

AGENDA
BOARD OF SELECTMEN
June 7, 2023 AT 6:30 PM
Pembroke Town Hall, Paulsen Room

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Energy Committee
 - b. Odd Ball Brewing – Outdoor seating
 - c. Public Hearing per Town Code Chapter 160- cemetery Fee Updates
 - d. VJ Ranfos – DPW Truck upgrade
- IV. OLD BUSINESS:
 - a.
- V. NEW BUSINESS:
 - a. Approval of Auditors Governance letter
 - b. Adoption of Flowchart RE: Class VI Roadways
 - c. Manifest/Abatements
 - d. Minutes 5/24/23
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
May 10, 2023 at 6:30 PM**

DRAFT,

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

Excused: Selectman Karen Yeaton

I. Call to Order:

Vice-Chairman Goulet called the meeting to order at 5:24pm.

II. Scheduled Meetings

Energy Committee

Richard Wengenroth, Pentti Aalto, and Matt Miller, Pembroke Energy Committee, discussed the Community Power Plan. The Selectman expressed concerns on the opt out vs opt in enrollment method. Richard Wengenroth explained the Town voted at Town Meeting to approve the opt-out mechanism of enrollment. Selectman Goulet and Selectman Gagyi expressly want the process to be opt-in. Selectman Frederickson considers residents doing nothing once being notified of the change as opting in. Richard explained residents have the ability to opt in and out as often as they want.

Selectman Goulet clarified the Town has to be on the power plan for 12 months and then give CPCNH 36 months' notice if they wish to terminate it. Matt Miller answered that is correct because they are trying to create a long-term outlook to build a portfolio in order to have the most accurate pricing and be able to negotiate the best rates. If towns could break that quickly, then they would have made energy commitments for years down the road they are stuck with. Even though the town can't break the contract, every entity in town could leave it.

The vote was tabled until a full board is available.

III. Adjourn

Selectman Goulet made a motion to adjourn at 5:53 PM. Selectman Frederickson 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 click on Pembroke NH and look for the day of the meeting under the month.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 14 – To see if the Town will vote to raise and appropriate the sum of \$55,420 to purchase a new Police Cruiser and accessories and to fund this appropriation by authorizing the withdrawal of a sum not to exceed \$55,420 from the Police Cruiser Capital Reserve Fund.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 15 – To see if the Town will vote to raise and appropriate the sum of \$24,000 to repair the soccer roof and dugouts and to fund this appropriation by authorizing the withdrawal of a sum not to exceed \$24,000 from the Recreation Capital Reserve Fund.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 16 – To see if the Town will vote to create a Capital Reserve Fund under the provisions of RSA 35:1 called Ambulance Replacement and Equipment Fund for the purpose of replacing future ambulances and equipment, and to further raise an appropriate the sum of \$5,000 to be deposited into this fund. Expenditures out of this account will require Town Meeting approval.

Recommended by the Board of Selectmen 5-0
Recommended by the Budget Committee 10-0

ARTICLE 17 – To see if the Town will vote to adopt the Pembroke Community Power Plan, finalized January 10, 2023 by the Pembroke Energy Committee, and to further authorize the Select Board to develop and implement Pembroke Community Power, and to take all action in furtherance of, the Pembroke Community Power Plan, pursuant to RSA 53-E.

The Community Power Plan includes a more flexible electricity procurement mechanism than NH utilities and thus is expected to provide lower electricity rates. Additionally, the Plan will provide local involvement in electricity procurement and development of energy initiatives and offerings that are of interest to Pembroke.

The Pembroke Community Power Plan includes an Opt-out enrollment mechanism. All residential electricity customers currently on utility default electricity supply will receive a mailing at least 30 days prior to launch that they will be enrolled in the program at a specified electricity rate unless they notify CPCNH that they will Opt-out of the program. Residential customers already on a competitive electricity supply alternative will be notified how to Opt-in to the program. All residents may leave or join the Pembroke Community Power program at no cost, any time. **Additionally, the program will not launch unless the electricity rate is equal to or less than the default utility electricity rate.**

ARTICLE 18 – (By Petition) To see if the Town will vote to open a section of Third Range Road as Class V which is currently subject to gates and bars a distance of no more than 300 feet beginning from the terminus of the current portion of Class V roadway that currently exists and abuts the petitioner's property at 340 Third Range Road, Map 264, Lot 66. The petitioners, Donald and Loretta Hill, wish to sub divide their current property for a single family residence and need the required frontage on a Class V roadway to do so. The Class V road status is contingent upon the Hills financing the roadway improvements and design costs to bring this section of road up to Town Class V specifications as verified by the Town.

ARTICLE 19 - To transact any other business that may legally come before said meeting.

**STATE OF NEW HAMPSHIRE
PUBLIC UTILITIES COMMISSION**

DE 23-036

**TOWN OF PEMBROKE
311 Pembroke Street
Pembroke, NH 03275**

Request for Approval of Pembroke Community Power Electric Aggregation Plan

Commission Approval of Community Power Aggregation Plan

ORDER NO. 26,825

May 22, 2023

In this order, the Commission approves the Town of Pembroke's (Pembroke) Community Power Electric Aggregation Plan (Plan).

I. BACKGROUND

On March 24, 2023, Pembroke submitted a request for approval of a community power aggregation plan to provide electric power supply and services for residents, businesses, and other entities in Pembroke pursuant to RSA chapter 53-E. Accompanying its request, Pembroke submitted the text of its Plan with attachments.

On March 24, 2023, the Commission issued an order of notice establishing a deadline for comments on Pembroke's Plan.

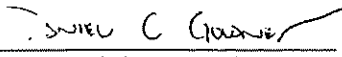
No comments were received.

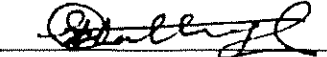
Pembroke's request, along with all subsequent docket filings, other than any information for which confidential treatment is requested of or granted by the Commission, is posted at: <https://www.puc.nh.gov/Regulatory/Docketbk/2023/23-036.html>.

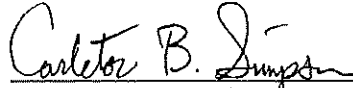
other applicable statutory requirements, and applicable rules including N.H. Admin R. ch. 2200.

Based upon the foregoing, it is hereby determined that the Town of
Pembroke's Request for Plan Approval is GRANTED.

By order of the Public Utilities Commission of New Hampshire this 22nd day of
May, 2023.


Daniel C. Goldner
Chairman


Pradip K. Chattopadhyay
Commissioner


Carleton B. Simpson
Commissioner

David Jodoin

From: Sewer Department <sewerdept@pembroke-nh.com>
Sent: Monday, May 22, 2023 11:38 AM
To: 'David Jodoin'
Subject: ODD BALL

David,

I see that Odd Ball Brewing is coming back in front of the selectmen at their meeting of May 24th. Should the selectmen approve the outdoor seating as requested the sewer department will need the information as to how many additional seats will be added. This type of business is based on seating as well as brewing.

Please ask the owners to contact our department so this can be addressed.

Thank you,

Paulette Malo
Operations Director
Pembroke Sewer Commission

4 Union St
Pembroke, NH 03275
Phone: (603) 485-8658
Fax: (603) 485-2142

David Jodoin

From: chris@oddballbrewingnh.com
Sent: Monday, May 22, 2023 10:16 AM
To: David Jodoin
Subject: Next Board Meeting - June 7th - Oddball Brewing

Hi David,

I am sure Chief Gaskell has let you know that I met with him and Chief Gagnon about the outdoor seating space on Village Lane. Chief Gaskell was looking further into some items we discussed and wanted me to get on the schedule for June 7th's meeting to give him a little time in between. I know you have a meeting for this Wednesday, but he said it was too quick of a turnaround.

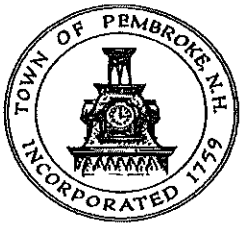
If possible, I would like to be added to the June 7th meeting for us to come back and speak with the board about what options, if any, can be offered for us to allow the space for outdoor seating. I know its not approved yet by both chiefs, but my hope is that we can come to some time of arrangement that works for everyone.

If there is anything further I need to do on my end before the meeting, please let me know and I would be happy to comply.

Thank you,
Chris

--

Chris Glenn, Owner
6 Glass St, Suncook, NH 03275
oddballbrewingnh.com
603-325-5348



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 26, 2023
Re: Oddball Brewing Outdoor Seating Request

The office received a copy of the proposal for seasonal outdoor seating at Oddball Brewing. After reviewing the materials, I respectfully offer the following comments:

1. Safety is paramount. If the Board grants the request, I recommend as a condition of approval, that signage be posted at both ends of Village Lane notifying drivers of the dates and times the road will be closed. I also recommend the board require jersey barriers or some other more robust traffic blocking device be installed to protect patrons.
2. I recommend the owners of Oddball coordinate with the other businesses that use Village Lane to ensure those businesses have no issues with closing the street and to ensure that those businesses' delivery drivers will be able to adequately turnaround if they need to make deliveries while the outdoor seating is in effect.

It's important to support our business community and help them to thrive and grow, especially in the Village. Outdoor seating has proven to add vibrancy to downtown areas in other NH communities. If implemented with safety as a main priority, this proposal could be beneficial to the economic development of the Village.

Thank you for the opportunity to comment on this proposal. Please reach out with any questions.

David Jodoin

From: Paul Bacon <buildinginspector@pembroke-nh.com>
Sent: Wednesday, April 26, 2023 12:46 PM
To: 'David Jodoin'; 'Carolyn Cronin'; 'Paul Gagnon'; 'VJ Ranfos'; 'Gary Gaskell'
Subject: RE: Oddball Brewing Outdoor Seating Proposal

I have no issues with it David.
Paul

Paul Bacon
Code Enforcement Officer
Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275
(603) 485-4747 x1214

From: David Jodoin [mailto:djodoin@pembroke-nh.com]
Sent: Wednesday, April 26, 2023 11:53 AM
To: Carolyn Cronin <ccronin@pembroke-nh.com>; 'Paul Bacon' <buildinginspector@pembroke-nh.com>; Paul Gagnon <pgagnon@pembroke-nh.com>; VJ Ranfos <vranfos@pembroke-nh.com>; 'Gary Gaskell' <ggaskell@pembroke-nh.com>
Subject: FW: Oddball Brewing Outdoor Seating Proposal
Importance: High

Attached is a proposal from Oddball brewing in the Village.

Can you please look at this and send me your comments. I have placed them on the next agenda for May 3rd.

Thanks

David

From: chris@oddballbrewingnh.com [mailto:chris@oddballbrewingnh.com]
Sent: Tuesday, April 25, 2023 1:54 PM
To: djodoin@pembroke-nh.com
Cc: Buildinginspector <buildinginspector@pembroke-nh.com>; Carolyn Cronin <ccronin@pembroke-nh.com>; joe friolet <joseph.friolet@gmail.com>
Subject: Oddball Brewing Outdoor Seating Proposal

Hi David,

Hope you are well. My name is Chris Glenn and I am one of the owners at Oddball Brewing on Glass St. I am providing a proposal that we at Oddball would like to put in front of the Board of Selectman to propose outdoor seating within the town next to our building. I've attached a written proposal and map of the space we would like to use.

I understand we will need to propose this plan to the Selectman at a town meeting, so if you can please provide a few dates and times available to meet with them, I greatly appreciate it.

If you have any questions or needs before the meeting, please let me know and I would be happy to provide any additional information that is needed.

Thank you for your time in reviewing this.

Chris

--

Chris Glenn, Owner
6 Glass St, Suncook, NH 03275
oddballbrewingnh.com
603-325-5348

David Jodoin

From: VJ Ranfos <vranfos@pembroke-nh.com>
Sent: Wednesday, April 26, 2023 1:28 PM
To: 'David Jodoin'; 'Carolyn Cronin'; 'Paul Bacon'; 'Paul Gagnon'; 'Gary Gaskell'
Cc: 'Adam Mendoza'
Subject: RE: Oddball Brewing Outdoor Seating Proposal

Good afternoon All,

Was ownership of that portion of Village Lane ever resolved?

I am concerned about the April 1st start date, I would be more comfortable with May 1st as a start date, it would be less likely to snow.

Looking at the retaining wall and stairs between the municipal parking lot and Village Lane, they could use some maintenance(possibly a future C.I.P project). Village Lane would likely also require periodic pruning of the vegetation other than just the usual seasonal maintenance. I'm not against the outdoor seating but it would require DPW to spend additional time on Village Lane.

Thank you,
VJ

VJ Ranfos
Director
Pembroke Public Works
8 Exchange Street
Pembroke, NH 03275
(603) 485-4422

From: David Jodoin [mailto:djodoin@pembroke-nh.com]
Sent: Wednesday, April 26, 2023 11:53 AM
To: Carolyn Cronin <ccronin@pembroke-nh.com>; 'Paul Bacon' <buildinginspector@pembroke-nh.com>; Paul Gagnon <pgagnon@pembroke-nh.com>; VJ Ranfos <vranfos@pembroke-nh.com>; 'Gary Gaskell' <ggaskell@pembroke-nh.com>
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To: djodoin@pembroke-nh.com

Cc: Buildinginspector <buildinginspector@pembroke-nh.com>; Carolyn Cronin <ccronin@pembroke-nh.com>; joe friolet <joseph.friolet@gmail.com>

Subject: Oddball Brewing Outdoor Seating Proposal

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6 Glass St, Suncook, NH 03275
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To: djodoin@pembroke-nh.com
Cc: Buildinginspector; Carolyn Cronin; joe friolet
Subject: Oddball Brewing Outdoor Seating Proposal
Attachments: Oddball Brewing Outdoor Seating Proposal.docx; Village Lane.jpg

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Thank you for your time in reviewing this.

Chris

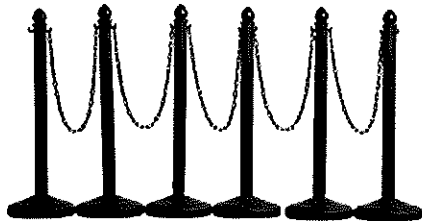
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Chris Glenn, Owner
6 Glass St, Suncook, NH 03275
oddballbrewingnh.com
603-325-5348

Oddball Brewing Outdoor Seating Proposal

Oddball Brewing would like to propose offering outdoor seating next to their building located at 6 Glass St. The current space, Village Lane, is used as a two-way road, mostly for deliveries to the local businesses located on Main St. The use is very limited and infrequent currently by the public.

We would like to ask the town's permission to close down the street for a specific time period: Friday 2-7pm, Saturday 11:30am-6:30pm, and Sunday 11:30am-4:30pm. This area would be roped off from our building to the other side of the street, not allowing cars to drive down or for people to come into the street where the tables would be set up. This is a requirement of the State Liquor Commission as well that we would be adhering to. We would use stanchions similar to the ones shown below:



Our goal is to set up seating for up to 20 - 30 people using various tables with chairs. These would be easily movable so if there was a moment we needed to move them out of the way for an emergency, they could be.

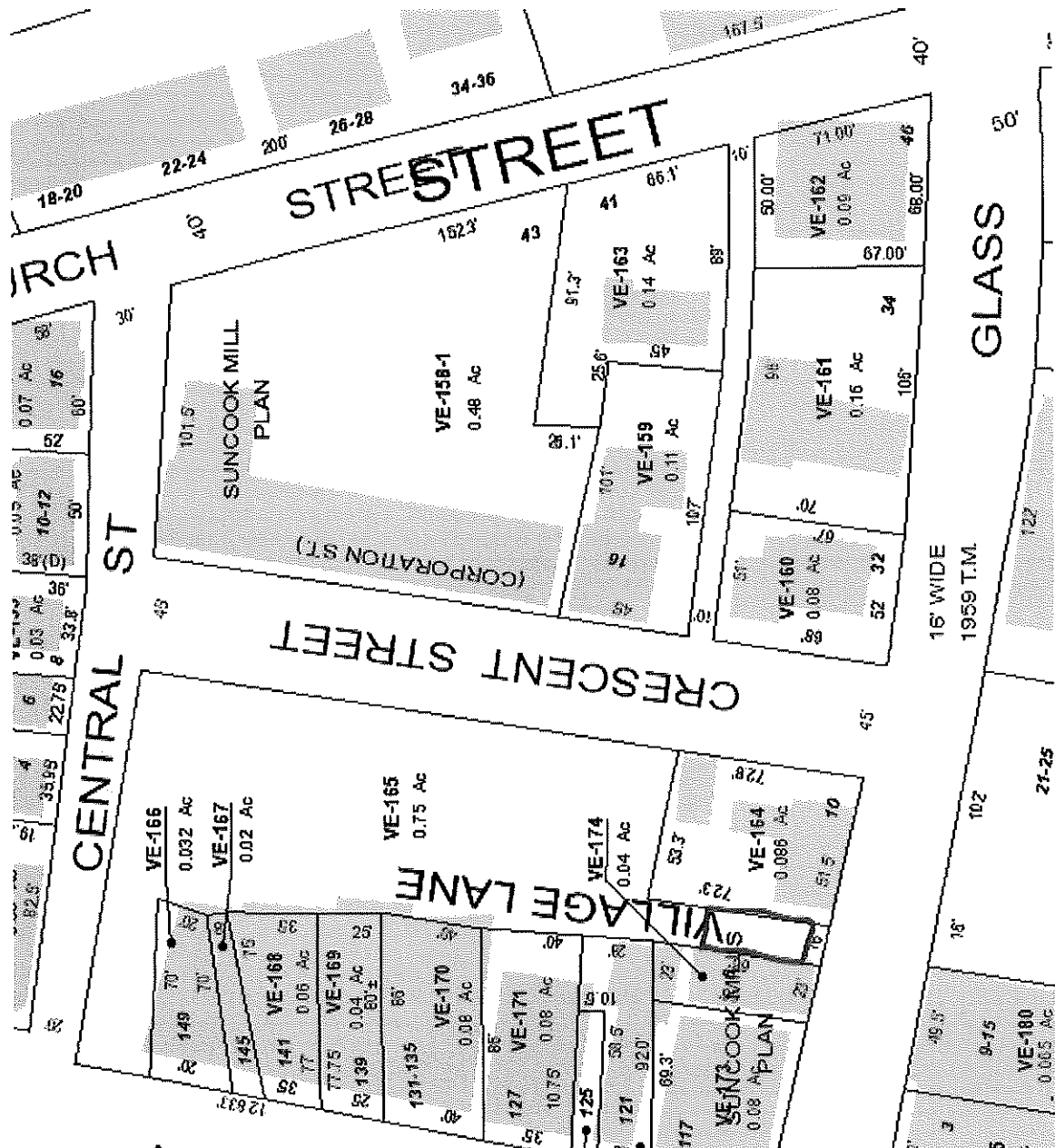
The space we would be using is 40 feet long by 16 feet wide shown on the map in red.

We would like to utilize this space from April 1st - October 1st, depending on weather.

An outside camera system would be put into place with sound so employees can view the space while inside the building.

Below we've included a few items on why we believe this will help Suncook/Pembroke and the community:

- Allows our business to grow and hopefully expand into bigger areas of the town
- Attracts more people to our community as both visitors and possible citizens
- Allows us to continue to be a gathering place for the community
- Allows us to grow which will bring new jobs to the community
- Participate within the community and events such as Old Home Day, Christmas in the Village, etc.



David Jodoin

From: Paul Gagnon <pgagnon@pembroke-nh.com>
Sent: Thursday, April 27, 2023 12:48 PM
To: 'David Jodoin'; 'Carolyn Cronin'; 'Paul Bacon'; 'VJ Ranfos'; 'Gary Gaskell'
Subject: RE: Oddball Brewing Outdoor Seating Proposal

Fire Department is in agreement with Chief Gaskell. We are not in favor of blocking the alley. The alley is a fire lane for access to the rear of the buildings on Main Street. We have worked with the businesses with entrances into the alley to keep them from parking and blocking the alley.

Blocking the alley could lead to those businesses using the alley to park.

We've had conversations with the property owner next to Odd Ball. His plan is to open a café in the basement of his property with the entrance being in the alley where Odd Ball would be set up. Blocking the alley for Odd Ball could lead to him asking to do the same for his hours of operations.

Chief Paul Gagnon
Pembroke Fire Department
247 Pembroke Street
Pembroke, NH 03275
603-485-3621 Ext 2251

From: David Jodoin [mailto:djodoin@pembroke-nh.com]
Sent: Wednesday, April 26, 2023 11:53 AM
To: Carolyn Cronin <ccronin@pembroke-nh.com>; 'Paul Bacon' <buildinginspector@pembroke-nh.com>; Paul Gagnon <pgagnon@pembroke-nh.com>; VJ Ranfos <vranfos@pembroke-nh.com>; 'Gary Gaskell' <ggaskell@pembroke-nh.com>
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Subject: Oddball Brewing Outdoor Seating Proposal

Hi David,

David Jodoin

From: Gary Gaskell <ggaskell@pembroke-nh.com>
Sent: Wednesday, April 26, 2023 3:43 PM
To: 'David Jodoin'; 'Carolyn Cronin'; 'Paul Bacon'; 'Paul Gagnon'; 'VJ Ranfos'
Subject: RE: Oddball Brewing Outdoor Seating Proposal

David,

I am against having this blocked off for serving of anything, although the T/O listed below is in reference to vehicles. The bases was to keep Village Lane clear for safety purposes

The town has deemed Village Lane a fire lane and based on T/O 191-9 & 191-17

§ 191-17 Schedule III: Parking Prohibited at All Times.

[Amended 7-6-1992; 7-11-1994 by Ordinance No. 94-2; 8-5-1996 by Ordinance No. 96-20; 11-18-1996 by Ordinance No. 96-23; 5-11-1998 by Ordinance No. 98-3; 7-13-1998 by Ordinance No. 98-5; 12-7-1998 by Ordinance No. 98-6; 11-22-1999 by Ordinance No. 99-6; 7-9-2001 by 15 Ordinance No. 01-6;

Amended by Board of Selectmen 9-19-2011;

Amended by Board of Selectmen 10-21-13;

Amended 1/7/2013 Board of Selectmen;

Amended 5/19/14 Board of Selectmen]

Amended 5/20/19 Board of Selectmen;

Amended 4/21/21 In accordance with § 191-9, Article III, (2), no person shall park a vehicle at any time upon any of the following described streets or parts of streets: Village Lane – South - From the three marked municipal lot spaces to Glass Street.

As we are aware that portion of Village lane is not town property. The dimensions listed will block access fully. My opinion.

Chief Gary R. Gaskell
Pembroke Police Department
247 Pembroke Street
Pembroke, NH 03275
603.485.9173 x2204
603.485.4028 fax
ggaskell@pembroke-nh.com

From: David Jodoin [mailto:djodoin@pembroke-nh.com]
Sent: Wednesday, April 26, 2023 11:53 AM
To: Carolyn Cronin <cronin@pembroke-nh.com>; 'Paul Bacon' <buildinginspector@pembroke-nh.com>; Paul Gagnon <pgagnon@pembroke-nh.com>; VJ Ranfos <vranfos@pembroke-nh.com>; 'Gary Gaskell' <ggaskell@pembroke-nh.com>
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Importance: High

Attached is a proposal from Oddball brewing in the Village.

Can you please look at this and send me your comments. I have placed them on the next agenda for May 3rd.

David Jodoin

From: James Garvin <james@jamesgarvin.net>
Sent: Friday, May 12, 2023 3:55 PM
To: David Jodoin; Linda Williams; VJ Ranfos; Adam Mendoza; Chris addington; Ellen Paulsen; fledayoung@comcast.net; nhchases@ymail.com; Zachary Sawyer
Subject: Proposed new Burial Fees, Town of Pembroke
Attachments: Burial Fees Letter 2023.docx

Ladies and gentlemen,

At its meeting on May 11, 2023, the Pembroke Cemetery Commission voted to recommend to the Board of Selectmen that the town revise its cemetery burial fees as shown in Chapter 160 of the Town Code.

As the attached letter explains, these suggested town fees for burials are intended to match or slightly exceed the fees charged to the town by Dignified Cemetery Services, which raised its fee schedule on March 1, 2023.

James L. Garvin, Secretary
Pembroke Cemetery Commission

PEMBROKE CEMETERY COMMISSION MEETING

May 11, 2023

Minutes

Present: Dan Chase, James Garvin, Adam Mendozza, Ellen Paulsen (chair), V. J. Ranfos.
Ayn Whytemare of the Pembroke Historical Society joined the meeting at 6:55 p.m.

1. Chair Ellen Paulsen called the meeting to order at 6:05 p.m.
2. On a motion by Dan Chase, the minutes of the meeting of April 6, 2023, were approved as submitted.

New Business:

3. The Commission discussed the revised schedule of burial fees that was delivered to the town by Dignified Cemetery Services on March 1, 2023. This new fee schedule charges the town at rates that exceed the fees presently charged by the town to the public for burials. The Commission agreed to present a recommendation to the Board of Selectmen with suggested town fees that equal or slightly exceed those being charged to the town by Dignified Cemetery Services. Secretary James Garvin will write a letter to the Board of Selectmen explaining our recommendations.
4. The Commission discussed potential requests to the Capital Improvement Program (CIP) Committee for 2023. We currently have capital reserve funds sufficient to pay the \$9,225 costs of re-paving the driveway and doing culvert repairs at Pembroke Hill Cemetery, but we lack a sufficient balance to contract for the scanning of an area of Buck Street Cemetery by Ground-Penetrating Radar (GPR) at the formerly quoted price of \$2,500. Secretary Jim Garvin will seek an updated quote for GPR scanning of this area for our possible presentation to the CIP Committee in 2023.

The Commission agreed that the rebuilding of the split granite retaining walls of the three driveway gates to Evergreen Cemetery should have high priority as a CIP request for 2023. Public Works Director V. J. Ranfos suggested that we seek bids on relaying these retaining walls and widening the driveways somewhat. For the present at least, he suggested that we not plan to install swinging gates at the three driveways but instead post signs that will indicate that the cemetery is closed during the winter months.

The Commission agreed to seek prices for signs for each of the three gateways that will indicate that the driveways and roads of the cemetery are closed to motor vehicles from dusk until dawn, during the frost period, and after heavy rains as stated in §155-70 of the Pembroke Town Code. V. J. Ranfos will seek bids on re-laying the granite retaining walls at the three driveways.

Old business:

5. Veterans' flags are to be placed in the public cemeteries before Memorial Day, May 29, 2023.

6. Correspondence between Secretary Jim Garvin and scout leader Catrina Rantala has confirmed Wednesday, May 24, 2023 as the preferred date for installation of veterans' flags in Evergreen and Pembroke Hill cemeteries. The Cub Scouts will begin to place flags at 6:00 p.m., and the Troop will begin at 6:30 p.m. Secretary Jim Garvin will confirm this date and these times with Scout leaders Catrina Rantala and Marc Cozad.
7. The Commission postponed further discussion on the suggestion that a "Gazebo-in-a-Box" might be purchased for placement in Evergreen Cemetery at the crest of the hill above the town receiving tomb and aligned with Pavilion Avenue. It was again mentioned that purchase and placement of a gazebo might be an appropriate Eagle Scout project, perhaps accompanied by an agreement that scouts would provide future maintenance of the structure.
8. The Commission agreed to investigate further why a lot in Pembroke Street Cemetery has no gate in its perimeter fence of granite posts and horizontal iron bars, as described by Zachary Sawyer at the Commission meeting of April 6, 2023.

[Further investigation showed that while this lot has no hinged gate, access to the lot was incorporated in the design of the fence. The two iron bars at one corner of the lot can be lifted in their slots in one of the granite posts and removed from the enclosure.

This lot was established by Jeremiah Hall Wilkins (1791-1864), whose photograph appears opposite page 364 in Volume II of the *History of Pembroke* (1895). The lot includes the graves of Jeremiah Hall Wilkins and his wife, Mary Thompson Wilkins (1799-1879). The lot also includes the graves of the Wilkins' children, Alanson (1822-1863); George (1827-1829); Caroline (1831-1857) and her husband, Franklin Hale; Thompson (1832-1833); Henry William (1836-1926); Charlotte (1838-1840); and Joseph (born 1844).

Henry William Wilkins was a marine in the U. S. Navy during the Civil War and Joseph Wilkins was a soldier in Company 1 of the 132nd New Hampshire Volunteers during the Civil War. Both of their graves are marked by flags.]

9. V. J. Ranfos and Adam Mendoza presented updates on projects discussed at previous meetings.
 - a. Adam Mendoza reported that Public Works has purchased a solar-powered flagpole light and installed it on the pole at Pembroke Street Cemetery as a test. The light is mounted high on the pole to place it beyond the reach of vandals and above mowing machinery. If the test is successful, we will purchase similar lights for the tall flagpoles at Buck Street and Evergreen Cemeteries.
 - b. Secretary Jim Garvin reported that our former supplier of flags and flag holders, Jerry's Flag Shop of Providence, R. I., has closed. Proprietor Jerry Snell gave us the names of the foundry that makes flag holders (Temple Aluminum Foundry, Inc., of Blandon, Pennsylvania) and the company that provides veterans' flags (Fayette Flag and Banner Supply, 12998 Lakeside Dr., Greenfield, OH 45123; dealers in stick flags).

At its April meeting, the Commission authorized Secretary Garvin to place an order for up to \$500 for aluminum flag holders (grave markers), including shipping. Garvin reported that Temple Aluminum Foundry can supply flag holders for \$11.00 each in quantities above 25. The Commission reauthorized Garvin to order 40 flag holders at \$11.00 each, with estimated shipping costs of \$46.87, for a total purchase price of about \$487.00.

- c. V. J. Ranfos reported that driveway paving at Pembroke Hill Cemetery will probably begin during the week of May 15th. Advanced Excavating and Paving has held its quote for this work, originally submitted in July 2022, at \$9,225.
 - d. The removal of maple trees in front of the wall of New North Pembroke Cemetery will be postponed to 2024.
10. Ayn Whytemare of the Pembroke Historical Society joined the meeting at 6:55 p.m. Ayn proposes to conduct a historical tour of Pembroke Street Cemetery, next door to the Whittemore Homestead, on a Saturday or Sunday afternoon toward the end of October 2023. She wants to concentrate on Revolutionary soldiers who may be buried there, researching five or six of them for special interpretation.

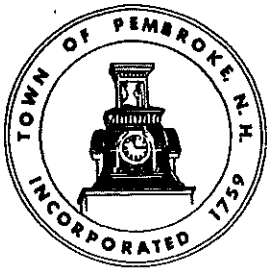
Secretary Jim Garvin offered to send Ayn a chronology of the expansion of Pembroke Street Cemetery over the years and a list of all Revolutionary soldiers who are known to be buried in Pembroke. He suggested that Ayn might research the Revolutionary Pension Records at the New Hampshire Historical Society to learn the details of service for selected soldiers and mentioned that the 1895 *History of Pembroke* might supply further information in its Chapter 12 ("Pembroke in the Revolution") and in Volume II, which provides genealogies of Pembroke families.

Ayn also mentioned a rumored cemetery at the former Pembroke Sanatorium, now purchased by the Town of Pembroke as conservation land. Having grown up in a house that abutted that property (later the Congregational Conference Center), Ayn said that she is quite sure that there is no cemetery on that property as had been rumored and as had been researched by the late Larry Perron of Pembroke.

- 11. The next meeting of the Pembroke Cemetery Commission will be at 6:00 p.m. on Thursday, June 1, 2023, at the Public Works headquarters on Exchange Street in Suncook Village.
- 12. On a motion duly made and seconded, the meeting adjourned at 7:15 p.m.

Respectfully submitted,

James L. Garvin, Secretary



TOWN OF PEMBROKE

TOWN HALL • 311 PEMBROKE STREET • PEMBROKE, NH 03275

May 12, 2023

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 March 1, 2023. 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 4/20/2022)		New Dignified Cemetery Services Rates, Mar. 1, 2023		Proposed new Town Rates	
<u>Regular grave openings</u>					
Weekdays	\$625	Weekdays	\$650	Weekdays	\$650
Weekends/holidays	\$775	Saturdays	\$800	Weekends/	
Sundays/holidays	\$900	Sundays	\$925	holidays	\$950
		Holidays	\$950		
<u>Cremation grave openings</u>					
Weekdays	\$300	Weekdays	\$325	Weekdays	\$325
Weekends/holidays	\$400	Saturdays	\$425	Weekends/	
Sundays/holidays	\$500	Sundays	\$525	holidays	\$575
		Holidays	\$575		

At its meeting on May 11, 2023, 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

NOTE: Mark each question yes or no. Fill in box with explanation if answer is yes. If explanation does not fit into the box, please attach explanation with the question number.

1. What are the greatest areas for risk of fraud and what has the entity done to help to prevent and detect fraud?

Any area that accepts cash. Most notably the Recreation Camps and the transfer station.

Recreation camps collect payments and give receipts. Receipts are matched to the attendees. Funds come to Town Hall where they are again balanced to the receipts and then the deposit is prepared.

Transfer station does handle cash. Currently all items are rung into the register. The DPW Secretary balances all funds and then sends the deposits to the Town for banking.

2. Do you have knowledge of any actual, suspected, or alleged fraud affecting the entity or its federal award programs?

YES ☐

NO ☒

3. Do you have knowledge of any possible or actual noncompliance or abuses of broad programs and controls occurring during the period being audited or the subsequent period?

YES ☐

NO ☒

4. Do you have an active role in oversight of management's processes for identifying and responding to fraud risks and of the controls established to mitigate those risks? If so, how do you exercise such oversight activities?

YES ☐

NO ☐

The Board of Selectmen take an active role in monitoring, reviewing and questioning expenditures through the manifest process. The Town Administrator reviews all charges on the manifest prior to the Selectmen's review and authorization. The Treasurer physically reviews each invoice and check and signs the checks manually.

5. Is the entity in compliance with laws, regulations, contracts, and grant agreements?

YES ☒

NO ☐

Respondent/Title:

Chairman Board of Selectmen

Signature:

David Jodoin

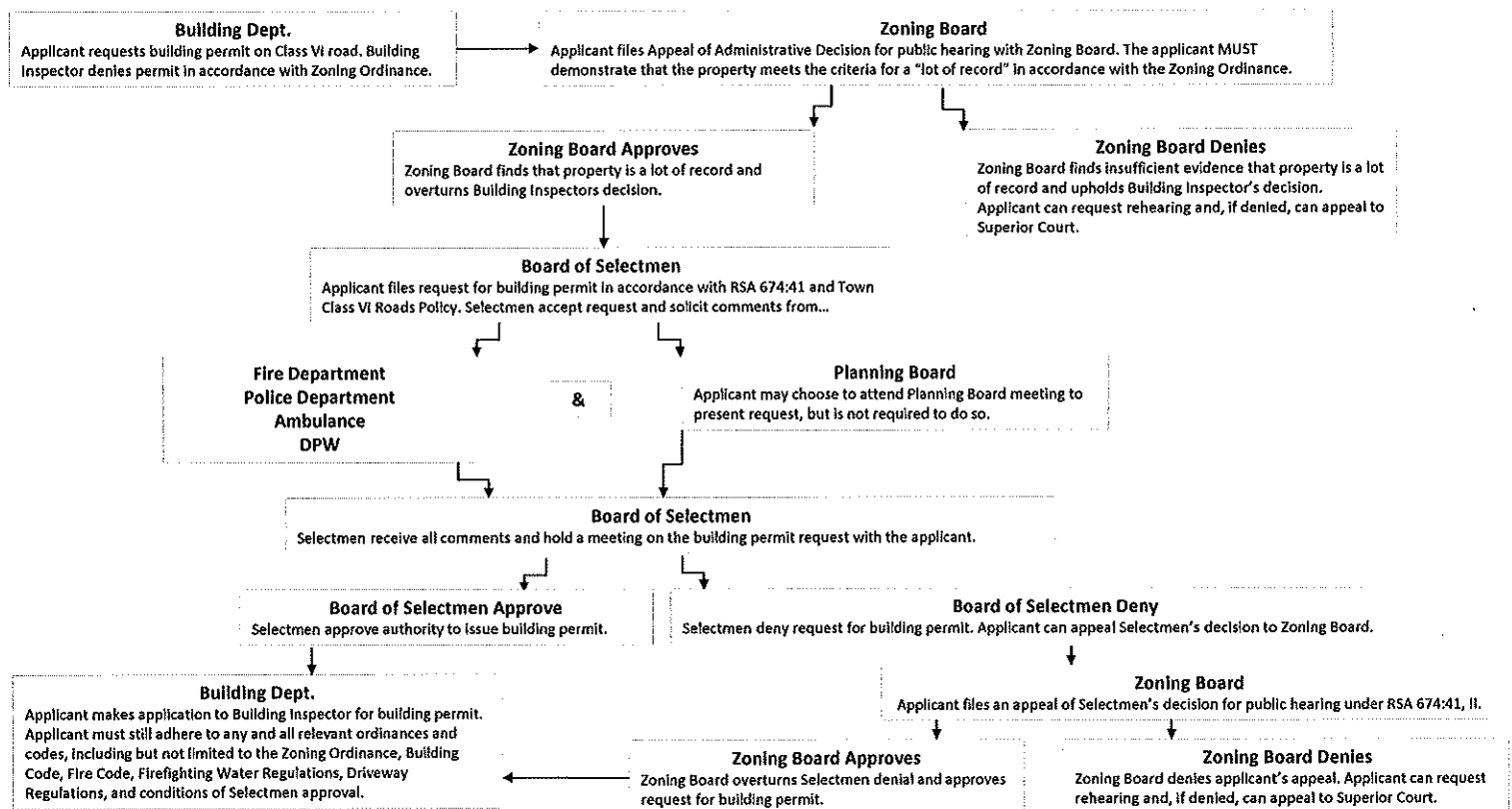
From: Carolyn Cronin <ccronin@pembroke-nh.com>
Sent: Wednesday, May 24, 2023 3:10 PM
To: David Jodoin; buildinginspector@pembroke-nh.com
Subject: flow chart Class VI roads
Attachments: Flow Chart.pdf

Hi David, both the Planning and Zoning Boards reviewed the flow chart. Can you put it on an upcoming BOS agenda for the Selectmen to adopt?

Thanks!

Carolyn Cronin
Town Planner
Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275
(603) 485-4747 x1210

Town of Pembroke Process for Issuing Building Permits on Class VI Roads



**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
May 24, 2023 at 6:30 PM**

DRAFT,

Present: Selectman Karen Yeaton, Selectman Richard Bean, Selectman Peter Gagyi, Selectman Rick Frederickson

Staff: Town Administrator David Jodoin

Excused: Selectman Sandy Goulet

I. Call to Order:

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

II. Citizen Comment

None

III. Scheduled Meetings

Odd Ball Brewing – Outdoor Seating

Tabled until June 7th.

Crack Sealing Bids

Two bids were received for 2023 crack sealing. The Roads Committee is recommending the bid be awarded to Sealcoating Inc.

Selectman Gagyi made a motion to award the crack sealing bid to Sealcoating Inc. for a price of \$1.81/pound. Selectman Frederickson seconded the motion. Motion passed 4-0.

Cemetery Fee Updates

Cemetery Commission is requesting the burial fees be increased to match the increased fees from Dignified Cemetery Services. Since burial fees are part of the Town Code, there will need to be a public hearing. The hearing will be put on the agenda for the June 7, 2023 Selectmen meeting.

2023/24 OHRV Grant

Police Chief Gaskell presented the request to accept the New Hampshire Fish and Game 2023-2024 OHRV grant in the amount of \$2,880. This grant money is used to

patrol the Range Roads on 4-wheelers. The Police Department enforces all of the State Laws and also the Town Ordinances while out there. The officers are paid the detail rate in 4-hour blocks while out there. This is outside of their normal patrol time.

Selectman Frederickson made a motion to authorize Chief Gaskell to enter into the OHRV contract on behalf of the Town of Pembroke and to sign any necessary documents. Selectman Gagy seconded the motion. Motion passed 4-0.

IV. Old Business

2020 Tax Deeds

There is 1 remaining tax deed. The Welfare Director has spoken with the homeowner to get them on a payment plan in order to be on all taxes by May 2024.

Energy Committee Update

Tabled until June 7th.

V. New Business

Discussion of Dugout Construction

The Board had originally agreed to pay for the materials for the dugout; however, the builder has requested payment for the materials plus a deposit. He has submitted a plan to the Building Inspector. They were reviewed and some requests for changes were made. The Builder submitted his insurance but does not have workers comp. He has to sign a waiver for the Town's insurance company (Primex). Once those two items are completed and approved, he can begin work. In this situation, the Selectman would typically waive the permit fee. Selectman Yeaton would like to see payments to the builder structured around the timeline of the project. David has checks planned to be paid in stages as the project is being completed. If he does well on the dugouts, there is potential for additional work at Memorial Field. The Selectman will discuss waiving the permit fee once all the initial requirements are met.

Email Communication on Broadband Information Request

Carol Miller from the Broadband Mapping Initiative reached out to the Town to release customer data from the NH Emergency Management Division. The map is intended to show holes in broadband coverage throughout the state and country. That data is protected by State RSA's and the Town has to make the request to release it. Selectman Yeaton is very concerned about data protection and releasing that information to a third-party vendor. The Board agreed to not release the data.

Manifest/Abatements

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

Minutes 5/3/23, 5/10/23

Selectman Frederickson made a motion to approve the minutes of May 3, 2023 as presented. Selectman Bean seconded the motion. Motion passed 4-0.

Selectman Frederickson made a motion to approve the minutes of May 10, 2023 as presented. Selectman Bean seconded the motion. Motion passed 4-0.

VI. Town Administrator Report

Selectman Bean made a motion to re-appoint Jeffrey Cyr, Robert Farley, Tyrel Lemoine, Brian Lemoine, Chester Martel, Robert Martin, Erik Paulsen, Charles Schmidt, Annette Alley, and Chief Gagnon as 2024 Forest and Land Deputy Wardens and to authorize the Town Administrator to sign the necessary documents. Selectman Gagyí seconded the motion. The motion passed 4-0.

Chief Gagnon requests the renewal of the Federal Excess Property Program Cooperative Agreement. The National Guard contacted the Fire Department about a free enclosed trailer located in Pennsylvania. The trailer is in good condition, 14x6, and would allow them to load their UTV and also store forestry equipment. They would need to do a little work to convert it for their specific needs, but those costs are expected to be well under \$1,000. The cost of a new trailer is \$12,000.

Selectman Frederickson made a motion to authorize the Town Administrator to sign on behalf of the Town the Forest Protection Federal Excess Property Program Cooperative Agreement. Selectman Frederickson seconded the motion. Motion passed 4-0.

Selectman Bean made a motion to authorize the Town Administrator to sign the Forest Protection Federal Excess Property Program Cooperative Agreement for the 5-ton military tanker. Selectman Gagyí seconded the motion. Motion passed 4-0.

Tax bills are in the mail this week.

Sansoucy Associates sent a letter notifying the Town that Eversource is taking ownership of the utility poles from Consolidated Communications.

Water Department implemented water restrictions on outdoor irrigation systems.

Public Utilities Commission approved the Pembroke Power Aggregation Plan.

VII. Committee Reports

Selectman Yeaton – None

Selectman Fredrickson – Energy discussed next steps. Planning met to approve the plan for 3 Glass Street. New owners want to renovate for storage in the basement, retail space, and a possible café space. Recreation is working on their CIP plan.

Selectman Bean – None

Selectman Gagyí – None

VIII. Other/Citizen Comment

None

IX. Non-Public

Selectman Bean made a motion to enter into non-public session in accordance with RSA 91-A:3 II (b), seconded by Selectman Gagyí at 7:42pm

Roll Call Vote:

Selectman Gagyí	Yes
Selectman Frederickson	Yes
Selectman Bean	Yes
Selectman Yeaton	Yes

The Board came out of non-public session at 8:20 PM

Motion by Selectmen Frederickson, seconded by Selectman Bean to allow Chief Gaskell to make a conditional offer for a police officer. Motion passed 4-0.

X. Adjourn

Selectman Bean made a motion to adjourn at 8:21 PM. Selectman Frederickson 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 click on Pembroke NH and look for the day of the meeting under the month.