

AGENDA
BOARD OF SELECTMEN
March 16, 2022 AT 6:30 PM
Pembroke Town Hall, Paulsen Room

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Mike Vignale – Main Street project
 - b. VJ Ranfos (DPW Director) – Town Meeting results/Equipment
- IV. OLD BUSINESS:
 - a. 2019 Tax Deeds
- V. NEW BUSINESS:
 - a. Election of Officers
 - b. Board committee assignments
 - c. Execute State MS-232 Form
 - d. Appointments
 - e. Manifest/Abatements
 - f. Minutes 3/2/22; Non public Minutes 2/2/22; 2/16/22; 3/2/22
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. Non Public Session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee
- X. ADJOURN

KV Partners LLC

P.O. Box 432, New Boston, NH 03070

(603) 413-6650

March 10, 2022

Mr. David Jodoin, Town Administrator
Town Hall
311 Pembroke Street
Pembroke, New Hampshire 03275

Re: Main Street Roadway Improvements – Recommendation for Award

Dear Mr. Jodoin:

KV Partners has reviewed the bids submitted for construction of this project received on January 21, 2022. There were five bidders and the bid results are included on the attached Bid Tabulation. Each bid was checked for mathematical accuracy and all were found to be accurate. The apparent low bidder is F.L. Merrill Construction with a bid amount of \$853,570.00.

Based on the bid submitted and our familiarity with the quality services provided by F.L. Merrill Construction, we recommend that the Town award this project to F.L. Merrill Construction in the amount of \$853,570.00. The award should be subject to the availability of funds and the contractor providing all bonds, insurance certificates and documentation as required by the Contract Documents.

If you have any questions or need any additional information, please feel free to contact me at 603-413-6650 or at MVignale@KVPLLC.com.

Sincerely,

KV Partners LLC



Michael S. Vignale, P.E.
Principal Engineer

KVPartners LLC

P.O. Box 432, New Boston, NH 03070

(603) 413-6650

BID TABULATION

Project: Main Street Improvements, Pembroke, NH

Date: January 21, 2022

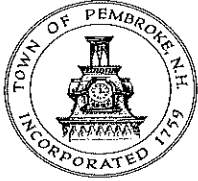
| ITEM | DESCRIPTION | F.L. Merrill Construction | | | | John H. Lyman and Sons | | | | QMI Asphalt | | | | Pichelle Bros. Construction | | | | United Construction | | | |
|--------------|---|---------------------------|------|-------------|-------------|------------------------|------|-------------|-------------|-------------|------|-------------|-------------|-----------------------------|------|--------------|-------------|---------------------|------|-------------|-------------|
| | | QUANTITY | UNIT | UNIT PRICE | TOTAL COSTS | QUANTITY | UNIT | UNIT PRICE | TOTAL COSTS | QUANTITY | UNIT | UNIT PRICE | TOTAL COSTS | QUANTITY | UNIT | UNIT PRICE | TOTAL COSTS | QUANTITY | UNIT | UNIT PRICE | TOTAL COSTS |
| 1 | Mobilization | 1 | LS | \$36,000.00 | \$36,000 | 1 | LS | \$46,000.00 | \$46,000 | 1 | LS | \$24,000.00 | \$24,000 | 1 | LS | \$41,500.00 | \$41,500 | 1 | LS | \$53,000.00 | \$53,000 |
| 2 | Site Preparation | 1 | LS | \$60,000.00 | \$60,000 | 1 | LS | \$50,540.00 | \$50,540 | 1 | LS | \$37,600.00 | \$37,600 | 1 | LS | \$81,000.00 | \$81,000 | 1 | LS | \$35,000.00 | \$35,000 |
| 3 | Excavation | 6,500 | CY | \$12.00 | \$78,000 | 6,500 | CY | \$19.00 | \$104,000 | 6,500 | CY | \$15.50 | \$100,750 | 6,500 | CY | \$10.50 | \$68,250 | 6,500 | CY | \$17.00 | \$110,500 |
| 4 | Leighs Excavation | 300 | CY | \$100.00 | \$30,000 | 300 | CY | \$220.00 | \$66,000 | 300 | CY | \$195.00 | \$58,500 | 300 | CY | \$225.00 | \$67,500 | 300 | CY | \$28.00 | \$8,400 |
| 5 | Gravel | 2,200 | CY | \$25.00 | \$55,000 | 2,200 | CY | \$27.00 | \$59,400 | 2,200 | CY | \$32.50 | \$71,500 | 2,200 | CY | \$27.00 | \$59,400 | 2,200 | CY | \$38.00 | \$83,600 |
| 6 | Crushed Gravel | 1,500 | CY | \$58.00 | \$84,000 | 1,600 | CY | \$33.00 | \$48,500 | 1,600 | CY | \$45.50 | \$68,250 | 1,500 | CY | \$28.00 | \$42,000 | 1,500 | CY | \$47.00 | \$70,500 |
| 7 | Hot Bituminous Pavement Driveways and Sidewalks | 360 | TON | \$150.00 | \$54,000 | 360 | TON | \$320.00 | \$115,200 | 360 | TON | \$165.00 | \$59,400 | 360 | TON | \$151.00 | \$54,360 | 360 | TON | \$205.00 | \$73,800 |
| 8 | Hot Bituminous Pavement Base Course | 850 | TON | \$83.00 | \$70,650 | 850 | TON | \$92.00 | \$78,200 | 850 | TON | \$83.00 | \$70,650 | 850 | TON | \$103.00 | \$87,550 | 850 | TON | \$86.00 | \$73,100 |
| 9 | Hot Bituminous Pavement Surface Course | 500 | TON | \$87.00 | \$43,500 | 500 | TON | \$98.00 | \$49,000 | 500 | TON | \$85.00 | \$42,500 | 500 | TON | \$105.00 | \$52,500 | 500 | TON | \$88.00 | \$44,000 |
| 10 | Granite Curb - Straight | 2600 | LF | \$33.00 | \$85,800 | 2600 | LF | \$35.50 | \$92,300 | 2600 | LF | \$35.50 | \$92,300 | 2600 | LF | \$34.00 | \$88,400 | 2600 | LF | \$38.00 | \$98,800 |
| 11 | Granite Curb - Curved | 180 | LF | \$40.00 | \$7,200 | 180 | LF | \$43.00 | \$7,740 | 180 | LF | \$48.00 | \$8,640 | 180 | LF | \$43.00 | \$7,740 | 180 | LF | \$52.00 | \$9,360 |
| 12 | Granite Steps | 20 | EA | \$600.00 | \$12,000 | 20 | EA | \$450.00 | \$9,000 | 20 | EA | \$660.00 | \$13,200 | 20 | EA | \$890.00 | \$17,800 | 20 | EA | \$710.00 | \$14,200 |
| 13 | Concrete Sidewalks and Curb Ramps | 30 | SY | \$250.00 | \$7,500 | 30 | SY | \$250.00 | \$7,500 | 30 | SY | \$140.00 | \$4,200 | 30 | SY | \$270.00 | \$8,100 | 30 | SY | \$240.00 | \$7,200 |
| 14 | 12" HDPE | 1300 | LF | \$53.00 | \$68,900 | 1300 | LF | \$49.00 | \$63,700 | 1300 | LF | \$61.00 | \$105,300 | 1300 | LF | \$63.00 | \$81,900 | 1300 | LF | \$94.00 | \$122,200 |
| 15 | Drop Inlet | 1 | EA | \$1,500.00 | \$1,500 | 1 | EA | \$2,200.00 | \$2,200 | 1 | EA | \$2,100.00 | \$2,100 | 1 | EA | \$2,630.00 | \$2,630 | 1 | EA | \$2,550.00 | \$2,550 |
| 16 | Catch Basin | 16 | EA | \$2,700.00 | \$43,200 | 16 | EA | \$3,400.00 | \$54,400 | 16 | EA | \$4,600.00 | \$73,600 | 16 | EA | \$3,450.00 | \$55,200 | 16 | EA | \$4,350.00 | \$69,600 |
| 17 | Drain Manhole | 3 | EA | \$3,300.00 | \$9,900 | 3 | EA | \$3,200.00 | \$9,600 | 3 | EA | \$4,100.00 | \$12,300 | 3 | EA | \$3,550.00 | \$10,650 | 3 | EA | \$4,350.00 | \$13,050 |
| 18 | Adjust SMH to Grade | 7 | EA | \$400.00 | \$2,800 | 7 | EA | \$320.00 | \$2,240 | 7 | EA | \$490.00 | \$3,430 | 7 | EA | \$725.00 | \$5,075 | 7 | EA | \$275.00 | \$1,925 |
| 19 | Adjust Water Gate to Grade | 5 | EA | \$200.00 | \$1,000 | 5 | EA | \$90.00 | \$450 | 5 | EA | \$200.00 | \$1,000 | 5 | EA | \$275.00 | \$1,375 | 5 | EA | \$275.00 | \$1,375 |
| 20 | Adjust Curb Step to Grade | 28 | EA | \$200.00 | \$5,600 | 28 | EA | \$90.00 | \$2,520 | 28 | EA | \$275.00 | \$7,700 | 28 | EA | \$125.00 | \$3,500 | 28 | EA | \$270.00 | \$7,560 |
| 21 | Remove and Reset Hydrant | 1 | EA | \$3,400.00 | \$3,400 | 1 | EA | \$2,400.00 | \$2,400 | 1 | EA | \$4,200.00 | \$4,200 | 1 | EA | \$3,600.00 | \$3,600 | 1 | EA | \$3,525.00 | \$3,525 |
| 22 | Loam and Seed | 3000 | SY | \$7.00 | \$21,000 | 3000 | SY | \$7.50 | \$22,500 | 3000 | SY | \$8.00 | \$24,000 | 3000 | SY | \$6.25 | \$18,750 | 3000 | SY | \$24.00 | \$72,000 |
| 23 | Traffic Signs | 50 | SY | \$110.00 | \$5,500 | 50 | SY | \$67.00 | \$3,350 | 50 | SY | \$90.00 | \$4,500 | 50 | SY | \$206.00 | \$10,300 | 50 | SY | \$125.00 | \$6,250 |
| 24 | 4" Painted Traffic Lines - Yellow | 3000 | LF | \$1.10 | \$3,300 | 3000 | LF | \$0.50 | \$1,500 | 3000 | LF | \$1.25 | \$3,750 | 3000 | LF | \$1.00 | \$3,000 | 3000 | LF | \$1.50 | \$4,500 |
| 25 | 12" Painted Traffic Lines | 160 | LF | \$3.25 | \$520 | 160 | LF | \$4.00 | \$640 | 160 | LF | \$9.00 | \$1,440 | 160 | LF | \$5.00 | \$800 | 160 | LF | \$7.50 | \$1,200 |
| 26 | Erosion Control (Project wide) | 1 | LS | \$12,000.00 | \$12,000 | 1 | LS | \$6,000.00 | \$6,000 | 1 | LS | \$7,500.00 | \$7,500 | 1 | LS | \$12,500.00 | \$12,500 | 1 | LS | \$12,400.00 | \$12,400 |
| 27 | Traffic Control (Project wide) | 1 | LS | \$35,000.00 | \$35,000 | 1 | LS | \$34,500.00 | \$34,500 | 1 | LS | \$56,000.00 | \$56,000 | 1 | LS | \$140,000.00 | \$140,000 | 1 | LS | \$72,400.00 | \$72,400 |
| 28 | Fuel and Asphalt Cement Price Adjustments | 1 | LS | \$10,000.00 | \$10,000 | 1 | LS | \$10,000.00 | \$10,000 | 1 | LS | \$10,000.00 | \$10,000 | 1 | LS | \$10,000.00 | \$10,000 | 1 | LS | \$10,000.00 | \$10,000 |
| TOTAL AMOUNT | | | | | \$863,670 | | | | \$863,240 | | | | \$886,110 | | | | \$1,037,550 | | | | \$1,081,136 |

| <u>NAME</u> | <u>PROPERTY ADDRESS</u> | <u>MAILING ADDRESS</u> | <u>AMOUNT DUE THROUGH 5/6/2022</u> | <u>MAP/LOT</u> |
|---|---|---|--|----------------|
| <u>Tax Deed date is May 6, 2022</u> | | | | |
| American Legion (Did not file IRS/Town or State Forms) | 43 Church Street Pembroke, NH 03275 | 43 Church Street Pembroke, NH 03275 | 12,040.04 | VE-158-1 |
| American Legion (Same as above/No forms no tax exempt status) | 3 Glass Street Pembroke, NH 03275 | 43 Church Street Pembroke, NH 03275 | 7,320.86 | VW-175 |
| William Boufiller (Mobile Home usually pays at last minute) | 1235-4 Dearborn Road Pembroke, NH 03275 | 1235-4 Dearborn Road Pembroke, NH 03275 | 561.61 | 266-76-104 |
| George and Jilleen Charlton (Bankruptcy) | 465 Sixth Range Road Pembroke, NH 03275 | 465 Sixth Range Road Pembroke, NH 03275 | 2,088.67 | 260-6 |
| Wendy Cray (Mobile Home) | 78-8 Sheep Davis Road Pembroke, NH 03275 | 78-8 Sheep Davis Road Pembroke, NH 03275 | 679.54 | 632-11-108 |
| Zachary Eastland Brandi Eastland (Mortgage Notified) | 12-14 Church Street Pembroke, NH 03275 | 12 Church Street Pembroke, NH 03275 | 7763.16 | VE-135 |
| Mary Emery (Deceased) | 78-15 Sheep Davis Road Pembroke, NH 03275 | 58A Tremont Street Boscawen, NH 03303 | 535.38 | 632-11-115 |
| Daniel Forest Peggy Forest Nicholas Forest (Not sure what is going on here no calls etc) | 378 Perley Ave Pembroke, NH 03275 | 378 Perley Ave Pembroke, NH 03275 | 96.22 | 565-222 |
| Jean Gloddy (Mobile Home) | Silver Fox Homeowners Cooperative Inc. 216 Friendship Ave Pembroke, NH 03275 | Silver Fox Homeowners Cooperative Inc. 216 Friendship Ave Pembroke, NH 03275 | 67.05 | 870-32-U16 |

| | | | | |
|--|--|--|----------|------------|
| Nicholas Julian (Mobile Home) | 235-3 Dearborn Road Pembroke NH 03275 | 235-3 Dearborn Road Pembroke NH 03275 | 213.09 | 266-76-103 |
| John and Judith Mader (House No Mortgage) | 24 Kimball Street Pembroke, NH 03275 | 17326 Keystone Rd. Summerland Keys, FL 33042 | 3897.33 | VE-111 |
| Bruce and Katherine Mcalister (House) | 41 Donna Drive Pembroke, NH 03275 | 41 Donna Drive Pembroke, NH 03275 | 8955.45 | 565-81-8 |
| Brian and Heather Mudgett (Mobile Home) | 668-1A Thompson Road Pembroke, NH 03275 | 664 Thompson Road #1 Pembroke, NH 03275 | 335.13 | 870-33-1 |
| Brian and Heather Mudgett (Mobile Home) | 668-1A Thompson Road Pembroke, NH 03275 | 664 Thompson Road #1 Pembroke, NH 03275 | 444.62 | 870-33-2 |
| Heather Mudgett (House) | 668 Thompson Road Pembroke, NH 03275 | 664 Thompson Road #1 Pembroke, NH 03275 | 2499.34 | 870-33 |
| Heather Mudgett (House) | 668 Thompson Road Pembroke, NH 03275 | 664 Thompson Road #1 Pembroke, NH 03275 | 5370.71 | 870-32-1 |
| Owners Unknown (Deed issues) | Broadway Pembroke, NH 03275 | 311 Pembroke Street Pembroke, NH 03275 | 204.03 | VE-15-1 |
| Owners Unknown (Deed Issues) | Main Street Pembroke, NH 03275 | 311 Pembroke Street Pembroke, NH 03275 | 141.67 | VW-114-1 |
| Owners Unknown (Deed Issues) | Pembroke Street | 311 Pembroke Street Pembroke, NH 03275 | 251.51 | 266-27-2 |
| David and Suzanne Paul (IRS Lien) | 243 Pembroke Hill Road Pembroke, NH 03275 | 243 Pembroke Hill Road Pembroke, NH 03275 | 8,408.76 | 565-196 |
| Sandy Pauliks (Mobile Home) | Silver Fox Homeowners Cooperative Inc 222 Friendship Ave | Silver Fox Homeowners Cooperative Inc 222 Friendship Ave | | |

| | | | | |
|--|--|---|----------|------------|
| George and Lorette Richard (PROBATE ISSUE) | Pembroke, NH 03275 | Pembroke, NH 03275 | 749.81 | 870-32-U22 |
| | 313 Buck Street Pembroke, NH 03275 | 313 Buck Street Pembroke, NH 03275 | 7934.04 | 941-1 |
| Andrea Smith (Land) | 629-635 Fourth Range Pembroke, NH 03275 | 310 Beacon Hill Road Pembroke, NH 03275 | 291.39 | 561-112-1 |
| John Strachan (Deceased) | 7 Sherwood Meadows Pembroke, NH 03275 | 7 Sherwood Meadows Pembroke, NH 03275 | 234.93 | 266-131 |
| THC Realty Trust Elliot Konner Trustee (Contaminated Property) | Main Street Pembroke, NH 03275 | PO Box 10545 Bedford, NH 03110-0545 | 2,095.92 | VE-179-2 |
| Lance Tremblay (Home) | 307-2 Dearborn Road Pembroke, NH 03275 | 307-2 Dearborn Road Pembroke, NH 03275 | 2,785.89 | 266-73 |
| Webster Falls Inc (Deed Issues) | Mills Fall Off Pembroke, NH 03275 | 116 So River Road Bldg A Bedford, NH 03110 | 218.62 | VE-179-1 |

3/10/2022



Volunteer Interest Form for Town Boards, Committees and Commissions

Name: Tom Gallo Date: 2 March 2022

Address: 819 Cross Country Road

Home Phone: 603-303-8186 E-mail: _____

Work Phone: n/a Fax: n/a

Occupation: retired

Summary of Background Experience (please list any education, professional experience and volunteer experience): Community Emergency Response Team certified.

Systems Integration Engineer. Senior Manager.

Responsibilities included managing multiple teams and large budgets.

Have you previously served on any Town board, committee or commission? [] Yes [X] No
If yes, which one(s)? _____

Signature: Thomas Gallo

Please rank your top three choices of interest in order with "1" being the committee for which you are most interested in volunteering.

| | |
|---|--|
| <u> </u> Budget Committee | <u> </u> Planning Board |
| <u> 2 </u> Conservation Committee | <u> </u> Zoning Board of Adjustment |
| <u> </u> Recreation Commission | <u> 1 </u> Roads Committee |
| <u> 3 </u> Cemetery Commission | <u> </u> Energy Committee |
| <u> </u> Capital Improvement Program (CIP) Committee | <u> </u> Other: _____ |

Return to:
Board of Selectmen
Pembroke Town Hall
311 Pembroke Street
Pembroke, NH 03275

RECEIVED

MAR - 9 2022

TOWN OF
PEMBROKE, NH

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

DRAFT,

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

Staff: Town Administrator David Jodoin

I. Call to Order:

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

II. Citizens Comment:

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

III. Scheduled Meetings

Kurt Lauer architect – Safety Center Roof/Fire Side Bids

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

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

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

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

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

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

VII. Committee Reports:

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

Roads Committee discussed road measurements

Selectman Yeaton – None

Selectman Goulet – None

Selectman Bean – None

Selectman Bond – None

VIII. Other Citizen Comment:

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

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

IX. Non-Public Session:

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

Roll Call Vote:

| | |
|------------------|-----|
| Selectman Yeaton | Yes |
| Selectman Bean | Yes |
| Selectman Gagy | Yes |
| Selectman Goulet | Yes |
| Selectman Bond | Yes |

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

X. Adjourn:

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

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.



March 1, 2022

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

RECEIVED
MAR - 7 2022
TOWN OF
PEMBROKE, NH

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following relative to your community:

On April 26, 2022, HSN2 will move from Expanded Basic, Entertainment, Xfinity TV Starter and Xfinity TV Economy Plus to Limited Basic.

Effective May 12, 2022, Golf and FS1 will no longer be offered as part of Digital Economy, but will continue to be available in the Sports & News and Expanded Basic tiers.

Customers are receiving notice of this information in their bill. Please feel free to contact me at **Bryan_Christiansen@cable.comcast.com** should you have any questions.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs