

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
MAY 18, 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 6:32 pm.

II. Citizen Comment:

None

III. Motion by Selectman Crockwell 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 Yeaton at 6:33 pm.

Roll Call Vote:

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

The Board came out of non-public session at 6:58 PM

IV. Scheduled Meetings:

Acceptance of Cares Act Funding in accordance with RSA 21-P:43

Selectman Goulet made a motion to accept the CARES Act funding through the GOFERR Program for a maximum of \$167,944 in accordance with RSA 21-P:43 and to authorize the Town Administrator to sign all the necessary documents. Selectman Bean seconded the motion. Motion passed 5-0.

Acceptance of First Responder Stipends in accordance with RSA 21-P:43

Selectman Goulet made a motion to accept the First Responder Stipends for a maximum of \$60,000 in accordance with RSA 21-P:43 and to authorize the Town

Department Heads to sign all the necessary documents. Selectman Crockwell seconded the motion. Motion passed 5-0.

Acceptance of Medicare Funds through the Federal Government in accordance with RSA 21-P:43

Selectman Goulet made a motion to accept the Medicare Funds through the Federal Government HHS Program in the amount of \$14,113.43 in accordance with RSA 21-P:43 and to authorize the transfer of the funds to the Ambulance Fund. Selectman Crockwell seconded the motion. Motion passed 5-0.

V. Old Business:

Road Paving Bids

Road paving bids was tabled at the last meeting pending an update on the revenue outlook for the town. David explained that the Town received \$19,600 more in motor vehicle permits in January 2020 over the prior year. In February, the Town saw a decrease of \$13,738.83 and a decrease of \$28,916 in March. The month of April was better with a loss of only \$2,081.50 over the prior year. Overall, revenue from motor vehicle permits is \$25,127.33 less than last year. The Town Clerk stated that he is seeing an uptick in registrations likely due to all of the financing deals being offered.

The interest income earned on the bank accounts has dropped drastically as interest rates have dropped. The Town has currently lost around \$4,000 in the month of March. There will also be an expected reduction in the rooms and meals tax given back to the Town from the State. Right now, none of the COVID grants will offer any offsets to lost revenue.

There was an emergency drainage system collapse that happened in December at the Littlefield Condominiums. The work was completed in January at a cost of approximately \$33,000. There is another issue that just came up on Terrie Drive that will bring unexpected drainage costs up another \$11,000 for a total of \$41,000. Jim Boisvert is working with the gas company to try and get some reimbursements on the Terrie Drive project.

As for the road paving bids, there is less than \$300,000 in the paving budget. David recommends doing a portion of the paving projects this year. Anything pushed back this year will need to be picked up next year. The bids are for paving on North Pembroke Road and Shim on Dudley Hill Road for \$160,000. There was also a mile of North Pembroke Road chip seal bid for \$80,022. The overlay would also need to be done at an additional cost. There was a double chip seal bid for Ryan Drive in the amount of \$19,468. David explained that the companies would hold their bids a little bit longer.

Selectman Bean made a motion to table awarding the paving bids until the June 1st meeting. Selectman Crockwell seconded the motion. Motion passed 5-0

ATV Issues

Selectman Goulet stated that 24 of the 27 State trail systems will not open on the typical Memorial Day opening. The Selectmen have received complaints about people parking illegally and blocking driveways in order to access the Range Roads. Selectman Yeaton asked if this has been an ongoing issue or is the current level of usage tied to the current state of affairs. David answered that it has been a growing issue but is exacerbated by the current situation. Selectman Yeaton asked what the specific concerns are that the Selectman are trying to solve. David answered the roads are being torn up, people are going on private property, noise complaints, and there is a lot of trash being left behind. Fish & Game have come to a previous meeting and said they do not have the ability to monitor the trails. There are concerns that if the Range Roads are closed to motorized vehicles, it will close the roads in the winter to snowmobiles. Snowmobiles are not destroying the roads and there are no noise complaints because windows are closed. Selectman Crockwell explained that land owners who gave permission to the snowmobile clubs have been taking away their permissions because atv's are using the trails and ripping up land. Conservation Commission is concerned for the damage to the trails by the larger UTVs.

Meadowlark Lane

A resident of the road sent an email to the board trying to understand why they are spending so much time discussing the road when there doesn't seem to be a large issue. David and Public Works went down and looked at the road and talked to residents and they agreed to not put trash carts anywhere that will block anyone's property. After walking the road, they realized they would not be able to have a big enough area to turn the trash truck around at the end. It will continue to back up the road and pick the carts up on one side. Selectman Bond asked if they discussed putting something into the Town Code or deed that if the homeowner sells her property at the end of the road that they would still be able to push the snow onto it. David answered that right now she does not intend to sell and there is no issue putting snow on that property. David is going to talk to another resident and see if there is a possibility of some land being given to the town or language documented for the turning of Town vehicles on private property.

VI. New Business:

Motor Vehicle Revenue

Motor Vehicle Revenues were discussed earlier in the meeting.

Discussion of Credit Cards for Tax Software

David explained that right now residents can pay by credit card at the Town Clerk's desk but not at the Tax Collectors. Two different software's are used. Right now, if someone registers a car with a credit card, they pay a fee that goes directly to the vendor. The same thing would happen with the tax software, but there are additional charges that the Town would incur for monthly fees and software conversions, etc. It could be costly to the residents who use it but also to the community as a whole since there is a monthly fee of \$200. David thinks the majority of people who would use the service would be people who are facing a lien or a deeding. Selectman Yeaton asked if there has been a demand for this service. Selectman Bond said she has had one person ask and David said that there have been a few over the years. The Selectman do not feel there is enough demand to warrant implementing credit card payments for the tax software.

Storm Water Issues

Selectman Bond asked if there are more culverts on Nadine that need to be replaced. David answered that in reality, they will need to look at repairs for the whole project. Selectman Bond asked if they are looking at Bow Lane. David said he is unsure if the Water Department is looking at those specific ones right now.

Terrie Drive

Jim Boisvert is working to get between \$8-9,000 in reimbursements from the gas company for a collapsed drain from Liberty Utility. It will be enough to cover equipment costs but not the labor.

Manifests/Abatements

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

Minutes 5/4/20

Selectman Goulet made a motion to approve the minutes of April 20, 2020 as presented. Selectman Crockwell seconded the motion. Motion passed 5-0.

None Public Minutes 5/4/20, 5/11/20, and 5/12/20

Selectman Goulet made a motion to approve the non-public minutes of May 4, 2020, May 11, 2020, and May 12, 2020 as presented. Selectman Bean seconded the motion. Motion passed 5-0.

VII. Town Administrator Report:

The Suncook Valley Rod and Gun Club fishing derby will be cancelled for the year.

The annual Regatta is still planning on holding their annual event in the fall. The Board should discuss this in more detail. This draws a large crowd from all over New England.

David discussed the opening of Memorial Field with the Board. David explained that the summer rec camp that is run out of Memorial Field is waiting to make a decision on whether or not they hold the camp until Memorial Field is opened.

The recreation Commission has concerns for rainy days since the Village School is no longer owned by the school district and how they would implement social distancing guidelines. There is also concerns for sanitation of the playground equipment and the pavilion.

Camp Personnel have discussed having smaller groups and not doing field trips. The camp is liked and used by a lot of residents looking for a daily camp for their kids during the week.

Selectman Yeaton suggested allowing the camp directors to make decisions for how the camp is run and if the camp is run.

Selectman Bond shared concerns for liability if someone was to contract COVID while at the field.

Selectman Crockwell suggested opening the park for town residents only.

Selectman Bond asked what Primex thought about opening the parks. David answered that Primex feels it a local decision.

Selectman Goulet expressed support for keeping the park closed and not allowing the summer program to operate this summer.

Selectman Crockwell expressed concerns for the restrooms at the field not being allowed to open.

Selectman Yeaton supports opening the park barring any regulations from State or Federal Government.

The Board decided to keep the park closed for now and they will revisit at every meeting. David will ask Rose and Sarah to come in discuss any potential plans they would have for the summer rec program.

David would like to get a sign to put up on the walkway explaining how Town Hall will function operationally for the month of June. There is also a letter going out with the tax bills.

VIII. Committee Reports:

Selectman Bean – None.

Selectman Bond – The Planning Board is meeting with San-Ken on May 26th

Selectman Crockwell – None.

Selectman Yeaton – Roads Committee is waiting on the Selectmen to make a decision on the road paving bids before they make any further decisions. They discussed the culvert repair strategy specifically on Buck Street. They try to schedule culvert repairs a year before a road would be paved. They discussed Terrie Drive and the gas line issues.

Selectman Goulet – None.

IX. Other/Citizen Comment:

None.

X. Non-Public Session

Motion by Selectman Crockwell 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 Yeaton at 8:30pm.

Roll Call Vote:

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

The Board came out of non-public session at 9:04 PM

XI. Adjourn:

Motion by Selectman Goulet, seconded by Selectmen Yeaton to adjourn at 9:05 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 click on Pembroke NH and look for the day of the meeting under the month.