

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

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. They 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.