

**AGENDA**  
**BOARD OF SELECTMEN**  
**June 15, 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. Sherriff David Croft
- IV. OLD BUSINESS:
  - a.
- V. NEW BUSINESS:
  - a. Updated Welfare Guidelines
  - b. Primex CAP agreement
  - c. Manifest/Abatements
  - d. Minutes 6/1/22
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN

OLD

## TOWN OF PEMBROKE WELFARE ASSISTANCE GUIDELINES

### MONTHLY ALLOWABLE EXPENSES

<u>Family Size</u>	<u>Shelter Allowance</u>	<u>Food (F.S.)</u>	<u>Maintenance &amp; Hygiene</u>
1	\$ 850.00	\$ 194.00	\$40.00
2	* \$ 900.00	\$ 355.00	\$45.00
3	\$ 950.00	\$ 509.00	\$50.00
4	\$1,000.00	\$ 646.00	\$55.00
5	\$1,100.00	\$ 768.00	\$60.00
6	\$1,200.00	\$ 921.00	\$65.00
7	\$1,300.00	\$1,018.00	\$70.00
8	\$1,300.00	\$1,164.00	\$75.00

(add \$146.00 each add'l.)

\* This is for a 2 bedroom apartment. Under certain circumstances (i.e. husband and wife or same sex parent and child 3 years of age and under) the Town may apply the 1 bedroom rate as the allowable expense in determining eligibility.

Shelter rates are based on HUD fair market factors, or local market factors, whichever is less for the Town of Pembroke.

Food rates coincide with the State of NH Food Stamp allowances.

Heat and utilities are determined by the average rates for similar rental units and are subject to constant change. Only current actual usage is calculated as an allowable expense. Heating costs will not be an allowable expense from May 1<sup>st</sup> thru October 31st.

New

## TOWN OF PEMBROKE WELFARE ASSISTANCE GUIDELINES

### MONTHLY ALLOWABLE EXPENSES

Family Size	Shelter Allowance (Unheated/No Utilities)	Food (F.S.)	Maintenance & Hygiene
1	\$ 950.00	\$ 250.00	\$55.00
2	* \$1,200.00	\$ 459.00	\$60.00
3	\$1,200.00	\$ 658.00	\$65.00
4	\$1,200.00	\$ 835.00	\$70.00
5	\$1,400.00	\$ 992.00	\$75.00
6	\$1,400.00	\$1,190.00	\$80.00
7	\$1,400.00	\$1,316.00	\$85.00

(add \$188.00 each add'l.)

\* This is for a 2 bedroom apartment. Under certain circumstances (i.e. husband and wife or same sex parent and child 3 years of age and under) the Town may apply the 1 bedroom rate as the allowable expense in determining eligibility.

Shelter rates are based on HUD fair market factors, or local market factors, whichever is less for the Town of Pembroke.

Food rates coincide with the State of NH Food Stamp allowances.

Heat and utilities are determined by the average rates for similar rental units and are subject to constant change. Only current actual usage is calculated as an allowable expense. Heating costs will not be an allowable expense from May 1<sup>st</sup> thru October 31<sup>st</sup>.

Updated June 2022



June 8, 2022

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

**RE: Contribution Assurance Program (CAP) for CY 2023 – CY 2025 for the Property & Liability Program**

Dear David:

Primex<sup>3</sup> is pleased to offer the **Town of Pembroke** the option of participating in the **Contribution Assurance Program (CAP)** for the next three coverage period years. **For members who have demonstrated commitment to the Primex<sup>3</sup> pool, CAP provides stability by creating a limit on your Property & Liability contributions for future renewals.**

We are pleased to offer you a **CAP Agreement** that provides you budgetary assurance through **December 31, 2025**. (See enclosed **CAP Agreement and Resolution**.) **Please return your executed CAP Agreement and Resolution on or before July 21, 2022, to ensure your participation in CAP for the upcoming October 15, 2022 Renewal.**

The percentage listed is a maximum increase; actual increases will not exceed that percentage and may be lower, based on each member's performance. Performance still impacts contribution amounts, so it remains important for both Primex<sup>3</sup> and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. **CAP** provides predictable contributions in the Property & Liability Program that you and your taxpayers can count on for budgetary stability.

Please contact me or your Member Services Consultant with questions at 800-698-2364.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Weber", written over a horizontal line.

Carl Weber  
Director of Member Services

**Trust. Excellence. Service.**

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624  
(603) 225-2841 ■ (800) 698-2364 ■ [nhprimex.org](http://nhprimex.org)

**Property & Liability  
Contribution Assurance Program (CAP) Agreement  
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT  
PLEASE READ CAREFULLY**

Primex<sup>3</sup> is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex<sup>3</sup> agrees, with limited exception<sup>1</sup>, that your annual contribution increase will not exceed nine percent (9%) of the prior year's contribution. Because performance matters with Primex<sup>3</sup>, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex<sup>3</sup> programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex<sup>3</sup> Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

**CY 2023 January 1, 2023 through December 31, 2023**

(maximum 9% increase over January 1, 2022 through December 31, 2022 contribution)

**CY 2024 January 1, 2024 through December 31, 2024**

(maximum 9% increase over January 1, 2023 through December 31, 2023 contribution)

**CY 2025 January 1, 2025 through December 31, 2025**

(maximum 9% increase over January 1, 2024 through December 31, 2024 contribution)

By signing this Agreement, the **Town of Pembroke** agrees to extend its risk pool membership and participation in the Primex<sup>3</sup> **Property & Liability Program** for three coverage period years, through **December 31, 2025**. The **Town of Pembroke** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

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<sup>1</sup> CAP protects the member from most contribution increases during the CAP period; i.e., those resulting from account underwriting, or directly caused by changes in the member's loss history, property and payroll exposures. For the protection of all members, CAP does not prevent Primex<sup>3</sup> from raising contributions across the pool/program to meet the actuary's reserve funding recommendations in response to catastrophic events, investment losses, severe adverse claim development, reinsurance failure, legislative enactments, judicial opinions and administrative orders. In the rare and unlikely event CAP maximum increase limits must be exceeded to adequately fund reserves, Primex<sup>3</sup> in fairness will provide members advance notice and the option of terminating the CAP Agreement.

The **Town of Pembroke** agrees that the nine percent (9%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex<sup>3</sup> **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Town of Pembroke** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year two (2) but shall be reinstated for the end of year three (3).

The **Town of Pembroke** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex<sup>3</sup> Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex<sup>3</sup> acknowledges that the **Town of Pembroke** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Town of Pembroke** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Town of Pembroke** by notice to Primex<sup>3</sup> made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Town of Pembroke**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Town of Pembroke** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Town of Pembroke** with legal authority to contractually bind the **Town of Pembroke** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex<sup>3</sup> risk management pool and participation in the Property & Liability Program.

\_\_\_\_\_  
Authorized Representative of the  
Governing Body

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**RESOLUTION TO ENTER PRIMEX<sup>3</sup>**  
**Property & Liability Contribution Assurance Program (CAP)**

**RESOLVED:** To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the Coverage Documents of Primex<sup>3</sup>.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Town of Pembroke** adopted on \_\_\_\_\_.

Board: \_\_\_\_\_  
Title of Board

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ duly authorized

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

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
June 1, 2022 at 6:30 PM**

**DRAFT,**

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Present: Selectman Richard Bean, Selectman Sandy Goulet, Selectman Peter Gagyi, Selectman Rick Frederickson

Excused: Selectman Karen Yeaton

Staff: Town Administrator David Jodoin

**I. Call to Order:**

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

**II. Citizens Comment:**

None

**III. Scheduled Meetings**

Public Works Director – Copier Agreement

Selectman Goulet made a motion to authorize the Public Works Director to sign the contract with Ricoh USA, Inc. for a new copier. Selectman Gagyi seconded the motion. Motion passed 4-0.

**IV. Old Business**

2019 Tax Deed Listing

The American Legion has set up a payment arrangement for their back owed taxes. Selectman Goulet asked if they will be charged interest. David stated yes based on the rates set by the state.

**V. New Business**

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 - 5/18/22

Selectman Goulet made a motion to accept the minutes of May 18, 2022 as presented. Selectman Bean seconded the motion. Motion passed 4-0.

**VI. Town Administrator Report:**

The Policed Department received a grant in the amount of \$1,800 for OHRV patrols.

Selectman Goulet made a motion to grant signature of authority to Chief Dwayne Gilman to enter into a contract with the State of New Hampshire on behalf of the Town of Pembroke signing all required documents. Selectman Gagyí seconded the motion. Motion passed 4-0.

The Water Department sent a letter stating they starting digging as part of the Main Street project and they found ledge about 4 feet down. They picked away at it for a few days but are not making a lot of progress. In order to keep the project moving, they reached out to Merrill Construction to get a quote to take over the work since they have the equipment necessary to do it quickly. VJ Ranfos shared the Water Department will also be working with Mike Vignale to discuss drainage issues by the old water works building. There are still some issues with Consolidated regarding the telephone poles. They are looking for reimbursement to move the poles but Mike says that is an unheard-of request since they pay a license to have the pole in the Town's right of way. Selectman Frederickson asked if the ledge will impact the budget of the project. VJ explained that the Water Works will pay for the install so it will not impact the overall budget.

VJ Ranfos stated in Sherwood Meadows they started removing the old curb. DPW sent out two notices to residents notifying them of the work and for them to remove items from the Town right of way which is 5 feet back from the curb. There were some unhappy residents but overall, it went smooth. There was one resident that had a sprinkler system that was in the right of way so they would like to add language to the sprinkler permit specifically addressing the right of way.

VJ Ranfos also discussed a beaver issue on North Pembroke Road that is clogging up a culvert and flooding a resident's backyard. The Town had a usual trapper but he moved to Texas. VJ's son has a trapper's license and would take care of it at the same cost. Selectman Frederickson suggested getting a few quotes to avoid any look of impropriety. Since time is of the essence, if quotes do not come back quickly or they come in higher than his son, then hire him.

**VII. Committee Reports:**

Selectman Gagyí – None

Selectman Frederickson – Planning met and discussed the major subdivision application for the golf course. The project was declared a development of regional impact.

Selectman Goulet – None

Selectman Bean – Energy met and discussed the use of solar panels in the Town and would like to do an energy assessment on the schools. They will be coming to the SB in July with an update.

#### **VIII. 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 Bean at 7:17pm

Roll Call Vote:

Selectman Frederickson Yes

Selectman Bean Yes

Selectman Gagyí Yes

Selectman Goulet Yes

The Board came out of non-public session at 7:43 PM

#### **IX. Other Business Continued**

The Board of Selectmen discussed the recent abatement application filed for properties located at 131 and 137 Pembroke Street. Selectmen Gagyí explained that he had attended the meeting at the State not as a Selectmen but as a resident to get a better understanding of the process. Selectmen Gagyí felt that the offer as presented was better than if the Town fought the issue.

Motion by Selectmen Goulet to approve the settlement amounts as presented by the Town Assessor, seconded by Selectmen Frederickson. Motion passed with three approvals and one abstention from Selectmen Bean.

#### **X. Other Citizen Comment:**

None

#### **XI. Adjourn:**

Selectman Goulet made a motion to adjourn at 8:00 PM. Selectman Gagyí seconded the motion and it was approved unanimously.

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Sandy Goulet, Vice Chairman

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

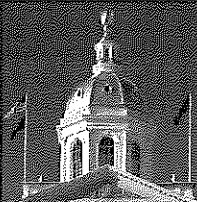
## David Jodoin

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**From:** Jill McNeil <jmcneil@nhmmbb.com>  
**Sent:** Wednesday, June 8, 2022 1:03 PM  
**To:** David Jodoin  
**Subject:** Interest rate

2.35%

Jill McNeil  
Program Administrator  
NH Municipal Bond Bank  
25 Triangle Park Drive, Suite 102  
Concord, New Hampshire 03301  
(603) 271-2595  
jmcneil@nhmmbb.com

<p><b>NHMBB</b> New Hampshire Municipal Bond Bank</p> <p>603-271-2595 • <a href="http://www.nhmmbb.org">www.nhmmbb.org</a> • <a href="mailto:jmcneil@nhmmbb.com">jmcneil@nhmmbb.com</a></p> <p><b>Are you planning a capital project for 2022?</b> We can assist you with your planning by providing various scenarios based on level debt or level principal payments for different terms. Contact us now for your estimated debt schedules.</p>	<p><b>The Bond Bank's Bond Sale Results</b></p> <p><b>January 2022 Bond Sale Results - True Interest Cost for:</b></p> <table><tr><td>5 year loans</td><td>• 1.26%</td></tr><tr><td>10 year loans</td><td>• 1.41%</td></tr><tr><td>15 year loans</td><td>• N/A</td></tr><tr><td>20 year loans</td><td>• 2.09%</td></tr><tr><td>25 year loans</td><td>• 2.34%</td></tr><tr><td>29 year loans</td><td>• 2.36%</td></tr></table> 	5 year loans	• 1.26%	10 year loans	• 1.41%	15 year loans	• N/A	20 year loans	• 2.09%	25 year loans	• 2.34%	29 year loans	• 2.36%
5 year loans	• 1.26%												
10 year loans	• 1.41%												
15 year loans	• N/A												
20 year loans	• 2.09%												
25 year loans	• 2.34%												
29 year loans	• 2.36%												

**David Jodoin**

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**From:** Dwayne Gilman <chiefdgilman@pembroke-nh.com>  
**Sent:** Wednesday, June 8, 2022 1:56 PM  
**To:** Dave Jodoin  
**Subject:** June 24th

***Hey Dave ,. As we near the end of the month I would like to host a swearing in ceremony for Lt. Gaskell on the 24<sup>th</sup> of June at 5:30 pm***

***I have reached out to Jim Goff to see if that date works for him, just letting you know the plan as of this time.***

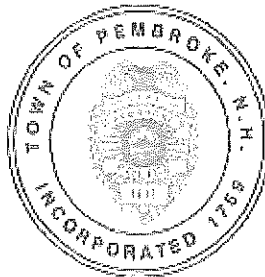
***Also, the week of June 27<sup>th</sup> I will be shutting down my phone and will be having brad start the conversion of computers and emails so that Lt. Gaskell can start with a fresh slate on July 1. My cell is ready for replacement so I will suggest to Gary to order a new one with a new number so that anyone using it is not getting messages and calls that were meant for me. He would be able to assign that phone to someone else.***

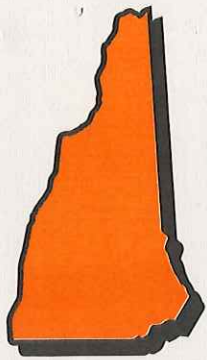
***That's it for now,,***

***Dwayne***

***Chief Dwayne Gilman  
Pembroke Police Department  
247 Pembroke Street  
Pembroke New Hampshire  
03275***

***(603)-485-9173 ext 2204***





# CONTINENTAL PAVING, INC.

- Airports
- Asphalt Products
- Cold Planing
- Crushed Stone
- Portable Crushing
- Reclaiming
- Road Construction
- Site Preparation
- Water, Sewer, Drainage

June 6, 2022

Pembroke Town Hall  
311 Pembroke Street  
Pembroke, NH 03275

RECEIVED

JUN - 7 2022

TOWN OF  
PEMBROKE, NH

## Notice of NH DOT Roadwork within Town of Pembroke

To Whom It May Concern:

Continental Paving, Inc. is currently working under contract with the NH DOT to complete roadwork described as **Section 21513 Pembroke, Academy Rd/Buck St** and are required to give notice and coordinate with the Town for getting the work done without impacting scheduled events that may be impacted by the work. The NH DOT has indicated that we should give notice to the Town clerks in advance of the work, but we wanted to take this opportunity to confirm that this is the appropriate point of contact for this roadwork. If you want us to direct further notices including advance scheduling to another party, please let us know who that should be.

Also, if there are any specific activities scheduled in the Town that we should be made aware of, please share that information with us so we may use it in the scheduling of the work.

Thank you,

Bruce A. Bauer

Project Manager

Continental Paving, Inc.

[bbauer@continentalpaving.com](mailto:bbauer@continentalpaving.com)

(603)437-5387 x119

**21513      Pembroke, Academy Rd/Buck St., 3.0 Miles**  
**Tier 4, LCP, Various**

From US 3 easterly to NH 28.

- From US 3 to Cross Road
  - 1½" Full Width High Strength Inlay (Item 403.11943)
- From Cross Road to Thompson Road
  - ¾" FW Paver Shim Overlay (Item 411.3)
- From Thompson Road to NH 28
  - 1½" Full Width High Strength Overlay (Item 403.11943)

**21514      Chichester, Canterbury Rd, 0.8 Miles**  
**Tier 4, LCP, ¾" FW Paver Shim (Item 411.3)**

From a P/J ~0.85 miles west of Main St westerly to a P/J ~½ mile east of the Loudon/Chichester T/L.

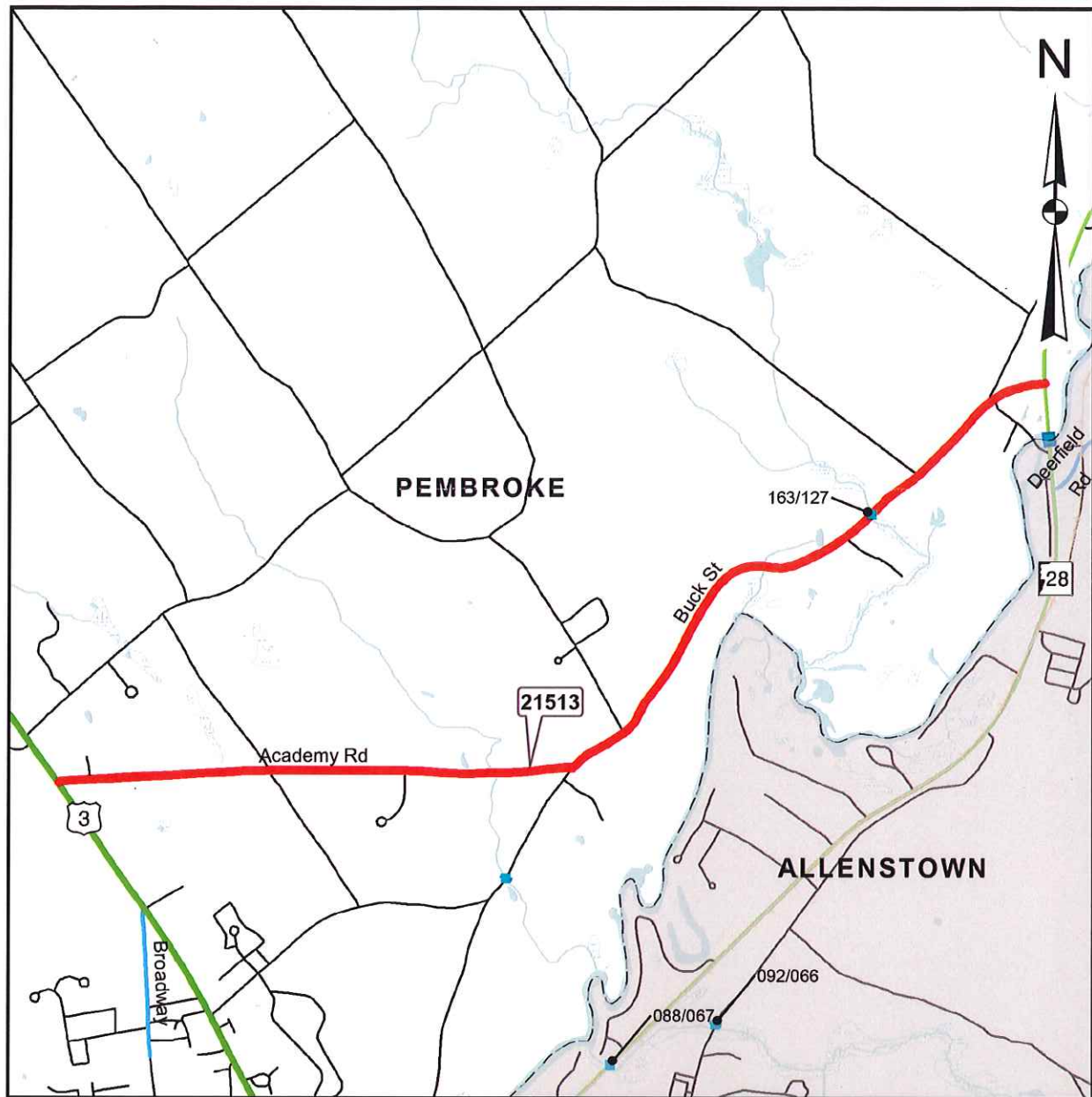
**21516      Chichester, Horse Corner Rd/Main St, 3.1 Miles**  
**Tier 4, LCP, Various**

From a P/J at Towle Rd northerly to NH 28. Include the slip ramp at NH 28.

- Horse Corner Rd (0.5 miles)
  - Towle Rd to 400 feet south of US 4
    - ¾" FW paver shim overlay (Item 411.3)
  - 400 feet south of US 4 to US 4
    - 2" FW HS inlay (Item 403.11943)
    - Skip over US 4
- Main St (2.6 miles)
  - US 4 to 700 feet north of US 4
    - 2" FW HS inlay (Item 403.11943)
  - 700 feet north of US 4 to 500 feet south of NH 28
    - ¾" FW paver shim overlay (Item 411.3)
  - 500 feet south of NH 28 to NH 28
    - 2" FW HS inlay (Item 403.11943)
    - Pave both legs at NH 28



# Pembroke - Academy Rd/Buck St



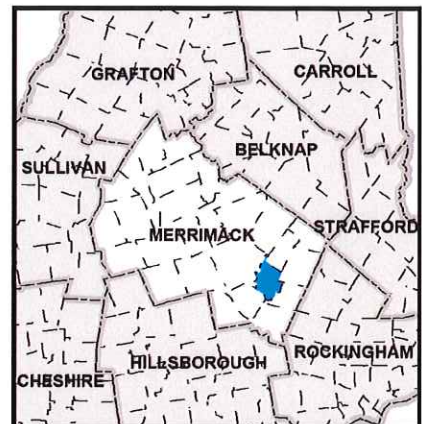
0 0.2 0.4 0.6 0.8  
Miles

## LEGEND

- 21513
- US Routes
- State Routes
- Unnumbered Routes
- Local Roads
- Railroad (Abandoned)
- Streams
- Water Bodies
- Swamps

New Hampshire  
**DOT**  
Department of Transportation

State #: 16165K  
Paving ID: 21513  
7 OF 17  
LOCATION MAP



DOH	STATE PROJECT NO.	SHEET NO.	SHEET TOTAL
16165K_10C	16165K	7	71