trails do not open until the end of May so people are looking for non-approved trails to ride on. He will come to the Board with comments and concerns at the next meeting. There major concerns are for parking along the openings of Range Roads, driving an unauthorized vehicle on the roads, dumping trash, and riding on private property.

David received an email concerns for speed and safety on Borough Road. David will forward the email to the Police Department.

The Board discussed issues on Meadowlark Lane which his located across from the high school. There are on-going neighborly disputes regarding vehicles turning around on private property and concerns for the trash truck having to back up the road making residents move their trash carts to one side which end up on other resident's properties. A survey was located for the street and the Board will discuss this further at the next meeting.

The Board is meeting with the School District via conference call on April 21, 2020 at 6:30. Selectman Bond is both Chair of the Select Board and on the School Board Therefore, Selectman Yeaton will Chair the meeting for the Selectmen. The portion meeting involving the Selectmen will be recorded and available on Town Hall Streams.

Selectman Yeaton asked if the LogMeIn license is available to the rest of the Town. David stated that different Boards can use it and residents can call in to it. There was a yearly \$1,600 cost and there will be an \$0.08/minute charge for each call. These will be added to the costs that are associated with COVID-19 and we will seek reimbursement.

Selectman Yeaton asked what the foundation settlement survey was. David answered that every year the public works building gets monitored for movement because it is built on a landfill. The landfill itself is also monitored.

VII. Committee Reports:

Selectman Bean – None.

Selectman Bond – Planning went over the remaining, existing, and future land use section of the master plan. Selectman Yeaton asked if they are discussing Range Roads. Selectman Bond stated they are reviewing the surveys they have from residents on the Range Roads. The master plan will state that residents would like the range roads to remain for recreation. Selectman Crockwell shared that the Conservation Commission has discussed trying to have the roads shut down to all wheeled vehicles in the past. San-Ken will be back in next week.

Selectman Crockwell – None.

Selectman Yeaton –

VIII. Other/Citizen Comment:

None.

IX. Non-Public Session

None.

X. Adjourn:

Motion by Selectman Bean, seconded by Selectmen Yeaton to adjourn at 7:41 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.