

**AGENDA**  
**BOARD OF SELECTMEN**  
**April 20, 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. VJ Ranfos – Cemetery Fees
- IV. OLD BUSINESS:
  - a. 2019 Tax Deeds Update
- V. NEW BUSINESS:
  - a. Release of Bonds for the Greens at Pembroke Pines
  - b. Manifest/Abatements
  - c. Minutes 4/6/22
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN

## David Jodoin

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**From:** James Garvin <james@jamesgarvin.net>  
**Sent:** Friday, April 15, 2022 3:04 PM  
**To:** David Jodoin  
**Cc:** VJ Ranfos; Chris addington; Ellen Paulsen  
**Subject:** Increased Burial Fees, Dignified Cemetery Services  
**Attachments:** Burial Fees Letter 2022.docx

Dear David,

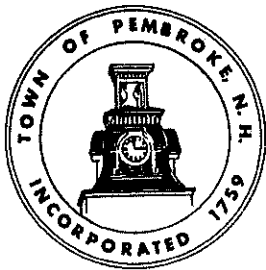
Dignified Cemetery Services again raised their fees for burial services on January 1, 2022.

The Pembroke Cemetery Commission held its monthly meeting last night. The Commission voted to refer the increase to the Board of Selectmen with the recommendation that the town increase its burial charges to equal the fees charged by Dignified Cemetery Services, thereby avoiding a deficit to the town from every future burial in the public cemeteries.

I am attaching a letter that outlines the current town fees (adopted by the Selectmen on June 24, 2021 and posted in Chapter 160-5 of the Town Code); the 2022 rates charged by Dignified Cemetery Services; and the recommended new town burial fees.

Jim

James L. Garvin. Secretary  
Pembroke Cemetery Commission



# TOWN OF PEMBROKE

TOWN HALL • 311 PEMBROKE STREET • PEMBROKE, NH 03275

April 15, 2022

Board of Selectmen  
Town of Pembroke  
Town Hall—311 Pembroke Street  
Pembroke, New Hampshire, 03275

Re : Burial fees, Pembroke Cemeteries

Ladies and gentlemen:

Dignified Cemetery Services, the contractor that offers burial services for public cemeteries in the Town of Pembroke, raised their rates on January 1, 2022. The new Dignified Cemetery Services rates are higher than those presently charged by the Town of Pembroke under Chapters 155 and 160 of the Pembroke Town Code, resulting in a potential deficit to the town for every future burial. Current town rates, new Dignified Cemetery Services rates, and proposed new town rates are as follows:

Current Town Rates (Amended by Selectmen 6/24/2021)		New Dignified Cemetery Services Rates, Jan. 1, 2022		Proposed new Town Rates	
<u>Regular grave openings</u>					
Weekdays	\$600	Weekdays	\$625	Weekdays	\$625
Weekends/holidays	\$750	Saturdays	\$775	Saturdays	\$775
		Sun./holidays	\$900	Sun./holidays	\$900
<u>Cremation grave openings</u>					
Weekdays	\$250	Weekdays	\$300	Weekdays	\$300
Weekends/holidays	\$350	Saturdays	\$400	Saturdays	\$400
		Sun./holidays	\$500	Sun./holidays	\$500

At its meeting on April 14, 2022, the Pembroke Cemetery Commission voted to recommend to the Board of Selectmen that the town adopt the proposed new rates shown in the right-hand column above.

Cc: Ellen Paulsen, Chair  
Victor J. Ranfos, Public Works Director

Respectfully submitted,  
James L. Garvin, Secretary  
Pembroke Cemetery Commission

## CHAPTER 160

### FEES

[HISTORY: Adopted by the Board of Selectmen 11-24-2003 by Ordinance No. 03-07. Amended February 19, 2013]

#### GENERAL REFERENCES

Taxation — See Ch. 138.

Zoning — See Ch. 143.

Site plan review — See Ch. 203.

Subdivision of land — See Ch. 205.

#### § 160-1 Town Administration Department fees.

Town Administration Department fees are set as follows:

- A. Notarize documents: no charge (residents); \$5 (nonresidents).
- B. Copies: \$0.50 per page.
- C. Voter checklist printout: \$25.
- D. Voter checklist printout and computer disk: \$30.
- E. Voter checklist mailing label format printout & computer disk: \$30.

#### § 160-2 Planning and Land Use Department fees.

Planning and Land Use Department fees are set as follows:

- A. Site plan regulations: \$15.
- B. Zoning regulations: \$20.
- C. Subdivision regulations: \$15.
- D. Copy of assessment card: \$1.
- E. Assessment Tax File \$50.

**§ 160-2.1 Zoning Board of Adjustment fees.**

**[Added 12-20-2006 by Ordinance No. 2006-01; Updated 5/5/2014 Board of Selectmen]**

The Zoning Board of Adjustment fees are set as follows:

- A. Application fee: \$100.
- B. Certified notice fee: \$10 per abutter.
- C. Newspaper legal notice fee: \$120 per notice.
- D. Certified Notice of Decision Fee: \$10 per notice.

**§ 160-3 Tax Collector fees.**

Tax Collector fees are set as follows:

- A. Copy of tax bill: \$1.

**§ 160-4 Town Clerk fees.**

Town Clerk fees are set as follows:

- A. Notarize documents: no charge (residents); \$5 (nonresidents).
- B. Municipal Agent fee: \$3.00 per transaction.

**§ 160-4.1 Police Department fees.**

**[Added 6-14-2004 by Ordinance No. 04-03; Amended 8-2-2010 by Board of Selectmen]**

Police Department fees are set as follows:

- A. Notarize documents: no charge (residents); \$10 (nonresidents).
- B. Police report copy: \$15 (10 pages or under); \$1 per page over 10.

C. Daily log copy; twenty-four-hour period: \$10 (five pages or under); \$1 per page over five.

D. Letter of conduct/record check: no charge (residents); \$10 (nonresidents).

E. Written request to research traffic studies, criminal statistics: \$25. (five pages or under); \$1 per page over five

F. Copies of statistics compiled monthly/yearly: \$10 each.

G. Motor vehicle accident report copy: \$15 (up to 10 pages); \$1 per page over 10.

H. Motor vehicle accident photograph copy: \$10 each photo.

I. Pistol permit: \$10.

J. Fingerprint service: no charge (residents); \$15 (nonresidents).

K. Dog kennel fee for dogs housed at police station: \$20 per day.

#### § 160-5 Cemetery fees.

[Amended 10-4-2010 Board of Selectmen; Amended 6/24/21; 4/20/22 Board of Selectmen]

As provided for in Chapter 155, Cemeteries, of the Code of the Town of Pembroke, the following cemetery fees are hereby established:

A. Sale of single burial plot: \$400.

B. Sale of double burial lot: \$700.

C. Regular grave openings: ~~\$625~~, weekdays; ~~weekends and holidays~~ \$775,  
Sunday Holidays \$900.

Deleted: 00

Deleted: \$750,

D. Cremation grave openings: ~~\$300~~, ~~weekends and holidays~~ \$400,  
Sundays/Holidays \$500.

Deleted: 250

Deleted: weekdays, \$350,

**§ 160-6 Building, electrical, plumbing and mechanical fees.**

**[Amended 2-20-2008 Board of Selectmen]**

As provided for in § ~~143-124~~, Building permit fees, of the Code of the Town of Pembroke, the following building, electrical, plumbing and mechanical permit fees are hereby established. If work requiring a permit under this section is undertaken prior to the issuance of a permit, the fee shall be increased by 100%.

**A. Construction.**

- (1) Application: residential, \$25 each; commercial, \$50 each.
- (2) Plan review: residential over 2,500 square feet and all commercial: actual cost incurred.
- (3) New construction - Inspections:
  - (a) Residential:
    - [1] (Living), \$0.30 per square foot.
    - [2] (Storage), \$0.20 per square foot.
    - [3] Detached accessory buildings over 100 square foot, \$0.20 per square foot
  - (b) Commercial: **[Amended 7-26-2004 Ordinance No. 04-04]**
    - [1] (Finished), \$0.25 per square foot.
    - [2] (Unfinished/Open Area), \$0.15 per square foot
- (4) Renovations/alterations - Inspections:
  - (a) Residential: \$0.30 per square foot.
  - (b) Commercial: \$0.25 per square foot.

**B. Flat Permit fees.**

(1) Application Fee: \$25 each.

(2) Includes:

- (a) Decks
- (b) Detached outbuildings; 100 square foot or less
- (c) Fences
- (d) Chimneys/fireplaces
- (e) Pools
- (f) Septic systems; plus \$50
- (g) Siding/windows
- (h) Roofing
- (i) Moving and demolition
- (j) Signs
- (k) Wood/pellet stoves

C. Residential electrical permit fees.

(1) Electrical Application: \$25 each.

(2) Outlets under 130 volts (Ceiling, switches, receptacles thermostats, smoke detectors, etc.): \$0.30 each.

(3) Outlets over 130 volts (ranges, dryers, hairs dryers, welding equipment, water heaters, etc.): \$5 each.

(4) Motors: \$2. per horsepower.

(5) Distribution panels (main, sub, etc.): \$0.10 per amp.

(6) Special systems (fire alarms, security, help call, etc.): \$25.

(7) Temporary service: \$25.

(8) Service upgrade: \$25.



(9) Swimming pools: \$25.

(10) Signs: \$25.

(11) Generators \$25.

D. Residential plumbing permit fees.

(1) Plumbing application: \$25 each.

(2) Fixtures (water closets, sinks, lavatories, tubs, etc.): \$4 each.

(3) Appliances (pumps, washer machines, sewer ejectors, etc.): \$6 each.

(4) Drains pipes under eight inches (sanitary, rainwater leaders): \$0.05 per foot.

(5) Drains pipes over eight inches (sanitary, rainwater leaders): \$0.08 per foot.

(6) Water distribution system, less than two inches: \$0.05 per foot.

(7) Water distribution system, over two inches: \$0.08 per foot.

(8) Special systems (roof drains, floor drains, etc.): \$25 each.

E. Residential mechanical permit fees.

(1) Mechanical application: \$25 each.

(2) Systems (heating, air condition, ventilation, etc.): \$25 per unit.

(3) Piping systems over two inches (gas, sprinkler, air, etc.): \$0.10 per foot.

(4) Piping systems under two inches (gas, sprinkler, air, etc.): \$0.05 per foot.

(5) Air ducts: \$0.10 per foot.

(6) LP Tank set \$25 per tank.

(7) Water heater \$25 per unit.

F. Commercial electrical permit fees.

- (1) Electrical application: \$50 each.
- (2) Outlets under 130 volts (Ceiling, switches, receptacles thermostats, smoke detectors, etc.): \$0.30 each.
- (3) Outlets over 130 volts (ranges, dryers, hairs dryers, welding equipment, water heaters, etc.): \$5 each.
- (4) Motors: \$4 per horsepower.
- (5) Distribution panels (main, sub, etc.): \$0.20 per amp.
- (6) Special systems (fire alarms, security, nurse call, etc): \$35.
- (7) Temporary service: \$25.
- (8) Service upgrade: \$25.
- (9) Signs: \$25.

G. Commercial plumbing permit fees.

- (1) Plumbing application: \$50 each.
- (2) Fixtures (water closets, sinks, lavatories, tubs, etc.): \$10 each.
- (3) Appliances (pumps, washer machines, sewer ejectors, etc.): \$20 each.
- (4) Drains pipes under eight inches (sanitary, rainwater leaders): \$0.10 per foot.
- (5) Drains pipes over eight inches (sanitary, rainwater leaders): \$0.15 per foot.
- (6) Water distribution system, less than two inches: \$0.10 per foot.
- (7) Water distribution system, over two inches: \$0.15 per foot.
- (8) Special systems (roof drains, floor drains, etc.): \$25 each.

H. Commercial mechanical permit fees.

- (1) Mechanical application: \$50 each.
- (2) Systems (heating, air condition, ventilation, etc.): \$50 per unit.

(3) Piping systems over two inches (gas, sprinkler, air, etc.): \$0.15 per foot.

(4) Piping systems under two inches (gas, sprinkler, air, etc.): \$0.10 per foot.

(5) Air ducts: \$0.10 per foot.

I. Reinspection fees. After two failed inspections: \$25.

§ 160-7 License fees.

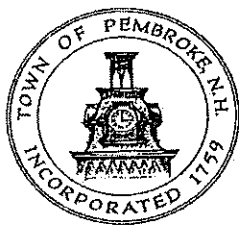
Rescinded [2-20-2008 Board of Selectmen]

§ 160-8 Temporary license fees.

Rescinded [2-20-2008 Board of Selectmen]

Updated 4/20/22

Deleted: 6/24/21



## TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275 Tel: 603-485-4747

To: Board of Selectmen

From: Carolyn Cronin, Town Planner

Date: April 13, 2022

Re: Request to release bonds for the Greens at Pembroke Pines

The office received a request from Bob MacCormack to release the bonds on the Greens at Pembroke Pines since the project is fully completed.

The town currently holds two bonds on the project.

- #506384 in the amount of \$48,695 for site restoration
- #45324 in the amount of \$90,000 for roadway completion (\$73,658) PLUS contingency monies that were held to issue the first occupancy (\$16,342)

According to the Town Engineer and the Building Inspector, the project is fully occupied and there are no outstanding site or building inspections.

The Selectmen accepted Nadine and Birdie as town roads in November 2021. It is the practice of the town to continue to hold a roadway bond for one year after the date of acceptance.

The process of a bond release is first the Planning Board makes a recommendation to the Board of Selectmen on whether to release the bond money, and then the Selectmen make the actual vote to release the bond.

On April 13<sup>th</sup>, the Planning Board voted to recommend that the Selectmen release the full bond amount #506384 for site restoration and partially release bond #45324. (Release the \$16,342 for occupancy, but maintain the \$73,658 for the roadways for one year.)

Suggested language to release the bond:

\_\_\_\_\_ motioned to release bond #506384 in the full amount of \$48,695 and partially release bond #45324 in the amount of \$16,342.  
Seconded by \_\_\_\_\_.

<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 Boutilier (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
<b>George and Jilleen Charlton (Bankruptcy)</b>		<b>465 Sixth Range Road Pembroke, NH 03275</b>	<b>465 Sixth Range Road Pembroke, NH 03275</b>	<b>2,040.60</b>	<b>260-6</b>
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
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
Bruce and Katherine Mcalister		41 Donna Drive	41 Donna Drive		

(House)	Pembroke, NH 03275	Pembroke, NH 03275	8973.45	565-81-8
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 (PROBATE ISSUE)	313 Buck Street Pembroke, NH 03275	313 Buck Street Pembroke, NH 03275	7952.04	941-1
John Strachan (Deceased)	7 Sherwood Meadows Pembroke, NH 03275	7 Sherwood Meadows Pembroke, NH 03275	252.93	266-131
THC Realty Trust Elliot Konner Trustee (Contaminated Property)	Main Street Pembroke, NH 03275	PO Box 10545 Bedford, NH 03110-0545	2,113.92	VE-179-2
Webster Falls Inc (Deed Issues)	Mills Fall Off Pembroke, NH 03275	116 So River Road Bldg A Bedford, NH 03110	236.62	VE-179-1

4/18/2022

## David Jodoin

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**From:** Paul Gagnon <pgagnon@pembroke-nh.com>  
**Sent:** Monday, April 11, 2022 4:30 PM  
**To:** djodoin@pembroke-nh.com djodoin@pembroke-nh.com  
**Subject:** American Legion

We have finally been able to get into the Old Legion on Glass St and conduct an inspection. Mike and Laura Foster are interested in purchasing the property. They arranged the inspection. They are also members of the Legion. Rob Farley and Bill Clark conducted the inspection. They found the building to be in serious disrepair. Ceilings and dropped due to water damage. There is an area in the building that may not be structurally sound. They are writing a report and will be serving the Legion with a notice of the problems.

I will be notifying dispatch that this is an unoccupied and unsafe for entry building. Does the town have a policy on flagging a property. I know some communities use a red sign with white X as an indicator for emergency services to not enter.

If you were not aware the Legion has reopened their Canteen. That location did pass an inspection. I will be having Rob do a drop in visit and make sure they have taken care of the problems that they did have.

Paul Gagnon  
Chief  
Pembroke Fire Department  
(603) 485-3621 EXT 2251

## David Jodoin

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**From:** Walter Mitchell <walter@mitchellmunigroup.com>  
**Sent:** Monday, April 11, 2022 9:37 AM  
**To:** Tracy Culberson  
**Cc:** David Jodoin  
**Subject:** RE: Update on Estate of Loretta Richard

Thank you, Tracy, for the update on this matter.

If I don't hear anything further from you by May 2<sup>nd</sup>, I will check in – as that is the evening on which the Pembroke Selectmen are scheduled to consider whether to proceed with the tax deeding process for those properties which are eligible.

Walter

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**From:** Tracy Culberson  
**Sent:** Saturday, April 09, 2022 5:29 PM  
**To:** Walter Mitchell <walter@mitchellmunigroup.com>  
**Subject:** Update on Estate of Loretta Richard

Walter,

I hope this email finds you well. I finally received an order from the probate court appointing Jeffrey Martin as executor of Loretta's estate pending the filing of a corporate surety bond. Unfortunately, he was unable to secure a bond. I have filed a motion with the court asking that he be able to file a personal bond instead or, in the alternative, allow for the substitution of a different executor.

If the court won't accept a personal bond, I will approach an attorney in Manchester that I regularly work with and ask her to serve as executor. She is excellent and has a lot of experience with these types of cases.

I will continue to keep you updated but feel free to contact me anytime.

Tracy

Tracy M. Culberson, Esq.  
Culberson Legal Services of NH, PLLC  
P.O. Box 186  
Pembroke NH 03275  
(603) 229-7446



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

**DRAFT,**

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

Staff: Town Administrator David Jodoin

**I. Call to Order:**

Chairman Yeaton called the meeting to order at 6:32pm.

**II. Citizens Comment:**

None

**III. Scheduled Meetings**

Gerry Fleury – Citizen of the Year Gift Presentation

The Board presented Gerry Fleury with the Citizen of the Year gift.

Chief Paul Gagnon – Radio Purchase

Fire Chief Paul Gagnon and Deputy Fire Chief Rob Farley discussed the purchase of new portable radios. The current radios are 17-18 years old and are beginning to fall apart and malfunction. There has been money set aside each year in CIP for this purchase. The current 30-day quote is \$111,607. If they order now, it will be potentially 6 months before the radios are in hand.

Selectman Gagy asked if it was put out to bid. Chief Gagnon stated they looked at Motorola, Kenwood, and Harris. Kenwood came in with the lowest quote. The Town currently uses Kenwood as well as neighboring towns.

Selectman Bean asked if the signal used is on Fort Mountain. Deputy Chief Farley stated that Capital Area Fire has sites all over the area but the closest to us is Plausawa, however, the radios are sophisticated enough to pick up the closest tower to wherever they are.

Selectman Yeaton asked if there were other organizations other than Ossipee Mountain Electronics that they looked at. Deputy Chief Gagnon stated they had discussions with another agency but never got to the quote process because of the service at OME and they had previously installed the equipment in the trucks.

Selectman Goulet made a motion to approve the radio purchase with Ossipee Mountain Electronics, Inc. in the amount of \$111,607.30 and to withdraw the funds from the Fire Department Small Equipment Capital Reserve. Selectman Gagy seconded the motion. Motion passed 4-0.

#### Mike Vignale – Main Street Contract/Insurance Review

Discussion was tabled until April 20<sup>th</sup>.

#### Public Works Director – Truck Equipment Purchase

VJ Ranfos, Director of Public Works, asked the Board to waive the bid requirement for the 10-wheel dump truck equipment purchase that was approved at the 2022 Town Meeting. Two of the vendors they would typically get quotes from were bought out by one larger vendor. VJ is recommending the bid from Viking Cives in the amount of \$112,950.

Selectman Goulet asked if the Town has ever worked with Viking before. VJ answered they have not so they asked the Town of Bow and the City of Concord for a recommendation and they both recommended Viking. VJ also went and looked at how the trucks were made and they are made up to the standards of the Town and both Directors of Bow and Concord DPWs said they have good customer service.

Selectman Goulet asked what does the \$112,950 quote cover. VJ stated it covers the equipment that goes on the truck that was approved at the last meeting. Equipment such as an in-body sander and spreader, plow, front spinner, and the wing.

Selectman Yeaton asked if the delivery times of the trucks vary between bids. VJ answered they do not. The truck would be delivered to Viking around September and the equipment will be installed and then the truck should be in Town by January 2023. The old truck will be traded in once the new truck is delivered.

Selectman Goulet made a motion to approve the equipment purchase with Cives Corporation, dba Viking Cives (USA) in the amount of \$112,950. Selectman Bean seconded the motion. Motion passed 4-0.

#### **IV. 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 Gagy at 7:12pm

Roll Call Vote:

Chairman Yeaton Yes

Selectman Bean Yes

Selectman Gagyi Yes  
Selectman Goulet Yes

The Board came out of non-public session at 8:14 PM

## **V. Old Business**

### 2019 Tax Deed Listing

Tax deeding notices went out for the residents that have not paid their 2019 taxes. Deeding date is May 6, 2022.

The Non-Profit Organization that is delinquent needs to file paperwork with the State and the Town to be considered tax-exempt. They have not and have lost their exemption. David would like to ask them to come to the Board to understand why they have not filed for the exemption and what their plans are for the future.

Selectman Goulet made a motion to approve the final tax deed letters and to have the Police Department hand deliver them. Selectman Gagyi seconded the motion. Motion passed 4-0.

### Main Street Bond Funding Paperwork

The paperwork has been submitted to legal and Bond Counsel and the application has been submitted to the New Hampshire Municipal Bond Bank. The Board has to decide on the term between a 3 and a 5-year term.

Selectman Goulet made a motion to approve the financing with the NHMBB for a term of 5-years. Selectman Bean seconded the motion. Motion passed 4-0.

## **VI. New Business**

### NHDES \$100,000 Grant Acceptance

VJ Ranfos explained he applied for a grant from the New Hampshire Clean Water State Revolving Fund for a loan with 75% forgiveness. After the State received ARPA funds, they turned the loan into a \$100,000 grant. There is an outfall at Memorial Field that has been washing away. The Town has already spent \$20,000 on a band-aid repair and this will help to draw plans to replace it and also do some other work in town on drainage lines and the MS4 permit requirements.

Selectman Yeaton asked what planning activities this money is going to cover. VJ explained the main goal is to get the outfall repaired at Memorial Field before the erosion continues. They will do studies on the banks of the river and look at the water flow through the existing pipe and possibly recommend a larger pipe. Right

now, it is 24-inch pipe and they may recommend a larger 36- or 48-inch pipe VJ is going to ask the engineer for three different options to choose from.

Selectman Bean made a motion to accept the \$100,000 stormwater grant through ARPA funds in accordance with RSA 31-95b and to authorize the Town administrator to sign all the documents relating to the \$100,000 ARPA grant. Selectman Gagyí seconded the motion. Motion passed 4-0.

#### Letter of Resignation

Selectman Yeaton made a motion to accept the resignation of Christopher Porter from Department of Public Works effective April 8, 2022. Selectman Goulet seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to accept the resignation of Ann Bond from the Board of Selectman effective immediately. Selectman Gagyí seconded the motion. Motion passed 4-0.

The Selectman will ask for a letter of interest from residents who are interested in filling the remainder of Ann Bond's term emailed to David by April 16, 2022. The Board will meet at 5:00 on April 18, 2022 to review the letters of interest received. The Board will interview candidates to tentatively on April 21 and 25, 2022

#### Appointments

Selectman Goulet made a motion to appoint Thomas Gallo to the Roads Committee. Selectman Gagyí seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to appoint Thomas Gallo to the Conservation Commission Committee. Selectman Bean seconded the motion. Motion passed 4-0.

Selectman Goulet made a motion to appoint Judy Mitchell as an Alternate Library Trustee. Selectman Gagyí seconded the motion. Motion passed 4-0.

#### Proposed Changes to Pay Scale to include PT Police

The Police Department has made to a request to add part time Police Officers to the same labor grade as full-time officers.

Selectman Goulet made a motion to accept the Police Department's recommendations on the pay scale for Part Time Police Officers for Non-Certified and Certified. Selectman Gagyí 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 - 3/16/22

Selectman Goulet made a motion to accept the minutes of March 16, 2022 as presented. Selectman Gagyi seconded the motion. Motion passed 4-0.

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

**VII. Town Administrator Report:**

Town Buildings will be open to the public to use meeting rooms. Certain entities are required to provide a certificate of insurance and some are not. There is a Tulip Program through the insurance carrier that people can purchase insurance just for this purpose for \$77. It is recommended by the insurance company. Town sponsored activities do not require a certificate of insurance. The Board decided to continue to require certificate of insurance from organizations and individuals will be handled on a case-by-case basis.

**VIII. Committee Reports:**

Selectman Gagyi – Eversource came to Planning to discuss replacing wood structures that carry lines with metal structures down Rt. 106 starting at Rt. 3. There will be a public hearing regarding pavement thickness regulations. They also discussed forming a committee for the future of the Range Roads.

Selectman Yeaton – None

Selectman Goulet – None

Selectman Bean – None

**IX. Other Citizen Comment:**

None

**X. Adjourn:**

Selectman Goulet made a motion to adjourn at 9:34 PM. Selectman Gagyi seconded the motion and it was approved unanimously.

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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.



**RECEIVED**

**APR - 7 2022**

**TOWN OF  
PEMBROKE, NH**

---

**P.O. BOX 1, Suncook, NH 03275**

April 6, 2022

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

Dear David,

As you know, the Meet Me in Suncook Committee continues to work with the town to improve and maintain the beauty and character of the downtown.

I have noted that the town of Pembroke has regularly contributed \$1000.00 to aid in our efforts and it is hoped that this will continue.

Thank you for your cooperation and support of our mission.

Most sincerely,

Glorie L. Jacob  
Treasurer

**MITCHELL MUNICIPAL GROUP, P.A.**

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

WALTER L. MITCHELL  
LAURA A. SPECTOR-MORGAN  
NAOMI N. BUTTERFIELD  
JOSEPH H. DRISCOLL, IV

TELEPHONE (603) 524-3885

April 11, 2022

Dear Clients:

We thought that you should know that there is pending before the Legislature a proposed amendment to the Right to Know Law (HB1073), that will significantly water down the present protection for the town's attorney-client communications.

Presently the list of exemptions to the obligation to disclose records in RSA 91-A:5 includes: "All records protected under the attorney-client privilege or attorney-client work product doctrine." The amendment seeks to add "consistent with the public's right to know," which will potentially open to disclosure every written communication that we send to you.

Such an amendment will discourage the creation of such records, which will ultimately not be good for your community.

Please do whatever you and your board can do to discourage its adoption.

Walter, Laura, Naomi and Joe



Sunday, April 10, 2022

Chief Dwayne Gilman  
Lieutenant Gary Gaskell  
Pembroke Police Department  
Town of Pembroke  
247 Pembroke Street  
Pembroke, New Hampshire 03275

Dear Chief Dwayne and Lieutenant Gary:

On behalf of Kelly Walter (John's daughter) and the Tillotson family, I want to express our heartfelt appreciation for the kindness and understanding you've extended to our brother John Tillotson of Suncook, New Hampshire.

Somehow over the many years, you've come to recognize John has certain challenges thus making a best effort to monitor his well-being. Raised in OH by amazing parents, John was one of five siblings who genuinely cared about others but overtime, unforeseen events fostered changes in his life. We recognize your efforts and periodic visits over the years isn't an obligation, responsibility or liability of any individual or department but rather a genuine act of kindness. This is rare in these times and most welcome.

With all you manage considering your time limits, resources and the many unknowns, all I can say is *"Thank You and Well Done."* The New Hampshire residents you support and protect are fortunate to have great law enforcement professionals like you.

Sincerely,



Richard "Dick" Tillotson  
P.O. Box 1748  
Duxbury, MA. 02331  
(c) 781 – 264 – 3130  
(e) [rtillotson@gmail.com](mailto:rtillotson@gmail.com)

Cc: Chair Karen D. Yeaton, Pembroke Board of Selectman  
Kelly Walter, [kelly.walter.peas@gmail.com](mailto:kelly.walter.peas@gmail.com)