

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
JULY 6, 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:

Supervisor of the Checklist

Selectman Yeaton shared that there are two open positions on the Supervisors of Checklist. There is a 4-8 hours a monthly time commitment and 6-8 hours prep for an election. It is a twelve-hour day on election day and there is an estimated 20 hours of work to be done post-election. Based on two elections a year, the position will likely have a time commitment of 120 hours per year. The position currently receives a \$125 stipend on election day. David suggested paying an hourly rate for the data entry portion of the responsibility. At \$8/hour that is approximated \$960/year. There is a required full day training day for the Supervisor of the Checklist and they would need to be sworn in.

Selectman Bean asked if Ballot Clerks are paid on election day. David answered that they are paid \$80/day plus meals and work for 16 hours.

The Trustee of Trust Funds is also in need of two people. They are in charge of approving the transfer requests to and from the trust funds from either the town or school. They meet only when there is a need to meet. The financial statements come from TD Bank and will need to be reconciled.

Governors Emergency Order #56 – Budgets

David reached out to the New Hampshire Department of Revenue Administration (DRA) asking if the Board decided to make revisions, what the process would be. They responded that if they did decide to make any reductions, they would need to send a letter to DRA explaining what the changes were and they would make the changes on the MS-232. The Board can vote not to add to any of the capital reserve funds approved at town meeting. The information would need to be sent to the auditor and DRA would disallow the affected articles. The Governor has reinforced that he will not cut from the aid to the municipalities to balance the state budget. The School District cut their appropriation requests for the beginning of the fiscal year but it will need to be made up during the second half of the year. The School District is will be giving excess revenue back to the town for tax relief which is currently around \$500,000. Motor Vehicle collections are still down approximately \$27,000 and the town is not earning much interest income on the accounts since interests have dropped drastically. Whatever portion of the development at Pembroke Pines was completed by April 1st, will go on the tax rolls for the November tax bills.

Next year, the Town will need to purchase a new trash truck. Without the transfer to the capital reserves, they will not have enough money for the purchase. Not fulfilling the warrant article for the funding to the capital reserves would reduce the tax rate by \$0.38. Selectman Bond asked if they could vote to not fund a warrant article in a regular meeting. David answered that it would be a noticed public meeting. Selectman Yeaton clarified that if they did fund every warrant article that was approved at town meeting plus the budget, the tax payers would need to make up the lost revenue meaning the tax rate would increase. David answered yes, however, they have the ability to use more of the towns fund balance to offset the loss of revenue. Selectman Yeaton suggested not taking surplus into account and adjusting the approved budget relative to the amount of revenue lost. David explained that based on the lost income from the motor vehicle registrations and the interest income on the accounts, they would likely be looking at \$100,000 to cut from expenditures.

Selectman Bean asked if the Town has looked at going out to bid for trash pick-up. David answered that they did years ago and it was more expensive to privatize than to run their own trash truck. The Solid Waste Committee will be meeting soon to go over options. The current contract expires in 2022.

Selectman Bean asked how leasing a police cruiser versus buying a new one would work. David answered that they would need to get the authority to enter in a lease-purchase agreement at town meeting so they would not be able to do that this year. There is a fixed payment due every year and at the end they get the option to purchase the vehicle for \$1.00. Selectman Yeaton how that works with the delay in receiving the cars. Selectman Crockwell explained that when a car is leased, it will likely take longer than when it is purchased outright.

David would like to wait until after the audit to make any final decisions due to the closing on the TIF district last year which put \$1.6M into the town accounts.

The Chief of Police emailed David to explain that the two cars they are looking to replace have 115k to 125k miles on them and that is not including idling hours. They are no longer eligible for any warranty. He is requesting the Board approve the purchase of two cars that were ordered for January of 2021. Estimated delivery is August-November. If they go through with the order this year, they will not request a new car next year. The trust fund currently only has enough funds for one.

After some further discussion, the Selectman agree that they should fund all the warrant articles and proceed with the budget as approved because they have the extra money in surplus that will be able to be used to stabilize the tax rate.

Selectman Bean asked if there is anyway to grate the road in Memorial Field as it leads down to the point because residents are driving on the grass to go around the road due to it being so rutted. Selectman Bond suggested talking to the Army National Guard. They have offered the Town dirt that can be used as fill when they begin construction on their new parking lots.

V. New Business:

Appointments

Selectman Goulet made a motion to appoint Jackie Wegenroth as an alternate member and Richard Wegenroth as a member to the Energy Committee. Selectman Bond seconded the motion. Motion passed 5-0.

Selectman Goulet made a motion to appoint Holly Germain as a member of the Planning Board. Selectman Bond seconded the motion. Motion passed 5-0.

OHRV Grant

Selectman Goulet made a motion to authorize Chief Dwayne Gilman to enter into a contract with New Hampshire Fish and Game and to authorize him to sign all necessary documents. Selectman Crockwell seconded the motion. Motion passed 5-0.

Possible Changes to Energy Committee Membership

David suggested changing the committee from 3 to 5 members and to change the member of the board of selectmen be added as ex-officio non-voting member.

Sign Audit Letter

Selectman Goulet made a motion to authorize the chairman and town administrator to sign the necessary documents. Selectman Bean seconded the motion. Motion passed 5-0.

Manifests/Abatements

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

Minutes 6/15/20, 6/22/20, Non-Public 6/8/20, 6/22/20

Selectman Goulet made a motion to approve the minutes of June 15, 2020 as presented. Selectman Crockwell seconded the motion. Motion passed 4-0. Selectman Goulet abstained.

Selectman Goulet made a motion to approve the minutes of June 22, 2020 as presented. Selectman Crockwell seconded the motion. Motion passed 4-0. Selectman Goulet and Selectman Bond abstained

VI. Town Administrator Report:

David explained that the Fire Chief has forestry vehicles that are owned by the State of New Hampshire that are on loan. One of them needs a new pump and needs to be replaced. Selectman Crockwell made a motion to enter into an agreement State of New Hampshire Department of Natural and Cultural Resources for a 2003 Stewart Steven Truck Tractor. Selectman Goulet seconded the motion. Motion passed 5-0.

The auditors will be here the week of the 27th. They will be doing a lot of the work remotely.

VII. Committee Reports:

Selectman Bond – None.

Selectman Bean – None.

Selectman Crockwell – None.

Selectman Yeaton – None.

VIII. Other/Citizen Comment:

None

IX. Non-Public Session

Motion made by Selectman Yeaton to enter non-public session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee at 7:44pm, seconded by Selectman Bean.

Selectman Yeaton
Selectman Bean
Selectman Goulet
Selectman Crockwell
Selectman Bond

The Board came out of non-public session at 8:18 PM.

Motion made by Selectman Yeaton to enter non-public session in accordance with RSA 91-A:2(a) Strategy and Negotiations with respect to collective bargaining at 8:18pm, seconded by Selectman Bean

Roll Call Vote:
Selectman Yeaton
Selectman Bean
Selectman Goulet
Selectman Crockwell
Selectman Bond

The Board came out of non-public session at 8:23 PM

X. Adjourn:

Motion by Selectmen Goulet, seconded by Selectmen Bond to adjourn at 8:23 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.