

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
March 2, 2022 at 6:30 PM**

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Present: Selectman Richard Bean, Selectman Sandy Goulet, Selectman Peter Gagyi, Selectman Karen Yeaton, Selectman Ann Bond

Staff: Town Administrator David Jodoin

**I. Call to Order:**

Chairman Bond called the meeting to order at 6:30pm.

**II. Citizens Comment:**

Steven Perry, 327 Pembroke Street, shared ongoing problems he has been having with the numbering of his house and a neighboring home. Emergency Services will frequently show up at his house looking for his neighbor and packages/deliveries, including medical supplies, are often sent to the wrong home. David stated the Fire Department and Emergency Services are the ones that need to look into the issue since the houses were renumbered for 911 purposes. Fire Chief Gagnon stated he will arrange a meeting with the homeowner and will do some research on the issue.

**III. Scheduled Meetings**

Kurt Lauer architect – Safety Center Roof/Fire Side Bids

David Jodoin explained the Town hired an Architect and an Engineer to look at the fire side roof of the Safety Center which has had increasing issues over the last 10 years. Kurt Lauer created the RFP specs and submitted them for bids. After a sealed bidding process, 4 bids were received. Kurt explained the bid from Master Roofer came in low so he reached out to them to check their numbers. They resubmitted but had seen the other bids so their proposal was rejected. Kurt is recommending Melanson's bid be accepted.

Selectman Yeaton clarified the bid price contained all material costs. Kurt stated that the unit costs for materials, also listed on the bid sheet, cover any unexpected issues that may be found once the project is started.

Selectman Yeaton made a motion to accept the recommended bid for the Safety Center Roof Replacement from Melanson for the base rate amount of \$209,000 and the unit prices as listed and to withdraw the funds out of the Town Building Capital Reserve Fund. Selectman Goulet seconded the motion. Motion passed 5-0.

#### **IV. Old Business:**

##### 2019 Tax Deed Listing

Tax deeding notices went out for the residents that have not paid their 2019 taxes. Deeding date is May 6, 2022.

The American Legion has not filed the proper paperwork with the Town, IRS, and NH Charitable Trust to be exempt from taxes for the last three years. The Fire Department has been in the building recently and there are some safety issues. They also have a lien on the property for past due meals and rooms tax. The current leadership of the Legion was unaware of these issues. David will keep the Board updated as the process moves on.

#### **V. New Business**

##### Warrant Article Discussion

The Board discussed who would speak to each article at Town Meeting.

##### Manifests/Abatements

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

##### Minutes - 2/16/22, Non-Public 2/2/22; 2/16/22

Selectman Yeaton made a motion to accept the minutes of February 16, 2022 as presented. Selectman Goulet seconded the motion. Motion passed 5-0.

Non-Public Minutes were tabled to the next meeting.

#### **VI. Town Administrator Report:**

Police Chief Gilman submitted a grant for body cameras for 50% matching funds for 14 cameras and the necessary accessories. Cost of the cameras, storage, and installation totals \$9,020.

Selectman Goulet made a motion to authorize the Town Administrator and the Chairman of the Board to sign the grant agreement. Selectman Yeaton seconded the motion. Motion passed 5-0.

There is a meeting on Tuesday, March 8<sup>th</sup> at 10:00am via Zoom for the Allenstown/Pembroke Buck Street Bridge project.

Notifications went out this week to residents who have not paid their 2021 property tax and sewer bills. Tax lien is set for April 4<sup>th</sup>. At this time additional charges will be added. Once this process is done, the next step is to hire a title search company who will research and send notices to the mortgagees.

During COVID, the Town purchased Go To Meeting software that allowed them to hold virtual meetings. That contract is up for renewal. It is still used for Planning Board. The annual subscription cost is \$1,699. The Board decided not to renew the contract.

The Hazard Mitigation Plan has been approved by the State of New Hampshire and FEMA. The plan needs to be revisited every 5 years.

## **VII. Committee Reports:**

Selectman Gagy – Planning met and the proposed storage facility behind the liquor store presented again. It is looking like the project will pass. They also discussed doing a traffic study on Nadine now that the road is open.

Roads Committee discussed road measurements

Selectman Yeaton – None

Selectman Goulet – None

Selectman Bean – None

Selectman Bond – None

## **VIII. Other Citizen Comment:**

VJ Ranfos, Public Works Director, shared the current replacement costs for recycle cart lids charged to residents is \$20. DPW just had to put in an order and the costs have gone up to where \$20 no longer covers the costs of the lid, hardware, and shipping. VJ is proposing increasing the costs to \$25.

Selectman Goulet made a motion to accept the increase cost for recycle cart lids from \$20 to \$25. Selectman Bean seconded the motion. Motion passed 5-0.

## **IX. Non-Public Session:**

Selectman Goulet made a motion to enter into non-public session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee, seconded by Selectman Bond at 7:24pm

Roll Call Vote:

Selectman Yeaton	Yes
Selectman Bean	Yes
Selectman Gagy	Yes
Selectman Goulet	Yes
Selectman Bond	Yes

The Board came out of non-public session at 8:26 PM

**X. Adjourn:**

Selectman Goulet made a motion to adjourn at 8:27 PM. Selectman Bond seconded the motion and it was approved unanimously.

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Ann Bond, Chairman

For more detailed information, the meetings are now taped and can be seen on [www.townhallstreams.com](http://www.townhallstreams.com) click on Pembroke NH and look for the day of the meeting under the month.