

AGENDA
BOARD OF SELECTMEN
July 20, 2020 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Supervisors of Checklist
 - b. Fireworks Discussion
 - c. Chief Gilman – Capital Reserve and Cruiser Purchases
- IV. OLD BUSINESS:
 - a.
- V. NEW BUSINESS:
 - a. Trail Dawgs Land owner permission
 - b. Loader purchase
 - c. Resignation
 - d. Appointments
 - e. State of NH PA-28 Form
 - f. Manifest/Abatements
 - g. Minutes 7/6/20; Non public 7/6/20
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. Non Public Session

RSA 91-A:3 II (c) Matters of which, if discussed in public, would likely effect the reputation of any person, other than a members of the public body itself, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver fee, fine or other levy, if based on inability to pay or poverty of the applicant.

RSA 91-A:3 II (b) The hiring of any person as a public employee

X. ADJOURN



STATE OF NEW HAMPSHIRE
Department of Resources and Economic Development
Division of Parks and Recreation
Bureau of Trails

GRANT IN AID PROJECT

For the purpose of receiving Grant In Aid Funding from the Bureau of Trails, any and all projects funded by the Grant In Aid Program on State of New Hampshire Property, United States Government Property or Private Property must have prior approval by the landowner or land manager before any work is initiated.

Grant approval by the Bureau of Trails DOES NOT constitute consent by a landowner or land manager for any work to commence.

Club Name New Hampshire Trail Dawgs Date 7 / 15 / 2020
 Project number P-1 (P1, P2, P3, etc)

STATE OF NEW HAMPSHIRE PROPERTY UNITED STATES GOVERNMENT PROPERTY

LIST THE LANDOWNER TO THE ABOVE CHECKED BOX (for example NH Forest and Lands, NH Parks and Recreation, NH Water Resources, NH Fish and Game, US Forest Service, US Army Corps of Engineers, etc):

STATE / FEDERAL LANDOWNER: Town Of Pembroke
 CONTACT PERSON: David Jodoin
 ADDRESS: 311 Pembroke St
Pembroke NH 03275

CONSENT IS HEREBY GIVEN FOR WORK TO TAKE PLACE ON THIS PROPERTY Date 7 / / 2020

SIGNATURE: _____

PRIVATE PROPERTY

CONTACT PERSON: _____
 ADDRESS: _____

CONSENT IS HEREBY GIVEN FOR WORK TO TAKE PLACE ON THIS PROPERTY Date / /

SIGNATURE: _____

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES - #7238, eff 5-1-00

Res 8403.03 Landowner Permission.
 All political subdivisions and clubs seeking Grant-In-Aid for trail construction or maintenance shall obtain written landowner permission. Written permission shall not be required for winter grooming projects, provided that the trail administrator verifies by signing the grant application, that permission has been received.

SNOWMOBILE TRAIL PERMISSION

I give WRITTEN VERBAL permission to NH Trial Dawgs Snowmobile Club

(Name of Snowmobile Club)

to provide public **snowmobile** access on my property. It is understood that use of my property, for said purpose, in no way holds me liable or responsible for accidents that may occur as a result of others using my property as provided for in Chapter 212, Section 34, Laws of the State of New Hampshire (RSA 212:34 Duty of Care).

There shall be **no fee** for the **use** of this property. The above named Club agrees to mark, sign, and maintain the property in a proper and safe manner. The club also agrees to obtain my permission prior to any project work done on the trail system located on my property.

The State of New Hampshire, Department of Natural and Cultural Resources, Division of Parks and Recreation, Bureau of Trails, shall also provide a landowner liability insurance policy with coverage of \$2,000,000.00 for trails within the Grant-In-Aid Program.

This agreement shall have a **term** of:

- Indefinite
 1 year from landowner approval
 5 years from landowner approval

****THIS AGREEMENT MAY BE TERMINATED FOR ANY CAUSE, BY EITHER PARTY, UPON THIRTY (30) DAYS WRITTEN NOTIFICATION.****

Dated this 15 day of July, 2020

Town Of Pembroke

Landowner (Print Name)

Landowner Signature (If Not Verbal)

311 Pembroke St

Address

Pembroke NH 03275

Town/City

State

Zip Code

603-485-4747 Townhall@pembroke-nh.com

Telephone #

Email

class 6 Range Roads,corr15&club loop trails

Town/City Tax Map #, Lot #, Club Trail Name/Number

New Hampshire Trail Dawgs

Name of Snowmobile Club

PO Box 45

Club Address

Suncook NH 03275

Town/City

State

Zip Code

Kevin Gagne

Club Officer (Print Name)

Trail Administrator

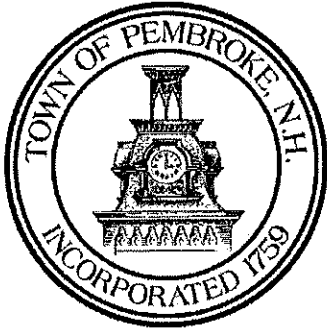
(Print Name, Trail Administrator, etc.)

Kevin Gagne

Club Officer's Signature

vinGagne@GPHAC.COM

Officer's Email



Town of Pembroke
Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

To: Board of Selectmen
From: Public Works Department
CC: David Jodoin, Town Administrator
Date: July 15, 2020
Re: 2020 Front End Loader Bid Recommendation

Attached please find the bid summary for the Front End Loader. The Public Works Department recommends purchasing the Volvo loader from Chadwick Baross. We believe the loader is a better quality with sealed loader joints, higher lift and dump and lifetime warranty on the frame and articulating joint/pin. Volvo also received a "Lowest Cost of Ownership" award in 2020.



Town of Pembroke, NH
JOHN DEERE 624L WHEEL LOADER

JDLink Ultimate 5 Year Subscription
John Deere PowerTech Engine
Standard Wheel Loader
5-Speed Powershift Transmission with Lock-up Torque Converter
140 amp Alternator
Flat Black Curved Stack
Standard Engine Air Intake System
Standard Hydraulic Fan
Standard Fuel Filter with Water Separator and Standard Fuel Fill
Premium Cab
7 inch Monitor
Hydrau Hydraulic Fluid
High Lift Z-BAR
Steering Wheel Only with Secondary Steering
Premium Seat, Heated and Ventilated with Heavy Duty Air Suspension
Joystick Controls
Three Function Hydraulics
Ride Control
English Decals and Manuals
15 Amp Converter
Front Hydraulically Locking Differential and Rear Conventional Differential Axles
Manual Axle Differential Lock
Michelin XSnoPlus, 20.5R25 L2 Radial Tires with 3pc Rims
Standard Front Fenders
Left Side Steps Only
Halogen Work and Drive Lights
Rear Hitch and Counterweight
Rear Camera and Rear Object Radar Detection
LED Strobe Beacon with Left Beacon Bracket ?
Remote Powered and Heated Exterior Mirrors
Premium AM/FM/Weather Band (WB) with Bluetooth, Remote Aux and Remote USB Port
Cab with Air A/C Charge
Hydraulic Coupler - Hi-Vis/ISO Pattern
Bolt-on Cutting Edge
3.25 Cu. Yd. Bucket (Coupler only)
Environmental Drains and Sampling Ports
Transmission and Bottom Guards
License Plate Bracket
Slow Moving Vehicle (SMV) Emblem
Strobe Beacon with Mounting Brackets
John Deere Extended Warranty - 7 Year/ 5000 Hour Comprehensive

Total: \$190,543

Trade: \$37,600

Total Net Trade: \$152,943

Sharon Wickens

17 Pleasant Street, Pembroke, NH 03275

July 8, 2020

Board of Selectmen
Town of Pembroke, NH
311 Pembroke Street
Pembroke, NH 03275

Selectmen,

It is with regret that I am writing to inform you of my resignation as a Trustee Member on the Trustees of Trust Funds Board, effective August 12, 2020. I am in the process of buying a home in New London, NH and will no longer be a resident of Pembroke after August 12th.

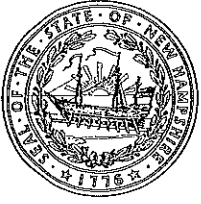
It has been a pleasure to serve as a Trustee Member and if I can be of any assistance as you begin your search for a new Member candidate, please do not hesitate to ask.

Best regards,



Sharon Y. Wickens

Cc: Gerry Fleury
Courtney Eschbach



**State of New Hampshire
Department of Revenue Administration**



109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov

Lindsey M. Stepp
Commissioner

Carolynn J. Lear
Assistant Commissioner

MUNICIPAL AND PROPERTY
DIVISION
James P. Gerry
Director

Samuel T. Greene
Assistant Director

RECEIVED July 8, 2020

JUL - 8 2020

TOWN OF
PEMBROKE, NH

TOWN OF PEMBROKE
OFFICE OF SELECTMEN
311 PEMBROKE STREET
PEMBROKE NH 03275

Re: PA-28 Inventory of Taxable Property Form for **2021**

Dear Assessing Official,

This is our annual request to municipalities to determine whether the municipality will be utilizing the Form PA-28, Taxpayer Inventory Blank in accordance with RSA 74:4 for **2021**. If Yes, please check the "**WILL**" Box below and indicate the number of forms needed. If your municipality has elected Not to use the Inventory form, in accordance with RSA 74:4-a, please check the "**WILL NOT**" Box below.

Please return this entire form with the section below completed and **signed** no later than **August 28, 2020** to the Department of Revenue Administration, PO Box 487, Concord, NH 03302-0487 or e-mail to equalization@dra.nh.gov.

If you are electing to use the form, it is our suggestion that you indicate your municipalities telephone number on your return-mailing label, should the taxpayers need to contact your municipality.

Please feel free to contact Cindy Paige at (603) 230-5971 if you require additional information.

Sincerely,
Linda C. Kennedy, Supervisor VII
Municipal & Property Division

<input type="checkbox"/> WILL NOT be using the PA-28 Form in 2021 Or <input type="checkbox"/> WILL be using the PA-28 Form in 2021 Number of PA-28 Forms Requested by the Municipality for 2021 # _____ (Our print order is based upon what is needed, so please be sure to order an adequate amount.)
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Print Name of Contact Person	Date	Contact Telephone #
Signature of Assessing Official	Date	
Signature of Assessing Official	Date	
Signature of Assessing Official	Date	

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

DRAFT

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.