

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

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- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
  - a. Gerry Fleury – Citizen of the Year Presentation of Gift
  - b. Chief Paul Gagnon – Radio purchase
  - c. Mike Vignale – Main Street Contract/Insurance Review
  - d. Public Works Director – Truck equipment purchase
- IV. OLD BUSINESS:
  - a. 2019 Tax Deeds/Letters to residents
  - b. Main Street Bond Funding/paperwork
- V. NEW BUSINESS:
  - a. NHDES \$100,000 Grant acceptance
  - b. Selectmen Bond letter of resignation
  - c. Appointments
  - d. Proposed changes to pay scale to include PT/ Police
  - e. Manifest/Abatements
  - f. Minutes 4/6/22
- 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



**Ossipee Mountain Electronics, Inc.**

**Quote**                    **QTE013883**  
**Date**                    **3/14/2022**  
**Page**                    **1 of 1**

Bill To
Pembroke Fire Dept 247 Pembroke St Pembroke, NH 03275

Ship To
Pembroke Fire Dept Attn: Chief Paul Gagnon 247 Pembroke St Pembroke, NH 03275

Customer No.	Salesperson	Shipping Method	Payment Terms
PEM020	Brian Vastine	Brian Vastine	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	41.00	VP6230GRF2	Portable, VP6000, VHF, 6W, Mod2, Immersion, Green	1,722.00	70,602.00
2	41.00	250VP5000001	Intrinsically Safe Option, CSA, Viking	69.30	2,841.30
3	41.00	KRA-26M	Antenna, VHF, 146-162MHz, TK2160/2180/2360/52	12.25	502.25
4	41.00	KNB-LS7	Battery, Li-Ion, 3800MAH, CSA-US IS, VP6000	224.85	9,218.85
5	41.00	KMC-70GR	Speaker Mic, IP68, ANR, NX/VP, Hi Viz Green	103.60	4,247.60
6	41.00	8322000002	Software, P25 Digital Conventional, Viking Ser	245.00	10,045.00
7	41.00	8326000006	1024 Ch's, Viking	0.00	0.00
8	41.00	8323000003	DES-OFB Multi-Key, Viking	0.00	0.00
9	41.00	8323000005	ARC4 (ADP Compatable), Viking	0.00	0.00
10	41.00	8326000002	MDC1200 / GE-Star Signaling	35.00	1,435.00
11	41.00	8326000025	Bluetooth	70.00	2,870.00
12	5.00	KNB-LS7	Battery, Li-Ion, 3800MAH, CSA-US IS, VP6000	224.85	1,124.25
13	10.00	KSC-32	Charger, Rapid Rate, TK52xx/NX5200	59.85	598.50
14	16.00	KVC-23V	Charger, Vehicular, Drop-In, P25, VP5/6000	224.85	3,597.60
15	3.00	KSC-326AK	Charger, Rapid Rate 6-Unit, CEC Compliant	546.15	1,638.45
16	1.00	KPG-36XM	Cable, USB Programming, NX-5200 Series	118.50	118.50
17	4.00	BTH-900-EMB	Headset, Bluetooth, Behind-The-Head	342.00	1,368.00
18	1.00	PROGRAMMING	Programming - (40) VP6230G VHF portables	1,400.00	1,400.00
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	111,607.30
PRICE QUOTE GOOD FOR 30 DAYS DELIVERY: 120 DAYS ARO TERMS: NET 30 DAYS FOB				Additional Discount	0.00
				Freight	0.00
				Total	111,607.30

**Ossipee Mountain Electronics, Inc.** PO Box 950 832 Whittier Highway Moultonboro, NH 03254  
**TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587**  
**www.omesbs.com**

## David Jodoin

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**From:** Chris Addington <caddington@pembroke-nh.com>  
**Sent:** Friday, April 1, 2022 7:24 AM  
**To:** David Jodoin  
**Cc:** Victor Ranfos  
**Subject:** Public Works Recommendation  
**Attachments:** PEMBROKE 3-31-22.pdf; Pembroke-22-Tside dump.doc

Attached please find two quotes for dump bodies. The Public Works Department recommends to the Board of Selectmen that they accept the Cives Corporation, dba Viking Cives (USA) Viking quote.

Sincerely,  
*Chris*  
Christine Addington  
Secretary  
Pembroke Public Works  
8 Exchange Street  
Pembroke, NH 03275  
603-485-4422  
[caddington@pembroke-nh.com](mailto:caddington@pembroke-nh.com)



Cives Corporation, dba  
Viking Cives (USA)  
14331 Mill Street

Harrisville, NY 13648  
Phone: (315) 543-2321  
Fax: (315) 543-2366

www.vikingcives.com

## QUOTATION

**Error! Reference**  
Quote ID: **source not found.**

Page 1 of 2

Fall '08 Factory Install  
Catalog

**Customer:** TOWN OF PEMBROKE

**Contact:** Corey Heath

**Address:** 8 EXCHANGE STREET  
PEMBROKE, NH 03275  
Sourcewell #101051

**Phone:** 603-485-4422

**Fax:**

**Attn:** Corey Heath

**Quote Number:** Pembroke

**Quote Date:** 03/28/2022

**Quote valid until:** 06/28/2022

**For:** Source 080818-VCN

**Terms:** Net 30 Days

**Salesperson:** Mike Murray

**FOB:** Williston, VT

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Hydraulic Full Detach 500HD Hitch w/Wing Mount		
1	FH20 Cable Over Hydraulic Front Mast Assembly w/Heated Mirror		
1	Full Trip Hinge – 10 Degree w/Lockout		
1	H1059V Hydraulic Rear Shelving Support w/Detachable 3 Point Attach/Tripod		
1	1011WHDSS Stainless Wing		
1	HD Full Trip Hydraulic Arms (Cushion Spring Lower)		
1	HD Sabre Blades w/Nose Blade Saver and Curb Guard		
1	Moldboard Shoes (Pair)		
1	R1142TESS Stainless Trip Edge Reversing Moldboard		
1	PRR Hydraulic Ram Reversing Drive Frame w/Cushion Valve Relief		
1	Three Chain Level Lift		
1	Standard Push Lug Swivel		
1	HD Sabre Blades		
1	Moldboard Shoes (Pair)		
1	Rubber Deflector and Winter Fluorescent Markers		
1	Front Mount Large Volume Pump w/Shutoff		
1	Behind Cab Mounted Oil Reservoir w/Low Oil Sensor		
1	12 Section Load Sharing Implement/Spreaders Valve in Behind Cab Enclosure		
1	Arm Rest Mounted Triple Joystick Electronic Actuated Implement Controls		
1	Rexroth CS520 Electronic Spreader Control		
1	Stainless Steel Hydraulic Piping to the Front and Rear		
1	Viking PLSD15' Side Dump Body w/Remote Lube Kit		
1	¼" AR450 Floor/Tipper w/I-Beam Long Members and Cross Members		
1	Smooth Construction AR450 Driver's Wall and Corten Structural/Safety Wall		
1	Nine Panel Tailgate w/Air Release and Barn Door		
1	½ Cab Shield		
1	SA Telescopic Hoist		
1	Screens		
1	Shoulder Chute		
1	Three Point Ladder, Gearbox Step, and Inner Body Step		
1	Shovel Holder		
1	Color Camera System w/Dual Feeds		
1	Electric Actuated Body Vibrator and Chute Vibrator		
1	Electric Load Cover w/30 Degree Aluminum Arms, Mesh Tarp, and Tensioner		
1	Steel Sideboards w/Rooftop Painted to Match Body		



Cives Corporation, dba  
Viking Cives (USA)  
14331 Mill Street

Harrisville, NY 13648  
Phone: (315) 543-2321  
Fax: (315) 543-2366

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## QUOTATION

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Page 2 of 2

Fall '08 Factory Install  
Catalog

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Pintle Plate w/30 Ton Hook, D- Rings, Electrical Plug, and Glad Hands		
1	Poly Fenders and Rear Flaps		
1	<b>Shot Blasted, Zinc Primed, Epoxy Primed, and High Temperature Baked</b>		
1	<b>Painted Dupont Imron Red and High Temperature Baked</b>		
1	LED Heated Cab Shield (4) and LED Heated Corner Post Strobes (On 2 Switches)		
1	LED Heated Stop/Tail/Turns, LED Heated Back Ups and LED Markers		
1	LED Heated Plow Lights		
1	LED Heated Spot Lights (5)		
Quote Total:			<b>\$112,950.00</b>

### The following options may be added:

QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT
OPT		0.00	0.00

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. number:	

The price and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Home Office of the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of material and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance.

- ◆ Typographical and stenographic errors subject to corrections. Purchaser agrees to accept either overage or shortage not in excess of ten percent to be charged pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production.
- ◆ Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the Seller.
- ◆ Unless otherwise stated, Installation charges do not include modifications to exhaust systems, cab protectors or bumpers.



**NEW HAMPSHIRE**  
554 Maple Street  
Hopkinton, NH 03229  
P: (603) 225-9576  
F: (603) 228-5246

## Sales Quote

**IMPORTANT:** All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods. **LATE CHARGE:** A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

<b>CUSTOMER NO</b>	827342	<b>TERRITORY</b>	393	<b>PAGE 1 of 2</b>
<b>ORDER DATE</b>	03/31/2022	<b>CUSTOMER PO</b>	79328KAULBACH	
<b>QUOTE DATE</b>	03/31/2022	<b>SHIPPED VIA</b>		
<b>SALES ORDER</b>	6471036 - SQ	<b>FREIGHT TERMS</b>	EX2	EXW- CUSTOMER FRT ACCOUNT DIRECT BILL TRANSFER AT ORIGIN
<b>PAYMENT TERMS</b>	Net 30 Days from Invoice Date	<b>CODE</b>	002	
<b>DELIVERY INSTRUCTIONS:</b>				
<b>REQUESTED SHIP DATE</b>				03/31/2022

**SOLD TO:**  
TOWN OF PEMBROKE CHP  
8 EXCHANGE ST  
PEMBROKE NH 03275-1408

**SHIP TO:**  
TOWN OF PEMBROKE CHT  
311 PEMBROKE ST  
PEMBROKE NH 03275-3234

DESCRIPTION/REMARKS
Quote for 10 Wheel truck up-fit.
Everest SDS1513850-H1 15' Steel Side dump body with 38" sides 50" air operated barn door tail gate. 24" Cab guard, single acting front telescopic hoist. Drivers side ladder shovel holder and inside step. Steel top screen kit. 10" side board kit with dirt shedding top angle. Vibrator mounted to discharge chute. 3500LB vibrator mounted to body with timer. Includes summer shoulder chute. Auto Tarp system with aluminum arms and mesh tarp.
Everest PT-QC-DM detachable front plow hitch.
Everest ACPFQC/HCC36/ST/62 wing system with quick attach patrol style rear post. 36" cable over shiv front post with coil spring style safety trip block assembly and heated mirror on front post
Pintle plate with d-rings 30 ton swivel pintle hook. 7way RV style trailer plug with glad hands. Tandem Poly fenders with Mud flaps rear.
HPF Custom LED light package to include. Heated LED headlights, 6 amber strobes 4 in cab shield 2 facing front 2 facing side. 2 strobes in rear post. With stop turn tail lights and backup lights and all other required lighting to be led. Wing light and spinner light. 2 additional reverse lights off of pintle plate
Color backup camera with 2 Feeds. 1 in body 1 at rear.
HPF Custom central Hydraulics package to include, transmission mounted load sense pump, Behind cab hydraulic tank with sight gauge shut off and return oil filter and low oil alarm. Rexroth M4 valves mounted in stainless steel enclosure. CS106 multi joy stick controller to function all features of truck. Rexroth CS520 spreader controller with ground speed. Stainless piping from cab back.
Everest R132TEL39SH 11' power angle trip edge front plow with Stainless Steel skin. Crank adjustable shoe kit, Rubber deflector. Plow guides and Keuper Armored XT Cutting edges.
Everest W-144 12' wing plow with 11' edge. Stainless steel skin and Keuper Armored XT Cutting edges.
Body to be painted red. Other Equipment to be painted black where applicable.
Quote valid 30 days
Chassis must be delivered in a manner that allows above equipment to be installed without modification to chassis.
<b>OPTIONS:</b>

REMARKS	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	137,980.00
	137,980.00	0.00	04/30/2022	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	137,980.00
				PREPAID AMOUNT	

**IMPORTANT:** Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group. Our general conditions of purchase are available at this address: <https://www.alamo-group.com/terms>



**NEW HAMPSHIRE**  
 554 Maple Street  
 Hopkinton, NH 03229  
 P: (603) 225-9576  
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## Sales Quote

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CUSTOMER NO	827342	TERRITORY	393	PAGE 2 of 2
ORDER DATE	03/31/2022	CUSTOMER PO	79328KAULBACH	
QUOTE DATE	03/31/2022	SHIPPED VIA		
SALES ORDER	6471036 - SQ	FREIGHT TERMS	EX2	EXW- CUSTOMER FRT ACCOUNT DIRECT BILL TRANSFER AT ORIGIN
PAYMENT TERMS	Net 30 Days from Invoice Date	CODE	002	
DELIVERY INSTRUCTIONS:				
			REQUESTED SHIP DATE	03/31/2022

**SOLD TO:**  
 TOWN OF PEMBROKE CHP  
 8 EXCHANGE ST  
 PEMBROKE NH 03275-1408

**SHIP TO:**  
 TOWN OF PEMBROKE CHT  
 311 PEMBROKE ST  
 PEMBROKE NH 03275-3234

-Full Chassis Undercoating Add \$800.00

Michael Kaulbach  
 603-722-8106

ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP#/ LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT
8HDHPF	9958	33001-60000 GVW TRUCK		1	137,980.00	0	137,980.00

REMARKS	NET DUE	CASH DISC.	IF PAID BY	SUB-TOTAL	137,980.00
	137,980.00	0.00	04/30/2022	FREIGHT & HANDLING	0.00
				SALES TAX	0.00
				TOTAL(USD)	137,980.00
				PREPAID AMOUNT	

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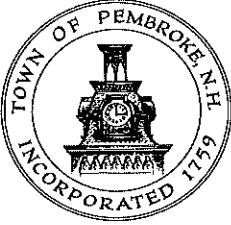
<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>MAILING ADDRESS</u>	<u>AMOUNT DUE THROUGH 5/6/2022</u>	<u>MAP/LOT</u>
<u>Tax Deed date is May 6, 2022</u>				
American Legion (Did not file IRS/Town or State Forms)	43 Church Street Pembroke, NH 03275	43 Church Street Pembroke, NH 03275	12,058.04	VE-158-1
American Legion (Same as above/No forms no tax exempt status)	3 Glass Street Pembroke, NH 03275	43 Church Street Pembroke, NH 03275	7,338.86	VE-175
William Boutillier (Mobile Home usually pays at last minute)	1235-4 Dearborn Road Pembroke, NH 03275	235-4 Dearborn Road Pembroke, NH 03275	225.05	266-76-104
George and Jilleen Charlton (Bankruptcy)	465 Sixth Range Road Pembroke, NH 03275	465 Sixth Range Road Pembroke, NH 03275	2,040.60	260-6
Wendy Cray (Mobile Home)	78-8 Sheep Davis Road Pembroke, NH 03275	78-8 Sheep Davis Road Pembroke, NH 03275	697.54	632-11-108
Zachary Eastland Brandi Eastland (Mortgage Notified)	12-14 Church Street Pembroke, NH 03275	12 Church Street Pembroke, NH 03275	7781.16	VE-135
Mary Emery (Deceased)	78-15 Sheep Davis Road Pembroke, NH 03275	58A Tremont Street Boscawen, NH 03303	553.38	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	114.22	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	85.05	870-32-U16



Nicholas Julian (Mobile Home)	235-3 Dearborn Road Pembroke NH 03275	235-3 Dearborn Road Pembroke NH 03275	231.09	266-76-103
John and Judith Mader (House No Mortgage)	24 Kimball Street Pembroke, NH 03275	17326 Keystone Rd. Summerland Keys, FL 33042	3915.33	VE-111
Bruce and Katherine Mcalister (House)	41 Donna Drive Pembroke, NH 03275	41 Donna Drive Pembroke, NH 03275	8973.45	565-81-8
Brian and Heather Mudgett (Mobile Home)	668-1A Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	353.13	870-33-1
Brian and Heather Mudgett (Mobile Home)	668-2A 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	2214.54	870-33
Heather Mudgett (House)	664 Thompson Road Pembroke, NH 03275	664 Thompson Road #1 Pembroke, NH 03275	4474.99	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	158.22	VW-114-1
Owners Unknown (Deed Issues)	Pembroke Street	311 Pembroke Street Pembroke, NH 03275	251.51	266-27-2
Sandy Pauliks (Mobile Home)	Silver Fox Homeowners Cooperative Inc 222 Friendship Ave Pembroke, NH 03275	Silver Fox Homeowners Cooperative Inc 222 Friendship Ave Pembroke, NH 03275	767.81	870-32-U22
George and Lorette Richard	313 Buck Street	313 Buck Street		

(PROBATE ISSUE)	Pembroke, NH 03275	7952.04	941-1
Andrea Smith (Land)	629-635 Fourth Range Pembroke, NH 03275	309.39	561-112-1
John Strachan (Deceased)	7 Sherwood Meadows Pembroke, NH 03275	252.93	266-131
THC Realty Trust Elliot Konner Trustee (Contaminated Property)	Main Street Pembroke, NH 03275	2,113.92	VE-179-2
Lance Tremblay (Home)	307-2 Dearborn Road Pembroke, NH 03275	1,796.78	266-73
Webster Falls Inc (Deed Issues)	Mills Fall Off Pembroke, NH 03275	236.62	VE-179-1
	116 So River Road Bldg A Bedford, NH 03110		

3/28/2022



**TOWN OF PEMBROKE  
TOWN ADMINISTRATOR'S OFFICE  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967**

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April 6, 2022

William Boutilier  
235-4 Dearborn Road  
Pembroke, NH 03275

Dear Mr. Boutilier,

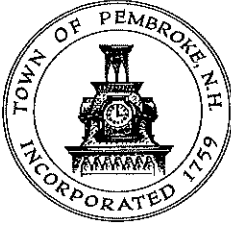
This letter is to remind you that your property is up for deeding on May 6, 2022 for non-payment of 2019 property taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2022, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 6<sup>th</sup> is \$225.05. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE  
TOWN ADMINISTRATOR'S OFFICE  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967**

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April 6, 2022

Wendy Cray  
78-8 Sheep Davis Road  
Pembroke, NH 03275

Dear Ms. Cray,

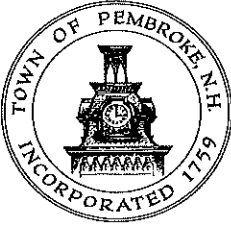
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The balance due by May 6<sup>th</sup> is \$697.54. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE  
TOWN ADMINISTRATOR'S OFFICE  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967**

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April 6, 2022

Zachary Eastland  
12-14 Church Street  
Pembroke, NH 03275

Dear Mr. Eastland,

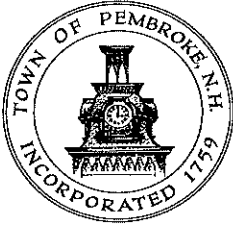
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If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2022, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 6<sup>th</sup> is \$7,781.16. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE  
TOWN ADMINISTRATOR'S OFFICE  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967**

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April 6, 2022

Warren Emery  
Estate of Mary Emery  
58A Tremont Street  
Boscawen, NH 03303

Dear Mr. Emery,

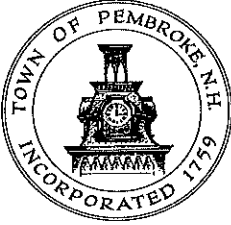
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The balance due by May 6<sup>th</sup> is \$553.38. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE  
TOWN ADMINISTRATOR'S OFFICE  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967**

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April 6, 2022

Daniel Forest  
Peggy Forest  
Nicholas Forest  
378 Perley Ave.  
Pembroke, NH 03275

Dear Mr. and Mrs. Forest,

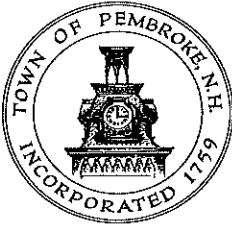
This letter is to remind you that your property is up for deeding on May 6, 2022 for non-payment of 2019 sewer taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2022, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 6<sup>th</sup> is \$114.22. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE  
TOWN ADMINISTRATOR'S OFFICE  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967**

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April 6, 2022

Jean Gloddy  
Silver Fox Homeowners Coop  
216 Friendship Ave.  
Pembroke, NH 03275

Dear Ms. Gloddy,

This letter is to remind you that your property is up for deeding on May 6, 2022 for non-payment of 2019 property taxes.

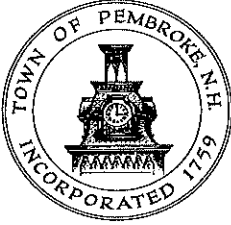
If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2022, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 6<sup>th</sup> is \$85.05. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen





**TOWN OF PEMBROKE  
TOWN ADMINISTRATOR'S OFFICE  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967**

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April 6, 2022

Nicholas Julian  
235-3 Dearborn Road  
Pembroke, NH 03275

Dear Mr. Julian,

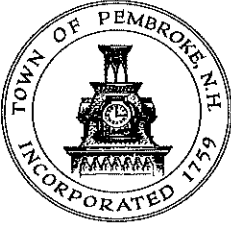
This letter is to remind you that your property is up for deeding on May 6, 2022 for non-payment of 2019 property taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2022, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 6<sup>th</sup> is \$231.09. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE**  
**TOWN ADMINISTRATOR'S OFFICE**  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967

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April 6, 2022

Bruce and Katherine Mcalister  
41 Donna Drive  
Pembroke, NH 03275

Dear Mr. and Mrs. Mcalister,

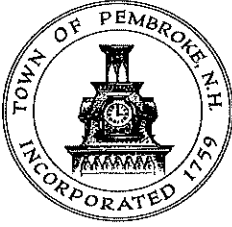
This letter is to remind you that your property is up for deeding on May 6, 2022 for non-payment of 2019 taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2022, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 6<sup>th</sup> is \$8973.45. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE**  
**TOWN ADMINISTRATOR'S OFFICE**  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967

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April 6, 2022

Brian and Heather Mudgett  
664 Thompson Road #1  
Pembroke, NH 03275

Dear Mr. and Mrs. Mudgett,

This letter is to remind you that your property is up for deeding on May 6, 2022 for non-payment of 2019 taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2022, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

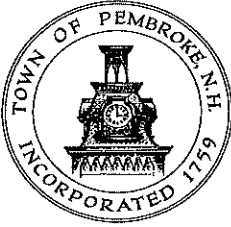
The balance due by May 6<sup>th</sup> is listed as follows on all your listings:

668-1A	\$353.13
668-2A	\$444.62
668 Thompson	\$2214.54
664 Thompson	\$4474.99

**Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE  
TOWN ADMINISTRATOR'S OFFICE  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967**

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April 6, 2022

Sandy Pauliks  
Silver Fox Coop  
222 Friendship Ave.  
Pembroke, NH 03275

Dear Ms. Pauliks,

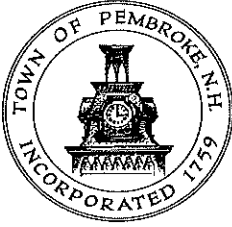
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The balance due by May 6<sup>th</sup> is \$767.81. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE  
TOWN ADMINISTRATOR'S OFFICE  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967**

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April 6, 2022

Andrea Smith  
310 Beacon Hill Road  
Pembroke, NH 03275

Property Address: 629-635 Fourth Range Road

Dear Ms. Smith,

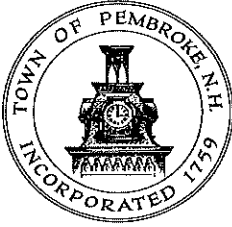
This letter is to remind you that your property is up for deeding on May 6, 2022 for non-payment of 2019 property taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2022, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 6<sup>th</sup> is \$309.39. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE**  
**TOWN ADMINISTRATOR'S OFFICE**  
311 Pembroke Street, Pembroke, NH 03275  
Tel: 603-485-4747 Fax: 603-485-3967

---

April 6, 2022

Lance Tremblay  
307-2 Dearborn Road  
Pembroke, NH 03275

Dear Mr. Tremblay,

This letter is to remind you that your property is up for deeding on May 6, 2022 for non-payment of 2019 property taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2022, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 6<sup>th</sup> is \$1,796.78. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal check.**

Sincerely,

Pembroke Board of Selectmen

## June 2022 Sale Schedule

### APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\*Red Indicates Holidays

# NHMBB New Hampshire Municipal Bond Bank

Friday, April 15 <sup>th</sup>	All Applications Due
Friday, April 15 <sup>th</sup>	Determine Maximum Loan Rates
Friday, April 15 <sup>th</sup>	Notify Bond Counsels of Identity of Governmental Units and Amount and Purposes of Municipal Bonds
Friday, April 15 <sup>th</sup>	Notify State Treasurer if Interested in State of NH Bond for Reserve Fund
Tuesday, April 19 <sup>th</sup>	All Legal Information from Participants Due to Their Bond Counsel
Tuesday, May 3 <sup>rd</sup>	Bond Bank Board Reviews Applications and Mails Loan Agreements to Bond Counsels
May 3-4	Federal Reserve Meeting
Wednesday, May 4 <sup>th</sup>	Bond Counsels Mail Loan Agreements to Governmental Units and Clear Debt Schedules with the Bond Bank
Wednesday, May 4 <sup>th</sup>	Bond Counsels Send Preliminary Opinions to Ratings Agencies and the Bond Bank
May 16 – 17 <sup>th</sup>	Calls with Ratings Agencies
Friday, May 20 <sup>th</sup>	Deadline for Meeting of the Participants Governing Board for the Certificate of Vote
Monday, May 23 <sup>rd</sup>	Loan Agreements Returned to Bond Bank
Wednesday, May 25 <sup>th</sup>	Preliminary Official Statements Mailed
Tuesday, June 7 <sup>th</sup>	Sale
Friday, June 10 <sup>th</sup>	Bond Counsels Mail Bonds to Governmental Units
June 14-15	Federal Reserve Meeting
Friday, June 24 <sup>th</sup>	Participants Return Bonds to Bond Counsel
Friday, July 1 <sup>st</sup>	Bond Counsels Mail Bonds to Locke Lord, LLC
July 5-6 <sup>th</sup>	Pre-Closing and Closing – Bond Proceeds Wired to Participants on July 6, 2022
Wednesday, July 6 <sup>th</sup>	Date of NHMBB Bonds and Interest Start Date
February 15, 2023	First Interest Payment
August 15, 2023	First Principal and Interest Payment

# NHMBB New Hampshire Municipal Bond Bank

## Town of Pembroke

July 2022 Bond Sale

5 Year Estimated Schedule - Level Principal

2021 Assessed Valuation: \$789,214,047

Date Prepared: 02/24/22

Interest Start Date: 08/11/22

First Interest Payment: 02/15/23

Net Interest Cost: 1.75% Our 5 year interest rate in our January 2022 bond sale was 1.26% and we expect the interest rate for July 2022 to be lower than 1.75%. We use 1.75% to be conservative for budgeting purposes.

Debt Year	Period Ending	Principal Outstanding	Principal	Rate	Interest	Total Payment	Calendar Year Total Payment	Assessed Valuation	CY-Est. Tax Rate Inc.
	2/15/2023				\$32,500.00	\$32,500.00		\$789,214,047	
1	8/15/2023	\$ 1,300,000.00	\$260,000.00	1.75%	11,375.00	271,375.00	\$303,875.00		\$0.39
	2/15/2024				9,100.00	9,100.00		789,214,047	
2	8/15/2024	1,040,000.00	260,000.00	1.75%	9,100.00	269,100.00	278,200.00		0.35
	2/15/2025				6,825.00	6,825.00		789,214,047	
3	8/15/2025	780,000.00	260,000.00	1.75%	6,825.00	266,825.00	273,650.00		0.35
	2/15/2026				4,550.00	4,550.00		789,214,047	
4	8/15/2026	520,000.00	260,000.00	1.75%	4,550.00	264,550.00	269,100.00		0.34
	2/15/2027				2,275.00	2,275.00		789,214,047	
5	8/15/2027	260,000.00	260,000.00	1.75%	2,275.00	262,275.00	264,550.00	789,214,047	0.34
TOTALS			\$ 1,300,000.00		\$ 89,375.00	\$ 1,389,375.00	\$ 1,389,375.00		

Please show all warrant articles related to this project to bond counsel prior to submitting them to DRA. If you need a list of approved bond counsels, please let us know and we will provide one.



#3

# NHMBB New Hampshire Municipal Bond Bank

## Town of Pembroke

July 2022 Bond Sale

3 Year Estimated Schedule - Level Principal

2021 Assessed Valuation: \$789,214,047

Date Prepared: 02/24/22

Interest Start Date: 08/11/22

First Interest Payment: 02/15/23

Net Interest Cost: 1.75% Our 5 year interest rate in our January 2022 bond sale was 1.26% and we expect the interest rate for July 2022 to be lower than 1.75%. We use 1.75% to be conservative for budgeting purposes.

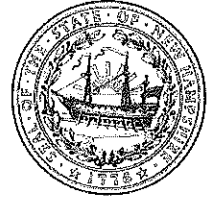
Debt Year	Period Ending	Principal Outstanding	Principal	Rate	Interest	Total Payment	Calendar Year Total Payment	Assessed Valuation	CY-Est. Tax Rate Inc.
	2/15/2023				\$32,500.00	\$32,500.00		\$789,214,047	
1	8/15/2023	\$ 1,300,000.00	\$435,000.00	1.75%	11,375.00	446,375.00	\$478,875.00		\$0.61
	2/15/2024				7,568.75	7,568.75		789,214,047	
2	8/15/2024	865,000.00	435,000.00	1.75%	7,568.75	442,568.75	450,137.50		0.57
	2/15/2025				3,762.50	3,762.50		789,214,047	
3	8/15/2025	430,000.00	430,000.00	1.75%	3,762.50	433,762.50	437,525.00	789,214,047	0.55
TOTALS			\$ 1,300,000.00		\$ 66,537.50	\$ 1,366,537.50	\$ 1,366,537.50		

Please show all warrant articles related to this project to bond counsel prior to submitting them to DRA. If you need a list of approved bond counsels, please let us know and we will provide one.

INTEREST 3 v 5 year 23,837.50 increase



The State of New Hampshire  
**Department of Environmental Services**



**Robert R. Scott, Commissioner**

Victor Ranfos  
Town of Pembroke  
8 Exchange Street  
Pembroke, NH 03275

December 20, 2021

RE: ARPA Planning Grant for Stormwater Planning, Infrastructure Study and MS4 Compliance

Dear Mr. Ranfos:

Congratulations! By submitting a pre-application for a Clean Water State Revolving Fund (CWSRF) loan to develop a Stormwater Planning Project, you have taken a step toward creating a planning project that will address stormwater conveyance and treatment needs, and consider solutions that promote energy efficiency, water quality, and/or flood resiliency. Thanks to funding available from the American Rescue Plan Act (ARPA), grant funding up to \$100,000 for your planning project is available as long as the following important steps are taken. Please note grant funding eliminates the need to obtain Authority to Borrow from your voters. Instead you will need evidence of the authority to accept grant funds through a Certificate of Authority.

1. **Project Consultation:** Contact your Project Manager Deb Loiselle [Deborah.S.Loiselle@des.nh.gov](mailto:Deborah.S.Loiselle@des.nh.gov) or (603) 271-1352 to set up a time to discuss the project.
2. **Certificate of Authority:** This Certificate provides proof that the person signing the grant agreement has the authority to execute and enter into contracts on behalf of the Grantee. The Certificate must be signed and notarized on the same date as, or within 30 days of, the Grant Agreement signature. The Grant Agreement and the Certificate must not be signed by the same person. The Certificate cannot be signed by the person being given authority to execute contracts.
3. **Qualifications-Based Selection (QBS) Procurement Process:** Planning projects require professional services and the grant recipient should issue a Request for Qualifications (RFQ) to select the most qualified consulting firm. The RFQ does not consider cost as a selection criterion. After the most qualified consulting firm has been identified, the grant recipient and the consulting firm will attempt to negotiate a fair and reasonable price for the services provided. If an agreement cannot be reached, the grant recipient may move to the next most qualified consulting firm(s) until an agreement can be reached. If the grant recipient is already working with a consultant, the grant recipient should provide certification that the selected firm was hired using the QBS process.
4. **Standard Engineering Contract:** The standard engineering contract, Engineering Report Phase Contract for Professional Services for Treatment Works, must be submitted, approved and fully executed before project work can begin.
5. **Work Scope Approval:** Prior to submitting a grant application, a DRAFT planning project work scope must be submitted to the NHDES Project Manager to ensure compliance with the minimum requirements of the program. A quality assurance document may be required. Software and equipment purchases, laboratory analysis expenses and equipment rentals must

[www.des.nh.gov](http://www.des.nh.gov)

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095  
(603) 271-3503 • (603) 271-2867 • TDD Access: Relay NH 1-800-735-2964

follow the current CWSRF procurement process. The DRAFT work scope and Standard Engineering Contract should be submitted concurrently to the Project Manager. The ARPA Wastewater and Stormwater Planning Guidance Document outlines these requirements. Work cannot begin until both the work scope and Standard Engineering Contract have been approved by the NHDES Project Manager.

6. **NHDES Coordination:** At a minimum NHDES must attend the kick-off meeting, a mid-level progress update meeting, and the wrap-up meeting for planning projects, which should be noted in the work scope. NHDES requests to be notified in advance of other meetings relative to the project. All draft and final documents must be submitted to NHDES.
7. **Grant Application:** A completed grant application should include the approved scope of work and pre-approved engineering contract. The application forms and instructions will be available on the NHDES website. Once the final application has been submitted the funding agreement must be approved by the Governor and Executive Council.
  - Grant applications are due by June 30, 2022.
  - Applications are considered using a rolling deadline.

*Note: Failure to follow all of the procedural requirements listed above may result in loss of NHDES grant funding assistance. Due to the time constraints set in place for ARPA funding by the US Department of the Treasury, NHDES is requiring that the final application be submitted by the June 30, 2022 deadline. Failure to do so may jeopardize this ARPA funding award.*

Please contact the individuals below with questions about the planning program:

Deb Loiselle at [Deborah.S.Loiselle@des.nh.gov](mailto:Deborah.S.Loiselle@des.nh.gov) or (603) 271-1352 for work scope, engineering contract and general project questions.

Sarah Ridyard [Sarah.B.Ridyard@des.nh.gov](mailto:Sarah.B.Ridyard@des.nh.gov) or (603) 271-8484 for grant agreement questions.

We look forward to working with you on this exciting project.

Sincerely,



Deborah Loiselle, Stormwater Coordinator  
NH Department of Environmental Services  
Watershed Assistance Section  
29 Hazen Drive, PO Box 95, Concord, NH 03302-0095  
Tel (603) 271-1352

cc: Sarah Ridyard, ARPA Program Manager  
Dennis Greene, Design Review Section Supervisor  
Katherine Zink, Watershed Specialist  
David Jodoin, Pembroke Town Administrator

# Certificate of Vote of Authorization For ARPA Infrastructure Projects

VERSION 1.3

## INSTRUCTIONS

NHDES-C-10-003  
February 2022

This form is intended for use by applicants who have received notice of and have submitted the ARPA grant funding application from NHDES. Following receipt of a complete application, NHDES will prepare a Grant Agreement to be signed by the applicant and returned along with the completed Certificate of Vote of Authorization.

A Certificate of Vote of Authorization is a certificate that states that a grantee is willing to enter into a grant agreement with the State of NH Department of Environmental Services and that whoever signs the Grant Agreement has the authority to do so. This form must be submitted with the final grant agreement documents. All grant funding programs will need to submit a Certificate of Vote of Authorization. This form must be signed within 30 days of the Grant Agreement.

Grant Agreements will require approval by Governor & Council.

If the applicant is applying for a loan through the Drinking Water State Revolving Fund (DWSRF) or the Clean Water State Revolving Fund (CWSRF) in addition to the ARPA grant funding the loan application process must be followed concurrently with the grant application.

Because of the time constraints set in place for ARPA funding by the US Department of the Treasury, NHDES is requiring that the final ARPA grant application and loan application (if applicable) be submitted by the grant deadline as sent in original grant offer. Failure to do so may jeopardize any ARPA funding offer.

Drinking Water Projects mail the original completed form to:

NHDES Drinking Water and Groundwater Bureau Attn: Johnna McKenna  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302-0095

Clean Water (Wastewater and Stormwater) Projects mail the original completed form to:

NHDES Wastewater Engineering Attn: Sarah Ridyard  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302-0095

## CONTACT INFORMATION

### Contact

Drinking Water Projects:  
NHDES Drinking Water and  
Groundwater Bureau  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302-0095

Clean Water (Wastewater  
and Stormwater):  
NHDES Wastewater  
Engineering  
29 Hazen Drive, P.O. Box 95  
Concord, NH 03302-0095

## CONTACTS

Drinking Water Projects

:  
Johnna McKenna

Email  
:  
dwsrf@des.nh.gov

Phone  
:  
603-271-2513

Clean Water Projects

:  
Sarah B. Ridyard P.E.

Email  
:  
sarah.b.ridyard@des.nh.gov

Phone  
:  
603-271-8484

## ADDITIONAL LINKS

NHDES Drinking Water  
State Revolving Fund



**Download Mail-in Form**

NHDES Clean Water State  
Revolving Fund

2021 American Rescue  
Plan Act (ARPA)  
Wastewater and  
Stormwater Grant  
Application



# CERTIFICATE OF VOTE OF AUTHORIZATION INFRASTRUCTURE PROJECTS GRANTS ONLY

American Rescue Plan Act (ARPA)



A Certificate of Vote of Authorization is a certificate that states that a grant applicant is willing to enter into a grant agreement with the State of NH Department of Environmental Services and that whoever signs the Grant Agreement (provided under separate cover) has the authority to do so. The Certificate must be signed and notarized on the same date as, or within 30 days of, the Grant Agreement signature. **This is a three-person form: Person Completing this Form, Authorized Representative, and a Public Notary.**

- ☐ Completed and signed by someone other than the person being given authority.
- ☐ Must be notarized.
- ☐ Original is required for submittal.

## Certificate of Vote of Authorization

GRANT RECIPIENT

INSERT TOWN ADDRESS, TOWN, NH ZIP CODE

I, Insert Name of Person Completing this form of the Insert Legal Name of Grant Recipient do hereby certify that at a meeting held on Click here to add date of meeting, the Insert Name of Governing Body with Authority to Certify Actions voted to enter into a **Choose an item** grant agreement with the New Hampshire Department Environmental Services to fund a **Choose an item** improvement project.

The Insert Legal Name of Grant Recipient further authorized the Insert Name and Title of Authorized Representative to execute any documents which may be necessary to effectuate this grant agreement.

IN WITNESS WHEREOF, I have hereunto set my hand as Insert Title of Person Completing form of Insert Grant Recipient Name, the Insert day "XX" day of Insert Month 20Insert year "XX".

Insert Name of Person Completing This Form Signature: Insert Signature  
 STATE OF NEW HAMPSHIRE, County of Insert County

On this Insert day "XX" day of Insert Month 20Insert year "XX", Insert Name of Public Notary, before me (Notary Public) the undersigned Officer, personally appeared. Insert Name of Person Completing this form, who acknowledged **Choose an item** to be the Insert Title of Person Completing this form of Insert Name of Grant Recipient, being authorized so to do, execute the foregoing instrument for the purpose therein contained.

In witness thereof, I have set my hand and official seal.

Notary Public Insert Name of Public Notary My commission expires: Insert Notary's Commission Expiration Date

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 (603) 271-3503 • TDD Access: Relay NH 1-800-735-2964

## David Jodoin

---

**From:** Ann Bond <bondpembrokeselectmen@gmail.com>  
**Sent:** Sunday, March 20, 2022 12:25 PM  
**To:** David Jodoin; Karen Yeaton  
**Subject:** Selectmen resignation

It has been my pleasure serving the Town of Pembroke community as a Selectmen

I want to thank the voters who supported me in my Selectmen role

I am submitting my resignation of a Pembroke Selectmen effective 3/21/2022

I am moving and therefore will no longer be eligible to be a Selectmen in Pembroke NH

The current Selectmen have been a great pleasure to work with and please continue your great work

Sincerely Ann Bond

--

Ann Bond  
Chairman Pembroke Selectmen

## Pembroke Police Department

# Memo

**To:** Board of Selectman  
**From:** Lt. Gary Gaskell  
**CC:** Dave Jodoin Town Administrator  
**Date:** 03/24/22  
**Re:** Town Wage Schedule

---

Dave,

As posted in the 2022 Town Wage Schedule, I would like to add the terminology to the wage schedule with the positions of Part time (PT) and Full time (FT) to the grades in order to reflect the ability differentiate those positions held.

<u>POSITION</u>	<u>CURRENT</u>	Min. / Max.
FT/PT Police Off. Non Cert	Grade 14	Hourly \$20.43 - \$29.62
FT/PT Police Off. Certified	Grade 16	Hourly \$23.18 - \$34.05
Detective	Grade 17	Hourly \$24.68 - \$35.80
Police / Detective Sgt.	Grade 18	Hourly \$26.16 - \$37.94
Police Lieutenant	Grade 20	Salary \$61,770.-\$87,443

With this current schedule as discussed we appear to be in line as far as competitive wages for the new officers both certified and non-certified with some other departments in the state. This schedule gives movement in their hourly rate instead of a one lump sum maximum top pay for their position. We are very lucky to have employees working for us with tenure in our department and allowing them to just be capped with pay is a way that we could start losing employees. The adjustments above will allow some flexibility for starting pay with in the positions of patrolman FT or PT based on the experience of the applicant / new hire coming in. Thank you for your consideration.

Respectfully Submitted,  
Lt. Gary Gaskell



## 2022 TOWN WAGE SCHEDULE

Hourly	Minimum	Maximum
<u>Grade 5</u> Custodian Library Circulation Svcs. I	\$12.04	\$17.45
<u>Grade 6</u> Laborer/Maintenance	\$13.00	\$18.45
<u>Grade 7</u> Library Circul. Svcs. II Recording Secretary	\$13.52	\$19.60
<u>Grade 8</u>	\$14.33	\$20.79
<u>Grade 9</u> EMT -B Ambulance Firefighter (Probationary) Secretary - DPW Truck Driver/Operator	\$15.20	\$22.05
<u>Grade 10</u> Library Children Services	\$16.11	\$23.36
<u>Grade 11</u> Planning & Land Use Clk. Assistant Library Director EMT - Advanced Finance Clerk Police Secretary Secretary to TA Firefighters Collections Clerk	\$17.07	\$24.81

Hourly	Minimum	Maximum
<u>Grade 12</u> Police Admin. Sec. Sewer Laborer Mechanic	\$18.09	\$26.24
<u>Grade 13</u> Welfare Administrator Highway Foreman Fire Engineer	\$19.19	\$27.90
<u>Grade 14</u> * FT/PT Police Officer Non Cert. Fire Lieutenant Paramedic	\$20.43	\$29.62
<u>Grade 15</u>	\$21.77	\$31.57
<u>Grade 16</u> * FT/PT Police Officer Certified Code Enforce. Off. Planner Accountant Tax Collector	\$23.18	\$34.05
<u>Grade 17</u> Asst EMS Director * Detective	\$24.68	\$35.80
<u>Grade 18</u> * Police Sgt. * Detective Sgt.	\$26.16	\$37.94

Salary	Minimum	Maximum
<u>Grade 16</u> Fire Captain Library Director Town Clerk	\$48,218	\$70,825
<u>Grade 17</u>	\$51,733	\$73,235
<u>Grade 18</u>	\$54,423	\$78,917
<u>Grade 19</u> Finance Dir. Deputy Fire Chief	\$57,680	\$84,450
<u>Grade 20</u> Sewer - Op. Dir. * Police Lieutenant Assistant Fire Chief	\$61,770	\$87,443
<u>Grade 21</u> EMS Director	\$64,811	\$93,970
<u>Grade 22</u> Fire Chief Public Works Dir.	\$68,706	\$99,627
<u>Grade 23</u> Police Chief	\$72,821	\$105,588
<u>Grade 24</u> Town Administrator	\$77,200	\$111,950

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
March 16, 2022 at 6:30 PM**

**DRAFT,**

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

Absent: Selectman Ann Bond

Staff: Town Administrator David Jodoin

**I. Call to Order:**

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

**II. Citizens Comment:**

None

**III. Scheduled Meetings**

Mike Vignale – Main Street Project

Mike Vignale, KV Partners LLC, discussed the bids for the Main Street Project. 5 bids were received and F.L. Merrill Construction came in to lowest at \$853,570. Mike is recommending the bid be awarded to F.L. Merrill Construction. The Water Department will be out in the spring to complete some work and then F.L. Merrill would come in to do their work. The exact timing still needs to be worked out between the Water Department, DPW, and F.L. Merrill. David explained there was a question asked at Town Meeting if there are plans to stripe parking spaces. Mike stated that right now, they do not have plans to stripe any but that could be added. David shared that there is paperwork that needs to be completed for bond counsel and the bond bank that relied on information from the School District. Once that once the paperwork has been submitted to the lawyer for review, they can sign the contracts with F.L. Merrill. That should be ready to happen by the Selectman's meeting on April 6<sup>th</sup>.

Selectman Goulet made a motion to award the bid to F.L. Merrill Construction in the amount of \$853,570 contingent upon approval from legal counsel. Selectman Gagyi seconded the motion. Motion passed 4-0.

VJ Ranfos – Town Meeting Results/Equipment

VJ Ranfos, Public Works Director, asked to waive the bid requirement for the new 10-wheel dump truck and the trackless boom flail mower. There is a shortage of

vendors. The attachment for the boom flail that needs replacing is specific to the brand and the sole vendor for that brand is HP Fairfield. There is a long wait list for both pieces of equipment. The boom flail mower cost is now \$34,500 with a trade in allowance of \$1,000. The dump truck will be an International 10-wheel dump truck at a cost of \$115,995 after trade in of the current 2006 10-wheeler. The vendor will take the State bid package and change the specs to cover our needs and the cost starts at \$124,945. The trade in valued at \$22,000. VJ requested a bid from McDevitt and the costs came in much higher and the trade in was valued at \$2,500.

Selectman Goulet made a motion to waive the bid requirements and approve the 10-wheel dump truck purchase with Allegiance in the amount of \$115,995 and authorize the Town Administrator to sign the documents. Selectman Bean seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to waive the bid requirements on the boom flail mower and to authorize the purchase with HP Fairfield in the amount of \$33,500 and authorize the Town Administrator to sign the documents. Selectman Yeaton seconded the motion. Motion passed 4-0.

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

##### 2019 Tax Deed Listing

Tax deeding notices. These are the balances that are still due as of today. Reminder letters will be in the next agendas packet for review and distribution. Deeding date is May 6, 2022.

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

##### Election of Officers

Selectman Bean made a motion to elect Karen Yeaton as Chair of the Board of Selectman. Selectman Gagyí seconded the motion. Motion passed 3-1. Selectmen Goulet voting no.

Selectman Bean made a motion to elect Sandy Goulet as Vice-Chair of the Board of Selectman. Selectman Gagyí seconded the motion. Motion passed 3-1. Selectmen Goulet voting no.

##### Board Committee Assignments

Energy Committee	Primary-Karen Yeaton	2 <sup>nd</sup> -Sandy Goulet
Recreation Commission	Primary-Richard Bean	2 <sup>nd</sup> -Sandy Goulet
Budget Committee	Primary-Peter Gagyí	2 <sup>nd</sup> -Sandy Goulet
Planning Board	Primary-Peter Gagyí	2 <sup>nd</sup> -Karen Yeaton
Capital Improvement Committee	Primary-Peter Gagyí	2 <sup>nd</sup> -Sandy Goulet

Economic Development Committee	Primary-Sandy Goulet	2 <sup>nd</sup> -Karen Yeaton
Roads Committee	Primary-Richard Bean	
Solid Waste Advisory Committee	Primary-Karen Yeaton	2 <sup>nd</sup> -Sandy Goulet
Facilities and Grounds Committee	Primary-Sandy Goulet	2 <sup>nd</sup> -Peter Gagy
Conservation Commission	Primary-Karen Yeaton	

#### Execute State MS-232 Form

Selectman Goulet made a motion to approve the State MS-232 Form. Selectman Bean seconded the motion. Motion passed 4-0.

#### Appointments

Selectman Goulet made a motion to re-appoint Robert Bourque to the Tri-Town EMS Committee. Selectman Bean seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to re-appoint Andrew Yonchak, and Bethany Chase-Reynolds to the Capital Improvement Committee. Selectman Yeaton seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to re-appoint Carol Bertsimas and Wendy Weisiger to the Conservation Commission. Selectman Yeaton seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to re-appoint Kathy Cruson, Robert Bourque, and Kevin Foss to the Planning Board. Selectman Yeaton seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to re-appoint Paulette Malo and Vincent Greco to the Roads Committee. Selectman Yeaton seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to re-appoint JJ Smith to the Energy Committee. Selectman Bean seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to re-appoint James Garvin and Zachary Sawyer to the Cemetery Commission. Selectman Yeaton seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to appoint Rob Azevedo to the Recreation Commission. Selectman Bean seconded the motion. Motion passed 4-0.

#### Manifests/Abatements

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

Minutes - 3/2/22, Non-Public - 1/26/22, 2/2/22; 2/16/22; 3/2/22

Selectman Goulet made a motion to accept the minutes of March 2, 2022 as presented. Selectman Gagyi seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to accept the non-public minutes of January 26, 2022, February 2, 2022, February 16, 2022, and March 2, 2022 as presented. Selectman Yeaton seconded the motion. Motion passed 4-0.

**VI. Town Administrator Report:**

Based on state law, the transfers for the capital improvement projects passed by Warrant Article #5 at Town Meeting needs to be transferred to the Trustee of Trust Funds within 10-days of the vote. The transfer will take place this week to comply.

The Board of Selectman accepted the letter of retirement with regrets of Police Chief Dwayne Gilman on March 2, 2022 effective June 30, 2022.

**VII. Committee Reports:**

Selectman Gagyi – None

Selectman Yeaton – None

Selectman Goulet – None

Selectman Bean – None

**VIII. Other Citizen Comment:**

None

**IX. Non-Public Session:**

Selectman Yeaton 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 Bean at 7:25pm

Roll Call Vote:

Chairman Yeaton	Yes
Selectmen Goulet	Yes
Selectman Bean	Yes
Selectman Gagyi	Yes

The Board came out of non-public session at 7:41 PM

**X. Adjourn:**

Selectman Goulet made a motion to adjourn at 7:42 PM, Selectmen Bean seconded the motion and it was approved unanimously.

---

Karen Yeaton, Chairman

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



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@comcast.com** should you have any questions.

Very truly yours,

*Bryan Christiansen*

Bryan Christiansen, Sr. Manager  
Government Affairs



*City of Concord, New Hampshire*  
**GENERAL SERVICES DEPARTMENT**  
**Water Supply Division**  
311 North State Street  
CONCORD, NH 03301

*Water Treatment Plant 603-225-8696*

TOWN OF PEMBROKE  
825 NO PEMBROKE RD,  
FRENCH CEMETERY,  
627 ROBINSON RD,  
SOUCOOK RIVER,  
& SEVENTH RANGE RD  
PEMBROKE NH, 03275

**RECEIVED**

**MAR 24 2022**

**TOWN OF  
PEMBROKE, NH**

March 21<sup>st</sup>, 2022

**Please Help Protect Drinking Water**

Dear Homeowner, Resident, Business Owner,

The Concord Water Department participates in a program through the NH Department of Environmental Services (DES) which requires the water supplier to implement a source protection program to prevent drinking water sources from becoming contaminated. Once a source becomes contaminated, it is very costly and sometimes impossible to correct. Your property is located within the Source Water Protection Area (SWPA) for the City of Concord's water system as delineated by NH DES. The SWPA is the area from which water- and any contaminants – is likely to flow to the water system's well or surface water source. Even if a property is not served by the Concord public water system, the water from the SWPA might flow to your well. I would like to ask for your cooperation in ensuring safe drinking water for yourself and for your fellow Concord and Pembroke residents.

You are probably already aware that certain activities on your property can affect the quality of the groundwater which is shared by well users and the public water system. Most people who have septic systems are aware that their septic systems discharge to the ground which flows into groundwater. Similarly, any gasoline, motor oil, paint, garden chemicals, lawn chemicals, or other household cleaners that are spilled, sprayed, spread or dumped onto the ground can make their way into groundwater as well. Because your property is located within the SWPA for Concord, these activities could contaminate the public water supply and any private wells that share the water supply.

Fortunately, you can minimize the likelihood of groundwater contamination by following a few simple guidelines. Please take the time to review and follow the recommendations on the enclosed pamphlet. Talk to your family members, residents, or employees to be sure everyone is aware of the dangers. By following these tips, you can help minimize the potential for contamination.

We need your help to protect this valuable source of drinking water. The management and users of the Concord public water supply appreciate your cooperation. If you have questions about this letter, the enclosed pamphlet, or about the protection of groundwater and drinking water, please contact me at 603-225-8696. You may also contact the Drinking Water Groundwater Bureau at DES at 603-271-2513 for additional information.

Sincerely,

Marco Philippon  
Water Treatment Superintendent  
Concord Water Department



# ENVIRONMENTAL Fact Sheet



29 Hazen Drive, Concord, New Hampshire 03301 • (603) 271-3503 • [www.des.nh.gov](http://www.des.nh.gov)

DWGB 22-4

2020

## Best Management Practices (BMPs) for Groundwater Protection

Approximately 75% of New Hampshire residents rely primarily on groundwater for their drinking water. Recognizing the importance of protecting the natural quality of groundwater, the legislature passed the Groundwater Protection Act (RSA 485-C) in 1991. This legislation recognized that a wide variety of activities involve the use of materials that can, if not properly handled, contaminate groundwater. There have been numerous instances of groundwater contamination in New Hampshire from leaking storage facilities, improper waste disposal, accidental spills and even from normal use of these materials. Potentially contaminating substances can be more safely managed if certain basic guidelines are followed. The Groundwater Protection Act directed the New Hampshire Department of Environmental Services (NHDES) to adopt rules specifying best management practices (BMPs) for the Potential Contamination Sources (PCSs) listed below.

NHDES developed and adopted New Hampshire Code of Administrative Rules Part Env-Wq 401 Best Management Practices for Groundwater Protection, which apply to all potential contamination sources in the state. The BMPs within the rules are essentially common-sense operating practices that are simple and economical to implement. The purpose of the BMPs is to help prevent a release of regulated substances, as defined under this rule. Regulated substances include oil, as defined under RSA 146-A, III, regulated contaminants established pursuant to RSA 485-C:6, and hazardous substances listed under the Code of Federal Regulation (CFR), within 40 CFR § 302. Cleaning up the release of a regulated substance can be very expensive. Following the BMP rules reduces environmental liability and minimizes potential cleanup costs.

Potential Contamination Sources (PCSs) <sup>1</sup>	
<ul style="list-style-type: none"> <li>• Vehicle service and repair shops</li> <li>• General service and repair shops</li> <li>• Metalworking shops</li> <li>• Manufacturing facilities</li> <li>• Underground and above-ground storage tanks</li> <li>• Waste and scrap processing and storage</li> <li>• Transportation corridors</li> <li>• Septic systems (at commercial and industrial facilities)</li> <li>• Laboratories and certain professional offices (medical, dental, veterinary)</li> </ul>	<ul style="list-style-type: none"> <li>• Use of agricultural chemicals<sup>2</sup></li> <li>• Salt storage and use</li> <li>• Snow dumps</li> <li>• Stormwater infiltration ponds or leaching catch basins</li> <li>• Cleaning services</li> <li>• Food processing plants</li> <li>• Fueling and maintenance of earth moving equipment</li> <li>• Concrete, asphalt, and tar manufacture</li> <li>• Cemeteries</li> <li>• Hazardous waste facilities</li> </ul>
<p><sup>1</sup>As identified in New Hampshire's Groundwater Protection Act (RSA 485-C)</p> <p><sup>2</sup>Subject to BMPs developed and administered by N.H. Dept. of Food, Agriculture, and Markets</p>	

## Summary of BMP for Groundwater Protection Rules

### Storage

- Store regulated substances on an impervious surface.
- Secure storage areas against unauthorized entry.
- Label regulated containers clearly and visibly.
- Inspect storage areas weekly.
- Durable cover over *regulated containers*<sup>1</sup> in outside storage areas.
- Keep regulated containers that are stored outside more than 50 feet from surface water and storm drains, 75 feet from private wells, and up to 400 feet from public wells.
- Secondary containment is required for regulated containers stored outside, except for on-premise use heating fuel tanks, or aboveground or underground storage tanks otherwise regulated.

<sup>1</sup>Regulated container means any device in which a regulated substance is stored, transported, treated, disposed of, or otherwise handled, with a capacity of five gallons or more. The term does not include fuel tanks attached to and supplying fuel to a motor vehicle.

### Handling

- Keep regulated containers closed and sealed.
- Place drip pans under spigots, valves, and pumps.
- Have spill control and containment equipment readily available in all work areas.
- Use funnels and drip pans when transferring regulated substances; perform transfers over impervious surface.

### Release Response Information

- Post information on what to do in the event of a spill.

### Floor Drains and Work Sinks

- Cannot discharge into or onto the ground.

### For More Information

Please contact the Drinking Water and Groundwater Bureau at (603) 271-2513 or [dwgbinfo@des.nh.gov](mailto:dwgbinfo@des.nh.gov) or visit our website at [www.des.nh.gov](http://www.des.nh.gov).

Note: This fact sheet is accurate as of September 2019. Statutory or regulatory changes or the availability of additional information after this date may render this information inaccurate or incomplete.

## Is Gasoline Contaminating Your Drinking Water?

Gasoline is one of the most dangerous products commonly found around the home, yet people often store and use it with little care. Some of the chemicals in gasoline have been found in drinking water with increasing frequency, including benzene, toluene and ME6E (Methyl t-Butyl Ether), which is *easily dissolved in water* and is a possible carcinogen. Even a gasoline spill as small as a gallon can contaminate your drinking water wells or a public water supply.

## To Protect Your Drinking Water from Gasoline

### Avoid Spilling Gasoline on the Ground, Especially Near Wells

- Don't drain gasoline from lawn mowers, snow blowers, etc. onto the ground.
- Don't burn brush with gasoline.
- Don't top off your fuel tank.
- Keep refueling and engine work away from water supply wells, and if possible, over a concrete floor or similar barrier. Immediately clean up any gas or oil spills.

### Avoid Spilling Gasoline in Lakes, Ponds and Rivers

- Keep special gasoline-absorbing pads on your gas-powered boat and know how to use them.
- If you own a larger boat, make sure it has no-spill tank vents.
- Fill portable tanks from outboard boat engines on shore.
- Refuel snowmobiles and ice augers on shore; do not take gasoline storage tanks onto ice-covered ponds.

### Store Gasoline Properly

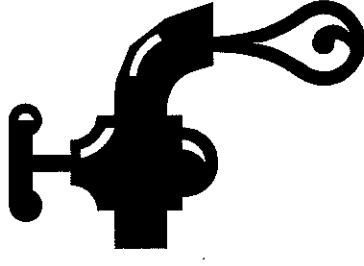
- Use a clearly labeled container made for gasoline and with a spout to avoid spills.
- Keep gasoline containers in a dry, well ventilated shed or detached garage away from water supply wells. Don't keep metal gasoline cans on a dirt floor for extended periods.

### Dispose of Waste Gasoline Properly

- Handle old or dirty gasoline as hazardous waste. Bring it to a household hazardous waste collection center in a proper gasoline container.

**If a spill occurs:** For any size spill that is not immediately cleaned up, first contact your local 911 responder or fire department, then call the NHDES emergency spill number at (603) 271-3899 (Mon-Fri, 8-4), or weekends and evenings at (603) 223-4381 (NH State Police).

# Got Clean Drinking Water?



**It's up to you!**

***The DOs and DON'Ts for Maintaining  
Clean Drinking Water***



For more information, please contact the Drinking Water Source Protection Program at (603) 271-2862 or visit our website: <https://www.des.nh.gov>

## Where does your drinking water come from?

Your drinking water comes from groundwater or surface water. Groundwater is the water that flows through the spaces between soil particles and through fractures in rock. It comes from rain and snowmelt percolating through the ground. Surface water comes from rainfall and snowmelt running over land and from *groundwater* seepage into lakes, rivers and reservoirs.

## Why should you be concerned?

While some pollutants, such as bacteria, viruses and phosphorus, can be reduced by passing through soil under certain conditions, groundwater can be easily contaminated by chemicals and oils. Surface water is also affected by soil and pollutants picked up as water flows over land.

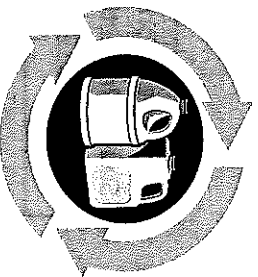
### Keep Household Hazardous Wastes

#### *Out of your Drinking Water!* Such as ...

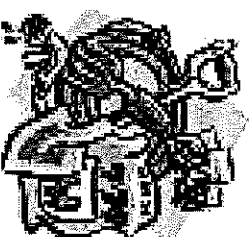
Automotive Fluids • Auto Batteries • Used Motor Oil  
Oil-Based Paint • Paint Thinner • Antifreeze  
Pesticides • Cleaning products • Gasoline

## DO –

- Use non-toxic and less-toxic alternatives to pesticides and household chemicals.
- Take leftover household chemicals to your town's household hazardous waste collection day.
- Follow package directions on pesticides, fertilizers and other household chemicals.
- Check your underground fuel storage tank (UST) frequently for leaks. If a UST is more than 20 years old, replace it with an aboveground storage tank that has a concrete slab underneath it, a cover and secondary containment.
- Take care of your septic system. Inspect it every year and get it pumped out every 3-5 years.
- Avoid damage to your leach field and distribution lines by keeping vehicles, livestock and other heavy objects off of them.



- Test soil every two years to determine existing nutrient levels and pH before applying fertilizers.
- Use slow or controlled release nitrogen sources of fertilizer.
- Measure the area of your lawn to be fertilized to determine how much to use and calibrate or adjust spreader settings to match the recommended rate for fertilizers.
- Use drip pans large enough to contain motor vehicle or power equipment fluids being replaced or drained.
- Fully drain oil over a drip pan or pail before disposal. Most solid waste transfer stations accept used oil filters for recycling. Store and transport used oil filters in a covered leak-proof container until disposal.
- Keep absorbent materials such as rags, pads, "Speedi-Dry" or kitty litter near the work area and clean up all spills as soon as they occur.
- Dispose of all used absorbents immediately in a leak-proof container.
- Refuel or repair engines over an impervious surface, such as a concrete floor or tarp.
- Drain all fluids from motor vehicle parts before removing them from the vehicle.
- Follow medicine disposal guidelines described at [www.nh.gov/medsafety](http://www.nh.gov/medsafety).



## DON'T –

- Buy more pesticides or hazardous chemicals than you need.
- Dispose of hazardous chemicals by pouring them down the drain or onto the ground.
- Over-use pesticides or household chemicals. More is not necessarily better.
- Have your UST removed by a contractor who is not familiar with state guidelines for UST removal.
- Overload your septic system with solids by using a garbage disposal, unless the system is specifically designed for one.
- Pour chemicals down the sink or toilet.
- Use septic system cleaners or additives containing acids or chemical solvents such as trichloroethylene (TCE).
- Use fertilizers if heavy rains are anticipated as the nutrients will be flushed from the lawn into drains and low areas.
- Apply fertilizers within 25 feet of most lakes and streams.