

AGENDA
BOARD OF SELECTMEN
September 22, 2021 AT 6:30 PM
Pembroke Town Hall, Paulsen Room

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Public Hearing – Proposed Main Street Project
 - b. Gerry Fleury – CIP Presentation
 - c. Energy Committee – CPCNH Agreement
 - d. VJ Ranfos – Sand Bids/Bridge signage
 - e. Chief Gilman – Taser Purchase
- IV. OLD BUSINESS:
 - a.
- V. NEW BUSINESS:
 - a. Waste Zero request
 - b. Energy proposal
 - c. Veteran credit info
 - d. Resignations/Retirements
 - e. Manifest/Abatements
 - f. Minutes 8/18/21
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. NON PUBLIC SESSION- RSA 91-A:3 II (b) The hiring of any person as a public employee
- X. ADJOURN

**TOWN OF PEMBROKE, NEW HAMPSHIRE
CAPITAL IMPROVEMENT PROGRAM**

2022 - 2027



Pembroke Capital Improvement Program Committee

Adopted 8/19/21

CIP COMMITTEE MEMBERS:

Gerry Fleury, Chair, Budget Committee Representative
Rosemarie Michaud, Vice Chair, Citizen Representative
Karen Yeaton, Selectmen Representative
Richard Bean, Alternate Selectmen Representative
Andrew Yonchak, Citizen Representative
Bethany Chase-Reynolds, Citizen Representative
Gene Gauss, School Board Representative
Kevin Foss, Planning Board Representative

**THE TOWN OF PEMBROKE
CAPITAL IMPROVEMENT PROGRAM**

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THE TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM

SCHEDULE AND RECOMMENDATIONS YEARS 2022-2027

Background and Process

The Capital Improvement Program has been a fundamental component of long range planning in the Town of Pembroke since the mid 1980's. In 2003, the Town voted to create an independent CIP Committee, in accordance with RSA 674:5-8, to annually prepare the CIP.

The process begins with the Town Departments and School District identifying their capital needs over a 6-year horizon period. Capital needs are defined as any project that requires the expenditure of \$10,000 or more for the purchase, renovation, construction or replacement of the physical assets of the Town. The CIP Committee meets with all Town Departments and School Board Representatives and evaluates and prioritizes the project proposals. The Committee may alter requests by increasing, decreasing, or eliminating projects. The Committee then reviews three methods of funding projects. Those methods are:

1. Appropriation – this method raises the entire cost of the project in one budget year. Funding by this method can cause significant swings in the tax rate.
2. Capital Reserve Fund – this method creates a fund for a specific purpose, similar to a savings account, into which monies are set aside in relatively even amounts over a period of budget years consistent with funding approved project(s). This method minimizes the swings in the tax rate from year to year.
3. Borrowing – This method involves borrowing the monies to fund a project by either issuing bonds or entering into a lease/purchasing agreement, similar to a mortgage or car loan. This method is more costly as there are interest costs and fees associated with it but may be appropriate for large projects.

After a public hearing, the Committee considers input from the hearing and then adopts the CIP document and presents it to the Selectmen and Budget Committee for consideration in preparing the annual Town and School budgets.

The 2022-2027 CIP

Attached is the 2022-2027 Capital Improvements Program. Please note that for purposes of the annual budget, the CIP Committee has voted a priority ranking only for the projects proposed for the year 2022. The Committee annually reviews the schedule and makes a recommendation when a project will be implemented in the next yearly budget.

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2027
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
MUNICIPAL FACILITIES										
Municipal Facilities Capital Reserve										
Beginning Year Balance			260,931	274,592	213,433	155,155	165,155	240,155	215,155	290,155
Annual Appropriation	19	Taxes	240,000		100,000	75,000	75,000	75,000	75,000	75,000
Surplus		Fund Balance		100,000						
Public Works Facility										
Fuel tanks		Capital Res.								
Foundation Repairs		Capital Res.								
Lighting Retrofit		Capital Res.								
Heating system		Capital Res.								
DPW Storage Shed		Capital Res.								
Floor Shifting	19	Capital Res.			(62,250)					
Stor. Building Doors/Windows/Garage Doors		Capital Res.								
Stor. Building Roof		Capital Res.								
Camera System		Capital Res.	(5,946)							
DPW Building Sprinkler System		Capital Res.						(100,000)		
Weatherstripping	19	Capital Res.			(5,000)					
Heaters/Old Garage	20	Capital Res.			(5,718)					
Main Bldg Roof repairs	20	Capital Res.			(5,000)					
Perry Eaton Building		Capital Res.								
Roof replacement		Capital Res.								
Chimney		Capital Res.								
Lighting Retrofit		Capital Res.								
Exterior Work		Capital Res.								
Gas Line		Capital Res.								
Plumbing		Capital Res.								
Drainage Work		Capital Res.								
Boiler Work		Capital Res.								
Paving		Capital Res.								
Rear retaining Wall		Capital Res.								
Awning/Sewer		Capital Res.								
Town Hall		Capital Res.								
Flooring		Capital Res.								
Windows/Siding		Capital Res.								
Front Door		Capital Res.								
Cellar Drainage		Capital Res.								
Lighting Retrofit		Capital Res.								
Roof replacement		Capital Res.								
Elevator		Capital Res.								
Meeting Room and Rear Doors		Capital Res.								
Air conditioning		Capital Res.								
Entry Way Work ADA accessible		Capital Res.								
Convert Old tax Office		Capital Res.								
Alarm System		Capital Res.		(1,066)						
Camera System		Capital Res.								

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
Safety Center		Capital Res.								
HVAC System (Fire Side)		Capital Res.								
Roof replacement		Capital Res.		(150,000)						
Digital Video surv. camera upg.		Capital Res.		(10,093)						
Lighting Retrofit		Capital Res.								
Dorm Room Upgrade/Fire		Capital Res.								
Parking Lot renovations		Capital Res.								
Roof Unit	20	Capital Res.								
Office Enclosure	20	Capital Res.			(3,450)					
New Office		Capital Res.			(11,860)					
Library		Capital Res.								
HVAC System		Capital Res.								
Roof/Insulation and venting	21	Capital Res.			(65,000)					
Roofing shingles		Capital Res.				(65,000)				
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance										
TOWN CLOCK FUND										
Beginning Year Balance				2,432	7,432	8,292	10,867	19,042	7,467	22,362
Annual Appropriation	22	Taxes			25,000	25,000	25,000	25,000	25,000	25,000
Surplus		Fund Bal.		5,000						
Repairs	22	Capital Res.			(15,225)	(22,425)	(16,825)	(36,575)	(10,105)	
Drive motor/Controller	22	Capital Res.			(8,915)					
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance				7,432	8,292	10,867	19,042	7,467	22,362	47,362
ENERGY FUND										
Energy efficiency Capital Reserve Fund										
Beginning Year Balance				27,539	27,539	27,539	27,539	27,539	27,539	27,539
Annual Appropriation										
Surplus		Fund Balance								
Village lighting retrofit		Capital Res.								
Street light conversion		Capital Res.								
Solar initiatives		Capital Res.								
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance				27,539	27,539	27,539	27,539	27,539	27,539	27,539

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
PROPERTY/REVALUATION/UPDATE										
Property Reval./Update Capital Reserve										
<i>Beginning Year Balance</i>			105,460	109,791	122,904	152,904	182,904	62,904	92,904	122,904
Annual Appropriation	23	Taxes	92,500		30,000	30,000	30,000	30,000	30,000	30,000
Surplus		Fund Balance		30,000						
Property Reval./Update		Capital Res.	(28,183)	(16,887)			(150,000)			
Interest Earned										
CRF Funds Used			(28,183)	(16,887)	-	-	(150,000)	-	-	-
NetCRF Funds Added			(1,381)	(13,113)	(30,000)	(30,000)	62,904	(30,000)	(30,000)	(30,000)
<i>Ending Year Balance</i>			109,791	122,904	152,904	182,904	62,904	92,904	122,904	152,904
MUNICIPAL TECHNOLOGY/EQUIPMENT										
Municipal Tech./Equip. Capital Reserve										
<i>Beginning Year Balance</i>			0	0	0					
Annual Appropriation		Taxes								
Record archiving										
Interest Earned										
CRF Funds Used			-	-	-	-	-	-	-	-
NetCRF Funds Added			-	-	-	-	-	-	-	-
<i>Ending Year Balance</i>			-	-	-	-	-	-	-	-
MASTER PLAN										
<i>Beginning Year Balance</i>			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Annual Appropriation		Taxes								
New Document										
Interest Earned										
CRF Funds Used			-	-	-	-	-	-	-	-
Net Funds Added			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
<i>Ending Year Balance</i>			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
CEMETERY										
Cemetery Capital Reserve Fund										
Beginning Year Balance			33,711	17,511	24,011	21,411	31,411	41,411	51,411	61,411
Annual Appropriation	24	Taxes	35,000		10,000	10,000	10,000	10,000	10,000	10,000
Surplus		Fund Balance		10,000						
Pembroke Street Cemetery										
Monument Repairs	24	Capital Res.			(4,500)					
Stump grinding/Wall work		Capital Res.	(3,500)							
Tree Removal		Capital Res.		(3,500)						
Buck Street										
Monument Repairs		Capital Res.								
Pembroke Hill Road										
Monument Repairs		Capital Res.								
Evergreen										
Monument Caulking		Capital Res.								
Tomb Restoration		Capital Res.								
Tree Removal		Capital Res.								
Stump Grinding		Capital Res.								
Paving		Capital Res.	(1,784)							
Surveying		Capital Res.								
Old North Pembroke Cemetery										
Monument Repairs	24	Capital Res.			(1,500)					
Tree removal		Capital Res.								
New North Pembroke Road										
Monument Repairs	24				(400)					
Tree removal	25	Capital Res.			(4,200)					
Ground penetrating radar survey	25	Capital Res.			(2,000)					
Cleaned/Repaired Headstones		Capital Res.								
Interest Earned			(12)							
CRF Funds Used			(20,948)	6,500	(12,600)	-	-	-	-	-
NetCRF Funds Added			(4,104)	(6,500)	21,411	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Ending Year Balance			17,511	24,011	21,411	31,411	41,411	51,411	61,411	71,411

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
FIRE										
Major Equipment Capital Reserve										
Beginning Year Balance			113,854	242,173	382,173	492,173	632,173	772,173	912,173	1,052,173
Annual Appropriation	26	Taxes	140,000		110,000	140,000	140,000	140,000	140,000	140,000
Surplus		Fund Balance		140,000						
Fire Engine (Aerial)		Capital Res.								
Pumper Tanker		Capital Res.								
Off Road Forestry Tanker		Capital Res.								
Pickup Truck		Capital Res.								(90,303)
Forestry Attack Unit		Capital Res.								
Interest Earned			(62)							(90,303)
CRF Funds Used			(14,620)	-	-	-	-	-	-	(49,697)
NetCRF Funds Added			(28,648)	(140,000)	(110,000)	(140,000)	(140,000)	(140,000)	(140,000)	
Ending Year Balance			242,173	382,173	492,173	632,173	772,173	912,173	1,052,173	1,101,870
Small Equipment Capital Reserve										
Beginning Year Balance			106,492	111,456	106,456	66,456	96,456	166,456	236,456	306,456
Annual Appropriation	26	Taxes	10,000		70,000	70,000	70,000	70,000	70,000	70,000
Surplus		Fund Balance		10,000						
Expenditures		Capital Res.								
Boat, Motor and Trailer		Capital Res.								
Breathing Air Compressor		Capital Res.				(40,000)				
Air packs		Capital Res.	(5,953)							(300,000)
Radios	26	Capital Res.			(110,000)					
Compressor		Capital Res.								
Forestry Tank				(15,000)						
Interest Earned			177							(300,000)
CRF Funds Used			(5,953)	-	(110,000)	(40,000)	-	-	-	76,456
NetCRF Funds Added			(969)	106,456	66,456	(30,000)	(70,000)	(70,000)	(70,000)	
Ending Year Balance			111,456	106,456	66,456	96,456	166,456	236,456	306,456	76,456

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
POLICE										
Police Cruisers Capital Reserve										
Beginning Year Balance			46,929	46,929	101,929	104,229	64,229	74,229	44,229	64,229
Annual Appropriation	27	Taxes	55,000	55,000	55,000	60,000	65,000	70,000	75,000	80,000
Surplus		Fund Balance		55,000						
Police Cruiser Replacement	27	Capital Res.			(52,700)	(100,000)	(55,000)	(100,000)	(55,000)	(100,000)
Police Admin vehicle Replacement		Capital Res.								
Police Interceptor		Capital Res.								
Police Tahoe Package		Capital Res.								
Equipment		Capital Res.								
Interest Earned										
CRF Funds Used				-	(52,700)	(100,000)	(55,000)	(100,000)	(55,000)	(100,000)
NetCRF Funds Added				(55,000)	(2,300)	64,229	(10,000)	44,229	(20,000)	44,229
Ending Year Balance				101,929	104,229	64,229	74,229	44,229	64,229	44,229
Small Equipment Capital Reserve										
Beginning Year Balance			71,496	71,496	50,866	60,866	40,866	50,866	55,866	45,166
Annual Appropriation	27	Taxes		10,000	10,000	10,000	10,000	10,000	10,000	10,000
Surplus		Fund Balance		10,000						
ATVs		Capital Res.		(12,200)						
Radar Units		Capital Res.								
Radios		Capital Res.				(20,000)				
AEDs		Capital Res.								
Firearms		Capital Res.								
Laptop Upgrades		Capital Res.								
Vest replacement		Capital Res.		(793)		(10,000)		(5,000)		
Tasers		Capital Res.		(17,638)					(20,700)	(20,700)
Cruiser Camera replacement		Capital Res.								
Body Cameras		Capital Res.								
Interest Earned										
CRF Funds Used				(30,631)	-	(30,000)	-	(5,000)	(20,700)	(20,700)
NetCRF Funds Added				50,866	(10,000)	40,866	(10,000)	(5,000)	45,166	34,466
Ending Year Balance				50,866	60,866	40,866	50,866	55,866	45,166	34,466

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
PUBLIC WORKS										
Highway Division										
Major Equipment Capital Reserve										
Beginning Year Balance			399,616	243,847	324,893	240,693	184,373	185,287	228,792	218,792
Annual Appropriation	28	Taxes	98,000		200,000	225,000	250,000	275,000	300,000	325,000
Surplus		Fund Balance		150,000						
6-wheel Dump Truck #41		Capital Res.				(177,320)				(205,270)
6-wheel Dump Truck #521		Capital Res.						(195,495)		
6-wheel Dump Truck #21		Capital Res.					(186,186)			
6-wheel Dump Truck #31		Capital Res.								
6-wheel Dump Truck #621		Capital Res.								
10-wheel Dump Truck #11	28	Capital Res.			(232,000)					
1-ton Dump Truck #71		Capital Res.		(48,820)						
Automated Split Body #111		Capital Res.		(320,000)					(310,000)	
Automated Split Body #501		Capital Res.								
1-ton Dump Truck #61		Capital Res.				(90,000)				
Backhoe		Capital Res.								
Ford Tractor		Capital Res.								
Packer, Sterling		Capital Res.								
Packer, Peterbilt Re-Furb		Capital Res.								
18 TD Trailer Flatbed		Capital Res.								
4-ton Trailer / 6-ton Trailer		Capital Res.								
Service Truck #81		Capital Res.		(19,000)						
Brush Chipper #172		Capital Res.					(56,000)			
Sidewalk Plow/Equip		Capital Res.				(14,000)				
Mini Excavator		Capital Res.								
Trailer (Excavator)		Capital Res.								(190,500)
Trackless Machine		Capital Res.								
Front End Loader		Capital Res.		(1,134)						
Recycling Trailer		Capital Res.								
Ford F550		Capital Res.								
Boom Flail Mower	28	Capital Res.			(33,500)					
Box Plow (Loader)		Capital Res.						(30,000)		
Hot Patcher		Capital Res.								
Air Compressor		Capital Res.						(6,000)		
York Rake		Capital Res.								
Sanders	28	Capital Res.			(9,200)					
Trailer (Elections)	29	Capital Res.			(9,500)					
Trackless broom/sweeper		Capital Res.					(7,900)			
Surplus		Fund Balance		320,000						
Interest Earned			1,044							
CRF Funds Used			245,813	(388,954)	(265,500)	(281,320)	(241,186)	(195,495)	(310,000)	(395,770)
Net CRF Funds Added				(81,046)	240,693	184,373	(914)	(43,505)	218,792	148,022
Ending Year Balance			243,847	324,893	240,693	184,373	185,287	228,792	218,792	148,022

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Roads										
Road Reconstruction/Repair	29	Taxes	(285,398)	(442,650)	(750,000)	(686,992)	(721,342)	(757,409)	(795,279)	(835,043)
Broadway Project		Bond								
Pembroke Hill		Bond								
Cooperative Way		Bond	(324,606)	(314,400)	(304,200)	(294,000)	(283,800)	(273,600)	(263,400)	(253,200)
North Pembroke Road Bridge		Encumbered		(435,000)						
Upper Beacon/ East Meadow Etc.		Bond	(344,760)	(307,350)						
Sherwood Meadows	29	Surplus			(240,000)					
Main Street	29	Bond			(1,000,000)					
Sidewalk Maint./Repair/Capital Reserve										
Beginning Year Balance			42,261	42,261	42,261	42,261	42,261	42,261	42,261	42,261
Annual Appropriation		Taxes								
Expenditures										
Interest Earned										
CRF Funds Used				-	-	-	-	-	-	-
Net CRF Funds Added				42,261	42,261	42,261	42,261	42,261	42,261	42,261
Ending Year Balance			42,261	42,261	42,261	42,261	42,261	42,261	42,261	42,261
Roadway and Infrastructure Capital Res.										
Beginning Year Balance			84,896	90,704	172,704	222,704	272,704	322,704	372,704	422,704
Annual Appropriation		Taxes	60,000	100,000	50,000	50,000	50,000	50,000	50,000	50,000
Culvert Repairs/Replacement		Capital Res.	(54,168)							
Melissa Drive Culvert Lining		Capital Res.		(18,000)						
Interest Earned			(24)							
CRF Funds Used			(54,168)	-	-	-	-	-	-	-
Net CRF Funds Added			(54,168)	(62,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Ending Year Balance			90,704	172,704	222,704	272,704	322,704	372,704	422,704	472,704

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2021	2022	2023	2024	2025	2026	2027
RECREATION									
Recreation Facilities Capital Reserve									
Beginning Year Balance			65,675	56,779	51,114	46,214	56,214	66,214	36,214
Annual Appropriation	30	Taxes		20,000	10,000	10,000	10,000	10,000	10,000
Surplus		Fund Balance							
Memorial Field Irrigation(Softball Field)		Capital Res.							
Mower		Capital Res.							
Bathroom		Capital Res.							
Recreation Room expansion		Capital Res.							
Resurface Tennis Courts	30	Capital Res.	3,435	(24,900)					
Resurface Basketball Court		Capital Res.	5,400						
Roofing - Soccer/pavilion		Capital Res.							
Bocce Court		Capital Res.							
Security System		Capital Res.							
Fencing		Capital Res.	(5,665)						
Stage Roof		Capital Res.					(40,000)		
Constr. of Baseball/Softball fields		Capital Res.							
Rail Trail		Capital Res.							
Little League Major Field		Capital Res.							
Men's Softball back stop		Capital Res.							
Permanent Stage		Capital Res.							
Pavilion Paving		Capital Res.							
Paving		Capital Res.							
Splash Pad		Capital Res.							
Playground surfacing		Capital Res.							
Community Center		Capital Res.							
Playground Renovations		Capital Res.							
Dugout repairs		Capital Res.							
Boat Launch		Capital Res.							
Skating Rink		Capital Res.							
Interest Earned									
CRF Funds Used			(2,908)	(5,665)	(24,900)	-	-	(40,000)	-
NetCRF Funds Added			56,779	51,114	46,214	(10,000)	(10,000)	36,214	(10,000)
Ending Year Balance			56,779	51,114	46,214	56,214	66,214	36,214	56,214

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
LIBRARY										
Library Books Capital Reserve										
<i>Beginning Year Balance</i>			4,663	4,663	4,663	4,663	4,663	4,663	4,663	4,663
<i>Annual Appropriation</i>										
Books										
<i>Interest Earned</i>										
<i>CRF Funds Used</i>			-	-	-	-	-	-	-	-
<i>NetCRF Funds Added</i>			4,663	4,663	4,663	4,663	4,663	4,663	4,663	4,663
<i>Ending Year Balance</i>			4,663	4,663	4,663	4,663	4,663	4,663	4,663	4,663
Media										
<i>Beginning Year Balance</i>			5,072	5,072	5,072	5,072	5,072	5,072	5,072	5,072
<i>Annual Appropriation</i>										
Library Book/Catalog Software										
<i>Interest Earned</i>										
<i>CRF Funds Used</i>			-	-	-	-	-	-	-	-
<i>NetCRF Funds Added</i>			5,072	5,072	5,072	5,072	5,072	5,072	5,072	5,072
<i>Ending Year Balance</i>			5,072	5,072	5,072	5,072	5,072	5,072	5,072	5,072
Building Fund										
<i>Beginning Year Balance</i>			0	0	0	0	0	0	0	0
<i>Annual Appropriation</i>										
Repairs										
<i>Interest Earned</i>										
<i>CRF Funds Used</i>			-	-	-	-	-	-	-	-
<i>NetCRF Funds Added</i>			0	0	0	0	0	0	0	0
<i>Ending Year Balance</i>			0	0	0	0	0	0	0	0

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2027
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
SEWER/WATER										
Sewer/Water Lines Capital Reserve										
Beginning Year Balance			65,686	65,697	65,697	65,697	65,697	65,697	65,697	65,697
Contributions										
Withdrawals										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added				65,697	65,697	65,697	65,697	65,697	65,697	65,697
Ending Year Balance			65,697	65,697	65,697	65,697	65,697	65,697	65,697	65,697
WATER										
Water Capital Reserve I										
Beginning Year Balance			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Contributions		User Fees	55,000	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Withdrawals		User Fees	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Interest Earned										
CRF Funds Used			(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
NetCRF Funds Added			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Ending Year Balance			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Water Capital Reserve II										
Beginning Year Balance			0	0	0	0	0	0	0	0
Contributions		User Fees	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000
Withdrawals		User Fees	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)
Interest Earned										
CRF Funds Used			(27,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)
NetCRF Funds Added			0	0	0	0	0	0	0	0
Ending Year Balance			0	0	0	0	0	0	0	0
SEWER										
Sewer Capital Impr.										
Beginning Year Balance			24,157	16,727	16,727	16,727	16,727	16,727	16,727	16,727
Contributions										
Withdrawals			(22,684)							
Interest Earned										
CRF Funds Used			(24,157)	-	-	-	-	-	-	-
NetCRF Funds Added			16,727	16,727	16,727	16,727	16,727	16,727	16,727	16,727
Ending Year Balance			16,727	16,727	16,727	16,727	16,727	16,727	16,727	16,727
Sewer Rep. and Replace.										
Beginning Year Balance			134,505	70,385	70,385	70,385	70,385	70,385	70,385	70,385
Contributions										
Withdrawals			(64,120)							
Interest Earned										
CRF Funds Used			(64,120)	-	-	-	-	-	-	-
NetCRF Funds Added			70,385	70,385	70,385	70,385	70,385	70,385	70,385	70,385
Ending Year Balance			70,385	70,385	70,385	70,385	70,385	70,385	70,385	70,385

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2027
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
Sewer Plant Reserve										
Beginning Year Balance			34,986	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Contributions										
Withdrawals			(34,986)							
Interest Earned										
CRF Funds Used			(34,986)	-	-	-	-	-	-	-
NetCRF Funds Added			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Ending Year Balance			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Sewer Equip./Bldgs.										
Beginning Year Balance			14,205	76,727	121,727	166,727	236,727	181,727	226,727	271,727
Contributions		User Fees		70,000	70,000	70,000	70,000	70,000	70,000	70,000
Sheep Davis Road Station Grinder		User Fees			(25,000)					
Keith Ave Station Grinder		User Fees		(25,000)						
Pembroke Street Station Grinder		User Fees						(25,000)	(25,000)	(25,000)
Bow Lane Station Grinder		User Fees					(25,000)			
Sheep Davis Road Station Roof		User Fees								
Keith Ave Station Roof		User Fees								
Pembroke Street Station Roof		User Fees					(50,000)			
Pickup		User Fees								
2005 Crown Vic		User Fees								
2000 Utility Trailer		User Fees					(50,000)			
2014 1 Ton		User Fees								
Interest Earned										
CRF Funds Used				-	-	-	-	-	-	-
NetCRF Funds Added				(45,000)	(45,000)	(70,000)	181,727	(45,000)	(45,000)	(45,000)
Ending Year Balance				121,727	166,727	236,727	181,727	226,727	271,727	316,727
Future Building										
Beginning Year Balance				100,003	200,003	300,003	400,003	500,003	600,003	700,003
Contributions				100,000	100,000	100,000	100,000	100,000	100,000	100,000
Withdrawals		User Fees								
Interest Earned										
CRF Funds Used				-	-	-	-	-	-	-
NetCRF Funds Added				(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Ending Year Balance				200,003	300,003	400,003	500,003	600,003	700,003	800,003
Major Improvements		Bond				(15,000,000)				
Engin. Bow Lane Pump Station										
Bow Lane Pump Station Bond		User Fees		(58,851)	(58,851)	(58,851)	(58,851)	(58,851)	(58,851)	(58,851)

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2027
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2020 20-21	2021 21-22	2022 22-23	2023 23-24	2024 24-25	2025 25-26	2026 26-27	2027 27-28
SCHOOL DISTRICT										
Vehicle Repl. Capital Reserve (NEW)										
Beginning Year Balance				17,500	20,000	43,000	36,000	29,000	22,000	14,000
Contributions			(35,000)	35,000	30,000					
District Pickup Truck	31		(17,500)	(17,500)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	
District Van	31			(15,000)	(3,000)	(3,000)	(3,000)	(3,000)	(4,000)	
Interest Earned										
CRF Funds Used			(17,500)	(32,500)	(7,000)	(7,000)	(7,000)	(7,000)	(8,000)	0
NetCRF Funds Added				(2,500)	(23,000)	36,000	29,000	22,000	14,000	14,000
Ending Year Balance			17,500	20,000	43,000	36,000	29,000	22,000	14,000	14,000
School Buidling Capital Reserve										
Beginning Year Balance			292,952	292,952	292,952	287,952	312,952	362,952	412,952	267,952
Contributions			15,000	150,000	175,000	200,000	200,000	200,000		
Replacement Flooring	31			(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	
ADA Upgrades District wide	32			(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	
Roof Repair/Replacement	32			(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	
Fire Life Safety	32		(15,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	
Exhaust fume hoods	32			(5,000)	(5,000)	(5,000)	(5,000)	(5,000)		
Exterior Painting	32		(10,000)	(10,000)	(5,000)	(5,000)	(5,000)	(5,000)		
Air system	32			(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	
Hot Water heaters/Dishwash. District Wide	32			(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	
Gas Boilers/heating units	32			(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	
Hill Renovation		Bond								
Interest Earned										
CRF Funds Used			(30,000)	(15,000)	(155,000)	(150,000)	(150,000)	(150,000)	(145,000)	-
NetCRF Funds Added			292,952	292,952	287,952	(25,000)	(50,000)	(50,000)	267,952	267,952
Ending Year Balance			292,952	292,952	287,952	312,952	362,952	412,952	267,952	267,952
School Technology Capital Reserve										
Beginning Year Balance			50,022	50,022	50,022	50,022	50,022	50,022	50,022	40,022
Contributions				10,000	10,000	10,000	10,000	10,000		
Replacing and Maintaining	32		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	
Interest Earned										
CRF Funds Used				(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	-
NetCRF Funds Added			50,022	50,022	50,022	50,022	50,022	50,022	40,022	40,022
Ending Year Balance			50,022	50,022	50,022	50,022	50,022	50,022	40,022	40,022

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2027
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2020	2021	2022	2023	2024	2025	2026	2027
School Site Improvement Capital Reserve										
Beginning Year Balance			100,496	75,496	75,496	125,496	100,496	75,496	125,496	100,496
Contributions					75,000			75,000		
Paving District Wide	32		(25,000)		(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	
Old Entrance Design/PA			(10,000)							
Interest Earned										
CRF Funds Used			(35,000)	-	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	-
NetCRF Funds Added			(15,000)	75,496	(50,000)	100,496	75,496	(50,000)	100,496	100,496
Ending Year Balance			75,496	75,496	125,496	100,496	75,496	125,496	100,496	100,496
School Equipment Capital Reserve										
Beginning Year Balance			185,119	180,119	180,119	172,619	173,119	158,619	144,119	119,619
Contributions			(5,000)		20,000	25,000	10,000	10,000		
Replacement camera and maintenance	31		(5,000)		(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	
Riding Floor Scrubbers	32				(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	
District Mowers	31		(5,000)		(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	
District Tractor	31				(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	
Utility Vehicles	31				(5,000)	(2,000)	(2,000)	(2,000)	(2,000)	
Interest Earned										
CRF Funds Used			(20,000)	-	(27,500)	(24,500)	(24,500)	(24,500)	(24,500)	-
NetCRF Funds Added			(10,000)	180,119	172,619	(500)	158,619	144,119	119,619	119,619
Ending Year Balance			180,119	180,119	172,619	173,119	158,619	144,119	119,619	119,619
Merging of the two buildings Vill/Hill										
TOTALS										
TOTAL ANTICIPATED EXPENDITURES ¹			(2,064,261)	\$ (2,352,547)	\$ (3,351,369)	\$ (16,877,088)	\$ (1,958,404)	\$ (1,926,430)	\$ (1,832,835)	\$ (2,160,867)
EXPENDITURES OFFSET BY EXISTING CRF ACCOUNTS ²			(1,043,931)	\$ (726,296)	\$ (954,618)	\$ (837,245)	\$ (761,511)	\$ (775,570)	\$ (690,305)	\$ (988,773)
CRF DEPOSITS FOR FUTURE USE ³			(336,467)	\$ 667,564	\$ 796,627	\$ 175,176	\$ 200,945	\$ 102,966	\$ 418,417	\$ 627,831
EXPENDITURES OFFSET BY BONDING ⁴					\$ 1,000,000	\$ 15,000,000				
EXPENDITURES OFFSET BY OTHER FUNDING ⁴			(87,000)	\$ 472,000	\$ 392,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000
TOTAL CAPITAL EXPENDITURES RAISED BY TAXES ⁵			(3,356,760)	\$ (1,939,278)	\$ (2,117,360)	\$ (2,387,157)	\$ (2,366,970)	\$ (2,447,034)	\$ (1,952,723)	\$ (2,369,809)
DEBT SERVICE ⁶			(639,300)	\$ (621,750)	\$ (304,200)	\$ (294,000)	\$ (283,800)	\$ (273,600)	\$ (263,400)	\$ (253,200)
TOTAL FUNDS RAISED BY TAXES ⁷			(3,996,060)	\$ (2,561,028)	\$ (2,421,560)	\$ (2,681,157)	\$ (2,650,770)	\$ (2,720,634)	\$ (2,216,123)	\$ (2,623,009)

*Mandated by the State

¹This is the total expenditures regardless of the funding source

²These are the funds in the CRF at the beginning of the year that will be used to pay for the expenditures for that year. If the balance is insufficient to cover the costs, the entire balance is used, even if additional fund are being appropriated that year.

³These are funds being appropriated that will not be used for expenditures that year. If the beginning balance is insufficient to cover any expenditures for that year, the shortfall is subtracted from the appropriation to give the balance to be carried into future years.

⁴These are alternate funding sources that reduce the amount to be raised by taxes.

⁵This is the amount of current year expenditures plus appropriation raised for future spending that are to be funded through taxes.

⁶These are the payments for prior year expenditures that were funded through bonding.

⁷These are the total funds for past, present, and future capital expenditures that needs to be raised through taxes.

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
2022 CAPITAL PROJECTS
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2022	CIP Committee Vote		
				High	Medium	Low
MUNICIPAL FACILITIES						
Municipal Facilities CRF Request	19	Taxes	100,000	7	0	0
DPW						
Floor	19	Capital Res.	(62,250)	7	0	0
Weatherstripping	19	Capital Res.	(5,000)	3	4	0
Heaters Old garage	20	Capital Res.	(5,718)	7	0	0
Main Bldg Roof repairs	20	Capital Res.	(5,000)	6	1	0
Safety Center						
Office Enclosure	20	Capital Res.	(3,450)	6	0	1
New Office	20	Capital Res.	(11,860)	0	0	7
Library						
Roof Venting/Insulation	21	Capital Res.	(65,000)	7	0	0
Municipal CRF ACCOUNT BALANCE		213,433	155,155			
TOWN CLOCK						
Town Clock CRF Request	22	Taxes	25,000	0	5	2
Repairs	22	Capital Res.	(15,225)	0	4	3
Mechanism	22	Capital Res.	(8,915)	0	3	4
Municipal CRF ACCOUNT BALANCE		7,432	8,292			
PROPERTY REVALUATION/UPDATE						
Property Reval/Update CRF Request	23	Taxes	30,000	4	0	3
Property Reval. CRF ACCOUNT BALANCE		122,904	152,904			
CEMETERY						
Cemetery Capital Reserve Fund Request	24	Taxes	10,000	5	2	0
Pembroke St. Headstones	24	Capital Res.	(4,500)	3	4	0
New North Pembroke Road Tree Removal	25	Capital Res.	(4,200)	5	2	0
Old North Pembroke Cemetery Headstones	24	Capital Res.	(1,500)	4	2	1
New North Pembroke Road Headstones	24	Capital Res.	(400)	4	2	1
Ground Penetrating Radar	25	Capital Res.	(2,000)	5	2	0
Cemetery CRF ACCOUNT BALANCE		24,011	21,411			

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
2022 CAPITAL PROJECTS
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2022	CIP Committee Vote		
				High	Medium	Low
FIRE						
Major Equipment CRF Request	26	Taxes	110,000	7	0	0
Major Equipment CRF BALANCE		382,173	492,173			
Small Equipment CRF Request	26	Taxes	70,000	7	0	0
Radios	26	Capital Res.	(110,000)	7	0	0
Small Equipment CRF BALANCE		106,456	66,456			
POLICE						
Police Cruisers CRF Request	27	Taxes	55,000	4	1	2
Cruiser	27	Capital Res.	(52,700)	3	4	0
Police Cruisers CRF BALANCE		101,929	104,229			
Small Equipment CRF Request	27	Taxes	10,000	4	3	0
		Capital Res.	-			
Small Equipment CRF BALANCE		50,866	60,866			
PUBLIC WORKS						
Highway Division						
Major Equipment CRF Request	28	Taxes	200,000	7	0	0
10 Wheel Dump/Plow	28	Capital Res.	(232,000)	6	1	0
Boom Flail Mower	28	Capital Res.	(33,500)	5	2	0
F550 Sander	28	Capital Res.	(9,200)	6	1	0
Enclosed Trailer/Elections/Details	29	Capital Res.	(9,500)	2	3	2
Major Equipment CRF BALANCE		324,893	240,693			
Roads						
Road reconstruction/repair	29	Taxes	(750,000)	7	0	0
Sherwood Meadows	29	Taxes	(240,000)	3	2	2
Main Street	29	Bond	(1,000,000)	5	2	0
RECREATION						
Recreation Facilities CRF Request	30	Taxes	20,000	3	1	3
Re-surface Tennis Courts	30	Capital Res.	(24,900)	7	0	0
			-			
Rec Facilities CRF BALANCE		51,114	46,214			

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
2022 CAPITAL PROJECTS
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2022	CIP Committee Vote		
				High	Medium	Low
SCHOOL DISTRICT						
Replacement Flooring	31		(20,000)	*		
Replacement camera/maintenance	31		(10,000)			
District pickup truck	31		(4,000)			
District Tractor	31		(7,500)			
Utility Vehicles	31		(5,000)			
District Van	31		(3,000)			
District Mowers	31		(2,000)			
ADA upgrades	32		(50,000)			
Roof repair/replacement	32		(20,000)			
Fire Life safety	32		(5,000)			
Exhaust fume hoods	32		(5,000)			
Exterior painting	32		(10,000)			
Air system	32		(15,000)			
Hot water heaters/dishwasher	32		(5,000)			
PA Gas fired heating units	32		(25,000)			
Riding Floor Scrubbers	32		(3,000)			
Paving district wide	32		(25,000)			
Technology replacement	32		(10,000)			

* Committee felt that they did not have enough information to vote on the items. Discussion ensued as to what they wanted to see in 2022. The School Board Rep. will bring the discussion to the full board at a future meeting.

MUNICIPAL FACILITIES

I. MUNICIPAL FACILITIES CAPITAL RESERVE FUND DEPOSITS

Project Description: The purpose of this fund is to provide a funding mechanism for future repairs, renovations or replacement for all municipal facilities including the Library.

Amount Requested: \$100,000 in 2022 from taxation.

Committee Vote: High Priority - 7

A. FLOOR/WALL STABILIZATION (DPW)

Project Description: Foundation settling is affecting a garage door and exit door. Monitoring of the southwest corner still shows settling and it was recommended that it be underpinned.

Amount Requested: \$62,250 in 2022 from Capital Reserve.

Committee Vote: High Priority – 7

B. WEATHERSTRIPPING (DPW)

Project Description: This item will be a project that if money is available will be taken care of in 2021. There are several areas in the building that need to be addressed. Heat is escaping the building.

Amount Requested: \$5,000 in 2022 from Capital Reserve.

Committee Vote: High Priority –3; Medium – 4

C. HEATERS OLD GARAGE (DPW)

Project Description: Replace two non-working gas heaters in old garage with two new high efficiency 200,000 BTU modine gas heaters. Heating this area will allow for work to be done on equipment in that area and to keep all the fluids for oil changes at a reasonable temperature.

Amount Requested: \$5,718 in 2022 from Capital Reserve.

Committee Vote: High Priority -7

D. MAIN BUILDING ROOF REPAIRS (DPW)

Project Description: This item will be a project that if money is available will be taken care of in 2021. Currently several screws/bolts are popping up on the roof.

Amount Requested: \$5,000 in 2022 from Capital Reserve.

Committee Vote: High Priority -6; Medium - 1

E. OFFICE ENCLOSURE (PD)

Project Description: This item will be a project that if money is available will be taken care of in 2021. Police are looking to secure the front reception area.

Amount Requested: \$3,450 in 2022 from Capital Reserve.

Committee Vote: High Priority -6; Low - 1

F. NEW OFFICE (PD)

Project Description: This item will be to take an existing storage area and convert it into two rooms.

Amount Requested: \$11,860 in 2022 from Capital Reserve.

Committee Vote: Low Priority - 7

G. ROOF VENTING/INSULATION (LIBRARY)

Project Description:

The Library roof will need to be re-shingled in the coming years. Currently the way the building is set up, there is little to no insulation value in the ceilings. In the winter heat escapes through the roof and in the summer the roof bakes. In order to do the shingling right, the Building Committee felt that the insulation and venting needed to be taken care of first.

Amount Requested:

\$65,000 in 2022 from Capital Reserve.

Committee Vote:

High Priority – 7

TOWN CLOCK

II. TOWN CLOCK

Project Description: The Town of Pembroke entered into a 99 year lease with the owner of 116 Main Street back in 1998. That building has since sold and the lease transferred with the property. In 2020 The Selectmen committed to placing \$5,000 a year in the Capital Reserve Fund. The Town requested in 2021 a detailed listing of necessary repairs. The \$5,000 will not be enough to cover the projected repair costs.

Amount Requested: \$25,000 in 2022 from taxation.

Committee Vote: Medium Priority – 5; Low - 2

A. CLOCK MOTOR/CONTROLLER

Project Description: Repair previously electrified E. Howard Tower Clock. Provide and install clock motor with automatic clock controller.

Amount Requested: \$8,915 in 2022 from Capital Reserve.

Committee Vote: Medium Priority – 3; Low - 4

B. MAINTENANCE

Project Description: Clean tower, repaint the 1st floor of the tower, secure post/beams, caulking, reinforce clock platform and bell tower floor, repair roof, repair cracked and blistered paint on clock face and re-paint as needed on clock tower.

Amount Requested: \$15,225 in 2022 from Capital Reserve.

Committee Vote: Medium Priority – 4; Low – 3

PROPERTY REVALUATION / UPDATE

III. PROPERTY REVALUATION / UPDATE CAPITAL RESERVE FUND DEPOSITS

Project Description: Every five years, the State of New Hampshire mandates that towns perform property updates or revaluations in order to be certified that all properties are fully and equitably assessed.

Amount Requested: \$30,000 in 2022 from taxation.

Committee Vote: High Priority -- 4; Low - 3

CEMETERY COMMISSION

IV. CEMETERY CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is set up for maintenance and repair issues for all Town Cemeteries.

Amount Requested: \$10,000 in 2022 from taxation.

Committee Vote: High Priority – 5; Medium - 2

A. MONUMENT REPAIRS PEMBROKE STREET CEMETERY

Project Description: Repair damaged monuments.

Amount Requested: \$4,500 in 2022 from Capital Reserve.

Committee Vote: High Priority – 3; Medium - 4

B. OLD NORTH PEMBROKE CEMETERY MONUMENT REPAIRS

Project Description: Repair damaged monuments.

Amount Requested: \$1,500 in 2022 from Capital Reserve.

Committee Vote: High Priority – 4; Medium – 2; Low – 1

C. NEW NORTH PEMBROKE CEMETERY MONUMENT REPAIRS

Project Description: Repair damaged monuments.

Amount Requested: \$400 in 2022 from Capital Reserve.

Committee Vote: High Priority – 4; Medium – 2; Low – 1

D. NEW NORTH PEMBROKE TREE REMOVAL

Project Description: Remove three sugar maples at front wall.

Amount Requested: \$4,200 in 2022 from Capital Reserve.

Committee Vote: High Priority – 5; Medium – 2

E. GROUND PENETRATING RADAR SURVEY

Project Description: Radar scan of the rear section of Buck Street cemetery in an area where unmarked (Pauper) burials are known to exist.

Amount Requested: \$2,000 in 2022 from Capital Reserve.

Committee Vote: High Priority – 5; Medium – 2

PEMBROKE FIRE DEPARTMENT

V. MAJOR FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used to replace major fire apparatus. An annual deposit will allow anticipated purchases to be made with a consistent effect on the tax rate.

Amount Requested: \$110,000 in 2022 from taxation.

Committee Vote: High Priority – 7

VI. SMALL FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used for the purchase of items such as replacing breathing apparatus and radios.

Amount Requested: \$70,000 in 2022 from taxation.

Committee Vote: High Priority – 7

A. RADIO REPLACEMENTS

Project Description: Current radios were purchased in 2006. They are breaking down and reception is becoming a problem along with finding parts to fix them.

Amount Requested: \$110,000 in 2022 from Capital Reserve.

Committee Vote: High Priority – 7

PEMBROKE POLICE DEPARTMENT

VII. POLICE CRUISER REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description:

This fund was established to stabilize the funding of cruisers for the Police Department. The Police Department has developed a detailed replacement schedule for police cruisers. The schedule calls for two cruisers to be replaced every other year and one to be replaced in the off years.

Amount Requested: \$55,000 in 2022 from taxation.

Committee Vote: High Priority – 4; Medium – 1; Low - 2

A. CRUISER REPLACEMENT

Project Description:

Replace a 2016 out of warranty Ford SUV police package. Vehicle has 96,000 miles on it. The Town rotates out the worst vehicle in its inventory and the downshifted cruiser goes to that department.

Amount Requested: \$52,700 in 2022 from Capital Reserve.

Committee Vote: High Priority – 3; Medium – 4

VIII. SMALL EQUIPMENT REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description:

This fund is used to purchase items such as ballistic body armor vests for officers, weapons, and communication items.

Amount Requested: \$10,000 in 2022 from taxation.

Committee Vote: High Priority – 4; Medium - 3

PUBLIC WORKS DEPARTMENT

IX. TOWN EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: The Town has set aside annual deposits to the fund. This fund is used to purchase the major highway equipment scheduled for replacement. Annual funding will allow anticipated purchases to be made with a consistent effect on the tax rate.

Amount Requested: \$200,000 in 2022 from taxation.

Committee Vote: High Priority – 7

A. 10 WHEEL DUMP TRUCK WITH ACCESSORIES

Project Description This purchase would replace a vehicle that is 15 years old and out of warranty. Currently the vehicle is in need of major repairs with an estimated cost of \$55,000 to the body, \$3,000 for a clutch, Brakes \$1,000, and plow maintenance of \$3,000.

Amount Requested: \$232,000 in 2022 from Capital Reserve.

Committee Vote: High Priority – 6; Medium - 1

B. BOOM FLAIL MOWER

Project Description: This unit has anticipated repair costs of \$11,000 for a new mower head and hydraulic tank. This is used extensively for roadside mowing.

Amount Requested: \$33,500 in 2022 from Capital Reserve.

Committee Vote: High Priority – 5; Medium - 2

C. SANDERS

Project Description: The Department is in need of replacing a sander for the newly purchased Ford 550.

Amount Requested: \$9,200 in 2022 from Capital Reserve.

Committee Vote: High Priority – 6; Medium – 1

D. TRAILER

Project Description: In 2019, a trailer was approved as part of the budget for the Town Clerk to store all of his election supplies so that they would be set up and secured and taken out of the storage building where they get damaged.

Amount Requested: \$9,500 in 2022 from Capital Reserve.

Committee Vote: High Priority – 2; Medium – 3; Low - 2

X. ROAD RECONSTRUCTION / REPAIR

Project Description: To efficiently address the town's roadways, the Public Works Department in conjunction with the Roads Committee and the Board of Selectman will adopt a road repair and reconstruction program on an annual basis.

Amount Requested: \$750,000 in 2022 from taxation.

Committee Vote: High Priority – 7

XI. SHERWOOD MEADOWS

Project Description: The project here would involve removing the existing concrete curbing and install granite curbing and adjust the structures.

Amount Requested: \$240,000 in 2022 from taxation.

Committee Vote: High Priority – 3; Medium – 2; Low - 2

XII. MAIN STREET

Project Description: This would be a reconstruction project from the State right of way at Pembroke Street to Broadway.

Amount Requested: \$1,000,000 in 2022 from bonding.

Committee Vote: High Priority – 5; Medium – 2;

PEMBROKE RECREATION COMMITTEE

XIII. RECREATION FACILITIES CAPITAL RESERVE FUND DEPOSIT

Project Description: This fund is used for the construction and major maintenance and repair of various recreational facilities as proposed by the Recreation Committee.

Amount Requested: \$20,000 in 2022 from taxation.

Committee Vote: High Priority -3; Medium - 1; Low - 3

A. RESURFACE TENNIS COURTS

Project Description: Crack repairs

Amount Requested: \$24,900 in 2022 from Capital Reserve.

Committee Vote: High Priority - 7

SCHOOL DISTRICT

The Items listed below are the requests for the School during their 2022/2023 budget year which will be brought before the voters in March. The school operates on a fiscal year and the Town operates on a calendar year.

The Committee did not have enough information on these items to cast a vote. The Committee had a long discussion about what they wanted to see for 2023. The consensus was that they wanted the Administration to design their Capital requests like the Town's showing what they anticipated requesting for funding and the items that they would be looking to spend funds on. The message was conveyed to the School Board rep. who would bring it before the Board.

XIV. SCHOOL DISTRICT REPAIRS

A. REPLACEMENT FLOORING

Project Description: District wide repairs.

B. REPLACEMENT CAMERA/MAINTENANCE

Project Description: District wide repairs.

C. DISTRICT PICK UP TRUCK

Project Description: New vehicle

D. DISTRICT TRACTOR

Project Description: Replacement

E. UTILITY VEHICLES

Project Description: Replacement

F. DISTRICT VAN

Project Description: Replacement

G. DISTRICT MOWERS

Project Description: Replacement

H. ADA UPGRADES

Project Description: District wide repairs.

I. ROOF REPAIR/REPLACEMENT

Project Description: District wide repairs.

J. FIRE LIFE SAFETY

Project Description: District wide repairs.

K. EXHAUST FUME HOODS

Project Description: District wide repairs.

L. EXTERIOR PAINTING

Project Description: District wide repairs.

M. AIR SYSTEM

Project Description: District wide repairs.

N. HOT WATER HEATERS/DISHWASHER

Project Description: District wide repairs.

O. PA GAS FIRED HEATING UNITS

Project Description: Replacements.

P. PAVING

Project Description: District wide.

Q. RIDING FLOOR SCRUBBERS

Project Description: Replacements

R. TECHNOLOGY REPLACEMENT

Project Description: Replacements

July 25, 2021

From: Pembroke Energy Committee

To: Pembroke Select Board

Re: recommendation to join CPCNH as a Phase 1 Member

Dear Select Board:

The Pembroke Energy Committee unanimously recommends you vote to approve Pembroke join the Community Power Coalition of New Hampshire. The following document outlines the reasons for our recommendation and explains what steps should be taken if you agree to act on our recommendation. Our specific request is for you to vote to approve the Pembroke Town Manager sign the Joint Powers Agreement of the Community Power Coalition of New Hampshire.

Executive Summary

Community Power Coalition of New Hampshire (CPCNH) is statewide nonprofit organization that is being established for the purpose of helping communities formulate local electric energy goals and plans, and then execute those plans to achieve their goals (save money, reduce environmental impact, improve reliability). Pembroke may join CPCNH for no cost and no obligation to develop its own Community Power Plan. Once a Community Power Plan is approved by Pembroke, CPCNH would then execute that Plan for Pembroke. Eversource would continue to deliver power that CPCNH sources on Pembroke's behalf.

CPCNH is a nonprofit corporation created by New Hampshire municipalities and services their interests. Pembroke would become a board member of CPCNH as long as it remains a member, alongside representatives from other member cities and towns. Cost sharing occurs once a town implements its Community Power Plan. All costs associated from CPCNH will be recovered from the revenues from electricity sales after the program is launched (and not from taxpayer funds). Individual customers can opt out of the CPCNH program and will be connected to a default service provider (Eversource).

Background

The world is moving through a remarkable energy transition that is facilitated by several enabling factors. Recent technology advances render electrical power generation from natural gas, wind, solar to be cost competitive with coal, often believed to be the lowest cost for electricity generation; see Figures 1 and 2 below. There is growing interest in communities to reduce the environmental impact of their own energy consumption. There are technology advances in data collection and analysis to give people insight in how to optimize energy generation, procurement and consumption that drive efficiency and cost savings. And there is a wave of innovative consumer oriented energy products, ranging from local energy storage, net metering, to further electrification of consumer appliances (including vehicles), that may become in high demand by residents. The benefits of this energy transition and the related technology

advances are difficult to access in New Hampshire and in Pembroke because of limitations and constraints in our current electricity supply arrangement.

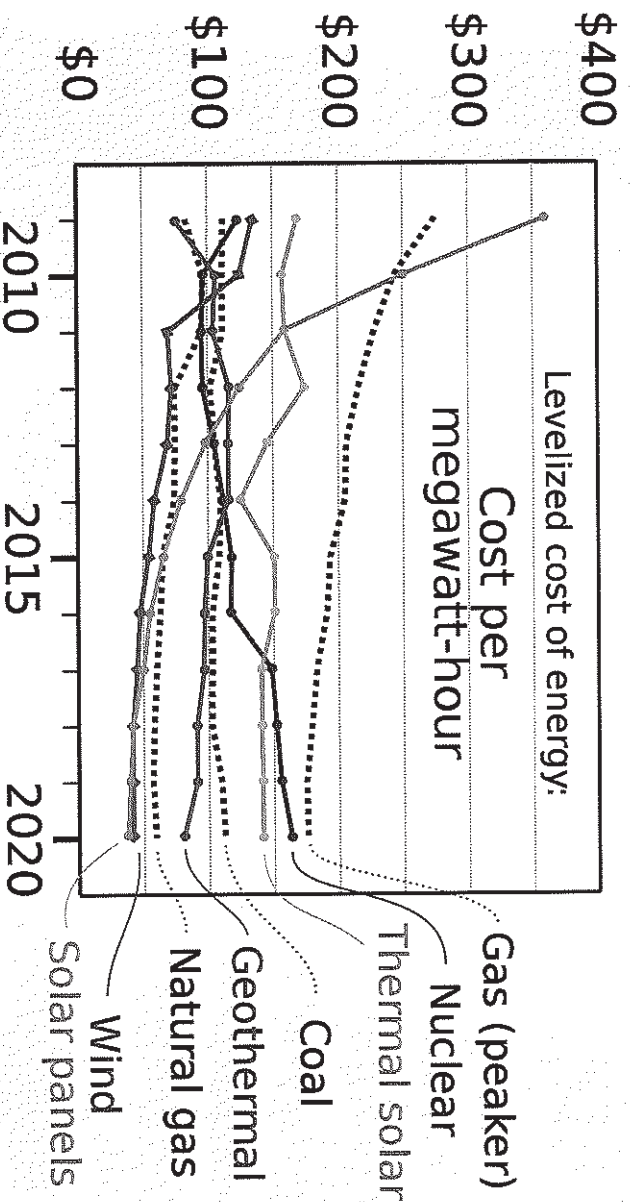


Figure 1. Levelized cost of electric power generation. Cost: with increasingly widespread implementation of renewable energy sources, costs have declined, most notably for energy generated by solar panels.^[1] Levelized cost of energy (LCOE) is a measure of the average net present cost of electricity generation for a generating plant over its lifetime. https://en.wikipedia.org/wiki/Cost_of_electricity_by_source. By RCraig09 - Own work. CC BY-SA 4.0. <https://commons.wikimedia.org/w/index.php?curid=99427431>

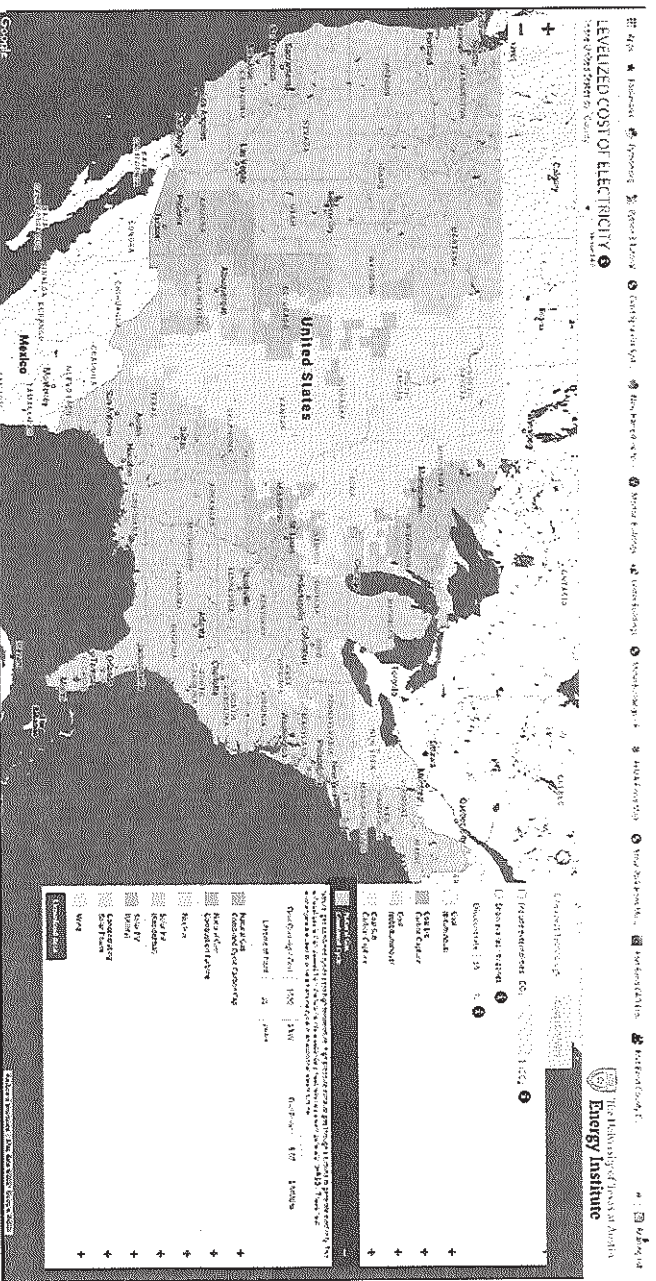


Figure 2. Lowest cost electricity generation in USA by location.
http://calculators.energy.utexas.edu/lcoe_map/#/county/tech

The Community Power Coalition of New Hampshire

A statewide nonprofit organization is being created, Community Power Coalition of New Hampshire (CPCNH), for the purpose of helping communities formulate local electric energy goals and plans, and then execute those plans to achieve their goals. Community power enables NH cities, towns and counties procure electric power supply on behalf of their residents and businesses and provide related services that are of interest to the town. By pooling communities purchasing power, better rates are possible for electricity procurement. Moreover, CPCNH can help coordinate efforts between communities with interest in developing local electric power solutions (generating plants, modern metering and billing techniques, electricity storage facilities, energy management initiatives and more). The Utility company (e.g. Eversource) continues to deliver power, and communities benefit from projects and programs of interest to the Town and facilitated by CPCNH. Pembroke has an opportunity to join CPCNH as one of its founding members.

A powerful feature of CPCNH is that Communities must formulate their own Community Power Plan based on their own priorities. Once the Community Power Plan is formulated with input from the town and approved by the town, CPCNH would execute energy procurement for the town based on those priorities. Community power coalitions in other states have demonstrated lower energy rates than regulated utilities. Additionally, CPCNH will offer services substantially more advanced and beneficial than currently available from Eversource. There will be possibilities for communities to build or buy clean energy while ensuring long-term affordable and stable rates. There will be local project opportunities that lead to valuable services and more customer options, for example, smart electric meters and real time price signals to enable consumers to optimize their own electrical consumption/cost, development of local energy generation and local energy transmission that eliminates interstate transmission fees.

Member communities themselves comprise the board of directors for CPCNH. Member communities participate in vendor vetting, can propose and join in local power projects, participate in sharing (distributing) the overhead cost of the CPCNH organization, interact and cooperate with peer community members. The CPCNH internal staff will manage vendors that perform the operations of Wholesale Energy Portfolio management (load forecasting and planning, contract origination and power procurement, credit and contract management, market operations and trading, and settlements/back office) and Retail customer Services (utility data interchange, call center, website, mailings, customer data management, billing and payment processing, and other local programs). CPCNH also manages a range of committees that provide governance and risk management of the vendors and the entire CPCNH operation.

The CPCNH organization is designed and not yet incorporated. CPCNH will recruit a critical mass of community members before incorporating and hiring staff into roles. Critical mass will look something like 7 to 12 communities and multi-10s of millions of dollars worth of electricity consumption (independent of transmission fees). Current CPCNH members are Lebanon,

Hanover, Exeter, Rye, Harrisville, and Nashua. Keene and Harrisville have approved Community Power Plans. Hanover and Lebanon are close to town vote on their prepared Community Power Plans. Exeter and Rye only recently joined and have not prepared their Community Power Plans.

There is a well written Joint Powers Agreement (JPA) that defines how CPCNH operates (https://1fa6b5a3-dfdd-4d72-8ade-ac143459a920.filesusr.com/ugd/20212e_d0028f6b1fa54448a6df3509717a53a7.pdf). The Joint

Powers Agreement is the contract between municipalities and CPCNH. It outlines the way CPCNH works, the roles of members, the powers that CPCNH has, governance, procedures, organization and includes its bylaws. It is a legal document and is accessible on the CPCNH webpage, and was developed primarily by Clifton Below of Lebanon NH, Samuel Golding, community power expert, and Michael Postar of the lawfirm Duncan, Wenberg, Genzer and Pembroke. Pembroke's legal council should review the JPA and identify risks to the Select Board. The JPA is not open for any changes at this time.

Joining CPCNH

Joining CPCNH is a three step process. Step 1 is for the town to agree to the Joint Power Agreement—this will be recognized as Phase 1 membership in CPCNH. This step is completed when the Select Board votes to approve the town manager/administrator to sign the JPA. Step 2 is the development of the Community Power Plan. A locally appointed Community Power Committee defines its future energy vision, identifies priorities and formulates an action plan of how to advance from the current state to the desired future state. The Community Power Plan is reviewed and commented on by town members, and is voted on during a town meeting. A Community Power Plan may take 1 to 4 quarters to prepare for voters approval. There is no predetermined outcome of what the Community Power Plan will look like, although it must satisfy requirements of RSA 53-E, Aggregation of electric customers by utilities and counties. Step 3 is the approval of the Community Power Plan, which must be approved by majority present and voting in a town meeting—this is recognized as Phase 2 membership in CPCNH.

Phase 1 membership is no cost, no obligation, and gives members the access to resources and expertise they need in order to formulate their Community Power Plan, and achieve town approval. A town's select board must approve The Joint Powers Agreement in order to join CPCNH Phase 1. The town may drop out of CPCNH at any time with absolutely no cost or obligation.

Phase 2 membership is basically the execution of the Community Power Plan, involving procuring electricity, operating the program, formulating and contracting and performing projects of interest, engaging with state-wide energy and market related legislation and initiatives. Cost sharing occurs once a town transitions to Phase 2. All costs will be recovered from the revenues from electricity sales after the program is launched (and not from taxpayer funds). Individual customers can opt out of the CPCNH program and will be connected to a default service provider (Eversource).

During Phase 2, Eversource will remain the billing entity for most people. The bill will reflect either CPCNH or Eversource as the electric energy provider. Eversource remains the electricity transmission provider.

Frequently asked questions

1. How do we learn more about CPCNH?

1. The Pembroke Energy Committee can organize a presentation for you by Henry Herndon of CPCNH.
2. Shaun Mulholland, Lebanon City Manager (603-448-4220), is very involved and familiar with CPCNH and the procedure to join, including approving the JPA. He is happy to share his experience and thoughts.
3. There are recorded webinars that cover a large majority of the framework of CPCNH, including organization, risk management, governance, operation, how to join, etc.

i. <https://youtu.be/4yTgzxUACi8> (slides for this video: https://1fa6b5a3-dfdd-4d72-8ade-ac143459a920.filesusr.com/ugd/20212e_3eb143ccb25144b9916a51fe0b94bb3e.pdf)

ii. https://youtu.be/0DDZOQ_3rmQ (slides for this video:

https://1fa6b5a3-dfdd-4d72-8ade-ac143459a920.filesusr.com/ugd/20212e_7218da7cda3a4b4c922197c886c58b0a.pdf)

2. Where do cost savings come from?

- Utilities have no legal flexibility to play the market; they are regulated and required to buy power on a fixed 6-month schedule, and so cannot always take advantage of beneficial market pricing. Having electricity sourcing vendors to manage a book of electricity supply contracts of different time durations and different geographical locations creates a cost benefit.
- Although cost benefit is easiest to explain, more important are benefits that result from local initiatives (local power generation, sourcing from specific energy sources, education and awareness of how markets work, oversight of energy procurement process.)
- visibility of electricity price and consumption at local level to help shape the electricity load and shave peak electricity consumption; a factor that influences electricity transmission costs.

3. Why would a town not join CPCNH at Phase 1?

- They do not want to do community power. Creating a Community Power Plan takes time and effort and may not be interesting to the town. The town may be satisfied with the current known arrangement.
- The community is very individualistic and would like to forge their own energy pathways independently.
- They may simply hire an energy broker and short circuit the Community Power Planning process. Also implying they are focused on the cost

benefit and not so much all the other longer term benefits of local power solutions, innovations, grid resilience, etc.

4. What percentage of individual customers does CPCNH expect to opt out of the program?
 - 4 to 10% of people opt out of community power coalitions based on data from other states.
 - One idea to help attract people to remain in a Community Power Plan is that CPCNH would help the town create a local brand and marketing. So, there would be something like a Pembroke Community Power brand for Pembroke residents.
5. What would happen to the incumbent electric utility providers if every town in NH opted in? In principle, they would continue their business of running the transmission grid.
 - Utility companies in NH do not earn any profit on "energy supply", which is what Pembroke Community Power would provide. The utility provides "energy delivery" and is compensated for owning the poles and wires of the transmission and distribution grid no matter what.
 - Assuming CPCNH successfully reduces peak electricity consumption rates, Eversource would lose peak transmission rates
 - It is likely that they would adjust their transmission rates due to loss of peak transmission rates and depending on how the loss of electricity sales affected their internal cash flows and cost allocations. This is an example of a topic that requires very close communication between CPCNH and the utility companies.
6. What are other electric energy options for a Town like Pembroke?
 1. Directly hire a broker and have the manage electricity procurement. This will only address the electricity generation portion of your bill.
 2. Continue on current path relying on Eversource to govern the rate of change of electricity supply options and innovations.
 3. Individuals can create their own individual "off-the-grid" options.
7. What happens if Pembroke elects to join CPCNH, but 1 as an individual do not want to participate?
 1. All people and businesses on the current default electricity supplier (Eversource) would be automatically enrolled in CPCNH. Any individual may opt out and will be reverted back to the default energy supplier (Eversource).
 2. Individuals and businesses who are already independent of Eversource will not be automatically enrolled in the CPCNH program. Thus, those people and businesses would need to OPT IN to CPCNH.
8. What are risks of joining CPCNH?
 1. The main risk in Phase 1 membership is that the town may expend a significant amount of time and effort to develop their own Community Power Plan—only to discover that the resident's priorities are aligned with the status quo, and there is little interest to change, even at the risk of missing out on beneficial technology advances.

2. A risk of Phase 2 membership is that immediate cost savings may not be substantial. Another risk of Phase 2 membership is that beneficial projects that would have more substantial financial and environmental benefit take more time and effort to materialize than expected, resulting in slow progress. A third risk of Phase 2 membership could be that a town elects to drop out of CPCNH after it has taken some commitment in a local project. In such a case, there may be some residual financial obligation to the project.
9. What is a project and how is it managed?
 1. The idea for a project can come from anywhere and be anything; an example would be development of a community solar array. CPCNH would poll member communities to see if there is sufficient interest in the project to further investigate. A project committee would be formed. The project proposal developed included requirements, specifications, timeline, budget, deliverables, risks and mitigation. Member communities would then evaluate the proposal and decide whether to join or not that project. Those joining the project would share the cost in proportion to their commitment. Those who pass on the project would have not cost, but also would not be able to subscribe to the project.
 2. For example, consider that towns A, B, and C elect to join a project to build a 10MW solar farm and towns D and E decide to pass. Town A wants 25% of the generated electricity, Town B wants 5% of the generated electricity and Town C wants 70% of the generated electricity. Towns A, B, and C contribute 25%, 5%, and 70% to the cost of building that solar farm. Towns D and E pay nothing and do not receive electricity from that solar farm.

COALITION OVERVIEW

Community Power Coalition of New Hampshire

A Public Power Nonprofit

For Municipal & County

Community Power Aggregations

FOR COMMUNITIES, BY COMMUNITIES.

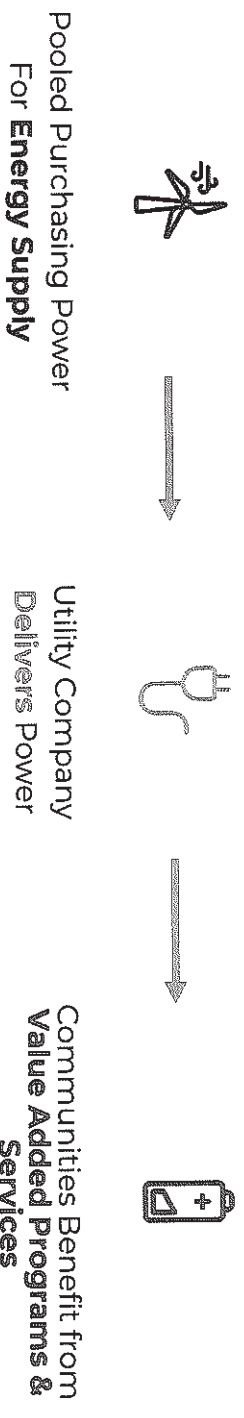


**COMMUNITY
POWER COALITION**
OF NEW HAMPSHIRE



What is Community Power?

New Hampshire cities, towns, and counties procure electric power supply on behalf of their residents and businesses and provide related customer services (local programs, Net Energy Metering supply rates, etc.)



(Customers may switch back to utility default supply or take service from a Competitive Supplier)

Enabling Legislation: RSA 53-E, Relative to Aggregation of Electric Customers by Municipalities & Counties

Benefits of Community Power



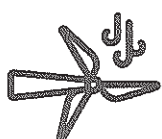
Local Control

Democratizing energy procurement to the community level



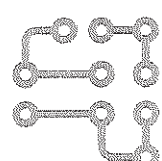
Lower Costs

MA, NY, CA and other markets have demonstrated lower rates than regulated utilities



Renewables

Build & Buy Clean Energy



Resilience & Innovation

New Technologies
Market Competition
Price Signals
Customer Empowerment

What is the Community Power Coalition?

The Coalition is a statewide public nonprofit in formation, designed “**For Communities, By Communities**”



Streamlined Formation

- Statewide Peer Network
- Technical Services for Committees
- Coalition Templates:
 - Enabling resolutions
 - Electric Aggregation Plan
 - Public education materials



Shared Services

- Vendor Vetting
- Electricity Procurement and Portfolio Risk Management
- Contract Management
- Customer Services
- Local programs



Local Projects

- Joint Power Solicitations & Economies of Scale
- Community Solar + Storage
- Project Development

Phase 1 of Coalition Membership:

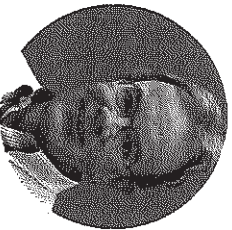
Benefit from peer-to-peer resources sharing and expert support for the program approval process.

Phase 2 of Coalition Membership:

Shared services and economies of scale for launching Community Power programs, procuring electricity, operating the program, contracting for new project developments, implementing local programs, and engaging at the Legislature & Public Utility Commission on public advocacy and market reforms.

Coalition Organizing Group: Founding Members

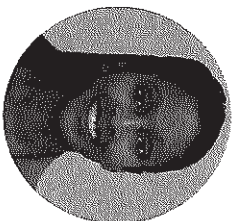
The Coalition is led by staff and officials of Lebanon, Nashua, Hanover & Cheshire County:



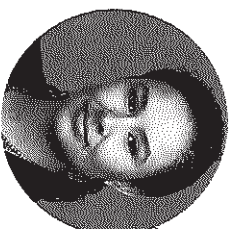
Clifton Below
City of Lebanon
Assistant Mayor and
City Councilor



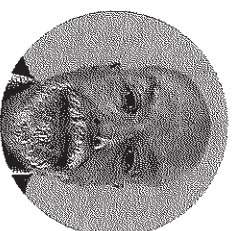
Julia Griffin
Town of Hanover
Town Manager



Doria Brown
City of Nashua
Energy Manager



April Salas
Town of Hanover
Chief Sustainability Officer



Rod Bouchard
Cheshire County
Assistant County Administrator
for Special Projects
and Strategic Initiatives

Read about their energy expertise on the Coalition's profile page: <https://www.cpcnh.org/bios>

Questions About the Coalition

Who can be a member of the Coalition?

**Towns | Cities | Counties
Jointly Operated Community Power
Aggregations**

How does a community join the Coalition?

1. Local governing body enters into Coalition Joint Powers Agreement.
2. Coalition Board of Directors votes to accept member.
3. Governing body appoints a Director & alt.

What is expected of Coalition Members?

The first 21 members appoint a representative to the Board of Directors. Participate in Board, Board Committees, and decisions.

What will the Coalition provide its members?

Full service and a range of options to support implementation and operation of Community Power Aggregations.

How does a Community join the Coalition?

- A local governing body votes to adopt the **Joint Powers Agreement** and then executes it to join the Coalition
- A Joint Powers Agreement is a contract among local governments, agreeing to delegate specific authorities to the agency under the terms of the agreement
- The Attorney General has approved the Coalition's Agreement as conforming to the laws of New Hampshire
- Lebanon City Council, Hanover Select Board, Nashua Board of Aldermen, Exeter Select Board and Harrisville Select Board have approved the Joint Powers Agreement.
- Interested communities may schedule a consultation with Coalition experts

<p>JOINT POWERS AGREEMENT OF COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p> <p>Effective _____, 2021</p> <p>Among the Following Parties:</p> <p>City of Lebanon Town of Hanover [City of Nashua] [Cheshire County]</p>
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<p>Attachment B: Articles of Agreement</p> <p><i>The State of New Hampshire</i></p> <p>RS-A 292.2</p> <p>Recording Fee: \$25.00</p> <p>ARTICLES OF AGREEMENT OF COMMUNITY POWER COALITION OF NEW HAMPSHIRE A NEW HAMPSHIRE NONPROFIT CORPORATION</p>
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<p>Attachment C: By-Laws</p> <p>BY-LAWS of the COMMUNITY POWER COALITION OF NEW HAMPSHIRE</p> <p>ARTICLE I NAME</p> <p>The name of the corporation shall be the Community Power Coalition of New Hampshire ("CPCNH").</p>

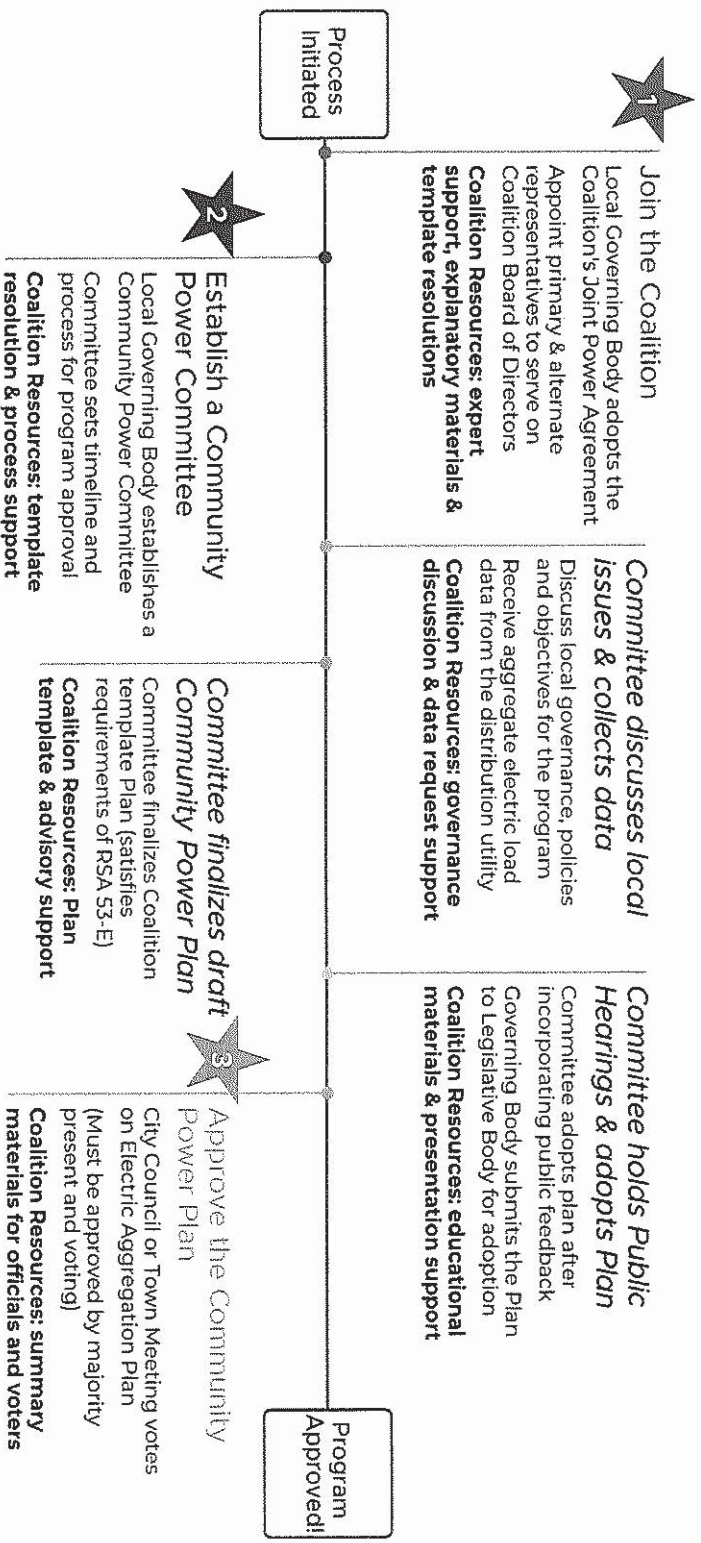
Coalition Cost Sharing

There is no cost to adopting the Joint Powers Agreement and joining the Coalition as a Member.

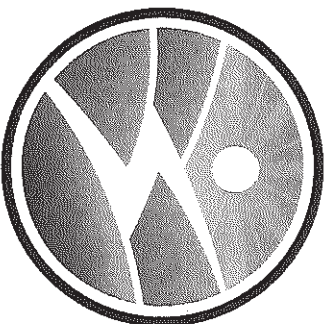
If a Member chooses to launch a Community Power program, at that point all costs will be recovered from revenues from electricity sales after program launch (and not from taxpayer funds).

- **Cost Sharing Agreement**
Communities are under no financial obligation until the execution of a "Cost Sharing Agreement" (after joining the Coalition)
Communities may withdraw from the Coalition prior to entering into the Cost Sharing Agreement — and at any point thereafter in future, subject to any existing obligations (as specified in the Cost Sharing Agreement)
- **Three Types of Coalition Costs:**
Costs for **(1) Member Services** and **(2) Direct Projects** only accrue to communities that choose to receive the services or participate in the project in question, while **(3) General & Administrative Costs** are shared proportionally across members (based on pro rata share of annual electricity sales)

Community Power Roadmap: Three Key Steps

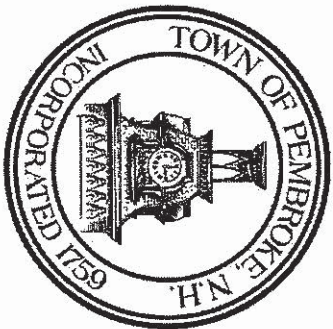


FOR COMMUNITIES, BY COMMUNITIES.



**COMMUNITY
POWER COALITION
OF NEW HAMPSHIRE**





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: VJ Ranfos
CC: David Jodoin
Date: September 14, 2021
Re: Winter Sand Bids

The recommendation from Public Works is to award the bid as follows:

“Delivered” and “Picked up” bid to F.L. Merrill



**Town of Pembroke
Department of Public Works**

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

2021 Winter Sand Bid Summary

November 1, 2021 to October 31, 2022

[illegible]

BOS awarded the bid to:
BOS awarded the bid to:
on:

David Jodoin

From: Chris Addington <caddington@pembroke-nh.com>
Sent: Tuesday, August 24, 2021 11:47 AM
To: David Allen; 'David Jodoin'; 'Gerry Fleury'; Karen Yeaton; Richard Bean; Richard Bean; Robert Fanny; 'Sally Hyland'; Victor Ranfos; 'Wendy Weisiger'
Subject: FW: Curbside Textile Recycling
Attachments: WZHelpsy.pdf

FYI
Sincerely,
Chris
Christine Addington
Secretary
Pembroke Public Works
8 Exchange Street
Pembroke, NH 03275
603-485-4422
caddington@pembroke-nh.com

From: VJ Ranfos [mailto:vranfos@pembroke-nh.com]
Sent: Tuesday, August 24, 2021 11:45 AM
To: 'Chris Addington' <caddington@pembroke-nh.com>
Subject: FW: Curbside Textile Recycling

From: Allison Cooper [mailto:acooper@wastezero.com]
Sent: Tuesday, August 24, 2021 10:28 AM
To: vranfos@pembroke-nh.com
Subject: Curbside Textile Recycling

Hi,

WasteZero is super excited to team up with HELPSY to offer free curbside recycling to residence across New Hampshire as well as many states along the East Coast! There is no cost to the program, and HELPSY is paying you for the material they collect and recycle.

Nearly 8% of trash every year is reusable, recyclable clothing. Taxpayers are paying to throw this material away when you can actually get paid for recycling it instead!

We would love to speak with you regarding this program, The program is pretty straight forward so we wouldn't need much time for a detailed discussion. I have attached a one pager with some information on it for your review. Would love to set up a time to answer any questions you may have, please let me know what time works for you!

Thanks for your time and we look forward to bringing this program to your residents!

David Jodoin

From: Kerri Keating <kkeating@energyprofessionals.com>
Sent: Monday, August 30, 2021 12:23 PM
To: 'David Jodoin'
Subject: RE: Pembroke
Attachments: countersigned TOWN OF PEMBROKE-contract.pdf; TOWN OF PEMBROKE.xlsx

Hi David,

I hope this email finds you well.

I assisted you with the electricity supply agreement with Direct Energy for the Town of Pembroke. I also assisted Water works with their electricity supply agreement (I think that is who referred you to me).

I'm reaching out to you now because I think now would be a good time to start looking at rates for when your agreement ends in Nov 2022. Rates are projected to go up in the coming months so if we wait to look at rates I think the town will end up paying a lot more for supply.

I've attached an account list of the accounts we enrolled with Direct Energy. Please let me know if you have any additional accounts, or if we need to remove any.

If you have any questions feel free to contact me. Have a great day.

Thank you,
Kerri Keating
Senior Energy Consultant
O (877) 343-9044 Ext 3106
FAX (727) 233-0847
www.energyprofessionals.com

The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

-----Original Message-----
From: Kerri Keating
Sent: Tuesday, May 14, 2019 10:30 AM
To: David Jodoin <djodoin@pembroke-nh.com>
Subject: RE: Pembroke

Your new rate will start with your meter reading next month (June to July billing cycle). You will see your new rate on the invoices that you receive in end of July/beginning of August (this will be your bill for the June to July billing cycle). Let me know if you have any other questions.

Thank you,
Kerri Keating
Director of Sales and Personnel

TITLE V TAXATION

CHAPTER 72

PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:28-b

72:28-b All Veterans' Tax Credit. –

- I. A town or city may adopt or rescind the all veterans' property tax credit granted under this section by the procedure in RSA 72:27-a.
- II. The credit granted under this section shall be the same as the amount of the standard or optional veterans' tax credit in effect in the town or city under RSA 72:28. A town or city with an existing standard or optional veterans' tax credit under RSA 72:28 prior to August 18, 2016, adopting the credit under this section, may phase in the amount of the all veterans' tax credit over a 3-year period to match the standard or optional veterans' tax credit.
- III. The all veterans' tax credit shall be subtracted each year from the property tax on the veteran's residential property.
- IV. A person shall qualify for the all veterans' tax credit if the person is a resident of this state who served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident, provided that Title 10 training for active duty by a member of a national guard or reserve shall be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.

Source. 2016, 217:1, eff. Aug. 8, 2016. 2017, 109:1, eff. June 8, 2017.

TITLE V TAXATION

CHAPTER 72

PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:28

72:28 Standard and Optional Veterans' Tax Credit. –

I. The standard veterans' tax credit shall be \$50.

II. The optional veterans' tax credit, upon adoption by a city or town pursuant to RSA 72:27-a, shall be an amount from \$51 up to \$750. The optional veterans' tax credit shall replace the standard veterans' tax credit in its entirety and shall not be in addition thereto.

III. Either the standard veterans' tax credit or the optional veterans' tax credit shall be subtracted each year from the property tax on the veteran's residential property. However, the surviving spouse of a resident who suffered a service-connected death may have the amount subtracted from the property tax on any real property in the same municipality where the surviving spouse is a resident.

IV. The following persons shall qualify for the standard veterans' tax credit or the optional veterans' tax credit:

(a) Every resident of this state who served not less than 90 days on active service in the armed forces of the United States in any qualifying war or armed conflict listed in this section and was honorably discharged or an officer honorably separated from service; or the spouse or surviving spouse of such resident, provided that Title 10 training for active duty by a member of a national guard or reserve shall be included as service under this subparagraph;

(b) Every resident of this state who was terminated from the armed forces because of service-connected disability; or the surviving spouse of such resident; and

(c) The surviving spouse of any resident who suffered a service-connected death.

V. Service in a qualifying war or armed conflict shall be as follows:

(a) "World War I" between April 6, 1917 and November 11, 1918, extended to April 1, 1920 for service in Russia; provided that military or naval service on or after November 12, 1918 and before July 2, 1921, where there was prior service between April 6, 1917 and November 11, 1918 shall be considered as World War I service;

(b) "World War II" between December 7, 1941 and December 31, 1946;

(c) "Korean Conflict" between June 25, 1950 and January 31, 1955;

(d) "Vietnam Conflict" between December 22, 1961 and May 7, 1975;

(e) "Vietnam Conflict" between July 1, 1958 and December 22, 1961, if the resident earned the Vietnam service medal or the armed forces expeditionary medal;

(f) "Persian Gulf War" between August 2, 1990 and the date thereafter prescribed by Presidential proclamation or by law; and

(g) Any other war or armed conflict that has occurred since May 8, 1975, and in which the resident earned an armed forces expeditionary medal or theater of operations service medal.

Source. 1871, 13:1. GL 54:2. PS 56:4. 1907, 95:1. 1919, 54:1. 1921, 12:3; 103:1. 1923, 68:2. PL 60:26. 1941, 157:1. RL 73:29. 1943, 174:1. 1944, 4:1. 1947, 240:1, par. 29. 1949, 167:1. 1951, 132:1. RSA 72:28. 1955, 289:1. 1963, 49:1; 118:1; 324:1. 1967, 35:1, 2; 219:1, 2. 1971, 303:1. 1975, 282:1. 1976, 42:1, 2. 1977, 61:1. 1979, 288:2. 1981, 215:1. 1989, 64:1; 270:1. 1991, 70:3-6. 1992, 70:3. 1993, 73:3, 10; 262:1. 2003, 299:2. 2005, 126:1, eff. April 1, 2006. 2013, 254:2, eff. July 24, 2013. 2016, 217:9, eff. Aug. 8, 2016. 2018, 148:1, eff. Apr. 1, 2018.

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
August 18, 2021 at 6:30 PM**

DRAFT,

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

Staff: Town Administrator David Jodoin, Town Counsel Stephen Whitley, Esq.

I. Call to Order:

Chairman Ann Bond called the meeting to order at 6:31pm.

II. Citizens Comment:

None

III. Scheduled Meetings

Public Hearing per RSA 31:95-b III (a) Acceptance of Local Fiscal Recovery Fund Monies

Selectman Bond opened the public hearing at 6:32pm.

David Jodoin explained the funds are coming from the federal government in the amount of \$754,080 to help subsidize some of the issues at the Water Department. Selectman Yeaton asked if this amount is to be completely set aside for the well issues. David answered that it will be, however, it will not cover the cost of the entire project.

Selectman Bond closed the public hearing at 6:33pm.

Selectman Goulet made a motion to accept the funding from the Local Fiscal Recovery Funds in accordance with RSA 31:95-b III (a) in the amount \$754,080. Selectman Yeaton seconded the motion. Motion passed 5-0.

Public Hearing – William Evans – The Board will be holding a hearing to consider the layout petition filed by William and Mary Lou Evans to lay out 560.29 feet of Beacon Hill Road in accordance with RSA 231:8. The proposed layout does not extend all the way to Pembroke Street (US Route 3). The Board will take new testimony not previously provided on the layout of a portion of Beacon Hill Road to change its classification from Class VI to Class V. Application William and Mary Lou Evans, owners of Tax Map 563-15, propose to layout a portion of Beacon Hill Road from Third Range Road to their parcel.

Selectman Bond read a statement explaining the Board had originally denied this petition in January 2021. William and Mary Lou Evans then appealed the decision to the New Hampshire Housing and Appeals Board. The Board issued a decision asking the Select Board to re-hear the layout request. The Select Board is not to consider any potential future impacts of any future development. Consideration has to be restricted to the site as it currently exists. Traffic, water, sewer, and other issues related to the proposed development cannot be considered at this time.

Selectman Bond opened the public hearing at 6:37pm.

Bob Best, Attorney at Sulloway & Hollis PLLC, representing William and Mary Lou Evans, presented the Board with the plan for the site of the roadway they are requesting to be open up, letters of support from the members of the community, and a narrative of the Supreme Court decision that guides the layout decision. There are no intentions to open the full length of the roadway. There is support from the Police and Fire to open the road to Route 3 but they would likely need to acquire property in order to do that and they do not want to put the Selectmen in that position. They are requesting 560.29 feet as shown on the plans with a hammer head turn around at the end of the road to assist plow trucks or anyone else who needs to turn around. There is no turn around currently. There currently is no access to the property off a class 5 or better road.

Attorney Best discussed the two parts to the analysis and the first step to weigh is the public interest against the burden on land owners whose land would be taken to open the road. In this case, there is no land being taken. Since no land is being taken, step one is satisfied that there is a public interest. Step two is essentially balancing public interest factors versus burdens on the town.

The following criteria was used in the determination of “occasion” when considering a layout petition and how the applicant views them:

Public Interest Factors:

1. Integration within existing road system - The addition of a few hundred feet is easily integrated into the existing road system. No other changes or alterations need to be done to the existing roadway.
2. Ease of existing traffic flow - This is not really applicable because the extension only really adds access to one parcel.
3. Improvement to convenience of travel - This does include ease of convenience to the property.
4. Facilitation of transportation of school children - Likely not applicable. The school bus could turn around at the hammerhead if a school bus was to use the road.
5. Improved accessibility to business district and employment centers - Likely not applicable.
6. Improved accessibility for fire, emergency, and police - Access to this parcel is improved by opening the road if they need to get to this parcel.

7. Whether it would benefit a significant portion vs. small fraction of town's tax base or year-round residents - This parcel could impact a small portion of the tax base but there will likely be an increase in tax revenue from the parcel as it will now be accessible and more valuable.
8. Anticipation frequency of road use - It is the only access to the property and they would use it as much as anyone would use their driveway.

Town Burden Factors:

1. Anticipated construction costs to bring road to town standards - The petitioner would cover the costs of construction.
2. Ongoing maintenance costs for the road itself - There are currently 49.33 miles of town roads. There would be 49.43. David interjected there are more than 49.33 miles of roadway in Town. Attorney Best explained that regardless of the exact mileage, the added 560 feet is not a large addition to the overall mileage that needs to be maintained and adding a hammerhead would make it easier for snow removal.
3. Impact on town's infrastructure due to town's growth - There can be no consideration of impact from any potential future development proposed for this property if the layout is approved. There would be no impact to the Town's infrastructure based on the property as is.

Selectman Gaygi stated looking at public interest factors should mean the public at large and not just the one person. Attorney Best explained that usually a road would likely mean a road that impacts large amount of people but many roads only effect a small population of the Town. The weight of the public interest factors needs to be proportional to the request. There are several cul-de-sacs in Town currently that only service 6 houses. If the public interest of the entire Town was needed to take into consideration, none of those roads would exist.

Selectman Bond asked whose property does the 60 feet of the hammerhead sit on. Attorney Best explained they are not 100% sure and assumed it would be part of the Town right of way but they have no intention of putting the hammerhead on anyone else's property and would shift it over to ensure it does not.

Dan Boyer, 223 Beacon Hill Road asked if the hammerhead would be blocked off or connected so traffic can flow down. Selectman Bond explained they would not be blocking off the road because the rest of the road is town owned.

Kerstin Dumas, 318 Beacon Hill Road, explained the hill on the road ices over and the buses cannot make it back up. All of the children on the road travel to the corner of 4th Range Road. Kerstin also provided a petition against opening the road with 311 signatures.

Rosemarie Michaud, 340 Beacon Hill Road, at Town Meeting the Town voted to change the classification of the road and asked why it is not going back to Town Meeting to reverse that decision. Attorney Whitley, Pembroke Town Counsel, stated

that it could but what they are asking the Board of Selectmen to do is another way to do it and there is no requirement to go back to Town Meeting. The Selectmen cannot now bring this Town Meeting. Rosemarie stated she is against changing the classification of the road.

Selectman Gagyi asked if they decided this is no vote, can he go to Town Meeting. Attorney Whitley explained they do have the ability to it to Town Meeting if it fails at this meeting.

Mark Dumas, 318 Beacon Hill Road, presented the Board with a zoning map of the area, assessors report showing the property was sold in 2010, and read from the Pembroke Master Plan.

Attorney Best answered a few of the comments made. From the hammerhead from to route 3, the Town has that ability because it is a class 6 roadway and those are subject to gates and bars. That is decision completely for the Selectman. Selectman Goulet answered they have no plans to do that. The buses may not currently go down the road but if the bus wanted to come down, they would have the benefit of the hammerhead. That is a decision for the School District. There is a discussion of Range Roads and this road is coming off Beacon Hill and not Third Range Road. Agrees with Attorney Whitley that this issue does not need to go to Town Meeting and there is no reason to vote no simply to punt the issue to Town Meeting. None of the discussions about how the property is zoned, can be considered since development of the property is out of the bounds for this vote.

Nathan Foster, 206 Beacon Hill Road, part of if there is occasion is that there is no land to be taken from land owner. Is there still the risk if they are required to open to Route 3. Attorney Whitley explained the Board needs to focus on the application in front of them where they are not requesting to open to Route 3. If someone comes forward tomorrow to connect all the way down, then that application could be considered at that time.

Stephen Smith, 561 Pembroke Street, what would be the towns liability if any proposed development for this land was not approved by the planning or zoning boards. Attorney Whitley explained tonight they need to look at the road as it presently exists. Assuming they get an approval tonight and then they decide to do a development and is denied, they would still need to bring the road up to town standards but all of those questions will need to be addressed at the planning and zoning board stages and not at the Select Board.

Selectman Bond closed the public hearing at 7:19pm.

The Board took a short recess to have a discussion with Town Counsel at 7:21pm.

The Board resumed at 7:46pm.

Selectman Yeaton read her statement on her decision. For the occasion test, step one, there are no land owner rights being violated. There is a public interest and there is an occasion. The road is currently a dead end. This petition does not change that but rather moves the dead-end location by 560 feet. The new layout also includes a hammerhead and that is a difference from what exists now. DPW currently uses private property to turn around trucks. That permission can go away at any time. When looking at the public interest factors and town burden factors in step two, Selectman Yeaton looked at them as a benefit or not a benefit.

Public Interest Factors:

- Integration within existing road system. - No Benefit.
- Ease of existing traffic flow. - No Benefit
- Improvement to convenience of travel. - Benefit.
- Facilitation of transportation of school children. – No Benefit
- Improved accessibility to business district and employment centers. – N/A
- Improved accessibility for fire, emergency, and police - Benefit
- Whether it would benefit a significant portion vs. small fraction of town's tax base or year-round residents. - Benefit
- Anticipation frequency of road use. – N/A

Town Burden Factors:

- Anticipated construction costs to bring road to town standards. – No Burden
- Ongoing maintenance costs for the road itself. – There is a Burden
- Impact on town's infrastructure due to town's growth. – No Burden

When scoring the Public Interest Factors, 3 show a benefit, 4 show no benefit, and two are not relevant. When scoring the Burden Factors, two show no burden and one shows a burden to the town. There is an occasion, there is public interest, and there is some town burden. She needs to weigh does the public interest outweigh the burden of the town.

Selectman Goulet gave her responses to the public interest and town burden factors:

Public Interest Factors:

- Integration within existing road system. – Not an integration
- Ease of existing traffic flow. - No ease of traffic flow
- Improvement to convenience of travel. – There would be an improvement.
- Facilitation of transportation of school children. – N/A
- Improved accessibility to business district and employment centers. – N/A
- Improved accessibility for fire, emergency, and police – Would be an improvement.
- Whether it would benefit a significant portion vs. small fraction of town's tax base or year-round residents. – Would be a benefit to the taxpayers
- Anticipation frequency of road use. – There would be road use

Town Burden Factors:

- Anticipated construction costs to bring road to town standards. – No Burden
- Ongoing maintenance costs for the road itself. – There would be ongoing maintenance.
- Impact on town's infrastructure due to town's growth. – N/A

Selectman Bean gave his responses to the public interest and town burden factors:

Public Interest Factors:

- Integration within existing road system. – Not an integration
- Ease of existing traffic flow. - No ease of traffic flow
- Improvement to convenience of travel. – There would be an improvement.
- Facilitation of transportation of school children. – Yes.
- Improved accessibility to business district and employment centers. – No
- Improved accessibility for fire, emergency, and police – Would be an improvement.
- Whether it would benefit a significant portion vs. small fraction of town's tax base or year-round residents. – Would be a benefit to the taxpayers
- Anticipation frequency of road use. – No

Town Burden Factors:

- Anticipated construction costs to bring road to town standards. – No Burden
- Ongoing maintenance costs for the road itself. – There would be ongoing maintenance.
- Impact on town's infrastructure due to town's growth. – No Burden

Selectman Gagyí feels that the only public interest factor that stands out is improved accessibility for fire, emergency, and police and it has been working so far so that is a weak public interest benefit at best. The only town burden factor that changes anything is the ongoing maintenance of the road itself.

Selectman Bond gave her responses to the public interest and town burden factors:

Public Interest Factors:

- Integration within existing road system. – Yes.
- Ease of existing traffic flow. - N/A
- Improvement to convenience of travel. – N/A
- Facilitation of transportation of school children. – N/A
- Improved accessibility to business district and employment centers. – N/A
- Improved accessibility for fire, emergency, and police – Would be an improvement.
- Whether it would benefit a significant portion vs. small fraction of town's tax base or year-round residents. – N/A
- Anticipation frequency of road use. – N/A

Town Burden Factors:

- Anticipated construction costs to bring road to town standards. – No Burden
- Ongoing maintenance costs for the road itself. – There would be ongoing maintenance.
- Impact on town's infrastructure due to town's growth. – N/A

Attorney Whitley explained some of the board members did homework before coming tonight and would like each member to answer whether or not they were still open to the presentation and the comments from the public in the deliberations and when casting their vote.

Selectman Yeaton answered she was open to hearing the comments and questions and had made adjustments to her prepared statements based on what she heard.

Selectman Bean feels the School Board needs to discuss getting children picked up down the hill. Selectman Bean stated he did show up with an open mind and changed his vote.

Selectman Goulet stated she showed up with an open mind and a prepared statement. What she heard changed her remarks.

Selectman Gagyi stated he showed up with an open mind.

Selectman Bond stated she stayed open to comments and concerns.

Selectman Goulet made a motion to grant the lay out request by Williams Evans as proposed here tonight. Selectman Yeaton seconded the motion. Motion passed 4-1.

Roll Call Vote:

Selectman Yeaton - Yes
Selectman Bean – Yes
Selectman Goulet – Yes
Selectman Gagyi – No
Selectman Bond – Yes

Selectman Bond suggested adding a condition to build the class five standards and specifications done at the applicant's expense and the hammerhead should be on the applicant's property and Town right of way and DPW, Fire and Police have to give approval on size.

Selectman Yeaton made a motion to accept the conditions as presented by the Chair on the approval of the layout. Selectman Goulet seconded the motion. Motion passed 4-0-1.

Roll Call Vote:

Selectman Yeaton - Yes
Selectman Bean – Yes
Selectman Goulet – Yes
Selectman Gagyi – Abstain
Selectman Bond – Yes

IV. Old Business:

None

V. New Business

Manifests/Abatements

Selectman Goulet made a motion to accept the manifests and abatements as presented. Selectman Yeaton seconded the motion. Motion passed 4-0.

Minutes 8/4/21

Selectman Yeaton made a motion to accept the minutes of August 4, 2021 as presented. Selectman Bond seconded the motion. Motion passed 3-0. Selectman Goulet & Gagyí abstained.

VI. Town Administrator Report:

The people working to put a sign at the dam in the Village are meeting with VJ to discuss alternatives because the land they proposed is owned by the condo association and they do not want it on their property.

Energy Committee made a request for Pembroke to join the Community Power Coalition of NH. Town Council is reviewing the agreement for Pembroke to join and David is also going to speak with the City Manager of Lebanon to discuss this.

VII. Committee Reports:

Selectman Yeaton – CIP met at PA to review the Recreation requests and School requests. Rec is looking to fix the tennis courts and put \$10,000 a way to redo the stage roof in 5 years. The School has many requests that do not line up with the CIP process and may not receive a vote as they did not last year.

Selectman Bean – None

Selectman Bond – None

Selectman Goulet – None

Selectman Gagyí – None

VIII. Other Citizens Comment:

None

IX. Adjourn:

Selectman Bond made a motion to adjourn at 9:00PM. Selectman Goulet seconded the motion and it was approved unanimously.

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.

RECEIVED

SEP 14 2021

TOWN OF
PEMBROKE, NH

September 2021

**JAMES R. ST. JEAN
AUCTIONEERS**

TO: ALL MUNICIPALITIES & NON-PROFITS

RE: STATE OF NH SURPLUS PROPERTY AUCTION

This memo is to advise all City and Town Personnel that the State of NH allows, as well as encourages, your participation in the State of NH Surplus Property Auction to be held Saturday, October 23, 2021 at the White Farm, 144 Clinton Street, Concord, NH.

In the past the Cities and Towns who have participated have consigned many items such as vehicles, equipment, furniture and fixtures. Through the auction process many of these Cities and Towns have found the auction method to be very lucrative, especially in the sale of motor vehicles. In the spring of 2021 over 20 Cities and Towns throughout NH participated in the auction; visit our website: www.isiauctions.com for sale results. Should the October 23, 2021 date of the live auction not fit into your timeline, please note that St. Jean Auctioneers conducts online vehicle & equipment auctions throughout the year and would be happy to meet with you to discuss alternative auction methods. Please contact Jay or Sue at (603) 734-4348 and we'll provide detailed information on both live and online auction options.

The following are the live auction guidelines:

1. All items entered into the auction will be sold at “**absolute auction**”, **that is, with no minimum or reserve bids.**
2. We must have a complete inventory list on town letterhead or use the attached form
3. Vehicles year 2000 or newer need a Title of Ownership signed and dated 10/23/21. Vehicles older than year 2000 need: A copy of the Title of Ownership signed & dated 10/23/21 or a (TMDV 22A), it's a pink State of NH form with one of the following: A copy of the title, copy of last registration or a (TDMV-19A), it's a blue State of NH Verification of Vehicle Identification form.
4. All consignors are responsible for delivery of items to the auction site which is located at 144 Clinton Street, Concord, NH (exit 2 off of I-89).
5. **Drop off times:** Wednesday, October 13 & Thursday, October 14 from 8am-3:30pm or by appointment with auctioneer. All consignors will be required to submit an inventory listing upon or before arrival and to assist with unloading. The State of NH will provide forklift/loader assistance for heavy equipment and palletized loads.

St. Jean Auctioneers will make payment approximately ten days after the auction sale. Our payment will include a listing of each item sold and the sale price. A check will be made payable in the manner you indicate to us minus a yard fee of ten percent of the gross sales amount.

We look forward to working with you and if you have any questions, please do not hesitate to contact our office at (603) 734-4348.

VEHICLE GUIDELINES

ITEMS THAT MUST BE COMPLETED AND ACCOMPANY VEHICLE

- ** Title if vehicle is year 2000 or newer
- ** Titles must be dated 10/23/21 and signed by the seller; please leave mileage blank
- ** Title for all 3-axle trucks over 18,000 lbs.
- ** Trailers 15 years of age or newer with GVW of 3,001 lbs or greater require a title
- ** All decals must be removed (subject to \$250 charge)
- ** 2 sets of keys per vehicle (if available)
- ** Vehicle interior must be trash free
- ** Minimum ¼ tank of fuel in vehicle

45 EXETER ROAD, P.O. BOX 400
EPPING, NH 03042-0400
(603) 734-4348
www.isiauctions.com

Consignment Form

Town: _____

Contact Person: _____ **Phone:** _____

Address: _____

Check Payable To: _____

INVENTORY

[illegible]

Please email this inventory sheet to: support@isjauctions.com or present at check-in. This form may be copied.



Can Voters Be Required to Wear Face Coverings at Polling Places?

September 10, 2021

We have received many inquiries from local officials about whether they may, or must, require voters to wear face coverings at the polls on election day. This memorandum addresses that issue.

Face coverings may be required in the polling place.

Part 2, Art. 32 of the N.H. Constitution provides that elections “shall be . . . governed by [the] moderator,” and, as such, the moderator has the authority to manage the polling place, including the authority to choose whether to require a mask at the polling place.

Note, of course, that governing bodies also have a role if the election takes place in a municipal building. A building may make itself available to outside groups subject to rules, such as requiring users to wear masks, and RSA 41:1-a gives governing bodies authority over town buildings.

But voters without face coverings must be permitted to vote.

While the moderator may require masks in the polling place, every qualified voter must be given an opportunity to cast a ballot, even if not wearing a mask. Therefore, moderators who require masks must establish alternative means of participation for voters who do not wear masks.

Potential alternatives for non-masked voters.

Any moderator contemplating requiring masks should call the Attorney General Office’s election hotline 1-866-868-3703 to discuss alternatives. Each polling place is unique and no one-size-fits-all solution will work everywhere, but alternatives such as separate spaces within the polling place for unmasked voters, outdoor spaces for unmasked voters, or, potentially, accessible voting pursuant to RSA 659:20-a may be permissible in your particular situation. Assuming that such alternatives are available and refused, it may be permissible to deny the unmasked voter entry to the polling place, but such a possibility should be discussed with town counsel and the election hotline prior to the election.



NHMA Guidance on Mandating the use of Face Coverings in Public Meetings and in Public Places

(Posted September 10, 2021)

The governing body (select board or town or city council), in consultation with the Health Officer/Board of Health and Emergency Management Director, can adopt public health regulations on gaining access to public buildings under RSA 147:1, RSA 47:17, XV and RSA 41:11-a. Those regulations could include regulating public access to town or city hall and other public buildings to respond to the local public health emergency arising out of the community spread of Covid-19. Considering recent guidance issued by the Centers for Disease Control (CDC), a governing body could conclude that those entering town and city buildings must wear a face covering or mask. This could include the requirement that those who attend public meetings at public facilities be required to wear a mask covering their nose and mouth. Similar authority to regulate access to library property can be exercised by the Library Trustees.

If a municipality is going to require masks for public meetings, a virtual attendance option should be provided, including allowing for public comment virtually.

The current guidance issued by the CDC states as follows:

- If you are not fully vaccinated and aged 2 or older, you should wear a mask in indoor public places.
- In general, you do not need to wear a mask in outdoor settings.
- In areas with high numbers of COVID-19 cases, consider wearing a mask in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated.
- People who have a condition or are taking medications that weaken their immune system may not be fully protected even if they are fully vaccinated. They should continue to take all precautions recommended for unvaccinated people, including wearing a well-fitted mask, until advised otherwise by their healthcare provider.
- If you are fully vaccinated, to maximize protection from the Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area of substantial or high transmission.

However, if a person with a disability is not able to wear a face mask, local government agencies must consider reasonable modifications to a face mask policy so that the person with the disability can participate in, or benefit from, programs and have access to public meetings. A reasonable modification means changing policies, practices, and procedures, if needed, to provide goods, services, facilities, privileges, advantages, or accommodations to an individual with a disability. It is important to focus on how to provide goods or services to a customer with a disability in an equal

manner. This can be done by reasonably modifying your policies, practices, or procedures.

Examples of reasonable modifications to a face mask policy:

- Offer an online access option for public meetings.
- Allow a person to wear a scarf, loose face covering, or full-face shield instead of a face mask.
- Allow customers to order online with curbside pick-up or no contact delivery in a timely manner.
- Allow customers to order by phone with curb-side pick-up or no contact delivery in a timely manner.
- Allow a person to wait in a car for an appointment and enter the building when called or texted.
- Offer appointments by telephone or video calls.

David Jodoin

From: Monica Hurley <mkchurley@comcast.net>
Sent: Friday, August 27, 2021 11:40 AM
To: David Jodoin
Subject: Re: 2022 Budget

Hello David,
I hope you are having a wonderful time in Italy.
I have sent this to Marybeth to work up some numbers for you.
We are down to 77% ratio for 2021. I have asked her to work up numbers to include a possible partial update in 2022 which would include updating values but only doing a desk review and no hearings to save some money for the Town.
We hope to have this to you upon your return.
Thank you,
Monica

On 08/16/2021 11:59 AM David Jodoin <djodoin@pembroke-nh.com> wrote:

Good Morning,

I am working on 2022 budget numbers so I will need something from you.

Thanks

David

Tanya Davis
Suncook Youth Soccer
PO Box 59
Suncook, NH 03275
08/23/2021

Town of Pembroke
Parks and Recreation Committee

To Whom It May Concern:

Suncook Youth Soccer is requesting that the permanent full-size soccer frames located at Middle Field at Memorial Field be dismantled and disposed of. The Club has no record of ownership but to our knowledge, the frames have not been in active use for at least 10 years. Please let us know if there is anything else required from us. Thank you.

Sincerely,

Tanya Davis
Suncook Youth Soccer
President



August 12, 2021

Mr. David Jodoin
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275

Dear Mr. Jodoin:

One of the ongoing benefits of HealthTrust Membership is our annual process to determine the amount of surplus available to be distributed back to Member Groups. Typically, this process occurs in October, after acceptance of the audited financial statements by the HealthTrust Board of Directors, and we inform you at that time how much, if any, Return of Surplus your Group will receive.

The HealthTrust Board of Directors recognized, however, that during these continued unprecedented times, it may be of significant value to your Group to learn as soon as possible how much of a Return of Surplus is anticipated for your Group in November 2021. As a result, on Friday, August 6, 2021, the HealthTrust Board adopted the enclosed resolution, which formally declared:

- 1) The amount of FY2021 Surplus it expects to distribute to Member Groups after it receives and approves the audited financial statements on October 5, 2021 to be approximately \$37,207,827;
- 2) The FY2021 Surplus is expected to be distributed to HealthTrust Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2021 in proportion to each Member Groups' respective contributions for such coverages; and
- 3) The final amount of FY2021 Surplus to be distributed will be determined after the audited financial statements are accepted by the Board of Directors on October 5, 2021, and that the final amount of FY2021 Surplus to be distributed is subject to any final audit adjustments and may be more or less than the amount expected.

Included with this letter is information by coverage line regarding your Group's expected share of the anticipated Return of Surplus based on the Board's Resolution. This information will be updated with actual final amounts after the Board meeting on October 5, 2021 and will be available on the Secure Member Portal (SMP) for all Member Groups by October 15, 2021.

At that time, reports will also be available detailing the enrollment numbers used to calculate the contributions on which the Return of Surplus was determined. The additional reports will be made available through the SMP only to those with the designated role of Benefits Administrator (BA) due to the sensitivity of the Protected Health Information (PHI) included in each report.

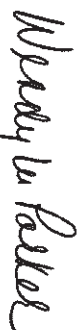
HealthTrust strives to be here for you, our Members, every day with innovative programs and services designed specifically to meet the unique and evolving needs of New Hampshire's municipalities, schools, counties, and other political subdivisions.

We remain committed to our guiding values of service, collaboration, integrity and innovation, and look forward to working on your behalf to make these challenging times just a little bit easier!

Sincerely,

A handwritten signature in cursive script, appearing to read "Cathy Ann Stacey".

Cathy Ann Stacey, Chair
HealthTrust Board of Directors

A handwritten signature in cursive script, appearing to read "Wendy Lee Parker".

Wendy Lee Parker, Executive Director
HealthTrust

Enclosures

Resolution to Notify Members of the Expected FY2021 Distribution of Surplus:

WHEREAS, the COVID-19 pandemic and the related Stay at Home Emergency Orders have continued to result in a significant reduction in HealthTrust's coverage claims during FY2021;

WHEREAS, this reduction in claims has resulted in a projected but as of now, unaudited FY2021 total net position of approximately \$127,207,827;

WHEREAS, HealthTrust's independent consulting actuary, Milliman, using a sound actuarial methodology has recommended that as of June 30, 2021, HealthTrust set its Capital Adequacy Reserve Target at between \$90 million and \$145 million (depending on how much flexibility it has to raise rates in the future);

WHEREAS, based on the Milliman recommendation, the Board of Directors voted to set HealthTrust's Capital Adequacy Reserve Target as of June 30, 2021 at \$90 million, which results in a projected, but unaudited excess surplus for FY2021 of \$37,207,827;

WHEREAS, pursuant to RSA 5-B:5(I)(c) HealthTrust is required to "return all earnings and surplus in excess of any amounts required for administration, claims, reserves, and purchase of excess insurance to the participating political subdivisions";

WHEREAS, the amount of excess surplus that must be so returned is to be based on the year-end audited financial statements;

WHEREAS, HealthTrust's FY2021 audited financial statements will not receive final approval until October 5, 2021 and once approved, the audited financial statements may indicate an amount of excess surplus for FY2021 that differs from the amount of excess surplus projected at this time;

WHEREAS, HealthTrust's Member political subdivisions are experiencing significant financial pressures due to the ongoing impacts of COVID-19;

WHEREAS, many of HealthTrust's Member political subdivisions will only be able to maximize the positive impact of HealthTrust's distribution of FY2021 excess surplus if they are able to account for such funds by September 1, 2021 in time for their annual filing with the Department of Revenue Administration (DRA);

WHEREAS, HealthTrust intends to inform Members of the expected FY2021 return of surplus prior to the availability of HealthTrust's FY2021 audited financial statements and in time for its Member political subdivisions to include the expected FY2021 return of surplus in their September 1, 2021 filing with the DRA; and

WHEREAS, HealthTrust will determine the exact amount of the FY2021 distribution of excess surplus after it receives and approves its FY2021 audited financial statements which is anticipated to be on October 5, 2021;

NOW, THEREFORE, on August 6, 2021, the Board of Directors of HealthTrust, Inc. (the "Board") hereby adopts the following resolutions:

- I. RESOLVED, the Board, hereby declares that it expects the amount of FY2021 surplus it will distribute to Members pursuant to Section 5.1 and 5.2 of the Bylaws after it receives and approves the audited financial statements on October 5, 2021 to be approximately \$37,207,827 which it expects to distribute amongst its Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2021 in proportion to each Members' respective contributions for such coverages; and
- II. FURTHER RESOLVED, that prior to August 15, 2021, HealthTrust staff shall notify each Member of the amount of FY2021 surplus it is expected to receive as part the expected return of surplus together with a statement that the final amount of FY2021 surplus to distributed will be determined after the audited financial statements are accepted by the Board on October 5, 2021, that the final amount of FY2021 surplus to be distributed is subject to final audit adjustment and may be more or less than the amount expected.

Town of Pembroke

Summary of Expected Return of HealthTrust FY2021 Surplus

Your Group's expected share of the anticipated FY2021 Return of Surplus amount as identified by the HealthTrust Board on August 6, 2021:

Coverage	Expected Amount
Medical	\$65,507.54
Dental	\$4,084.26
	\$69,591.80

Detailed breakdown by Medical Billing Group:

Medical Billing Group Name	Expected Amount
PEMBROKE	\$60,218.95
PEMBROKE NHRS	\$5,288.59
Medical Billing Group Total	\$65,507.54

Detailed breakdown by Dental Billing Group:

Dental Billing Group Name	Expected Amount
PEMBROKE	\$3,829.88
PEMBROKE NHRS	\$254.38
Dental Billing Group Total	\$4,084.26

The actual return amounts, which may be higher or lower than the above projected amounts, will be determined after the final HealthTrust FY2021 audited financial statements are accepted by the HealthTrust Board of Directors at the October 5, 2021 meeting. **Member Groups will be notified of their actual final return amounts no later than October 15, 2021.**

The return of surplus will be distributed as a check on November 17, 2021 unless a *Contribution Holiday* is requested, in writing, by October 28, 2021 via email to healthtrust-ed@healthtrustnh.org. Requested Contribution Holidays will be reflected on the December 2021 invoice, issued in late November 2021.

September 14, 2021

Effective October 31, 2021, I will be leaving my position with the Pembroke Public Works department due to my retirement.

Sincerely,


Lawrence Madden

9/7/21

Jordan Boisvert

603-213-3097

Jordan.boisvert@gmail.com

Dear David Jodoin,

Please accept this letter as formal notification that I am resigning from my position as a police officer with the Town of Pembroke.

I have been assigned with K-9 Bucca for over 4 years now and I am just shy of the 5-year mark needed with him in order to retire/donate him with me. He has been not only the best partner I have ever had in my life, but my best friend. I would ask you to consider to still retire with me, but I understand that is not a possibility. I will drop him off at the Barking Dog in Hooksett, NH per the towns request so it will be easier on everyone.

Thank you for all the opportunities the Town of Pembroke has given me in the past 7 years.

Respectfully,

A handwritten signature in blue ink, appearing to read 'JB', is written over a horizontal line.

Jordan Boisvert