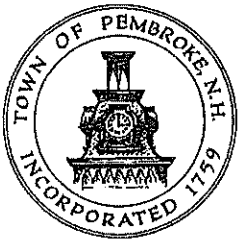


**AGENDA**  
**BOARD OF SELECTMEN**  
**July 21, 2021 AT 6:30 PM**  
**Pembroke Town Hall, Paulsen Room**

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- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
  - a. Henry Huntington – New England Flower farms
  - b. Richard Wegenroth – Energy Committee
  - c. Mike Tardiff CNHRPC – Range Road discussion
- IV. OLD BUSINESS:
  - a.
- V. NEW BUSINESS:
  - a. Authorization of Audit Engagement letter
  - b. Manifest/Abatements
  - c. Minutes 7/7//21
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. Non public session per RSA 91-A:3 II (I) Consideration of matters relating to the preparation for and carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- X. Non public session per RSA 91-A:2 I (b) Consultation with legal Counsel
- XI. ADJOURN



## TOWN OF PEMBROKE

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Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

### **Pembroke Planning Board Notice of Decision Major Site Plan #21-103 June 23, 2021**

You are hereby notified that the Major Site Plan Application #21-103 submitted by Timothy Bernier, T.F. Bernier, Inc. acting as Applicant on behalf of New England Flower Farms, LLC, owner of Tax Map 559, Lot 14 located at 830 N. Pembroke Road in the Commercial/Light Industrial (C1) Zone and the Aquifer Conservation (AC), Wetlands Protection (WP), Floodplain Development (FD), and the Shoreland Protection (SP) Districts, to construct a 144,390 SF greenhouse building with associated improvements, on the plan titled, "Site Plan, New England Flower Farms, LLC," prepared by James J. Donison, PE of Northeast Engineering, PLLC, dated April 2021 and last revised on May 18, 2021, was: granted the site plan application checklist waiver requests and accepted as complete on May 25, 2021, and approved on June 23, 2021 with the following conditions:

1. Prior to signature, the plans shall be revised to address all review comments from the Town Engineer and any applicable concerns and issues.
2. All waivers and the date granted shall be listed on the plan.
3. All conditions of approval shall be listed on the plan.
4. The original signatures of all property owners shall be provided on the final plan.
5. The lot line adjustment plan between Lots 12 and 14 shall be recorded at the Merrimack County Registry of Deeds.
6. The Site Plan Review and Special Use Permit Notices of Decision are to be recorded at the Merrimack County Registry of Deeds and recording fees paid to Town of Pembroke.
7. NHDES AOT Permit is required.

8. Septic approval is required.
9. Building permits are required.
10. Prior to building permit, a building identification and labelling plan shall be submitted to Police and Fire.
11. The site plan will not be considered as receiving final approval until all conditions of approval are met.

This approval was passed on a 6-0 vote.

|          |               |
|----------|---------------|
| _____    | _____         |
| Chairman | Vice Chairman |
| _____    | _____         |
|          | Print Name    |
| _____    | _____         |
|          | Date          |

#### **Administrative Requirements After Approval**

1. After applicable conditions of approval are completed and the plan has been revised, the applicant shall submit one full size "draft final plan" to staff for review prior to final signature. Do not submit additional plans until you have been notified the "draft final plan" has been approved by the Town Planner.
2. If the "draft final plan" is approved after staff review, submit five (5) additional full size paper copies of the plan(s) no larger than 22"x 34" and one 11"x17" copy. All copies shall have original property owner signatures. Do not submit a Mylar unless the site plan approval is for a Condominium Site Plan. The Mylar of the Condominium plan/sheet(s) to be recorded shall meet the Merrimack County Registry of Deeds requirements for recording.
3. Final plans (and the Mylar if Condominium Site Plan) shall be submitted with original stamps and signatures on all copies and shall include all previous plan and site elements approved by and/or agreed to by the Board.
4. After the plan is signed and/or the NOD has been recorded, any applicable Town permits may be applied for and issued and site work may begin.
5. Conditional approvals granted by the Planning Board shall be valid for a period of **12 months** from the date of the vote granting the conditional approval.

6. Failure on the part of the applicant to satisfy all of the conditions imposed by the Board as part of the conditional approval within the **12 month** period shall negate the conditional approval and shall be cause for the Board to deny the application. Discretionary Conditions require a final public hearing before final approval is granted. The applicant shall bear all costs of the hearing including public notification and shall provide revised plans and documents necessary for fulfillment of conditions in accordance with the posted application deadline schedule.

**Please contact the Planning Office at (603) 485-4747 x. 210 if you have questions after approval.**

Any person affected by this decision has the right to appeal this decision within 30 days from the date of the action taken by the Planning Board. See NH RSA 677:15 for more information.

## David Jodoin

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**From:** Karen Yeaton <yeaton.karentop@yahoo.com>  
**Sent:** Thursday, July 8, 2021 11:45 PM  
**To:** David Jodoin; Ann Bond  
**Subject:** Fwd: Funding for Clean Energy New Hampshire Membership

Hi Ann  
Could we please add this to the agenda for the 21st?

Karen

Sent from my iPhone

Begin forwarded message:

**From:** Karen Yeaton <yeaton.karentop@yahoo.com>  
**Date:** July 8, 2021 at 11:43:21 PM EDT  
**To:** Richard Wengenroth <rwengenroth2112@gmail.com>  
**Cc:** "Pentti J. Aalto" <pjaesd@comcast.net>, Jacqueline Wengenroth <jacquelinerriddle30@gmail.com>, Matt Miller <mattslb94@gmail.com>, JJ Smith <jaycmd7699@gmail.com>  
**Subject: Re: Funding for Clean Energy New Hampshire Membership**

Hi Richard

I'm happy to get it on the agenda and bring it to the board. Our next meeting is the 21st. May I encourage, if you are available, to come and make the request on behalf of the Energy Community? Reason I suggest that is I think it's a good idea, as the energy committee begins its journey on researching and perhaps presenting an energy plan, it would be good for the select board to get to know you and our energy committee. If you cannot make it, not to worry I can bring the request.

Thanks again for all you do.

Kind regards  
Karen

Sent from my iPhone

On Jul 7, 2021, at 12:13 PM, Richard Wengenroth <rwengenroth2112@gmail.com> wrote:

Karen,

The Pembroke Energy Committee would like to request \$250 from the Board of Selectmen budget to become a town member of Clean Energy New Hampshire. Could you please bring this up at the next Board of Selectmen meeting?

Clean Energy New Hampshire (CENH) is a 501(c)(3) nonprofit that is "dedicated to supporting policies and programs that strengthen our state's economy, protect public health, and conserve natural resources." With a town membership, Pembroke will have access to the CENH network of businesses, towns and energy experts which will be complimentary to our continued interest and efforts toward Community Power and other committee efforts to improve energy efficiency, renewable energy proliferation and resiliency. With our membership, we will also get two tickets to the annual Local Energy Solutions (LES) conference for continued education and networking.

The committee is happy to provide more detail, as needed. The CENH website is below:

<https://www.cleanenergynh.org/>

Thanks,  
Pembroke Energy Committee

July 13, 2021

Board of Selectmen and Town Administrator  
Town of Pembroke  
311 Pembroke Street  
Pembroke, New Hampshire 03275

We are pleased to confirm our understanding of the services we are to provide the Town of Pembroke, New Hampshire for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Pembroke, New Hampshire as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Pembroke, New Hampshire's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Pembroke, New Hampshire's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (Budgetary Basis)
- Schedule of Changes in the Town's Proportionate Share of the Net OPEB Liability
- Schedule of Town OPEB Contributions
- Schedule of Changes in the Town's Total OPEB Liability and Related Ratios
- Schedule of Changes in the Town's Proportionate Share of the Net Pension Liability
- Schedule of Town Pension Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Pembroke, New Hampshire's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we

will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining Balance Sheet – Governmental Funds – All Nonmajor Funds
- Combining Balance Sheet – Governmental Funds – All Nonmajor Special Revenue Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds – All Nonmajor Funds
- Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds – All Nonmajor Special Revenue Funds

### **Audit Objective**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Pembroke, New Hampshire's financial statements. Our report will be addressed to the Board of Selectmen of the Town of Pembroke, New Hampshire. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written



representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Pembroke, New Hampshire's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of the Town of Pembroke, New Hampshire in conformity with U.S. generally accepted accounting principles based on information provided by you, convert the Town's cash basis records to accrual through adjusting journal entries proposed and approved by management, prepare depreciation schedules using estimated useful lives and depreciation methods determined by management, prepare GASB conversion entries, and prepare the State of New Hampshire Form MS-535. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services, cash to accrual conversion, depreciation schedules, GASB conversion entries, and Form MS-535, previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us

during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services, cash to accrual conversion of the Town's records, preparation of depreciation schedules using estimated useful lives and depreciation methods determined by management, GASB conversion entries, preparation of the State of New Hampshire Form MS-535 and any other nonattest services we provide; oversee the services by designating an individual, David Jodoin, Town Administrator, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Jarad J. Vartanian, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the experience of the individuals involved (using standard billing rates) and the amount of work performed. You will also be billed for out-of-pocket costs such as travel, except that we agree that our gross fee, including expenses will not exceed \$21,254. Our invoices for these fees will be rendered monthly as work progresses and are payable on presentation.

This fee is based on anticipated cooperation from, and availability of, your personnel, the expectation that the Town's records will be in good condition, and the assumption that unexpected circumstances will not be encountered during the audit. If we believe that significant additional time is likely to be necessary in order to complete our audit procedures, we will attempt to discuss it with you and arrive at a new estimate before we incur significant additional fees or costs.

We appreciate the opportunity to be of service to Town of Pembroke, New Hampshire and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely yours,

*Vashon Clukay & Company PC*

RESPONSE:

This letter correctly sets forth the understanding of the Town of Pembroke, New Hampshire.

Management signature: \_\_\_\_\_

Title: Town Administrator

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: Chairman, Board of Selectmen

Date: \_\_\_\_\_

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
July 7, 2021 at 6:30 PM**

**DRAFT,**

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Present: Selectman Richard Bean, Selectman Sandy Goulet, Selectman Karen Yeaton

Excused: Selectman Ann Bond

Staff: Town Administrator David Jodoin

**I. Call to Order:**

Selectman Bean called the meeting to order at 6:32pm.

**II. Citizens Comment:**

Stephen Fowler, 443 North Pembroke Road, asked the Board to consider changing the name of Memorial Field to Memorial Park due to confusion with the park located in Concord. The Recreation Commission has voted in favor of the name change. Selectman Yeaton explained that when this was last discussed with the Selectmen, the driving force for changing the name was not explained so the request was dismissed. Stephen explained when there are events happening at both fields, there can be confusion as to which one, especially since they are so close. Sharon Morris, 416 East Meadow Lane, gave an example of when the kids are playing little league or soccer and travel between towns, parents and spectators end up at different fields. Selectman Goulet asked if there was any talk about changing the name to something completely different such as Pembroke Park. Sharon answered that they discussed Memorial Park because when they are in meetings they call it "the park" since it is so much more than just fields.

Selectman Yeaton made a motion to change the name from Memorial Field to Memorial Park, Selectman Bean seconded the motion. Motion passed 3-0.

**III. Scheduled Meetings**

Amanda Marusarz – Large Gathering Permit

Amanda Marusarz, 53 Front Street, and Nicholas Burns, Nashua, NH, applied for use of Memorial Field on July 24<sup>th</sup> from 3-8pm for an art/band show fundraiser for a new non-profit called Devoted Essentials NH Community Center. They have three bands that will play on the stage and seven visual artists under the pavilion. They have sold under 60 tickets so far at a cost of \$12/pp, however, there are no longer pre-sale tickets available. They will sell tickets day of and 25% of sales will be donated to the NH Coalition to End Homelessness.

Selectman Yeaton asked if this type of event would require police presence. David explained they filled out the paperwork for a large gathering permit and submitted all required paperwork. The police had concerns when the event was first posted which was prior to having any permit. Amanda was unfamiliar with the process so she postponed the date, reduced the number of bands, and filed the appropriate paperwork. Large gathering permits are for 200 or more people and while they cannot control other people using the field at the time or being drawn down by the music, their expected crowd will be much smaller.

Stephen Fowler, 443 North Pembroke Road, commented that he would like to verify they have a certificate of insurance so the Town is free from any potential liability. David stated that they do have that and it has already been submitted so the Town is covered.

Since Amanda has approval from Rose Galligan as well as the Recreation Commission and will not likely have over 200 people, the Board decided to not require the additional steps needed for the large gathering permit.

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

None

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

##### Potential Selectmen Appointees

There were eight applications for the open Select Board seat vacated by Mike Crockwell. There is urgency to fill the seat since someone has to be seated for when they have to vote on the housing appeal from William Evans. Selectman Yeaton would like to narrow down the candidates before the interviews to candidates with previous experience sitting on one of Boards in Town. Selectman Bean would like to also narrow down by Board experience. Selectman Goulet does not know who has previously sat on a Board in Town unless they specifically mentioned it in their email of intent but supports using that criterion. David explained that in the last 12 years, five people on the list have had previous board experience and three have not. The candidates would have to resign from their current Board appointments to become a Selectman, however, they could then become the Selectman Rep on those Boards. Interviews will be conducted Monday, June 19<sup>th</sup> starting at 5:30pm in order to appoint someone at the regularly scheduled July 21<sup>st</sup> meeting.

##### Housing Appeals Board Decision

The Town received notice from the Housing Appeals Board that they need to hold a public hearing within 45 days for the William Evans Beacon Hill project. August 9<sup>th</sup> is the current tentative date. They need to get legal notices sent by certified mail to legal abutters and hearing notices need to be posted. David is asking the Town

lawyer to reach out to explain that there is a vacancy on the Select Board and since they specifically put into the petition that all five need to be present, they would like an additional 30 days. David is going to ask William Evans for the exact footage of the road they want opened. Throughout the process, different numbers have been given by Mr. Evans.

#### Manifests/Abatements

Selectman Goulet made a motion to accept the manifests and abatements as presented. Selectman Yeaton seconded the motion. Motion passed 3-0.

#### Minutes 6/24/21

Selectman Goulet made a motion to accept the minutes of June 24, 2021. Selectman Yeaton seconded the motion. Motion passed 3-0.

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

There is an open house at Madears Restaurant. They would like to Board to RSVP to the Ribbon cutting ceremony on July 23<sup>rd</sup> at 2:00pm.

There is a second ribbon cutting on July 13<sup>th</sup> at 12:00pm at 774 Riverwood Drive for the National Guard Readiness Center.

The Building Committee submitted a report that will be given to the CIP Committee stating the library discussed the limited access to the attic from within. In order to change or increase value and create a cold roof, this would be worth exploring if the shingles need replacing. David contacted an insulation company but they have not gotten back to him. The Safety Center has fractures in the mortar joints and flashing issues that a mason could repair. There is also window fogging and a leaking roof on the fire side of the building. Window seals are gone at DPW and the wall issues are still there.

The OHRV signs have not been installed.

### **VII. Committee Reports:**

Selectman Yeaton – None

Selectman Bean – None

Selectman Goulet – None

### **VIII. Other Citizens Comment:**

None

**IX. Non-Public Session:**

Selectman Goulet made a motion to enter into non-public session in accordance with RSA 91-A:3 II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or field against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim of litigation has been fully adjudicated or otherwise settled, seconded by Selectman Yeaton at 7:23pm

Roll Call Vote:

|                  |     |
|------------------|-----|
| Selectman Goulet | Yes |
| Selectman Bean   | Yes |
| Selectman Yeaton | Yes |

The Board came out of non-public session at 7:30 PM.  
Motion by Selectman Goulet, seconded by Selectmen Yeaton to approve the settlement agreement with Consolodated Communications.

Vote Unanimous.

**X. Adjourn:**

Selectman Goulet made a motion to adjourn at 7:30 PM. Selectman Yeaton seconded the motion and it was approved unanimously.

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Richard Bean, Vice 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.

## David Jodoin

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**From:** Welch, Todd <TWelch@ConcordNH.gov>  
**Sent:** Thursday, July 8, 2021 2:08 PM  
**To:** David Jodoin (djodoin@pembroke-nh.com); vranfos@pembroke-nh.com  
**Cc:** Cedarholm, David  
**Subject:** Message Boards

Hi David,

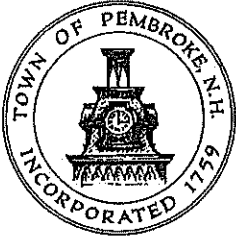
I put up two message boards today. They are both on the Pembroke side of the bridge. I plan to program them tomorrow morning. We are scheduled to close the road on 8/2. Let me know if you have any questions.

Thanks,

**Todd Welch, PE**  
City of Concord  
Engineering Services  
41 Green Street  
Concord, NH 03301  
Ph: 603.230.3618  
Cell: 603.268.2831  
[twelch@concordnh.gov](mailto:twelch@concordnh.gov)







## TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

July 12, 2021

Linda & Paul Malo  
203 Dearborn Rd.  
Pembroke, NH 03275

Dear Mr. and Mrs. Malo,

It was recently brought to my attention that you are constructing a shed on your property that is in violation of Zoning Ordinance §143-21 G, Table of Dimensional and Density Regulations. Specifically, the side setback requirement is 15', and the shed is just a few feet from the neighboring property's boundary.

Also, I can find no permit issued to allow the construction of the shed.

We require that you *submit a permit application* and move the shed outside of the side setback area. If you decide you want the shed in its current location, you will need to *submit a Zoning Variance application* which can be found on the town's website under Forms and Documents > Zoning Board of Adjustment.

Please be in touch with our office no later than July 19, 2021 to let us know which of these remedies you intend to pursue. If we do not hear from you by the 19<sup>th</sup> we will be seeking the advice of our town attorney in order to take the next necessary legal steps.

Thank you,

**Paul Bacon**  
Code Enforcement Officer  
Town of Pembroke  
311 Pembroke St.  
Pembroke, NH 03275  
(603) 485-4747 x214