

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

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Kevin Gagne – Trail Dawgs request for access to Town owned land
 - i. Annual permission to use range roads
 - b. Public Hearing Range Road Building Permit updates
 - c. Public Hearing – Town Code Chapter 155 Cemeteries
 - d. Matt Miller – Energy Committee document updates
- IV. OLD BUSINESS:
- V. NEW BUSINESS:
 - a. Approve 2023 State MS1 Form
 - b. Manifest/Abatements
 - c. Minutes 8/16/23
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. Non Public Session in accordance with RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- X. ADJOURN

David Jodoin

From: Kevin Gagne <kevingagne@gphac.com>
Sent: Sunday, August 13, 2023 9:14 PM
To: David Jodoin
Subject: Lot of cross country road

David. We are working on reroute corr 15 Pembroke. We hit dead end at cross country road on power line. We are looking to come out 5 th range and see if we can gain access through town own lot. This is one we discussed last week. Should we talk to conservation or selectmen to discuss permission?
Also we should plan annual permission by September anyway.

PUBLIC HEARING NOTICE
Town of Pembroke
Board of Selectmen

Notice is hereby given that the Pembroke Board of Selectmen will be holding a Public Hearing on Wednesday September 6, 2023 at 6:30 PM at the Pembroke Town Offices located at 311 Pembroke Street to discuss the following:

Updated policy for obtaining a building permit on Class VI or Private Roads

Updates to Town Code Chapter 155 Cemeteries

For questions, please call the Town Administrator at 485-4747, or email at djodoin@pembroke-nh.com.

Karen Yeaton, Chairman

Town of Pembroke Policy
Building Permits on Class VI or Private Roads

1. Purpose and Intent

Under RSA 674:41, the Board of Selectmen has the discretion to authorize the issuance of building permits on Class VI or private roads within the Town, after review and comment by the Planning Board.

The Board of Selectmen has adopted these guidelines to help guide the decision-making process when presented with such an application. It is emphasized that the Board of Selectmen will consider any factor relevant to the authorization of a building permit in a particular case. Therefore, this statement of guidelines is not intended to be an exhaustive list of considerations, but to be a guide for both the Board of Selectmen and applicants for such building permits.

The New Hampshire Supreme Court has said that one of the purposes of RSA 674:41, I(c) is to prevent scattered and premature development; that the decision of whether to allow building on Class VI roadways or private roads is a major policy decision; and that unrestricted building can have a major impact on the Town's budget if the Town is forced to subsequently upgrade substandard, unmaintained roads. The Board is mindful that development along a Class VI or private road may tend to drain existing Town services and force increased costs to the Town to provide additional services. It is therefore the purpose of these guidelines to minimize development along Class VI and private roads. It is also the purpose of these guidelines to ensure that any structures built on Class VI or private roads are reasonably accessible to emergency vehicles twelve months each year. In that way, the safety and property of people occupying or using those structures will not be unreasonably placed at risk, nor will the safety of emergency response personnel, or their vehicles and equipment, be unreasonably endangered.

2. Application

Every application to the Board of Selectmen requesting that the Board authorize the issuance of a building permit on a Class VI or private road shall be made in writing and accompanied by a map drawn to scale showing:

- a. The location and the size of the lot and its relation to the Class VI or private road providing access, and the distance to the intersection with the Class V or better road which gives access to the Class VI or private road;
- b. The specific location of all proposed and existing structures;
- c. The location and length of the driveway giving access to the structures from the Class VI or private road;
- d. Existing features along the length of the Class VI or private road from the proposed structure to the intersection with the Class V or better road providing access;
- e. Proposed improvements to the Class VI or private road;
- f. Any other information which the Board of Selectmen may reasonably require.

3. Criteria to Be Considered

The Board of Selectmen may authorize a building permit upon a Class VI or private road only when it is demonstrated by an applicant, and determined by the Board of Selectmen, that issuance of the permit will not have a negative impact upon the Town and that the Class VI or private road in question provides safe, sufficient, and adequate all-season access. The Board of Selectmen should evaluate applications, in consultation with the Planning Board, using the following criteria (as well as any other criteria they deem relevant):

- a. Conditions of the Class VI or Private Road:
 - whether the road has adequate drainage,
 - whether the grade is suitable to handle increased development and use,
 - whether the surface is suitable for increased use and/or weight, including by public safety personnel, and
 - whether public safety personnel, vehicles and/or equipment would have difficulty reaching the property, creating increased risks to those occupying or using the proposed structure(s) as well as increased risk to the responding public safety personnel, vehicles, or equipment.
- b. The nature, condition and grade of the Class VI or private road from its intersection with a Class V or better road to the driveway of the subject property.
- c. Length of travel to reach the nearest intersection with a Class V or better road (see Section 4 below).
- d. Conditions of connecting roads and intersections: whether they are adequate to handle increased traffic.
- e. Whether issuance of the building permit would tend to distort the Town's official map or Master Plan.

4. Distance to Class V Road

No building permit will be authorized if the driveway access to the principal structure from the Class VI or private road begins more than two hundred (200) feet from the intersection of the Class VI or private road and the Class V or better road giving access. Applications that meet the 200 feet distance will not automatically be approved as this is but one criterion to be considered.

The Board of Selectmen may consider waiving the 200 feet distance:

- i. Where the deviation from the 200 feet distance is insignificant and the Board finds the issuance of the permit is not contrary to the spirit and intent of this policy; *or*
- ii. Where the applicant proposes to physically bring the relevant portion of the Class VI or private road up to the Town's Class V standards; and
- iii. The Board requires the applicant to properly maintain the improved portion of the Class VI or private road; and
- iv. The Board finds that the issuance of the building permit is not contrary to the spirit and intent of this policy.

5. Improvements to Class VI or Private Roads

- a. Before beginning any work within the limits of the Class VI road (including the traveled way and any shoulders, drainage structures, or associated areas), the applicant must obtain written permission from the Board of Selectmen pursuant to RSA 236:9-:11, and shall be subject to the penalties provided by RSA 236:14 and any other applicable statute or ordinance for failure to secure or comply with the terms of that permit. This requirement for permission shall not apply to private roads.
- b. When a Class VI or private road is to be brought "to Class V standards," the standards to be met are those set out in the Town's Subdivision Regulations.
- c. At a minimum, the Board of Selectmen shall require the following standards in all seasons for the Class VI or private road providing access to the property, from the intersection with the Class V road providing access to the driveway of the subject property:
 - A traveled way width of at least 20 feet;
 - A height clearance of at least 13.5 feet;
 - A grade of no more than 12%; and
 - A suitable driving surface to accommodate the weight of fire apparatus or other emergency vehicles.
- d. The Board of Selectmen will require that the proper completion of the improvements be secured by providing to the Town security in a form and amount to be determined by the Board of Selectmen.
- e. The Board of Selectmen will also require that all such work, whether to Class V standards or some other standard, be completed to the satisfaction of the Department of Public Works.
- f. Any action taken by the Board of Selectmen on an application shall not be deemed a representation or certification as to the location of the Class VI traveled way within the public easement and shall have no bearing on any private rights of abutting land owners and/or claims of encroachment.

6. Notice to Be Recorded

Prior to the actual issuance of any building permit authorized by the Board of Selectmen for construction on a Class VI or private road, the applicant shall provide the Town with an executed notice to be recorded at the Merrimack County Registry of Deeds. The Town will have the notice recorded at the applicant's expense prior to issuance of the building permit. The notice shall include all of the following information:

- a. The property owner's name and contact information
- b. Description of the property (address and/or map and lot number)
- c. Book and Page number of the property owner's deed as it is recorded in the Registry
- d. Name of the Class VI or private road and the fact that it is a Class VI or private road
- e. Statement that the Selectmen, after review and comment by the Planning Board, adopted a policy under RSA 674:41 that allows building on Class VI or private roads under certain circumstances

- f. Statement referring to RSA 674:41, I(c) or I(d), as applicable, and RSA 231:93, that the Town of Pembroke has no legal duty to maintain the road (including plowing, grading, drainage, paving, etc.), nor does it assume or have any liability for damages resulting from the use of the road. Further, the statement should provide that municipal services such as police, fire, ambulance, school bus transportation, and others, may be unavailable at times.
- g. The owner agrees to these limitations of Town responsibility and liability, and the owner is responsible for any road improvements, maintenance, and/or repair work.
- h. For Class VI roads only: Prior to performing any road repair or maintenance work on a Class VI road, the owner will obtain approval of the Board of Selectmen or road agent under RSA 236:9. Describe, if any, the types of work the owner has standing written permission from the Town to perform, together with any conditions.
- i. For Class VI roads only: The road is a public highway and the owner shall not prohibit unauthorized use
- j. For Class VI roads only: Pursuant to RSA 41:11, the Board of Selectmen retains full authority to regulate the public use of the road, including the owner/applicant's use, and the installation of unlocked gates or bars.
- k. Witnessed signatures of the owner(s) and the Board of Selectmen.

7. **Effect of Approval/Occupancy Certificate**

A decision by the Board of Selectmen to authorize the building permit does not relieve the applicant from compliance with any other applicable law, ordinance, or regulation, such as but not limited to, the Zoning Ordinance, State Building Code, State Fire Code, or Driveway Regulations. Notwithstanding a Board vote as described herein to authorize issuance of the building permit, the applicant must comply with all applicable ordinances and regulations to obtain a building permit. No Certificate of Occupancy will be issued by the Town of Pembroke until the requirements of road improvements, if any, under a permit issued pursuant to this policy have been satisfied and signed off on by the Board of Selectmen or their designee. If the building is occupied without a Certificate of Occupancy, the occupants and/or owner shall be subject to penalties according to all applicable Town ordinances and State laws.

Adopted: _____; effective immediately upon adoption.

Pembroke Board of Selectmen

Karen Yeaton

Sandy Goulet

Richard Bean

Rick Frederickson

David Jodoin

From: James Garvin <james@jamesgarvin.net>
Sent: Friday, August 11, 2023 6:20 PM
To: David Jodoin; Linda Williams
Cc: Ellen Paulsen; fledayoung@comcast.net; nhchases@ymail.com; Zachary Sawyer; VJ Ranfos; Adam Mendoza; Chris addington
Subject: Chapter 155 Town Code (Cemeteries)--Suggested Amendment
Attachments: Pembroke Cemetery Ordinances with Final Edits 2019.docx; Pembroke Cemetery Ordinances Permitting Weekend Burials 2023.docx

Dear David,

The Cemetery Commission met on August 10th and voted to propose an amendment to Chapter 155 (Cemeteries) of the Town Code. This proposal results from an inconsistency in the existing Chapter 155 that was pointed out by Gerry Fleury.

The Cemetery Commission proposes that Chapter 155 be amended by striking out Section 155-12. Section 155-12 states that "No burial shall be held on Sundays or holidays except in case of emergency."

Reason for suggested amendment:

The prohibition of Sunday or holiday burials originated from the period when the Pembroke Road Agent was the Superintendent of Cemeteries and performed burials in the public cemeteries. We believe that Section 155-12 was intended to prevent town employees from being required to work on Sundays or holidays except in an emergency.

For some years, the town's current contractor for burials, Dignified Cemetery Services, has offered weekend and holiday burials for an added fee. Sunday and holiday burials are therefore available to parties who wish to request and pay for them. If requested under existing circumstances, weekend or holiday burials have no effect on the Public Works Department or other town employees.

For this reason, the Cemetery Commission proposes to make Chapter 155 consistent with actual practice.

I am attaching the current Chapter 155, as adopted on September 16, 2019.

I am also attaching Chapter 155 as amended by striking out Section 155-12 and re-numbering all the following sections of the ordinance.

The Commission will appreciate your presenting this proposed amendment to the Board of Selectmen.

Sincerely,

James L. Garvin, Secretary
Pembroke Cemetery Commission

PEMBROKE CEMETERY ORDINANCES

CHAPTER 155 CEMETERIES

This revised chapter was adopted by the Town of Pembroke on September 16, 2019.

ARTICLE I Purpose (§155-1)

§155-1 This chapter establishes rules for the governance and general maintenance of Pembroke's public cemeteries, for the sale and recording of burial lot licenses, and for the design and use of cemetery lots or burial spaces. (NH RSA 289:7(a)) This chapter uses the term "cemetery lot" or "lot" as synonymous with the term "burial space" as defined in NH RSA 289:1.

ARTICLE II Cemetery Trustees, Cemetery Commission, and Superintendent of Cemeteries (§155-2—155-6)

§155-2 Responsibility for oversight.

The Pembroke Board of Selectmen serve as Cemetery Trustees for the Town of Pembroke under the provisions of NH RSA 289:6 II-a. The Pembroke Cemetery Commission is appointed by the Board of Selectmen and is responsible to the Board of Selectmen for the oversight of all Pembroke cemeteries, including (but not limited to) cemetery regulations, maintenance, improvements, expansion, budgets, and records.

§155-3 Membership.

The Pembroke Cemetery Commission consists of five (5) members who are appointed by and serve at the pleasure of the Selectmen of the Town of Pembroke.

§155-4 Public Works Director to act as Superintendent.

The director of the Pembroke Public Works Department, or his/her designee, is the Superintendent of Cemeteries. (NH RSA 289:7 II.)

§155-5 Sale, maintenance, and care of lots or burial spaces.

The Superintendent of Cemeteries is responsible to the Selectmen for the sale of burial lot licenses in the public cemeteries of Pembroke, for the care and maintenance of said cemeteries, and for the enforcement of all cemetery regulations. (NH RSA 289:7 II.)

§155-6 Superintendent to be ex officio member of the Commission.

The Superintendent, or his/her designated representative, shall be an ex officio member of the Commission and shall cooperate with the Commission by providing timely reports and recommendations.

ARTICLE III General Regulations (§155-7—§155-19)

§155-7 Sale of Burial Lot Licenses.

Burial lot licenses shall be sold only to residents, former residents, immediate family members, or property owners of the Town of Pembroke. Title to the lot or burial space shall remain vested in the Town of Pembroke. The sale of burial lot licenses by the Town of Pembroke is not a conveyance of real estate nor does it confer any rights to sell or transfer the designated lot or burial space except to re-sell the lot to the Town of Pembroke at the original purchase price if the lot is not utilized for burial. (NH RSA 289:18 III) A burial lot license conveys to the grantee and to his/her heirs, administrators, executors and assigns forever the right to designate who may be interred in said lot(s) or burial spaces and to have and to hold the use and occupancy of the premises for the sole purpose of a place of burial for the dead in accordance with the laws of the State of New Hampshire and the ordinances of the Town of Pembroke pertaining to cemeteries and the use thereof, as the same may be amended from time to time. No animal remains may be buried in public cemeteries with the exception of pet ashes included with a human interment.

§155-8 Records of sale of Burial Lot Licenses.

A record of the sale of burial lot licenses shall be placed on file in the Town Public Works Office. The record shall include the name of the buyer, the name of the cemetery, the row and lot numbers, and the size of the lot or burial space. Upon payment of the purchase price, the buyer shall receive a burial lot license and a copy of the town cemetery regulations. The cost for all lots shall be set by the Board of Selectmen in consultation with the Cemetery Commission. (NH RSA 289:5)

§155-9 Grave openings.

Grave openings shall be supervised by the Superintendent. The cost for grave openings shall be set by the Board of Selectmen in consultation with the Cemetery Commission.

§155-10 Changes to costs.

All costs referred to herein are subject to change upon recommendation of the Commission and approval of the Selectmen.

§155-11 Notice of funerals.

Funeral directors shall give notice of funerals twenty-four (24) hours in advance except in deaths from contagion. The time of the funeral shall be so arranged that the graves can be filled before dark.

§155-12 Burials on Sundays or holidays.

No burial shall be held on Sundays or holidays except in case of emergency.

§155-13 Winter burials.

Permission for interments during the winter months may be requested from the Superintendent of Cemeteries. Approval shall be subject to weather conditions, the ability to locate and open graves, and the availability of personnel and equipment to perform the burial in such a way as to leave the site in proper condition. A separate fee schedule shall apply to winter burials.

§155-14 Green burials

Non-cremated interments shall be enclosed in a concrete cemetery vault with a cover. Upon request, the vault may be installed upside down, without a cover.

§155-15 Multiple burials.

Burials resulting from cremations are authorized in multiples in a standard one-person lot or burial space if desired by the owner of a burial lot license. Cremations require a two-foot-by-two-foot excavation and may be interred directly on top of an existing vault or in a lot purchased for this purpose. No more than six cremation burials may be interred in a standard one-person burial space.

§155-16 Conformity of lot maintenance.

Care of and work on lots by owners shall conform to the general maintenance and appearance of adjacent lots and of the cemetery.

§155-17 Vehicle and access restrictions.

Public cemeteries are closed from dusk until dawn. Vehicles of any kind are prohibited in all public cemeteries during the frost period and after heavy rains. Determination of access shall be at the discretion of the Superintendent.

§155-18 Plants and decorations.

Temporary or permanent plants or decorations which are unsightly or impede the maintenance of the cemetery are not allowed. Authorized decorations may occupy a space of not more than twelve (12) inches in front of the monument and no more than the width of the monument. Winter decorations (wreaths, etc.) shall be removed before April 1. Placement of permanent decorations (urns, etc.) is subject to the approval of the Superintendent.

§155-19 Nonpermanent decorations or mementoes.

Memorial items such as small statues, coins, toys, small stones, or other keepsakes may be placed on top of headstones or monuments or within stone, plastic, or concrete planters placed adjacent to the monument. Other items that may impede maintenance or diminish the general appearance of the cemetery are prohibited. The Superintendent of Cemeteries is authorized to remove nonconforming items from any lot after an attempt has been made to request the owner to remove the items.

ARTICLE IV Monuments, Headstones, and Lot Corner Markers (§155-20—§155-26)

§155-20 Lot Corner Markers.

At their own expense, lot owners shall mark the corners of their lots or burial spaces with granite corner bounds, each set flush with grade level and bearing an initial that identifies the lot or burial space.

§155-21 Ownership of monuments.

Monuments, headstones, and corner markers placed in public cemeteries remain the property of the individual, family, or descendants.

§155-22 Foundations or footings.

Monuments and benches shall rest on concrete footings deep enough to be a substantial foundation relative to the size of the monument. The top of the footing shall be at least two (2) inches below grade.

§155-23 Size of monuments, headstones, and columbaria.

For single lots, the total width of standing monuments, headstones, and columbaria shall not exceed the width of the lot. The monument base, if any, shall not project more than six (6) inches beyond the monument on any side. For adjacent multiple lots, the total width of the monument, headstone, or columbarium shall not exceed the combined width of the lots.

§155-24 Size of flat headstones.

The width of flat headstones set at grade shall not exceed the width of the lot. Where a nonconforming type of flat headstone is now on a lot, another of the same type may be used on an adjoining lot owned by the same family.

§155-25 Benches.

Permanent benches may be used in lieu of headstones. Benches shall be made of granite or other stone. One bench or one headstone may be used on a single lot.

Bench size: The top shall be no more than four (4) feet long and fourteen (14) inches wide, with an appropriate base or feet supplied by the fabricator.

§155-26 Curbing, steps and platforms.

Curbing, steps or platforms are not allowed on new lots with the exception of corner markers, which shall be flush with the grade of the lot. Existing curbing, steps, platforms, fences, or other architectural features are permitted.

The licensee shall maintain existing curbing, steps, platforms, fences, corner markers, or other architectural features to correct frost or weather damage or displacement and to maintain a good general appearance.

PEMBROKE CEMETERY ORDINANCES

CHAPTER 155 CEMETERIES

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The Superintendent of Cemeteries is responsible to the Selectmen for the sale of burial lot licenses in the public cemeteries of Pembroke, for the care and maintenance of said cemeteries, and for the enforcement of all cemetery regulations. (NH RSA 289:7 II.)

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The Superintendent, or his/her designated representative, shall be an ex officio member of the Commission and shall cooperate with the Commission by providing timely reports and recommendations.

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§155-8 Records of sale of Burial Lot Licenses.

A record of the sale of burial lot licenses shall be placed on file in the Town Public Works Office. The record shall include the name of the buyer, the name of the cemetery, the row and lot numbers, and the size of the lot or burial space. Upon payment of the purchase price, the buyer shall receive a burial lot license and a copy of the town cemetery regulations. The cost for all lots shall be set by the Board of Selectmen in consultation with the Cemetery Commission. (NH RSA 289:5)

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the availability of personnel and equipment to perform the burial in such a way as to leave the site in proper condition. A separate fee schedule shall apply to winter burials.

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ARTICLE IV Monuments, Headstones, and Lot Corner Markers (§155-19—§155-25)

§155-19 Lot Corner Markers.

At their own expense, lot owners shall mark the corners of their lots or burial spaces with granite corner bounds, each set flush with grade level and bearing an initial that identifies the lot or burial space.

§155-20 Ownership of monuments.

Monuments, headstones, and corner markers placed in public cemeteries remain the property of the individual, family, or descendants.

§155-21 Foundations or footings.

Monuments and benches shall rest on concrete footings deep enough to be a substantial foundation relative to the size of the monument. The top of the footing shall be at least two (2) inches below grade.

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Bench size: The top shall be no more than four (4) feet long and fourteen (14) inches wide, with an appropriate base or feet supplied by the fabricator.

§155-25 Curbing, steps and platforms.

Curbing, steps or platforms are not allowed on new lots with the exception of corner markers, which shall be flush with the grade of the lot. Existing curbing, steps, platforms, fences, or other architectural features are permitted.

The licensee shall maintain existing curbing, steps, platforms, fences, corner markers, or other architectural features to correct frost or weather damage or displacement and to maintain a good general appearance.

David Jodoin

From: Matt Miller <mattslb94@gmail.com>
Sent: Wednesday, August 16, 2023 11:10 AM
To: David Jodoin; Karen Yeaton; Richard Frederickson
Cc: Richard Wengenroth
Subject: Energy Committee Update for Select Board
Attachments: Template 11.pdf; Template 10.pdf

Hello David, Karen and Rick:

I have three Pembroke Energy Committee items about which I would like to update the Select Board at an upcoming meeting; September 3 would be good if possible. Please let me know when you can schedule a slot in an upcoming meeting so that I can update and discuss these topics with the Select Board.

1. Pembroke Select Board needs to designate an Authorized Official to occasionally make an official decision on behalf of Pembroke Community Power. We recommend that the Authorized Official be David Jodoin, or if not David, then Rick Fredrickson (or whoever is the Select Board representative covering the Energy Committee).
2. There are two emails that have been prepared for David Jodoin to send to the utilities and associated organizations. These emails are part of the next steps in launching Pembroke Community Power. The drafts of those emails are attached in pdf format to this email.
 1. The purpose of one email is to request anonymized customer-specific information from utilities (PUC 2204.02).
 2. The purpose of the other email is to designate CPCNH as the agent for data management and protection.
3. Review action items and timeline the Energy Committee is working on in support of launching Pembroke Community Power.
 1. Submit request for anonymized customer-specific information from your utilities (Puc 2204.02).
 1. Energy Committee has prepared the template, it has been reviewed for correctness by CNCPN, and next step is for David Jodoin to email it to specific email addresses. Template 10
 2. David to send email before mid-September
 2. Designate CPCNH as agent for data management & protection; submit a request for names, addresses, and account numbers (Puc 2204.03)
 1. Energy Committee has prepared the template, it has been reviewed for correctness by CNCPN, and next step is for David Jodoin to email it to specific email addresses. Template 11
 2. David to send email before mid-September
 3. Assign Authorized Official
 1. Goal to complete designation around end of August or beginning of September.
 2. Energy Committee recommends David Jodoin.
 4. Pembroke Community Power logo
 1. complete logo survey (in process)
 5. Schedule and conduct public meeting to provide information on Pembroke Community Power.
 1. Energy Committee sponsored public outreach
 1. Public engagement activities
 1. Old home days booth, August 26, 2023
 - a. CPCNH is working on handouts
 2. Late November workshop with CENH and CPCNH
 3. Workshop style info meetings at town library
 2. official Public Meeting--including Select Board representation and Energy Committee
 1. around First half of January, 2024
 6. Pembroke Community Power info brochure mailing

1. Select Board will be able to review the mailing around November or December 2023
2. CPCNH will take care of mailing, and send out NLT 30 days before launch
 1. CPCNH planning for a possible launch around mid Feb.
 2. Mailing would happen around early January 2024.

Thanks and best regards,
Matt Miller
281-433-8693

Purpose: Designating CPCNH as the agent for data management and protection

To: SupplierServicesNH@eversource.com; CommunityAggregation@Unitil.com;

Cc: Henry.Herndon@CommunityPowerNH.gov;
brian.callnan@communitypowernh.gov; NHUtilityData@calpinesolutions.com,
mattslb94@gmail.com, djodoin@pembroke-nh.com, richardbean@comcast.net,
jacquelinerriddle30@gmail.com

Subject: Puc 2204.03, Town of Pembroke Request for Names, Addresses, and Account Numbers's

Pursuant to Puc 2204.03, please provide the following information for every electric customer taking service within Town of Pembroke's service area:

- The names and mailing addresses of each customer;
- Their utility account number or numbers;
- Any related meter number(s) or meter identification number(s) for each account, if readily available;
- The rate class for each such account;
- The email address of each customer, if known and readily available; and
- Whether the account is receiving default service from the utility or supply service from a CEPS.

Please provide the information in machine-readable digital electronic format, such as a database, comma-separated value or spreadsheet file, but not in the form of scanned images, and please provide the information within 15 calendar days of this request.

The Town of Pembroke hereby designates Community Power Coalition of New Hampshire (CPCNH) as its agent and authorizes CPCNH and its Retail Customer Services provider Calpine Energy Solutions to receive, manage, and protect the data shared pursuant to this request.

Please provide the requested data **directly and only to** NHUtilityData@cpcnh.org.

Note that at the time we are preparing the required written notification pursuant to RSA 53-E:7, III and again when we are preparing the final list of accounts to enroll after the conclusion of the notice period, we may request to have the information updated to the most recent month available. We understand that for circumstances other than those stated in the previous sentence, we are not authorized to request updates to this data more frequently than once every 6 months.

Regards,

David Jodoin

Town of Pembroke Administrator

603-485-4747

311 Pembroke Street
Pembroke, NH 03275

Purpose: requesting anonymized customer-specific information from utilities (PUC 2204.02)

To: SupplierServicesNH@eversource.com; CommunityAggregation@Unitil.com

Cc: ClerksOffice@puc.nh.gov; ocalitigation@oca.nh.gov;
Energy-Litigation@energy.nh.gov; registrations@energy.nh.gov;
Henry.Herndon@CommunityPowerNH.gov;
brian.callnan@communitypowernh.gov; NHUtilityData@calpinesolutions.com,
mattslb94@gmail.com, djodoin@pembroke-nh.com, richardbean@comcast.net,
jacquelinerriddle30@gmail.com

Subject: Puc 2204.02, Town of Pembroke Request for Anonymized Customer-Specific Info

Pursuant to Puc 2204.02(a), please provide the following information "for all customers currently receiving default service provided by" Eversource and Unitil within the Town of Pembroke, "within 30 calendar days . . . anonymized customer-specific usage and related information . . . sorted or identified by customer rate class:

- Individual capacity tags for the current power year beginning on June 1, and, if known and readily available, the prior power year and the next power year;
- The most recent 24 months of usage data in kWh for each reported interval if available, or 12 months otherwise;
- The meter reading date or utility reference number cycle for each customer meter; Whether the customer net meters and, if so, whether under original net energy metering terms available prior to September 1, 2017, or new alternative net metering terms and tariffs that have been available since September 1, 2017, or any subsequent successor terms and tariffs;
- Whether the customer is a group net metering host or a member of a net metering group with on-bill crediting, generally, if such information is known and readily available;
- Whether a group net metered customer-generator operates as a low-moderate income community solar project pursuant to RSA 362-F:2, X-a and the commission's Puc 900 rules, if such information is known and readily available;
- The size in kW-AC, or if not known, the size in kW-DC, of any such net-metered generation referenced in (5) above, if such information is known and readily available; and
- The year and month such distributed generation referenced in (7) above was placed into service, if such information is known and readily available.

(b) The information required to be provided pursuant to (a) above shall be provided in machine-readable digital electronic format, such as a database, comma-separated value or spreadsheet file, but not in the form of scanned images."

Subsections Puc 2204.02(c) and (d) have additional requirements to protect against disclosure of individual customer data.

Note that Puc 2203.02(d) provides that "All customer usage data provided by the utility shall include consumption power delivered to customers and exports to the grid from customer generators in kWh for each reported interval."

We realize that the datasets requested above may require different lead times to prepare and welcome the delivery of datasets whenever available in advance of the 30-day deadline for responding to this request in full. Additionally, please clearly specify which calendar months and years are included in the datasets, and provide a data dictionary, if available.

Please copy NHUtilityData@calpinesolutions.com and NHUtilityData@ascendanalytics.com when sharing the requested data.

If you have any questions regarding the details of this request, please contact myself at diodoin@pembroke-nh.com, and copy Henry Herndon, CPCNH Director of Member Services (Henry.Herndon@CommunityPowerNH.gov) and Brian Callnan, Chief Executive Officer of CPCNH (brian.callnan@communitypowernh.gov).

Pursuant to current Commission policy, notice of this request is being provided electronically only to the Commission, Office of Consumer Advocate, and NH Department of Energy. Thank you for your attention to this matter.

Regards,

David Jodoin
Town of Pembroke Administrator
603-485-4747
311 Pembroke Street
Pembroke, NH 03275



Pembroke
Summary Inventory of Valuation

Reports Required: RSA 21-J:34 as amended, provides for certification of valuations, appropriations, estimated revenues and such other information as the Department of Revenue Administration may require upon reports prescribed for that purpose.

Note: The values and figures provided represent the detailed values that are used in the city/towns tax assessments and sworn to uphold under Oath per RSA 75:7.

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>

Assessor		
Monica Hurley (Corcoran Consulting Associates)		

Municipal Officials		
Name	Position	Signature
Karen Yeaton	Chair	
Sandy Goulet	Vice Chair	
Richard Bean	Member	
Peter Gagyí	Member	
Richard Frederickson	Member	

Preparer		
Name	Phone	Email
Monica Hurley	603-533-6689	mkchurley@comcast.net

Preparer's Signature



New Hampshire
Department of
Revenue Administration

2023
MS-1

Land Value Only		Acres	Valuation	
1A	Current Use RSA 79-A	7,813.36	\$963,850	
1B	Conservation Restriction Assessment RSA 79-B	0.00	\$0	
1C	Discretionary Easements RSA 79-C	150.02	\$59,400	
1D	Discretionary Preservation Easements RSA 79-D	0.00	\$0	
1E	Taxation of Land Under Farm Structures RSA 79-F	0.00	\$0	
1F	Residential Land	3,854.23	\$187,431,600	
1G	Commercial/Industrial Land	968.97	\$38,036,900	
1H	Total of Taxable Land	12,786.58	\$226,491,750	
1I	Tax Exempt and Non-Taxable Land	1,197.82	\$18,099,596	
Buildings Value Only		Structures	Valuation	
2A	Residential	0	\$439,458,200	
2B	Manufactured Housing RSA 674:31	0	\$2,160,400	
2C	Commercial/Industrial	0	\$103,742,848	
2D	Discretionary Preservation Easements RSA 79-D	0	\$0	
2E	Taxation of Farm Structures RSA 79-F	0	\$0	
2F	Total of Taxable Buildings	0	\$545,361,448	
2G	Tax Exempt and Non-Taxable Buildings	0	\$55,126,500	
Utilities & Timber			Valuation	
3A	Utilities		\$23,215,100	
3B	Other Utilities		\$100,000	
4	Mature Wood and Timber RSA 79:5		\$0	
5	Valuation before Exemption		\$795,168,298	
Exemptions		Total Granted	Valuation	
6	Certain Disabled Veterans RSA 72:36-a	0	\$0	
7	Improvements to Assist the Deaf RSA 72:38-b V	0	\$0	
8	Improvements to Assist Persons with Disabilities RSA 72:37-a	0	\$0	
9	School Dining/Dormitory/Kitchen Exemption RSA 72:23-IV	0	\$0	
10A	Non-Utility Water & Air Pollution Control Exemption RSA 72:12	0	\$0	
10B	Utility Water & Air Polution Control Exemption RSA 72:12-a	0	\$0	
11	Modified Assessed Value of All Properties		\$795,168,298	
Optional Exemptions		Amount Per	Total	Valuation
12	Blind Exemption RSA 72:37	\$30,000	5	\$150,000
13	Elderly Exemption RSA 72:39-a,b	\$0	5	\$445,000
14	Deaf Exemption RSA 72:38-b	\$0	0	\$0
15	Disabled Exemption RSA 72:37-b	\$36,750	1	\$36,750
16	Wood Heating Energy Systems Exemption RSA 72:70	\$0	0	\$0
17	Solar Energy Systems Exemption RSA 72:62	\$0	0	\$0
18	Wind Powered Energy Systems Exemption RSA 72:66	\$0	0	\$0
19	Additional School Dining/Dorm/Kitchen Exemptions RSA 72:23	\$0	0	\$0
19A	Electric Energy Storage Systems RSA 72:85	\$0	0	\$0
19B	Renewable Generation Facilities & Electric Energy Systems	\$0	0	\$0
20	Total Dollar Amount of Exemptions			\$631,750
21A	Net Valuation			\$794,536,548
21B	Less TIF Retained Value			\$0
21C	Net Valuation Adjusted to Remove TIF Retained Value			\$794,536,548
21D	Less Commercial/Industrial Construction Exemption			\$0
21E	Net Valuation Adjusted to Remove TIF Retained Value and Comm/Ind Construction			\$794,536,548
22	Less Utilities			\$23,215,100
23A	Net Valuation without Utilities			\$771,321,448
23B	Net Valuation without Utilities, Adjusted to Remove TIF Retained Value			\$771,321,448



New Hampshire
Department of
Revenue Administration

2023
MS-1

Utility Value Appraiser

George Sansoucy

The municipality **DOES NOT** use DRA utility values. The municipality **IS NOT** equalized by the ratio.

Electric Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
PEMBROKE HYDRO ASSOCIATES LP	\$0	\$2,993,500	\$0	\$0	\$2,993,500
PSNH DBA EVERSOURCE ENERGY	\$6,633,000	\$1,345,800	\$0	\$3,796,300	\$11,775,100
UNITIL ENERGY SYSTEMS INC	\$384,400	\$0	\$0	\$0	\$384,400
	\$7,017,400	\$4,339,300	\$0	\$3,796,300	\$15,153,000

Gas Company Name	Distr.	Distr. (Other)	Gen.	Trans.	Valuation
LIBERTY UTILITIES (ENERGYNORTH NATURAL GAS) CORP	\$4,764,900	\$0	\$0	\$0	\$4,764,900
TENNESSEE GAS PIPELINE COMPANY	\$0	\$3,297,200	\$0	\$0	\$3,297,200
	\$4,764,900	\$3,297,200	\$0	\$0	\$8,062,100

Other Utility Company Name	Valuation
ONE WALL ALLENSTOWN, LLC (CHINA MILL DAM)	\$100,000
	\$100,000



New Hampshire
Department of
Revenue Administration

2023
MS-1

Veteran's Tax Credits	Limits	Number	Est. Tax Credits
Veterans' Tax Credit RSA 72:28	\$500	230	\$114,500
Surviving Spouse RSA 72:29-a	\$2,000	0	\$0
Tax Credit for Service-Connected Total Disability RSA 72:35	\$2,000	17	\$34,000
All Veterans Tax Credit RSA 72:28-b	\$500	17	\$8,500
Combat Service Tax Credit RSA 72:28-c	\$0	0	\$0
		264	\$157,000

Deaf & Disabled Exemption Report

Deaf Income Limits	
Single	\$0
Married	\$0

Deaf Asset Limits	
Single	\$0
Married	\$0

Disabled Income Limits	
Single	\$20,050
Married	\$30,482

Disabled Asset Limits	
Single	\$45,000
Married	\$45,000

Elderly Exemption Report

First-time Filers Granted Elderly Exemption for the Current Tax Year

Age	Number
65-74	1
75-79	0
80+	0

Total Number of Individuals Granted Elderly Exemptions for the Current Tax Year and Total Number of Exemptions Granted

Age	Number	Amount	Maximum	Total
65-74	2	\$35,000	\$70,000	\$70,000
75-79	0	\$65,000	\$0	\$0
80+	3	\$125,000	\$375,000	\$375,000
	5		\$445,000	\$445,000

Income Limits	
Single	\$27,526
Married	\$39,406

Asset Limits	
Single	\$45,000
Married	\$45,000

Has the municipality adopted an exemption for Electric Energy Systems? (RSA 72:85)

Granted/Adopted? No

Properties:

Has the municipality adopted an exemption for Renewable Gen. Facility & Electric Energy Storage? (RSA 72:87)

Granted/Adopted? No

Properties:

Has the municipality adopted Community Tax Relief Incentive? (RSA 79-E)

Granted/Adopted? No

Structures:

Has the municipality adopted Taxation of Certain Chartered Public School Facilities? (RSA 79-H)

Granted/Adopted? No

Properties:

Has the municipality adopted Taxation of Qualifying Historic Buildings? (RSA 79-G)

Granted/Adopted? No

Properties:

Has the municipality adopted the optional commercial and industrial construction exemption? (RSA 72:76-78 or RSA 72:80-83)

Granted/Adopted? No

Properties:

Percent of assessed value attributable to new construction to be exempted:

Total Exemption Granted:

Has the municipality granted any credits under the low-income housing tax credit tax program? (RSA 75:1-a)

Granted/Adopted? No

Properties:

Assessed value prior to effective date of RSA 75:1-a:

Current Assessed Value:



New Hampshire
Department of
Revenue Administration

2023
MS-1

Current Use RSA 79-A	Total Acres	Valuation
Farm Land	878.03	\$307,374
Forest Land	6,130.37	\$627,837
Forest Land with Documented Stewardship	584.73	\$24,041
Unproductive Land	129.67	\$2,507
Wet Land	90.56	\$2,091
	7,813.36	\$963,850

Other Current Use Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	2,667.68
Total Number of Acres Removed from Current Use During Current Tax Year	Acres:	71.62
Total Number of Owners in Current Use	Owners:	204
Total Number of Parcels in Current Use	Parcels:	283

Land Use Change Tax

Gross Monies Received for Calendar Year			\$183,200
Conservation Allocation	Percentage:	100.00 %	Dollar Amount: \$183,200
Monies to Conservation Fund			\$183,200
Monies to General Fund			\$0

Conservation Restriction Assessment Report RSA 79-B

	Acres	Valuation
Farm Land		
Forest Land		
Forest Land with Documented Stewardship		
Unproductive Land		
Wet Land		

Other Conservation Restriction Assessment Statistics

Total Number of Acres Receiving 20% Rec. Adjustment	Acres:	
Total Number of Acres Removed from Conservation Restriction During Current Tax Year	Acres:	
Owners in Conservation Restriction	Owners:	
Parcels in Conservation Restriction	Parcels:	



Discretionary Easements RSA 79-C	Acres	Owners	Assessed Valuation
GOLF COURSE DISC EASEMENT MAP 634 LOTS 2 & 23	150.02	1	\$59,400

Taxation of Farm Structures and Land Under Farm Structures RSA 79-F

Number Granted	Structures	Acres	Land Valuation	Structure Valuation
0	0	0.00	\$0	\$0

Discretionary Preservation Easements RSA 79-D

Owners	Structures	Acres	Land Valuation	Structure Valuation
0	0	0.00	\$0	\$0

Map	Lot	Block	%	Description
<i>This municipality has no Discretionary Preservation Easements.</i>				

Tax Increment Financing District	Date	Original	Unretained	Retained	Current
<i>This municipality has no TIF districts.</i>					

Revenues Received from Payments in Lieu of Tax	Revenue	Acres
State and Federal Forest Land, Recreational and/or land from MS-434, account 3356 and 3357	\$0.00	0.00
White Mountain National Forest only, account 3186	\$0.00	0.00

Payments in Lieu of Tax from Renewable Generation Facilities (RSA 72:74)	Amount
<i>This municipality has not adopted RSA 72:74 or has no applicable PILT sources.</i>	

Other Sources of Payments in Lieu of Taxes (MS-434 Account 3186)	Amount
Pembroke Elderly Housing	\$27,988
United Church of Christ	\$13,911
	\$41,899

Notes

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**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
August 16, 2023 at 6:30 PM**

DRAFT,

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

Staff: Town Administrator David Jodoin

I. Call to Order:

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

II. Citizen Comment

None

III. Scheduled Meetings

Bob Fanny SW Foreman – Discussion on grant for new trash truck

Bob Fanny, Solid Waste Foreman, and VJ Ranfos, Public Works Director, discussed the possibility of a grant for a new electric trash truck. VJ explained there is an opportunity to replace the 1998 Peterbilt garbage truck that is used as the transfer station yard truck with a new electric truck through a 95% loan forgiveness grant from NHDES. Bob attended an electric vehicle show and discovered this grant opportunity. They spoke with a representative from NHDES who came down to the yard and looked at the fleet and facility and thought this would be a great opportunity for the town. The vehicle is approximately \$730,000 which includes the truck and all related infrastructure.

Selectman Goulet shared the charging infrastructure will work for everything so if the police department decided to purchase an electric vehicle, they could charge it there. VJ stated the charging station will have two ports so they could do two vehicles at once. Bob explained the grant covers the charging station and the upgrade of the electrical into the shop which will make it a three-phase power source. There have been issues in the past with needing the three-phase power for items such as a new compressor and not having it so having it. It being included in the grant is a large benefit to the town. This would also put them in line for a grant for solar panels at 95% forgiveness.

There are two brands, Mack and Battle Motors. The Mack truck did not have enough capacity to meet the town's needs. The Battle Motors truck is designed specifically for this application. The battery is fully encased, and climate controlled which eliminates the concern for fires.

Selectman Yeaton asked if there is any information on insurance costs. Bob explained he contacted Primex and they do not need to get extra or different insurance. Selectman Yeaton asked Primex indicated if the town will need special equipment to mitigate a fire. Bob answered there are no extra conditions.

Selectman Bean asked if it would still be a split body truck. Bob answered it would still be a 50/50 split body but a rear loader, not automatic. This will also eliminate the need for the rental dumpster for recycling.

Selectman Yeaton asked which warranty they plan to carry on the truck. Bob explained the grant does not cover any of the warranties. That would cost an extra \$9,067.

Selectman Yeaton asked what the cost of a replacement battery is. Bob answered it would be \$36,018 but the battery is made up of cells and the computer inside will indicate if a cell is bad. A new cell is approximately \$800 and they would be able to change it at DPW. Overall, the batteries should have a life of 10 years.

Selectman Yeaton asked if the mechanic will need any special training. Bob answered there are a lot of computer programs that come with the truck for diagnostics, but the truck is essentially the same as a regular trash truck.

Selectman Frederickson if there are any concerns for the body of the truck being the first ever made. Bob explained it is not really the first. The body is essentially the same except it has to be designed a little differently because of the frame. The new body has been tested out across all climates. Selectman Frederickson asked if the plan is for it to stay in the yard, does that hurt the function of the truck over long periods. Bob answered they have been told that this type of truck is better for this application over the diesel and shouldn't rust. It will be driven twice a week to the Allentown facility, so it won't be completely stationary.

Bob shared the grant paperwork must be in by October 13th and on November 17th the Town will be notified if the grant is approved. The vendor ordering the truck will hold off until it is a definite yes. It will take close to a year to receive the truck. Selectman Frederickson clarified this is a reimbursement grant and it needs to be funded up front. David explained he still needs to work on the cash flow to make this possible.

Gerry Fleury shared the Solid Waste Committee is 100% this project.

Selectman Goulet made a motion to authorize the Public Works Director to apply for and sign all necessary documents related to the grant application. Selectman Gagy seconded the motion. Motion passed 5-0.

Solid Waste Discussion – Trash vs. Recycling

Gerry Fleury and Sally Hyland, Solid Waste Committee, discussed trash vs. recycling. For the first time in a long time, recycling tonnage is currently costing more than trash removal. There is reason to believe that the markets will correct themselves and the town will no longer be paying the additional amount. Sally Hyland explained recyclables are commodities. The new contract went into effect last September, which put us in line with all the other communities. If we got rid of the recycling program, the town would still have to pay for the tonnage. Since last September we have had to pay an extra \$25,000 for recycling. Last September, the cost was \$130/ton. Since then, it has come down 20%. Casella has made a lot of upgrades in their facilities which should start bringing down their costs. Our costs are tied to their costs. The Solid Waste Committee recommends continuing with the recycling program.

Selectmen Gagy explained he is comfortable continuing the program but feels the board should come up with a threshold that they would then reconsider. Selectman Yeaton suggested creating a total limit value rather than a monthly total. Gerry Fleury explained a Casella has told them the community cannot toggle between being a recycling community and not. The contract pricing included recycling and there would be a high likelihood that the cost per ton for trash would increase because the landfills are filling up and now that extra material will need to be shipped elsewhere. Selectman Goulet shared the residents want to recycle but would likely support a threshold.

VJ Ranfos stated the household hazardous waste day is coming up and they could poll the residents that come to see if they are in favor of continuing the program. Gerry Fleury suggested an advisory warrant article to gauge the sentiment of the Town. David also suggested adding a survey to the newsletter.

Chief Gaskell – K9 Contract

Chief Gaskell shared legal counsel has approved the K9 contract and Officer St. Jacques has reviewed and signed the contract. Training will cost \$6,500 which covers the \$2,000 for initial training \$1,500 for narcotics training, and \$500 each year after that. This figure is the reimbursement amount listed in the contract should Officer St. Jacques willingly leave the Department before the 5-year term is up.

David asked should Officer St. Jacques take a vacation; will they be boarding the K9 at the same place. Chief Gaskell explained the previous K9 Bucca was boarded at the Barking Dog. The new K9 will go back to place he was purchased from. They have boarding facilities. This will provide continuity as well as the ability for them to continue working on his training.

Selectman Goulet made a motion to authorize the Chairman of the Board to sign the K9 contract with Officer St. Jacques. Selectman Frederickson seconded the motion. Motion passed 5-0.

IV. Old Business

Updated Class VI Building Permits Document

The document has been reviewed by the Town Attorney.

Selectman Frederickson made a motion to move to a public hearing on September 6, 2023. Selectman Goulet seconded the motion. Motion passed 5-0.

V. New Business

Manifest/Abatements

Selectman Goulet made a motion to accept the manifests and abatements as presented. Selectman Bean seconded the motion. Motion passed 5-0.

Minutes 8/2/23

Selectman Goulet made a motion to approve the minutes of August 2, 2023 as presented. Selectman Gagyi seconded the motion. Motion passed 4-0. Selectman Goulet abstained.

VI. Town Administrator Report

Selectman Goulet made a motion to approve the large gathering ordinance for the Pembroke Allentown Old Home Day in perpetuity as long as a current certificate of insurance is provided. Selectman Frederickson seconded the motion. Motion passed 5-0.

Fire Department found a 2007 John Deere Gator through the federal excess property program. There is no cost for the vehicle. The Gator would allow them to transfer equipment in and out of the Range Roads and could be used during the annual Regatta.

Selectman Goulet made a motion to authorize Chief Gagnon to pick up the 2007 gator for the Pembroke Fire Department. Selectman Bean seconded the motion. Motion passed 5-0.

There is a new law coming out regarding non-public minutes that says they have to be reviewed once every 10 years.

Selectman Goulet made a motion to release the non-public minutes of 6/1/22, 5/18/22, 5/12/22, 4/6/22, 3/16/22, 3/2/22, 2/16/22, 2/2/22, 1/26/22, 1/19/22, 4/1/19, 3/25/13, 1/7/13, 6/16/12, 1/17/12, 9/12/07, 08/29/07, and 12/6/06. Selectman Gagyí seconded the motion. Motion passed 5-0.

VII. Committee Reports

Selectman Yeaton – Conservation approved the use of bio solids on the Hillman property. There is a tree down on the Stoney brook property that a neighbor thought was on the town property but it appears as though they do not own the tree. The Commission is scheduling the fall monitoring of conservation land. They discussed the 2024 budget. They may not proceed with the deed modifications due to the costs.

Selectman Fredrickson – CIP met with the school district. They feel they will have the audits done in time to get the bond for the Hill School renovation. They will be looking for the remaining \$200,000 to rebuild the track for a total cost of \$400,000.

Planning had a workshop meeting. They discussed ADU's and changing Kline's way to a mixed use.

Selectman Bean – None

Selectman Gagyí – None

VIII. Other/Citizen Comment

VJ Ranfos explained there is a sewer issue between the Library and Town Hall. There was a recent repair done and when they dug it up, they discovered the pipe size used was not what was in the plan. G&O (town plumber) looked at the problem and suggested putting a small pump station outside of Town Hall. Bob brought the proposal to Paulette and she had questions. The cost is approximately \$25-30,000.

Selectman Yeaton asked how long this has been going on. VJ answered it has been going on and off for at least the last 10 years.

Selectman Frederickson asked how much it would cost to take the pipe directly to the road. VJ answered they are looking into that but the issue with doing that is the main sewer line is across Route 3 so the State would need to get involved. There is nothing to move forward on at this time. They will gather more information and come back.

After some discussion on the construction of the dug outs at Memorial Park, the board decided to adopt a new policy.

Selectman Goulet made a motion any work done on Town owned land, regardless of the Board or Committee in charge, first gets approved by the Selectman and if buildings or structures are to be erected, the Board should see plans and seek input

from the Building Committee before any funds are given. Selectman Gagyí seconded the motion. Motion passed 5-0.

IX. Non-Public

Selectman Goulet made a motion to enter into non-public session in accordance with RSA 91-A: 3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the requests shall be granted. Seconded by Selectman Frederickson at 8:19pm

Roll Call Vote:

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

The Board came out of non-public session at 10:03 PM

X. Adjourn

Selectman Frederickson made a motion to adjourn at 10:04 PM. Selectman Bean seconded the motion, and it was approved unanimously.

Karen Yeaton, Chairman

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