

**AGENDA**  
**BOARD OF SELECTMEN**  
**February 7, 2024 AT 6:30 PM**  
**Pembroke Town Hall, Paulsen Room**

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- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
  - a. Public Hearing – Proposed Memorial Park Bond through State of NH DES
- IV. OLD BUSINESS:
- V. NEW BUSINESS:
  - a. Application for payment Trustees of Trust Funds
  - b. Solid Waste Discussion RE: Electric Trash Truck
  - c. Manifest/Abatements
  - d. Minutes 1/17/24
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN

**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 February 7th at 6:30 PM at the Pembroke Town Offices located at 311 Pembroke Street to discuss the following 2024 warrant article:

**ARTICLE 3** - To see if the town will vote to raise and appropriate the sum of \$152,000 (gross budget) to defray the cost for the purpose of performing a stormwater infrastructure project for Memorial Park drainage improvements phase 2 and associated MS 4 requirements, and to authorize the issuance of not more than \$152,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33); and, further, to authorize the Board of Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon; and, to further authorize the Board of Selectmen to offset a portion of said appropriation by applying for Clean Water State Revolving Funds (CWSRF) loan. Repayment of the loan funds will include up to 100% forgiveness of loan principal in an amount up to \$110,400. (3/5 ballot vote required)

For questions, please call the Town Administrator at 485-4747, or email at [djodoin@pembroke-nh.com](mailto:djodoin@pembroke-nh.com).

Karen Yeaton, Chairman  
Sandy Goulet, Vice Chairman

**TOWN OF PEMBROKE  
TRUSTEES OF TRUST FUND**

**BANK ACCOUNT REGISTRATION FOR DISTRIBUTIONS FROM TRUSTS AND CAPITAL RESERVES**  
(BE SURE TO FILE A REVISED REGISTRATION FORM IF YOU CHANGE BANKS OR ACCOUNT NUMBERS)

Submitted by: Board of Selectmen  
( Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Wire all disbursement requests from Trust Funds or Capital Reserves to our account at:

Name of Bank TD Bank  
ABA Routing Number 011400071  
Account Number 9243267625

Sandy Goulet, Vice Chairman Board of Selectmen  
Printed name of authorized representative for your organization:

Signature of authorized representative listed above.

Date: February 7, 2024

This registration form will remain in effect until cancelled or revised.

Mail, (Emails and copies not acceptable . Must be an original signed document) to:

**Pembroke Trustees of Trust Funds  
311 Pembroke Street  
Pembroke, NH 03275**

TOWN OF PEMBROKE  
TRUSTEES OF TRUST FUND

APPLICATION FOR PAYMENT FROM TRUST OR CAPITAL RESERVE ACCOUNT

(All requests for payment must be submitted using this form pursuant to RSA 31:33 I)

Submitted by: Selectmen


( Selectmen, School Board, Water Commissioners, Sewer Commissioners, Library Trustees, Elementary School Principals, Scholarship Award Committee, PALS.)

Date request submitted: 2/7/24

Date payment required: 3/9/24

Printed name of person submitting request: David M. Jodoin

Title of person submitting request: Town Administrator

Signature of person submitting request: 

When approved, funds will be wired to the account on file for your organization.

Special Request for Payment by Check ☐ Reason: \_\_\_\_\_

Deliver payment to: Wire deposit to TD Town Fund

Request submitted pursuant to:

☐ Action as agent to expend.

☐ Warrant article approved at town/school district annual or special meeting.

☐ This request is for only a portion of the amount authorized by the article.

☐ This request is for the total amount authorized by the article in question or represents the final payment in a series.

Amount of distribution requested: \$30,462.27

Name of fund from which payment is requested: Town Building Fund

Date and warrant article number which authorizes this request: \_\_\_\_\_

or  
Date and minutes of meeting by boards & commissions authorizing withdrawal 2/7/24.  
( Enter the date of the meeting and attach a copy of approved minutes documenting authorization.)

Signed requests may be sent electronically with supporting documents to [PembrokeTTF@Gmail.com](mailto:PembrokeTTF@Gmail.com).

The Section Below is for Use by Trustees Only:

Trustee poll vote conducted on \_\_\_\_\_. ☐ Approved ☐ Denied

Request Transmitted to Wealth Management on: \_\_\_\_\_



**WIND RIVER ENVIRONMENTAL**  
A Wind River Environmental Company  
Wind River Environmental LLC.  
2 Thibault Drive  
Bow NH 03304

# Invoice

Customer Number: 2382411  
Questions: 978-841-5000

## BILL TO

Town Of Pembroke  
Manager  
8 Exchange Street  
Pembroke, NH 03275

## JOB SITE

Library  
313 Pembroke Street  
Pembroke NH 03275

Service Date: 30-Oct-2023	Invoice Number: 6090738	Order Number: 0228058769
P.O. Number: No PO Required	Invoice Date: 30-Oct-2023	Order Date: 30-Oct-2023

Quantity	Service Type	Amount	Tax
1.00	Install-C-Deposit & Progress Payment	\$24,500.00	\$0.00
<b>Technician Comments:</b> Sewer pipe and pump chamber installation - \$24,500.00			

Subtotal Non Tax	Subtotal Taxed	Tax	Subtotal	Adjustment	Payments	Payment Terms	Amount Due
\$24,500.00	\$0.00	\$0.00	\$24500.00		\$0.00	Net 30	\$24,500.00

TO VIEW AND PAY ONLINE GO TO:

<http://wrenvironmental.billtrust.com>

USE THIS ENROLLMENT CODE:

XGP GLH SFR

Please detach here and return the bottom portion with your payment.

### From:

Town Of Pembroke  
Manager  
8 Exchange Street  
Pembroke, NH 03275

Customer #	Order Number	Invoice Number	Invoice Date	Amount Due
2382411	0228058769	6090738	30-Oct-2023	\$24,500.00

We accept the following credit cards within 30 days of the invoice date. Wind River Environmental will appear on your credit card statement for this transaction. For questions please visit [www.wrenvironmental.com/policies](http://www.wrenvironmental.com/policies)



### Remit To:

Wind River Environmental LLC.  
P.O. Box 22074  
New York, NY 10087-2074

22074 000006090738 000002382411 0002450000 2



# SERVICE INVOICE

INVOICE NUMBER SCINV771525

INVOICE DATE 12/11/2023

PO NUMBER Chris A

RECEIVED

DEC 22 2023

PEMBROKE DPW

**BILL TO**

Town of Pembroke  
311 Pembroke St  
Pembroke, NH 03275  
USA

**SHIP TO**

Town of Pembroke  
Police Department  
247 Pembroke st  
Pembroke, NH 03275  
USA



SERVICE CALL		INVOICE ACCOUNT	ORDER ACCOUNT	STORE	SALESPERSON	PAGE
CSR0838760		0744027	0744027	Londonderry	Nadeau, William	1 of 2
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT NUMBER	MILTON CAT EQID	SMU	DIVISION
AA	D150	NAT00974		E15371	632.2	Engine
QTY	TRANS	DESCRIPTION		UNIT PRICE	EXTENDED PRICE	

## 01 TROUBLESHOOT - ENGINE

Customer complaint: pump leaks fuel

Resultant damage: fuel leak.

Cause of failure: Pump leaks

Repair process comments: Disabled unit. Disconnected jacket water heater. Drained coolant and removed water pump. Removed from cover to access pump shaft. Pulled gear off pump and removed and replaced pump. Reassembled unit. Filled system with coolant removed. Started and allowed unit to run up to operating temp to ensure no other issues found. Switch in auto, breaker closed.

Hatch cover above radiator cap was stuck and broke while removing. Installed new hatch cover

**Parts**

1	1152422	Battery	251.23	251.23
1	6166329	Cover-Hatch	48.68	48.68
1	932-261-174	FUEL INJECTION PUMP	3,999.92	3,999.92
1	994-162-174	O-RING	6.58	6.58
1	996-621-174	JOINT KIT WAS 908-3	73.37	73.37

**Labor**

Total Labor

1,138.50

**Miscellaneous**

1	Environmental Services	46.68	46.68
1	Freight charge	32.31	32.31

Total Segment Parts	4,379.78
Total Segment Labor	1,138.50
Total Segment Miscellaneous	78.99

Segment 01 Total: 5,597.27

Purchase Order Chris A

## 50 TRAVEL TO/FROM - GENERATOR SET

Continued

FED ID.# 02-0258444

To ensure proper credit, please detach this portion and return with remittance.

**Milton****CAT**

# SERVICE INVOICE

INVOICE NUMBER SCINV771525  
INVOICE DATE 12/11/2023  
PO NUMBER Chris A

**BILL TO**

Town of Pembroke  
311 Pembroke St  
Pembroke, NH 03275  
USA

**SHIP TO**

Town of Pembroke  
Police Department  
247 Pembroke st  
Pembroke, NH 03275  
USA

SERVICE CALL	INVOICE ACCOUNT	ORDER ACCOUNT	STORE	SALESPERSON	PAGE	
CSR0838760	0744027	0744027	Londonderry	Nadeau, William	2 of 2	
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT NUMBER	MILTON CAT EQID	SMU	DIVISION
AA	D150	NAT00974		E15371	632.2	Engine
QTY	TRANS	DESCRIPTION	UNIT PRICE	EXTENDED PRICE		

**Miscellaneous**

40 VNHHMileage Flat Rate Miscellaneous  
Northern Region Mileage

Total Segment Parts 0.00  
Total Segment Labor 200.00  
Total Segment Miscellaneous 165.00

Segment 50 Total: 365.00

Purchase Order Chris A

Total Invoice Parts \$4,379.78  
Total Invoice Labor \$1,338.50  
Total Invoice Miscellaneous \$243.99

We appreciate your business. Thank you. Should you have any questions regarding this invoice please contact service manager Ken Faulkner at Direct Dial 603-665-4515 or E-Mail at Ken\_Faulkner@MiltonCAT.com

We are not responsible for damage, breakage, or delay after we have taken transportation company's receipt. Interest, at legal rates will be charged on the amount of this invoice after its maturity. Gaskets and "O" rings are non-returnable. Other items are returnable only by prior authorization and in resalable condition.

Milton CAT is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Pay This Amount	5,962.27
Credit Amount	

Payment Terms: Charge - Net10 Prox  
FED ID.# 02-0258444

Do You Want Electronic Billing? Send Request To ElectronicInvoicing@MiltonCAT.com

To ensure proper credit, please detach this portion and return with remittance.

**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

1 Granite Place South  
Concord, NH 03301

RECEIVED  
JAN 25 2024  
TOWN OF  
PEMBROKE, NH

JOHN M. FORMELLA  
ATTORNEY GENERAL



JAMES T. BOFFETTI  
DEPUTY ATTORNEY GENERAL

January 19, 2024

Jeff Backman  
Superintendent  
Allentown Wastewater Treatment Facility  
35 Canal Street  
Allentown, NH 03275

Re: Intermunicipal Agreement for Wastewater Services

Dear Mr. Backman:

Please be advised that pursuant to RSA 53-A:3, V, this Office hereby approves the enclosed Intermunicipal Agreement for Wastewater Services between the Town of Allentown and Pembroke. This proposed agreement was submitted to this Office December 21, 2023.

Please feel free to call me with any questions.

Sincerely,

/s/ Matthew G. Conley

Matthew G. Conley  
Assistant Attorney General  
New Hampshire Department of Justice  
(603) 271-6765  
matthew.g.conley@doj.nh.gov

CC: Allentown Board of Selectmen  
Pembroke Board of Selectmen  
Allentown Board of Sewer Commissioners