

AGENDA
BOARD OF SELECTMEN
August 19, 2019 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Monica Hurley – Town wide Revaluation
 - b. Continued hearing – 4th Range Road/Flagg Robinson road layout petition
- IV. OLD BUSINESS:
 - a. Street Light Update
 - b. Broadway/Fairview drainage
 - c. 6 Howard Street
 - d. Economic development Committee
 - e. 4 Union Street
- V. NEW BUSINESS:
 - a. Appointments
 - b. Conservation Commission Request
 - c. Manifest/Abatements
 - d. Minutes 8/5/19
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. NON PUBLIC SESSION
- X. ADJOURN



CORCORAN CONSULTING ASSOCIATES, INC.

TO: Board of Selectmen
Town of Pembroke

FROM: Monica Hurley, CNHA
Assessing Agent, Corcoran Consulting

DATE: August 19, 2019

RE: 2019 Revaluation Status Report

During the course of the last four years, Corcoran Consulting has been working on a cycled inspection approach to measure and list all 2949 parcels within the municipality in preparation for this revaluation of 2019. Pembroke's last full revaluation took place in 2014 and at that time the median sale price for a single family home was \$200,000 and \$129,000 for a condominium. By comparison, the median sale price for a single family home in Pembroke today is \$259,900 and a condominium is \$175,000.

The NH DRA determined that the Town of Pembroke's overall Equalization Ratio (assessments compared to sales prices) was 90.0% for the 2018 tax year. If no revaluation had been conducted, the estimated equalization rate for 2019 would have been approximately 80%. This means that the real estate market has continued to increase at a rate of .75% per month over the last year.

We have reviewed all of the qualified sales in Pembroke from October 1, 2018 through July 31, 2019. There were 112 qualified sales which included 77 single family sales; 23 condominium sales; 6 multifamily sales; 3 mobile home sales; and 3 commercial sales. The following was found:

2019 Median Single Family Sale Price:	\$259,000	Median Size: 1547 sq. ft.
2019 Median Condominium Sale Price:	\$175,000	Median Size: 1243 sq. ft.

After our analysis and field review of the entire Town of Pembroke, all tables in the CAMA system have been adjusted and applied to every property in Town in order to reflect market value. The following is now seen from these adjustments:

Single family homes are seeing an average increase of 16%;
Condominiums have an average increase of 11%;
Mobile homes have an average increase of 10%;
Commercial and industrial have an average increase of 16%

The NH DRA requires that our final median ratio fall between 90% and 110%. Our reports indicate an overall assessment to sale ratio of 99% for 2019.

We are proposing that notices of new assessments be mailed next week to all property owners. This notice is attached for your perusal. The notice will indicate the new assessment as well as a question and answer sheet on the back which reviews general information about revaluations and why they are necessary. The notice will include the Town of Pembroke's web site and the link to view the new values on line through CAI.

We will offer taxpayers the opportunity to meet with a Corcoran Consulting appraisal staff member here at Town Hall for an informal hearing to discuss their property value in detail. Hearings will be during the second week of September (16th through 20th). We will offer one evening session as well until 7pm. Any corrections or adjustments will be made as needed and the finalization of the MS1 to be done by October 1.

Please feel free to contact me at any time with questions or concerns. I can be reached directly Monday through Friday at 603-533-6689.

Respectfully Submitted,
Monica Hurley, CNHA

TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

August 30, 2019

 $\{\{\text{NAME1}\}\}$ $\{\{\text{Map/Lot/Unit}\}\}$

{{NAME2}}

LOCATION

$$\{\{\text{ADDRESS}\}\}$$

{{CURRENT VALUE}}

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{{ADDRESS2}}

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{{CITY}} {{ST}} {{ZIP}}

Re: 2019 Property Revaluation

Dear Taxpayer,

As a result of this year's town-wide revaluation, the proposed assessed value of your property as of April 1, 2019 is listed above. Please note that this is **not** a tax bill and that the value listed does **not** reflect any exemptions or tax credits. It is also important that you **do not apply the current tax rate to the proposed assessment**, as the tax rate has not been determined for the new fiscal year.

New assessments are a reflection of the real estate market in Pembroke and general corrections of data records. The proposed value stated reflects approximately 100% of the full fair market value of your property. The New Hampshire Department of Revenue Administration requires that update and or full revaluation programs completed bring all values between 90% and 110% of fair market value. The ratio of assessment to sale price for Pembroke in 2018, as stated by the NH DRA, was 90.0%. Had no revaluation been completed this year, the estimated ratio would be 83% which means the Pembroke real estate market has increased another 7% over the last ten months.

If you would like more information regarding your new property value or if you have any other assessing questions, you may call the Pembroke Assessor's Office between the hours of 8:30 a.m. and 4:30 p.m. to set up an appointment for an informal hearing with an appraisal staff member. Hearings will be by appointment only, and will be held at the Pembroke Town Offices starting Monday, September 16 and continue through Friday, September 20. If you are unable to attend a hearing, you may submit any evidence in writing to the Pembroke Assessor's Office, 311 Pembroke Street, Pembroke, NH 03275 by September 20, 2019.

On the back of this letter is a general question and answer sheet that addresses some of the issues surrounding updates and revaluations for your reference.

Sincerely,

Board of Selectmen
Town of Pembroke

Frequently Asked Questions about Property Revaluations

Why must we go through another revaluation?

State law requires a full value reassessment at least every five years. This is so that assessments will reflect current market value, Statewide. As the real estate market changes (up or down) assessments stay the same and this puts our assessments out of sync the current market.

Who performs these revaluations?

The Town retained Corcoran Consulting Associates, Inc. out of Wolfeboro NH to perform the daily assessing functions and to perform any assessment updates and revaluations as required. The personnel from the company are certified property appraisers and assessors.

How are the new assessments determined?

Only open market, qualified sales in Pembroke are utilized. The appraisers analyze all verified sales that occurred in the town over a 12 month period (July 2018 through July 2019 in this instance). By analyzing these sales the appraisers develop new land, building and depreciation schedules and apply these schedules to all properties in the town. In this way the assessments will reflect 100% market value for 2019.

If I receive Veterans Tax Credits or Elderly Exemptions, will we need to re-apply?

No. These statutory credits and exemptions will remain on the record without the need for re-application. The State of New Hampshire requires each municipality to re-certify all those receiving exemptions and credits at least once every five years. The Town of Pembroke just recently re-certified all exemptions and credits in 2018.

What if I disagree with the new assessment?

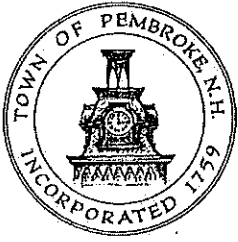
If a taxpayer wishes to question the new assessment they may call to schedule an appointment with a staff appraiser to discuss the new assessment. If any changes are justified, they will be made prior to the issuance of the fall tax bills. Bring with you to the appointment documentation to support your claim such as recent fee appraisals (no more than one year old) or purchase and sales agreements.

What if the appraisers make no adjustments and I still disagree with the new assessment?

The normal abatement and appeal process is still available to all taxpayers. This involves filing an application after receipt of the fall tax bill and before March 1, 2020, requesting that the Selectmen and appraisers reconsider the assessment. If it is found that the application has merit, an abatement of taxes will be issued. If a taxpayer is still dissatisfied after the decision of the Selectmen, they may file with the Board of Tax & Land Appeals or Superior Court, but not both, by September 1, 2020.

To view your valuation on line:

Please go to www.pembroke-nh.com. Once you are on the home page, go to "Citizen Action Center" and you will see a box named "Assessments & Maps". Town wide value lists by owner and by location are available on the website and printed at Town Hall.



TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

PRESS RELEASE

AUGUST 20, 2019

2019 PEMBROKE PROPERTY REVALUATION MONICA HURLEY, ASSESSING AGENT

Every year the Town of Pembroke Assessing Department monitors qualified sales and the real estate market in general in Pembroke. The Assessor's Office does this to make sure that current assessments are close to 100% of full, fair market value as required by the State of New Hampshire Department of Revenue Administration.

During this most recent year of qualified sales, the overall median assessment to sale ratio dropped down to 81%. That indicates sale prices in Pembroke are approximately 19% higher than the Town's assessments. We are seeing approximately a .75% per month increase in the real estate market in Pembroke. The last full revaluation in Pembroke was conducted in 2014. In 2014, the median sale price for a single-family home in Pembroke was \$200,000. By comparison, the median sale price for a single-family home today is \$259,900.

New assessments are a reflection of the real estate market in Pembroke and general corrections of data records. The proposed values will reflect approximately 100% of the full fair market value of your property. The New Hampshire Department of Revenue Administration requires that update and or full revaluation programs completed bring all values between 90% and 110% of fair market value.

Our analysis of 112 qualified sales in Pembroke from October 1, 2018 through July 31, 2019 shows the following:

2019 Median Single Family Sale Price:	\$259,900	Median Size: 1,547 s.f.
2019 Median Condominium Sale Price:	\$175,000	Median Size: 1,243 s.f.

The overall increase in valuation for the Town of Pembroke for 2019 is estimated to be at \$106,727,894. This increase does not reflect any changes to utility values at this time.

Single-family homes will see an average increase of 16%
Condominiums will see an average increase of 11%
Mobile homes will see an average increase of 10%
Commercial and industrial properties will see an average increase of 16%

An increase in assessment does not necessarily mean an increase for property tax bills. The new tax rate for 2019 will not be set by the State of New Hampshire for Pembroke until October.

Notification of new assessments will be mailed to all property tax payers on or around August 30, 2019. Taxpayers who would like to meet with an assessing staff member to review their new valuation can do so by an informal hearing (phone number and times will be posted on the notification). Hearings are by appointment only and will be conducted at Town Hall the third week of September. The meetings are limited to 15 minutes per property owned and any supportive documentations (i.e. appraisals or comparable properties) should be brought to the hearing.

The Assessing web page will have new values sored by Owner Name and by Location as well as a qualified sales list used in the analysis to bring values to full fair market value.

PEMBROKE 2019 QUALIFIED SALES

10-1-2018 TO 7-31-19

STYLE DESCRIP	MAP	LOT	UNIT	LOCATION	SF	2018 AV	2019 AV	SALE PRICE	2018 A/S	2019 A/S	SALE DATE
Ranch	868	6		809 BACHELDER RD	1279	96300	155100	185000	0.52	0.84	10/15/18
Ranch	266	128		200 BUCK ST	1012	146700	170700	165000	0.89	1.03	01/02/19
Ranch	632	12		68 SHEEP DAVIS RD	840	157200	193500	157200	1.00	1.23	10/09/18
Ranch	565	235		361 PEMBROKE ST	1144	164800	201500	185000	0.89	1.09	10/15/18
Ranch	565	109		202 PEMBROKE HILL RD	1176	177200	204800	220000	0.81	0.93	05/10/19
Ranch	563	63		203 BRICKETT HILL RD	1547	189300	236200	235000	0.81	1.01	04/12/19
Ranch	565	44		24 SHERWOOD MEADOWS	1272	190800	232300	251500	0.76	0.92	07/17/19
Ranch	868	26		731 ROUTE 28	1204	191500	221800	237000	0.81	0.94	03/04/19
Ranch	262	32		417 CROSS COUNTRY RD	1360	198200	226000	239900	0.83	0.94	10/29/18
Ranch	262	30		423 CROSS COUNTRY RD	1368	201700	234700	240000	0.84	0.98	05/16/19
Ranch	262	20		416 CROSS COUNTRY RD	1280	216200	250000	250000	0.86	1.00	10/29/18
Ranch	262	25	3	545 CROSS COUNTRY RD	1352	216600	257200	253000	0.86	1.02	07/08/19
Ranch	565	169		437 DEERPATH LANE	1196	222000	256400	259000	0.86	0.99	11/21/18
Ranch	561	60		726 ELEY LANE	1339	222300	264800	265000	0.84	1.00	07/05/19
Ranch	935	47	3	448 NO PEMBROKE RD	1560	281700	327900	365000	0.77	0.90	07/15/19
Ranch	260	34	2	536 CROSS COUNTRY RD	1877	308800	353200	325500	0.95	1.09	01/29/19
Tri-Level	262	22		422 CROSS COUNTRY RD	1056	166900	229200	225000	0.74	1.02	12/24/18
Tri-Level	266	166		181 GOOSES WAY	2057	223500	311100	315000	0.71	0.99	02/01/19
Colonial	264	39	2	301 CHURCH RD	2016	70700	360500	339900	0.21	1.06	10/09/18
Colonial	VW	70		7 PINE ST	968	167200	195000	205000	0.82	0.95	07/16/19
Colonial	565	210		214 CHAPELLE ST	1260	196900	234800	249900	0.79	0.94	11/13/18
Colonial	634	29		492 PEMBROKE ST	1678	206700	240000	265000	0.78	0.91	02/15/19
Colonial	565	81	17	406 NADINE RD	1716	225500	284000	290000	0.78	0.98	12/17/18
Colonial	935	4	1	475 NO PEMBROKE RD	1493	226300	257300	278000	0.81	0.93	01/10/19
Colonial	565	68		36 BOW LANE	1638	234700	273800	299900	0.78	0.91	06/14/19
Colonial	264	37	6	294 CROSS RD	1608	237900	273800	271000	0.88	1.01	06/03/19
Colonial	VW	130		6 COLONIAL DR	2123	242700	293900	325000	0.75	0.90	07/17/19
Colonial	563	74		461 CARRIE AVE	2867	252100	311300	305000	0.83	1.02	06/21/19
Colonial	634	43		562 PEMBROKE ST	1924	263800	256800	249900	1.06	1.03	04/05/19
Colonial	565	92	15	454 FAIRWAY DR	1956	269900	311300	375000	0.72	0.83	06/24/19
Colonial	266	7	17	37 MASON AVE	2036	293400	336800	350000	0.84	0.96	05/29/19
Colonial	264	37	11	288 BELFRY COURT	2110	315400	342800	304000	1.04	1.13	02/21/19
Colonial	256	1	15	878 WELLINGTON WAY	2319	323700	372800	407000	0.80	0.92	06/28/19

PEMBROKE 2019 QUALIFIED SALES

10-1-2018 TO 7-31-19

STYLE	DESCRIP	MAP	LOT	UNIT	LOCATION	SF	2018 AV	2019 AV	SALE PRICE	2018 A/S	2019 A/S	SALE DATE
Colonial		563	40	10	503 ASHLEY DR	2471	324200	385800	350000	0.93	1.10	10/02/18
Cape Cod		266	97		8 SKYVIEW TERRACE	1578	163400	233100	242000	0.68	0.96	04/30/19
Cape Cod		565	125		409 GIRARD AVE	1080	179700	208300	235000	0.76	0.89	06/11/19
Cape Cod		565	81	25	44 DONNA DR	1344	198400	240100	225000	0.88	1.07	12/28/18
Cape Cod		935	30		506 NO PEMBROKE RD	1428	202800	255300	279900	0.72	0.91	05/02/19
Cape Cod		258	26		626 NO PEMBROKE RD	1008	203200	231000	225000	0.90	1.03	06/28/19
Cape Cod		264	61	2	339 CHURCH RD	1169	207300	262400	261000	0.79	1.01	07/02/19
Cape Cod		565	202		221 PEMBROKE HILL RD	1716	208700	242100	279900	0.75	0.86	03/04/19
Cape Cod		565	81	21	414 NADINE RD	1566	212900	245600	270000	0.79	0.91	07/11/19
Cape Cod		561	100	3	509 ROSEDALE LANE	1456	213600	265200	268000	0.80	0.99	06/07/19
Cape Cod		565	81	10	37 DONNA DR	1356	216400	248100	275000	0.79	0.90	06/28/19
Cape Cod		565	217		383 PERLEY AVE	1936	218800	254700	227000	0.96	1.12	05/02/19
Cape Cod		939	27		452 NIXON RD	2062	221400	288300	279900	0.79	1.03	10/12/18
Cape Cod		565	81	127	428 NADINE RD	1739	222300	255300	255000	0.87	1.00	06/17/19
Cape Cod		565	81	120	422 TERRIE DR	1547	226500	261300	260000	0.87	1.01	10/09/18
Cape Cod		561	61		730 ELEY LANE	1905	250000	283500	242000	1.03	1.17	10/29/18
Cape Cod		565	81	63	418 NADINE RD	2427	258900	299400	317000	0.82	0.94	06/28/19
Cape Cod		565	81	135	454 MICOL RD	2675	272100	336000	350000	0.78	0.96	06/18/19
Cape Cod		260	34	3	542 CROSS COUNTRY RD	1985	286600	329500	320000	0.90	1.03	05/01/19
Cape Cod		937	11		758 HARDY RD	2588	332000	407400	415000	0.80	0.98	10/16/18
Cape Cod		559	1	2	745 NO PEMBROKE RD	2338	333200	385500	325000	1.03	1.19	10/29/18
Cape Cod		262	1	2	354 PEMBROKE HILL RD	2137	256100	311800	333500	0.77	0.93	07/26/19
Cape Cod		565	116		403 ELM ST	1260	191400	223500	259900	0.74	0.86	07/26/19
Bungalow		868	19		9 NO PEMBROKE RD	936	118900	146200	162000	0.73	0.90	10/29/18
Bungalow		VE	38		3 HOWARD ST	792	133600	169100	182000	0.73	0.93	06/21/19
Bungalow		VE	50		148 PEMBROKE ST	546	260300	307800	254900	1.02	1.21	12/24/18
Conventional		VE	129		185 MAIN ST	1140	129900	198900	195500	0.66	1.02	06/14/19
Conventional		868	20		11 NO PEMBROKE RD	1372	155500	194100	200000	0.78	0.97	04/29/19
Conventional		561	28		440 OLD BOROUGH RD	1245	158000	186800	221000	0.71	0.85	12/10/18
Conventional		266	89		207 DEARBORN RD	2694	238300	284500	254400	0.94	1.12	12/27/18
Modern		260	34	8	540 REBECCA WAY	3848	492200	542800	467000	1.05	1.16	12/07/18
Split Entry		VW	138		8 DONALD AVE	1092	214400	268400	267500	0.80	1.00	01/18/19
Split Entry		260	13		617 CROSS COUNTRY RD	1132	219000	248000	290000	0.76	0.86	06/07/19

PEMBROKE 2019 QUALIFIED SALES

10-1-2018 TO 7-31-19

STYLE DESCRIPT	MAP	LOT	UNIT	LOCATION	SF	2018 AV	2019 AV	SALE PRICE	2018 A/S	2019 A/S	SALE DATE
Split Entry	266	85	32	129 TINA DR	1274	220000	256200	275000	0.80	0.93	10/02/18
Split Entry	262	1	3	404 FOURTH RANGE RD	1380	260700	316900	328000	0.79	0.97	07/05/19
Family Flat	VW	215		10-12 HIGH ST	2798	209700	332200	360000	0.58	0.92	07/05/19
Family Flat	VW	111		9-15 FRONT ST	3840	232900	364800	375000	0.62	0.97	05/17/19
Family Flat	565	246		337 PEMBROKE ST	4130	276000	360100	320000	0.86	1.13	03/22/19
Family Duplex	264	40		277A&B CROSS RD	3030	311300	362200	383500	0.81	0.94	10/31/18
Family Conver.	VW	216		14 HIGH ST	1980	197100	268000	308900	0.64	0.87	04/05/19
Family Conver.	VE	8		27 BROADWAY	3166	278500	340300	348800	0.80	0.98	11/19/18
Apartments	VW	47		8-14 RENARL AVE	5015	751700	1287300	1430000	0.53	0.90	10/01/18
Mobile Home	870	32	U21	221 FRIENDSHIP AVE	800	20100	20100	15000	1.34	1.34	02/05/19
Mobile Home	266	151	3	231-3 MASS AVE	920	21200	25300	27000	0.79	0.94	11/21/18
Double Wide	870	32	U12	212 FRIENDSHIP AVE	972	38500	41900	40000	0.96	1.05	12/18/18
Condo	VW	243	201	100 MAIN ST #201	766	79200	81900	96000	0.83	0.85	06/25/19
Condo	VW	243	M03	100 MAIN ST #M03	691	80500	83400	87900	0.92	0.95	07/11/19
Condo	VW	243	312	100 MAIN ST #312	538	81600	83900	86500	0.94	0.97	03/15/19
Condo	VW	243	310	100 MAIN ST #310	537	87800	90500	87000	1.01	1.04	07/01/19
Condo	VW	243	M18	100 MAIN ST #M18	870	117500	120500	104600	1.12	1.15	04/01/19
Condo	565	1	5S	5 SAVAGE COURT	1112	137100	153000	165000	0.83	0.93	05/17/19
Condo	565	1	19SB	19 SO BROWNING CT	1104	137700	158200	175000	0.79	0.90	11/19/18
Condo	565	1	9S	9 SAVAGE COURT	1200	138800	155000	173000	0.80	0.90	05/17/19
Condo	565	1	7S	7 SAVAGE COURT	1243	140600	157200	183000	0.77	0.86	12/07/18
Condo	565	1	10S	10 SAVAGE COURT	1363	141600	158400	175900	0.81	0.90	07/19/19
Condo	565	1	1S	1 SAVAGE COURT	1200	141700	158100	175000	0.81	0.90	06/03/19
Condo	565	1	6SB	6 SO BROWNING CT	1200	143600	160100	162500	0.88	0.99	01/02/19
Condo	565	1	6S	6 SAVAGE COURT	1243	143600	160400	153500	0.94	1.04	03/15/19
Condo	266	85	44A	159A TINA DR	1100	151100	198100	199900	0.76	0.99	10/01/18
Condo	565	1	16W	16 WINCHESTER CT	1363	151600	169200	159900	0.95	1.06	04/22/19
Condo	565	1	4SB	4 SO BROWNING CT	1363	152400	170000	170000	0.90	1.00	05/14/19
Condo	VE	179	6U	6 MILL FALLS	1440	165400	216800	219900	0.75	0.99	12/31/18
Condo	266	58	10-38	214C CARDIGAN DR	1551	196200	215000	208300	0.94	1.03	04/02/19
Condo	266	58	10-43	212B CARDIGAN DR	1551	203900	222900	175000	1.17	1.27	06/24/19
Condo	266	58	10-40	214A CARDIGAN DR	1732	216200	237000	237500	0.91	1.00	12/03/18
Condo	266	58	7-5	222A BELKNAP DR	1732	218600	239400	238000	0.92	1.01	01/04/19

PEMBROKE 2019 QUALIFIED SALES

10-1-2018 TO 7-31-19

STYLE DESCRIP	MAP	LOT	UNIT	LOCATION	SF	2018 AV	2019 AV	SALE PRICE	2018 A/S	2019 A/S	SALE DATE
Condo	266	58	7-1	220A BELKNAP DR	1732	218600	239400	250000	0.87	0.96	10/15/18
Condo	266	58	11-68	230D LIBERTY DR	1732	223100	244400	257900	0.87	0.95	03/18/19
Antique	VE	70		180 MAIN ST	2156	240200	270400	260000	0.92	1.04	06/24/19
Antique	565	231		379 PEMBROKE ST	2490	242100	263000	249900	0.97	1.05	04/24/19
Antique	266	57		206 DEARBORN RD	2680	247600	277600	215000	1.15	1.29	06/03/19
Antique	VE	68		188 MAIN ST	1330	171500	207000	214000	0.80	0.97	07/22/19
Antique	941	40		404 BUCK ST	3417	334500	374900	374900	0.89	1.00	07/26/19
New Englander	VE	115		98 GLASS ST	1566	135800	204700	207000	0.66	0.99	12/07/18
New Englander	VW	106		41 FRONT ST	1184	159400	188400	220000	0.72	0.86	06/03/19
New Englander	VE	118		104 GLASS ST	1803	207000	235800	220000	0.94	1.07	06/21/19
New Englander	VE	103		9 MILLARD ST	1584	143200	212400	221000	0.65	0.96	07/19/19
Office/Warehs	632	18	4	716-718 RIVERWOOD DR	14528	892100	1015500	1010000	0.88	1.01	06/14/19
Vacant Land	559	12	2	798 SILVER HILLS DR		91300	114800	115000	0.79	1.00	12/21/18
									0.83	0.99	AVERAGE
									0.81	0.98	MEDIAN

PEMBROKE QUALIFIED SALES BY STYLE

10/1/2018 TO 7/31/2019

STYLE DESCRIP	MAP	LOT	UNIT	LOCATION	SF	2018 AV	2019 AV	SALE PRICE	2018 A/S	2019 A/S	SALE DATE
Ranch	868	6		809 BACHELDER RD	1279	96300	155100	185000	0.52	0.84	10/15/18
Ranch	266	128		200 BUCK ST	1012	146700	170700	165000	0.89	1.03	01/02/19
Ranch	632	12		68 SHEEP DAVIS RD	840	157200	193500	157200	1.00	1.23	10/09/18
Ranch	565	235		361 PEMBROKE ST	1144	164800	201500	185000	0.89	1.09	10/15/18
Ranch	565	109		202 PEMBROKE HILL RD	1176	177200	204800	220000	0.81	0.93	05/10/19
Ranch	563	63		203 BRICKETT HILL RD	1547	189300	236200	235000	0.81	1.01	04/12/19
Ranch	565	44		24 SHERWOOD MEADOWS	1272	190800	232300	251500	0.76	0.92	07/17/19
Ranch	868	26		731 ROUTE 28	1204	191500	221800	237000	0.81	0.94	03/04/19
Ranch	262	32		417 CROSS COUNTRY RD	1360	198200	226000	239900	0.83	0.94	10/29/18
Ranch	262	30		423 CROSS COUNTRY RD	1368	201700	234700	240000	0.84	0.98	05/16/19
Ranch	262	20		416 CROSS COUNTRY RD	1280	216200	250000	250000	0.86	1.00	10/29/18
Ranch	262	25	3	545 CROSS COUNTRY RD	1352	216600	257200	253000	0.86	1.02	07/08/19
Ranch	565	169		437 DEERPATH LANE	1196	222000	256400	259000	0.86	0.99	11/21/18
Ranch	561	60		726 ELEY LANE	1339	222300	264800	265000	0.84	1.00	07/05/19
Ranch	935	47	3	448 NO PEMBROKE RD	1560	281700	327900	365000	0.77	0.90	07/15/19
Ranch	260	34	2	536 CROSS COUNTRY RD	1877	308800	353200	325500	0.95	1.09	01/29/19
RANCH					1280			\$239,950	0.84	0.99	
Tri-Level	262	22		422 CROSS COUNTRY RD	1056	166900	229200	225000	0.74	1.02	12/24/18
Tri-Level	266	166		181 GOOSSES WAY	2057	223500	311100	315000	0.71	0.99	02/01/19
TRI-LEVEL					1557			\$270,000	0.73	1.00	
Colonial	264	39	2	301 CHURCH RD	2016	70700	360500	339900	0.21	1.06	10/09/18
Colonial	VW	70		7 PINE ST	968	167200	195000	205000	0.82	0.95	07/16/19
Colonial	565	210		214 CHAPELLE ST	1260	196900	234800	249900	0.79	0.94	11/13/18
Colonial	634	29		492 PEMBROKE ST	1678	206700	240000	265000	0.78	0.91	02/15/19
Colonial	565	81	17	406 NADINE RD	1716	225500	284000	290000	0.78	0.98	12/17/18
Colonial	935	4	1	475 NO PEMBROKE RD	1493	226300	257300	278000	0.81	0.93	01/10/19
Colonial	565	68		36 BOW LANE	1638	234700	273800	299900	0.78	0.91	06/14/19
Colonial	264	37	6	294 CROSS RD	1608	237900	273800	271000	0.88	1.01	06/03/19
Colonial	VW	130		6 COLONIAL DR	2123	242700	293900	325000	0.75	0.90	07/17/19

PEMBROKE QUALIFIED SALES BY STYLE

10/1/2018 TO 7/31/2019

STYLE DESCRIP	MAP	LOT	UNIT	LOCATION	SF	2018 AV	2019 AV	SALE PRICE	2018 A/S	2019 A/S	SALE DATE
Colonial	563	74		461 CARRIE AVE	2867	252100	311300	305000	0.83	1.02	06/21/19
Colonial	634	43		562 PEMBROKE ST	1924	263800	256800	249900	1.06	1.03	04/05/19
Colonial	565	92	15	454 FAIRWAY DR	1956	269900	311300	375000	0.72	0.83	06/24/19
Colonial	266	7	17	37 MASON AVE	2036	293400	336800	350000	0.84	0.96	05/29/19
Colonial	264	37	11	288 BELFRY COURT	2110	315400	342800	304000	1.04	1.13	02/21/19
Colonial	256	1	15	878 WELLINGTON WAY	2319	323700	372800	407000	0.80	0.92	06/28/19
Colonial	563	40	10	503 ASHLEY DR	2471	324200	385800	350000	0.93	1.10	10/02/18
COLONIAL					1940			\$301,950	0.80	0.96	
Cape Cod	266	97		8 SKYVIEW TERRACE	1578	163400	233100	242000	0.68	0.96	04/30/19
Cape Cod	565	125		409 GIRARD AVE	1080	179700	208300	235000	0.76	0.89	06/11/19
Cape Cod	565	81	25	44 DONNA DR	1344	198400	240100	225000	0.88	1.07	12/28/18
Cape Cod	935	30		506 NO PEMBROKE RD	1428	202800	255300	279900	0.72	0.91	05/02/19
Cape Cod	258	26		626 NO PEMBROKE RD	1008	203200	231000	225000	0.90	1.03	06/28/19
Cape Cod	264	61	2	339 CHURCH RD	1169	207300	262400	261000	0.79	1.01	07/02/19
Cape Cod	565	202		221 PEMBROKE HILL RD	1716	208700	242100	279900	0.75	0.86	03/04/19
Cape Cod	565	81	21	414 NADINE RD	1566	212900	245600	270000	0.79	0.91	07/11/19
Cape Cod	561	100	3	509 ROSEDALE LANE	1456	213600	265200	268000	0.80	0.99	06/07/19
Cape Cod	565	81	10	37 DONNA DR	1356	216400	248100	275000	0.79	0.90	06/28/19
Cape Cod	565	217		383 PERLEY AVE	1936	218800	254700	227000	0.96	1.12	05/02/19
Cape Cod	939	27		452 NIXON RD	2062	221400	288300	279900	0.79	1.03	10/12/18
Cape Cod	565	81	127	428 NADINE RD	1739	222300	255300	255000	0.87	1.00	06/17/19
Cape Cod	565	81	120	422 TERRIE DR	1547	226500	261300	260000	0.87	1.01	10/09/18
Cape Cod	561	61		730 ELEY LANE	1905	250000	283500	242000	1.03	1.17	10/29/18
Cape Cod	565	81	63	418 NADINE RD	2427	258900	299400	317000	0.82	0.94	06/28/19
Cape Cod	565	81	135	454 MICOL RD	2675	272100	336000	350000	0.78	0.96	06/18/19
Cape Cod	260	34	3	542 CROSS COUNTRY RD	1985	286600	329500	320000	0.90	1.03	05/01/19
Cape Cod	937	11		758 HARDY RD	2588	332000	407400	415000	0.80	0.98	10/16/18
Cape Cod	559	1	2	745 NO PEMBROKE RD	2338	333200	385500	325000	1.03	1.19	10/29/18
Cape Cod	262	1	2	354 PEMBROKE HILL RD	2137	256100	311800	333500	0.77	0.93	07/26/19
Cape Cod	565	116		403 ELM ST	1260	191400	223500	259900	0.74	0.86	07/26/19
CAPE COD					1647			\$269,000	0.80	0.99	

10/1/2018 TO 7/31/2019

[illegible]

[illegible]

PEMBROKE QUALIFIED SALES BY STYLE
10/1/2018 TO 7/31/2019

STYLE DESCRIP	MAP	LOT	UNIT	LOCATION	SF	2018 AV	2019 AV	SALE PRICE	2018 A/S	2019 A/S	SALE DATE
Antique	VE	70		180 MAIN ST	2156	240200	270400	260000	0.92	1.04	06/24/19
Antique	565	231		379 PEMBROKE ST	2490	242100	263000	249900	0.97	1.05	04/24/19
Antique	266	57		206 DEARBORN RD	2680	247600	277600	215000	1.15	1.29	06/03/19
Antique	VE	68		188 MAIN ST	1330	171500	207000	214000	0.80	0.97	07/22/19
Antique	941	40		404 BUCK ST	3417	334500	374900	374900	0.89	1.00	07/26/19
ANTIQUE					2490			\$249,900	0.92	1.04	
New Englander	VE	115		98 GLASS ST	1566	135800	204700	207000	0.66	0.99	12/07/18
New Englander	VW	106		41 FRONT ST	1184	159400	188400	220000	0.72	0.86	06/03/19
New Englander	VE	118		104 GLASS ST	1803	207000	235800	220000	0.94	1.07	06/21/19
New Englander	VE	103		9 MILLARD ST	1584	143200	212400	221000	0.65	0.96	07/19/19
NEW ENGLANDER					1575			\$220,000	0.69	0.97	

Rokeh Consulting, LLC

July 11, 2019

Town of Pembroke
Board of Selectmen
311 Pembroke Street
Pembroke, NH 03275

Re: *Robinson Road and Fourth Range Road Improvements*

Dear Members of the Board,

On behalf of San Ken Homes, Inc., we are requesting that the board of Selectmen continue the currently scheduled hearing next week on July 15th for the project to the August 19th hearing date. Our legal council, John Cronin from Cronin, Bission & Zalinsky, PC has requested time to review all prior correspondence and submitted material. We apologize for any inconvenience this may cause.

Sincerely,



Jon Rokeh, PE

cc. John Cronin
Sandra Lehtonen
Kenny Lehtonen
Carolyn Cronin – Town Planner

David Jodoin

From: Carolyn Cronin <ccronin@pembroke-nh.com>
Sent: Friday, July 12, 2019 10:49 AM
To: David Jodoin
Subject: dead ends in subdivision regs

- Cul-de-sacs not to exceed 600 ft. 205-41.E.(8).
- No restriction on length of Temporary Dead-End Streets. 205-41.E.(9).
- The Planning Board may limit the length of Temporary Dead-End Streets. 205-41.D.(1).

Carolyn Cronin
Town Planner
Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275
(603) 485-4747 x210

David Jodoin

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Carolyn Cronin
Town Planner
Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275
(603) 485-4747 x210

Town of Pembroke

In deciding whether or not to grant a Petition to Lay Out a road, the Selectmen must decide whether there is "occasion" to make the road public. This requires that the Board members "balance the public need for the roads against the burden the roads would impose on the town."

Factors for consideration by the Selectmen when deciding whether there is *occasion* to lay out 4th Range Road and Flag Robinson Road as Class V public highways (these factors taken from NH Supreme Court decisions) are:

1. If these roads are laid out as Class V roads, how well would they integrate with the towns existing road system?
2. Would laying out these roads as Class V ease the town's existing traffic flow?
3. Would taking that action result in improvement to the convenience of traffic?
4. Would laying out these roads as Class V facilitate the transportation of school children?
5. Would laying out these roads improve accessibility to the town's business district and employment centers?
6. Would laying out these roads result in improved accessibility for fire, emergency and police services?
7. Would laying out these roads as Class V benefit a significant portion of the town's tax base or year-round residents, or just a small fraction?
8. What is the anticipated frequency of the use of these roads if laid out as Class V?
9. Will laying out these two roadways as Class V roads cause the town to incur ongoing yearly costs for such responsibilities as snow plowing, salting, painting, mowing, re-paving and annual cleaning of drainage systems?

357 Pembroke Hill Rd
Pembroke, NH 03275

July 8, 2019

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Planning Board
Board of Selectmen
Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275

Planning Board and Selectmen:

This is to advise you of my intention to engage the Town of Pembroke in a lawsuit to estop any approval by the Planning Board of the current subdivision plan submitted by San Ken Homes, Inc. (Plan Application #18-09 for Tax Map 262, Lots 43 & 45) at 373 Fourth Range Road. The suit will be based upon failure by the Town to administer and enforce its subdivision code. The subdivision plan, as currently presented, does not comply with Chapter 205 of the Town of Pembroke Code. I have previously pointed out the specific deficiencies in letters to the Planning Board and the Board of Selectmen, dated January 18, April 8, April 11, April 18, and April 29, 2019, and in oral testimony at various public hearings. To date, the Planning Board has not advised the developer that correction of the deficiencies is required prior to approval of the subdivision. The deadline for a Board decision on the application is scheduled for later this month. I am advising you of my intent in the hope that the Planning Board will finally address these deficiencies before the deadline and avoid the cost of a lawsuit. The specifics of my legal case are summarized below.

The developer is proposing to upgrade Fourth Range and Robinson Roads to Class V status, and improve their intersection with Pembroke Hill Road, in order to provide access to the subdivision as required by Section 205-39 of the Town subdivision code. The street design standards specified in Article VI (Paragraphs 205-39 – 205-43) of the Town code are applicable to the improvement of these roadways. Paragraph 205-39C, in particular, states that *“Wherever an existing public street is substandard with regard to the standards established within this Article, said street shall be improved in all respects, ...so that it will conform to the standards set forth for public streets in this chapter.”* [Emphasis added].

The applicable stormwater drainage standards and requirements are specified in Article VII (Paragraphs 205-44 – 205-48). The required improvements to Fourth Range and Robinson Roads, and their intersection with Pembroke Hill Road, include a stormwater drainage system sufficiently sized to pass runoff from the 10-year frequency (10 percent annual chance) storm rainfall event (Paragraph 205-44C(5)). Paragraph 205-44C(3) states: *“Accommodation of upstream drainage areas. A culvert or other drainage facility shall, in each case, be large*

enough to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the development, assuming conditions of maximum potential watershed development permitted by the Zoning Ordinance.” [Emphasis added]

The existing culvert, at the intersection of Pembroke Hill, Fourth Range, and Robinson Roads, carries stormwater from the northwest section of the developer’s property, under Robinson Road, then under Fourth Range Road, and then under my property to enter into an intermittent tributary to Hartford Brook. The culvert is 8 inches in diameter and over 400 feet in length. The culvert runs full every spring and at other times during heavy rains. The culvert has overtopped and failed at least once since I have lived here; severely eroding Fourth Range Road and requiring the Town to excavate and repair it. Town Public Works records should confirm this. The culvert is undersized now, and any development in the upstream watershed (including future development beyond the current subdivision) will only increase the frequency of its failure, overtopping of the roadways, and potential flooding of my property.

The developer’s initial subdivision plan showed that this culvert would be replaced by a 15-inch culvert, but for only 110 feet of its initial length. This would not be compliant with the Town’s subdivision code for two reasons. First, the entire length would not be upgraded. Second, the diameter of the culvert was too small to pass the 10-year design discharge (28.7 cubic feet per second) calculated in the developer’s stormwater-runoff analysis. These deficiencies have repeatedly been pointed out to the Planning Board in correspondence and testimony, as discussed above. I have also contended, in my letters of April 18 and April 29, 2019, that these deficiencies constituted sufficient cause for the Planning Board to reject the developer’s subdivision plan as incomplete. In my letter of April 29, 2019, I requested the Board to reconsider its April 23 finding of plan completeness. No action was taken by the Board on my request.

At the meeting of the Planning Board of June 25, 2019, I was made aware of yet a third revision of the developer’s intersection plan that was submitted by hand to the Town on June 18. This plan withdraws the earlier proposal for a 15-inch culvert and reverts to the 8-inch culvert currently in place. This is a step backward in fulfillment of the requirements of the Town subdivision code. At the June 25 meeting, the developer’s representative stated that, by installing curbing and a catch basin on a small section of Robinson Road, any increase in flow from the subdivision would be diverted to another drainage system. While this may be true, it in no way fulfills the requirement of the Town subdivision code to upgrade the existing culvert “*to accommodate potential runoff from its entire upstream drainage area, whether inside or outside the development, assuming conditions of maximum potential watershed development permitted by the Zoning Ordinance.*”

In conclusion, since I first raised the deficiencies of the subdivision plan relative to the culvert at this intersection on January 18, the Planning Board has repeatedly allowed the developer to circumvent submission of a plan that meets the requirements of the Town’s subdivision code. In letters from the Town Planner of April 16 and April 23, 2019, I was advised that this issue was not relevant to completeness of the plan and that the issue would be resolved through the review and hearing process. To date, the issue has not been resolved, and in fact, the latest plan submission suggests that the issue will simply not be addressed at all. The June 18 plan states that the existing culvert inlet will remain.

The Planning Board has the authority and the responsibility to reject the subdivision plan for noncompliance with the Town's subdivision code. I am requesting that the Board do so at its next meeting where the subdivision will be taken up and I am requesting that this letter be included as part of my testimony for the continued public hearing at that meeting. This is my last attempt to resolve this issue through the public hearing and review process. I hope that instead of continuing to skirt the issue, the Planning Board will take direct action to inform the developer that his plan must be revised to incorporate an intersection drainage system that meets the Town's subdivision code before any approval would be considered.

This letter should not be construed as my intention to pursue judicial review of only the matter discussed herein.

Sincerely,

Brian R. Mrazik

JAMES L. GARVIN
FARRINGTON HOUSE

30 South Main Street · Building 1, Suite 201 · Concord, New Hampshire, 03301
james@jamesgarvin.net jlgarvin@mail.plymouth.edu <http://www.james-garvin.com>

10 July 2019

Ms. Tina Courtemanche, Chair
Pembroke Board of Selectmen
311 Pembroke Street
Pembroke, New Hampshire, 03275

Re : Proposal to reclassify Class VI roads

Dear Members of the Board of Selectmen:

In reviewing the deliberations of the Pembroke Planning Board regarding Major Subdivision Plan Application No. 18-09, I see that the board has focused on a range of technical issues but has not confronted the more basic fact that the proposal to reclassify Class VI roads to Class V roads runs counter to the Pembroke Master Plan.

The Historic and Cultural Resources chapter of the current master plan, which was adopted by the Planning Board on June 8, 2004, directs the town to

- Preserve existing range roads as Class VI roads or as Class B trails, or upgrade only if necessary while preserving the historical integrity of the roadway.
- Protect and preserve stone walls along range roads and encourage landowners to consider retaining or rebuilding stone walls during alteration or development.
- Cooperate with other municipalities in seeking legislation to authorize the adoption of comprehensive policies for managing Class VI roads.

This chapter includes discussions of why Pembroke's range road system is historically significant and why range roads that are Class VI roads should be protected as such. It also includes a statement on the cultural and aesthetic importance of stone walls and their significance as physical representations of the town's original roadway and lot plan.

The 2019 draft of the "Community Heritage and Sense of Place" chapter of the Master Plan, which is now close to completion with the assistance of the Central New Hampshire Regional Planning Commission, retains the same directives.

I have participated in the research and drafting the relevant chapters of both the 2004 plan and the 2019 draft plan. The references cited above are based upon the town's repeated survey responses that emphasize

- The importance of historic character and cultural heritage to the overall quality of life of Pembroke;
- The town's desire to maintain rural aspects of Pembroke to preserve the quality of life and community character; and
- The town's expressed wish to focus new development near existing development in order to retain the existing rural character of presently undeveloped areas of town.

Garvin to Pembroke Board of Selectmen, 10 July 2019, page 2.

These priorities derive from town-wide surveys of residents that have been conducted on behalf of the town by the Central New Hampshire Regional Planning Commission. The master plan endeavors to reflect the values and wishes of residents of Pembroke.

Aspects of the Master Plan also derive from planning sessions and funding that were provided by the I-93 Community Technical Assistance Program (CTAP), administered by the New Hampshire Department of Transportation. NHDOT was required to provide this service to the Town of Pembroke to assist the town in anticipating and managing pressures for population growth and development that were/are expected to result from the widening of I-93.

Given the amount of research, analysis, and consulting time that has been invested in developing the 2004 and 2019 Master Plans over the past fifteen years, it is incumbent upon the town to adhere to the principle that Pembroke's Class VI range roads should be preserved as such or designated as trails for public benefit.

Sincerely,

James L. Garvin
470 North Pembroke Road

Town of Pembroke

In deciding whether or not to grant a Petition to Lay Out a road, the Selectmen must decide whether there is "occasion" to make the road public. This requires that the Board members "balance the public need for the roads against the burden the roads would impose on the town."

Factors for consideration by the Selectmen when deciding whether there is *occasion* to lay out 4th Range Road and Flag Robinson Road as Class V public highways (these factors taken from NH Supreme Court decisions) are:

1. If these roads are laid out as Class V roads, how well would they integrate with the towns existing road system?
2. Would laying out these roads as Class V ease the town's existing traffic flow?
3. Would taking that action result in improvement to the convenience of traffic?
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7. Would laying out these roads as Class V benefit a significant portion of the town's tax base or year-round residents, or just a small fraction?
8. What is the anticipated frequency of the use of these roads if laid out as Class V?
9. Will laying out these two roadways as Class V roads cause the town to incur ongoing yearly costs for such responsibilities as snow plowing, salting, painting, mowing, re-paving and annual cleaning of drainage systems?

357 Pembroke Hill Rd
Pembroke, NH 03275

August 6, 2019

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Planning Board
Board of Selectmen
Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275

Planning Board and Selectmen:

Reference is made to my letter of July 8, 2019 and previous correspondence and testimony regarding the subdivision plan submitted by San Ken Homes, Inc. (Plan Application #18-09 for Tax Map 262, Lots 43 & 45) at 373 Fourth Range Road. Two days subsequent to my July 8 letter, the Town received two letters from Rokeh Consulting, LLC, on behalf of San Ken Homes, Inc., requesting the Board of Selectmen and Planning Board to extend public hearings originally scheduled in July to August 19 and August 27, 2019. I believe that these requests were in response to the deficiencies I have previously brought to your attention regarding the stormwater analysis for the proposed drainage system at the intersection of Pembroke Hill, Fourth Range and Robinson Roads. These extensions, granted by the Town, have provided the developer with over 5 weeks to revise his stormwater drainage plan for this intersection.

As you are aware, the developer has a track record of submitting plan revisions to the Town just prior to Board meetings and public hearings, providing little time for impacted parties to assess the changes and submit relevant testimony. In order to ensure that due process is retained on the review and approval of this subdivision, I am requesting that the Board of Selectmen and Planning Board provide a minimum of 30 days for review prior to the closure of public hearings and any action by the Boards to approve the subdivision plan and/or the reclassification of Fourth Range or Robinson Roads. I am also requesting that the 30-day review period begin when the Town makes available copies of any new or revised plan submissions, to the Town or its representatives (e.g. KV Partners, LLC.), by Rokeh Consulting or San Ken Homes,.

This letter is part of my testimony for the continued public hearings where the subdivision plan and/or the reclassification of Fourth Range or Robinson Roads will be taken up.

Sincerely,

Brian R. Mrazik

August 14, 2019

Dear Members of the Board of Selectmen,

I am writing to express my deep concern regarding the proposed reclassification of two Class VI Roads, Fourth Range and Flagg/Robinson, to Class V in order to allow for the subdivision application submitted by San-Ken Homes to be approved.

I believe we should not open Range Roads but continue to preserve them for the purpose of maintaining our rural character, and reduce potential development sprawl which will fragment our Town and open the door to further developments in environmentally sensitive areas. I realize our population is growing and we can't shut the door to new homes. However, we have this Range Road system which has prohibited developers from building in this rural part of Pembroke. We have been directed by our citizens to continue to preserve these roads so that we can enjoy our rural town and its natural resources. Our Master Plans have been our guiding tool and have given our governing bodies the ability to deny applications which go against the objectives stated for Pembroke.

I have served on the Conservation Commission since 2003 and have been the Chairperson since 2008. I was on the 2004 Master Plan Natural Resource Committee. I have also served on the Open Space Committee in 2009 and 2010. Presently, I am on the Master Plan Steering Committee, the Natural Resource Committee, and the Transportation Committee. My love of conservation has been a driving force in my life. My husband and I bought our first parcel of land along the Range Roads in 1979. We have continued to purchase land along the Range Roads with the intent to protect them. In 2018 we donated a 32 acre parcel on Academy Road to the Town through the Conservation Commission. As a member of the Conservation Commission I have worked to purchase more land for Conservation. I spearheaded the Hillman acquisition and was awarded 50% matching federal funds through the Farm and Ranch Protection Program (FRPP) to reduce our purchase costs. The PCC continues to seek priority parcels at affordable rates to help carry out our mission to preserve and protect important lands and natural resources. Presently, there are 714 acres of land in conservation in our Town. That figure has doubled since I joined the PCC. The LUCT funds have been the source of funding. Presently, we have approximately \$40,000 in our account to continue to permanently protect land in our Town through purchase. We rarely have land donated and we don't have any Land Trusts raising money to help these conservation efforts in Pembroke. In order to continue with our mission, we need both regulatory and non-regulatory strategies as well as policies and incentives to protect our most environmentally sensitive areas. It is vital that we prioritize resource protection.

Pembroke has 16 miles of Range Roads and the restrictions on these roadways along with Current Use have greatly contributed to our Town's open space. Protection of our Class VI Roads have been a high priority in all of our Master Plans. Presently, the protection of the Range Roads is echoed in several chapters of our latest Master Plan, the Historic and Cultural Resources Chapter, the Natural Resource Chapter and the Transportation Chapter. Pembroke is not a place with numerous recreational opportunities which many other communities possess, but what Pembroke has is the Range Roads. They provide a wide variety of recreational opportunities, such as hunting, biking, horseback riding, snowmobiling and off roading to name a few. This is unique to only a few towns and our citizens continue to support keeping these roads as is. Pembroke's 2010 Open Space Plan created a green infrastructure encompassing our Range Roads.

In 2016, the PCC paid to have a Natural Resource Inventory (NRI) to help identify our Natural Resources and their locations and identify priority objectives to help us with our mission, to preserve and protect our resources. The NRI acted as a framework for the Natural Resource Chapter adopted by the Planning Board in 2017.

The applicable objectives and findings are as follows:

*The Planning Board and Conservation Commission must continue to work closely together by channeling future development away from the town's most important natural areas and towards areas of medium to high density.

*Open Space acts as watersheds that catch, store and purify surface and groundwater which is important to the Town's water supply. It also provides critical wildlife habitat, sources of recreational activities and sustains the Town's rural character and quality of life.

*Sprawl effects Natural Resources by fragmentation of landscape, loss of traditional agricultural land and forests and increases local property taxes.

* Discourage growth in environmentally sensitive areas by exploring innovative land use controls to maintain open space.

Presently, CNHRPC was hired by the town to help us update our Master Plan and determine the goals and objectives to help Pembroke move into the future. I served on the Master Plan Steering Committee and we created a survey to help us identify what are the important issues to consider. CNHRPC also hosted visioning sessions to involve more of the community. The results of this survey and the visioning sessions provided the framework for our new Master Plan.

*76% of respondents rated the small town/rural atmosphere as important and 19% as somewhat important.

*76% rated the preservation of the Range Roads as important or somewhat important. The survey further showed that future development should be limited in remote areas on Class VI Roads.

* Access to recreational trails was overwhelmingly identified as a priority.

The draft of the 2019 Natural Resource Chapter outlines the following objectives:

* investigate feasibility of traffic restrictions on Class VI roads to ensure they are preserved in suitable condition for use by a broad use of agriculture, forest and recreational activities.

*conduct a feasibility study of conversion of Class VI network to Class A in accordance with RSA 231-A in the most scenic and unique environment in order to limit uses which will minimize environmental disturbances.

Furthermore, the Natural Resource Chapter states that the forests serve to protect water supplies and surface waters, protect wildlife habitat and provide recreational opportunities and contribute to rural character. Protecting Open Space maintains rural character as it preserves land as well as maintains natural features and wildlife habitat.

The recently adopted 2019 Transportation Chapter states that the purpose of RSA 674:41, the development of Class VI roadways, is to prevent scattered and premature development. It adds that the Range Roads are a valued recreational and historic asset. Upgrades may be considered permanent loss of a recreational resource, open space and town character.

In closing, I implore you to follow the direction and the objectives set forth repeatedly in our Master Plan. There is no public benefit to reclassifying Fourth Range Road and Flagg/ Robinson Road. The outcome will solely benefit the developer. Any reclassification is in direct opposition to our Master Plan. The precedent will be set to allow any developer to come to Pembroke and purchase backland for the purpose of making money. Once the genie is out of the bottle, we will not be able to undo this major decision. The citizens of Pembroke have spoken against this development and the reclassification of the roads at every meeting of the Planning Board, and the BOS.

In closing, the 2017 Natural Resource Chapter states ...farmlands, forested backland, and diverse waterways provide necessary balance to the well-being of the citizens. Clear running streams, green fields, remote beaver marshes and meandering floodplains make up the green infrastructure that promises to be of essential value in the future.

Sincerely,

Ammy Heiser
604 Buck Street

FOUGERE PLANNING & DEVELOPMENT Inc.

Mark J. Fougere, AICP

253 Jennison Road Milford, New Hampshire 03055

phone: 603-315-1288 fax: 603-249-9314

email: Fougereplanning@comcast.net

Pembroke Range Roads

Forth Range Road & Pembroke Hill Road (Robinson)

August 12, 2019

INTRODUCTION:

San-Ken Homes, Inc. is proposing the upgrading of two existing Rangeways (Class VI Roads) in the Town of Pembroke, New Hampshire to Class V standards. These upgraded roadways will provide access to 47 new single family homes and will require minimal yearly expense to the Town to maintain. San Ken is not requesting any contributions from the Town of Pembroke or the abutters to offset the anticipated road construction costs. If the goals of the Master Plan, as stated herein were implemented absent this development, the cost of road construction and maintenance would be absorbed by the taxpayers.

Town Highway Budget

The 2019 Highway and Street's budget is \$1,215,406 covering the expense to maintain the Town's 84 miles of roads^a. This translates into a yearly town cost of \$14,445 per mile to maintain the town's road system. In addition, the town received Highway Block Grant monies in 2018 that totaled \$167,828, which will be increasing in future years according to the Public Works Director. This road Aid equates to approximately \$1,998 per mile (.378/foot). Highway Block Grant funding is provided by the state dependent upon the number of miles of maintained road existing in the community. As new roads are added to the network, the Grant funding increases.

^a Public Works Director.

Public Benefit/Occasion:

- Fourth Range Road (between Pembroke Hill Road and Church Road) was an actively used roadway and maintained by the Town (Class V roadway) up until the 1978 Town Meeting, which voted to close the road subject to "gates and bars".
- A sound planning principle is to provide multiple travel options to the general public, thereby dispersing impacts over a number of roadways. A key recommendation in the Town's Master Plan^b states "To provide a highway and street system that allows for the safe and efficient movement of people and goods throughout Pembroke". In addition, it recommends the completion of a parallel road to US Route upgrading 3rd Range Road. Since most of 3rd Range Road, 73.8%, is currently Class VI and includes portions that are very steep or within wetland areas, completing this road would be extremely challenging. The upgrading of Fourth Range Road will further increase the likelihood of providing a parallel road to Route 3 in the near future. In addition, the Master Plan notes that in order "To address safety and development concerns on Class VI roads on a priority basis, the Town should "Protect rights of public and private property owners to use roads and access property along them."
- At this time, Fourth Range Road is 75.8% open and maintained by the Town (Class V section is 11,972 feet long and the total road length is 15,780 feet). The upgrade of an additional 1,800 feet of Fourth Range Road will increase the percentage of public Class V roadway to 87.2%, leaving approximately 2,174 feet as Class VI connecting to Church Road. This upgrade is consistent with the Master Plan to create a parallel road to Route 3, which is a heavily traveled roadway. Once complete, Fourth Range Road will provide a vital roadway link system for Pembroke, enhancing emergency service options and relieving traffic flow in other areas of the community.
- The Roads Committee^c supports the opening up of 4th Range Road due to better egress and safety issues.
- The proposed upgrade to Fourth Range Road and Pembroke Hill Road will further integrate existing town roads into the local road system. These old highways have been in existence since the 1700's and provide access to property throughout the Town. The upgrading of these roads will assist in completing a road network which has been in existence for generations and is clearly in the public interest. From a planning and traffic perspective, it is unquestioned that the ultimate connection of Fourth Range Road to Church Road will integrate the town's existing road system, reconnecting a portion of road that

^b Transportation Chapter.

^c Oct. 11, 2017 TRC meeting minutes.

was once a Class V town maintained road. Webster's defines integrate as follows: "to make whole or complete by adding or bringing together parts & to put or bring (parts) together into a whole or complete by adding or bringing together parts". It is clear that ultimately sewing these roads together will "make whole and bring together parts" of the town's roadway system. In addition, the upgrading of Pembroke Hill Road to Fifth Range Road will further complete an existing planned road network of connecting to Cross Country Road to the north.

- Fourth Range Road and Pembroke Hill Road are currently used as a primary access to existing homes in the area. In addition, Forth Range Road and Pembroke Hill Road aligns and corresponds with streets shown on the official map.
- The 2017 Master Plan survey showed a majority of residents supportive of upgrading (Town) Third or Fourth Range Road. The proposed upgrade to the Class VI roads will be undertaken with no cost to the Town.

Conclusion:

Based upon my review of the facts, it is my professional opinion that the occasion analysis exists to upgrading Fourth Range Road and Pembroke Hill Road from a Class VI to a Class V roadway. The deminimis cost impact to the town is outweighed by the public benefit that will be received by the general public as a result of these roads being opened for full use of travel.

Mark J. Fougere, AICP

RECEIVED
AUG 13 2019
TOWN OF
PEMBROKE, NH

August 12, 2019

Town of Pembroke
311 Pembroke St
Pembroke, NH 03275

SERVICE ADDRESS:
Glass & Church St intersection
WR # 3314301

Dear Board of Selectmen:

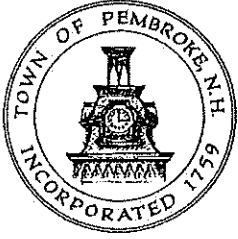
We have been notified by David Jodoin, that the town authorizes the installation of an arm on pole 44/5 at the corner of Glass Street and Church Street so that their contractor can install a street light. The name and address shown above will be used for billing purposes.

If you have any questions about this matter please contact our office immediately at 1-800-362-7764. Our representatives are available 7:00am – 4:30pm Monday through Friday.

The service charges and rates under which you will be billed are available upon request.

Sincerely,

Bob Scammon
Electric Service Support Center
Eversource
PO Box 330
Manchester, NH 03105-0330



TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

August 14, 2019

Board of Selectmen
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275

RE: Appointment of Daniel D. Crean from Planning Board Alternate to Regular Member

Dear Board of Selectmen:

Due to the unfortunate passing of Alan Topliff, a regular member position is left open on the Planning Board with a term expiration of 4/30/2022. At their meeting on August 13, 2019, the Planning Board voted to nominate their only Alternate, Mr. Daniel Crean, to this Regular Member position.

The Planning Board respectfully request the Board of Selectmen consider appointing Mr. Crean as a Regular Member to the Planning Board.

Sincerely,

Carolyn Cronin
Town Planner

David Jodoin

From: awhytemare@juno.com
Sent: Tuesday, August 13, 2019 9:19 PM
To: djodoin@pembroke-nh.com
Cc: harunga1@msn.com
Subject: Tire Month
Attachments: Tire Poster.pdf

David,

Once again the Conservation Commission would like to spearhead "October is Tire Month" with the Public Works Department in an effort to keep tires from being dumped on the Range Roads or other open spaces, public or private. Every time we have done this we have gathered dozens of tires, at no additional cost to the town, that we can guarantee will not be illegally dumped.

This is how it works: During the month of October Public Works will take up to 8 tires per household *at their cost* instead of the usual \$5/tire. Commercial interests, oversize tires or out-of-town residents are not allowed. As usual, tires collected from the Range Roads are free (although we have found that this sometimes spurs local cleanup efforts). The Conservation Commission offers to pay any additional costs associated with the program, although that has not always been needed, from our own funds.

When paired with the September Hazardous Waste Cleanup we have seemed to reach our target audience and it has become something of a tradition that people will ask about the rest of the year. A promotional poster is attached.

We hope you will allow us to continue this tradition that contributes to ongoing clean-up efforts.

Ayn Whytemare
Found Well Farm
730 Borough Road
Pembroke, NH 03275
603/228-1421
www.foundwellfarm.com

1 Cup Of This (Tonight) Will Burn Your Belly Fat

worldhealthlabs.com
<http://thirdpartyoffers.juno.com/TGL3132/5d5361db5f31b61db1195st02vuc>

Sponsored Links 

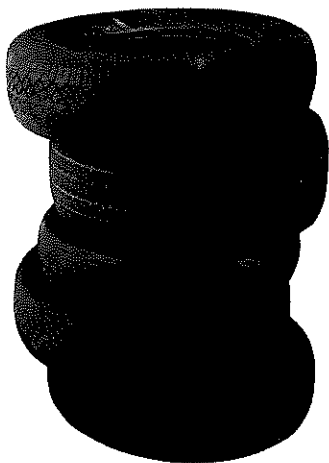


October is Tire Month!

**Bring your clean & rimless tires to the
Pembroke Transfer Station from 10/1st - 31st
and pay only \$3/tire* instead of the usual
\$5/tire. “Trash” tires from trails & forest are
free! (Car Tires Only)**

Let's Clean Up Pembroke!

Sponsored by Pembroke Conservation Commission



*Limit 8 tires per household, no commercial interests
Pembroke Residents Only

**Transfer Station
8 Exchange St. (near Memorial Field) 485-4422
Hours Sat & Tues 7:30-3:30**



RECEIVED
AUG 12 2019
TOWN OF
PEMBROKE, NH

Please join us for a Meet and Greet

Pembroke Congregational Church

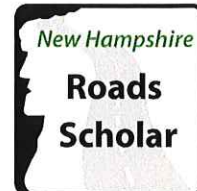
Date: Wednesday August 21

Time: 6:00 – 7:00 P.M.

Light refreshments will be served.

Pembroke Congregational Church has been a part of the community for over 250 years. As part of celebrating that tradition, we would like to invite you to meet our new Pastor Duffy Johnson. Please join us in welcoming our new pastor to the Pembroke community.

August 7, 2019

Board of Selectmen
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275Re: Roads Scholar Program

Dear Sirs and Madams:

It is our pleasure to inform you that Reno Nadeau has achieved the status of **Senior Roads Scholar**. The T² Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Senior Roads Scholar is the **third achievement level** of the six levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 75 contact hours, including the requirements for Roads Scholar Two, which are: 20 hours in technical areas, 5 hours in supervision, 5 hours in environmental, and 10 hours in safety. The additional 35 hours required for this level are at the learner's discretion. The usual training session yields five hours of contact, therefore an individual must typically attend **fifteen one-day workshops** to reach the level Reno has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that Reno has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Marilee LaFond
UNH Technology Transfer Center Manager

/ml

cc: Reno Nadeau

The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure



CITY OF CONCORD

New Hampshire's Main Street™

Planning Board

RECEIVED
AUG 12 2019
TOWN OF
PEMBROKE, NH

PLANNING BOARD LEGAL NOTICE

NOTICE IS HEREBY GIVEN that the Concord Planning Board will hold public hearings on the applications and amendments listed below on Wednesday, August 21, 2019, beginning at 7:00 pm, in City Council Chambers at 37 Green Street.

PUBLIC HEARINGS

Site Plan & Subdivision Applications

- John Chorlian, requesting a Conditional Use Permit (CUP) to allow construction of fewer spaces than are required at 135 N. State Street in the Neighborhood Residential (RN) District.
- Swim NH, requesting Minor Site Plan approval for a 3,740 sf building addition for the construction of an indoor swimming pool for the purpose of swimming classes and two Conditional Use Permits to allow for a reduced driveway width and a reduced driveway separation distance at 41 Hall Street in the Gateway Performance (GWP) District.
- Liberty Utilities, requesting Major Site Plan approval for construction of a new 15,000 sf structure for the purpose of warehouse and office uses and associated site improvements at 14 Broken Bridge Road in the Industrial (IN) District.
- The Dubai Group Inc., on behalf of Strategic Contracting Company LLC, requesting Major Subdivision approval and Major Site Plan approval for construction of a 13-unit condominium development and associated site improvements, Phase 2 of the Glen Ellen housing project off of Hoit Road in the Residential Open Space (RO) District.
- Abbott Farm LLC, requesting an amendment to a previously approved subdivision plan to amend the condition regarding phasing for the Abbott House restoration, for the property at 282 N. State Street in the Neighborhood Residential (RN) District.
- State of New Hampshire Site Plan review under RSA 674:54, for the demolition of the existing Concord Steam Plant and construction of a new parking lot, at 123 Pleasant Street in the Institutional (IS) District.

Zoning Ordinance Amendments

- Ari Pollack, on behalf of ROI Irrevocable Trust, Christine M. Windler, Trustee, owner of property off of Black Hill Road, requesting to rezone property off of Black Hill Road from Open Space Residential (RO) to Gateway Performance (GWP), and amend Sections 28-2-4, Allowable Principal and Accessory Uses, 28-4, Development Design Standards, and 28-9-4, Decisions by the Planning Board.
- Stacy Brown is requesting to amend Article 28-5-50, Keeping of Chickens as Pets as Accessory to a Residential Use to allow henhouses and fenced areas to be closer to lot lines than 30 feet.

Note: The Agenda for the Planning Board meeting may include other items not referenced in this Legal Notice and can be found on the City's Web site at www.concordnh.gov/Planning.

No public testimony will be taken for any above noticed Major Site Plan or Major Subdivision applications at this meeting. If the application is determined complete by the Planning Board, public testimony will be taken during the public hearing at the next Planning Board meeting scheduled for September 18, 2019. Additional notice to abutters will not be sent.

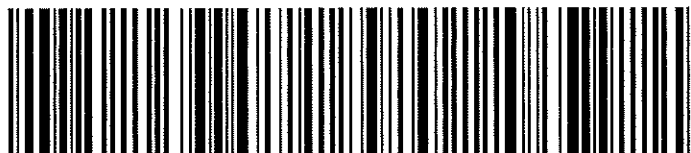
All applications are on file in the Planning Division's office in City Hall and may be reviewed any time between the hours of 8:00 am and 4:30 pm, Monday through Friday.

Heather Shank
City Planner

All City of Concord public meetings are accessible for persons with disabilities. Any person who feels that he or she may be unable to participate in a City of Concord public meeting due to a disability should, to the extent possible, call (603) 225-8515 at least 48 hours prior to the meeting so that a reasonable accommodation can be arranged.

City of Concord
41 Green St
Planning Division
Concord NH 03301

USPS CERTIFIED MAIL



9207 1901 9403 8300 0087 7077 24

PEMBROKE BOARD OF SELECTMEN
311 PEMBROKE STREET
PEMBROKE NH 03275

Return Reference#: 2019-47



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

August 1, 2019

RECEIVED
AUG - 5 2019
TOWN OF
PEMBROKE, NH

William Cass, P.E.
Assistant Commissioner

Justine Courtemanche, Chairman of Selectmen
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275

**Re: Pembroke Highway Block Grant Aid – in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways**

Dear Ms. Courtemanche:

The following is notification of State Highway Block Grant Aid available to your town in State Fiscal Year 2020 (July 1, 2019 thru June 30, 2020) based on estimated State Fiscal Year 2019 revenues through June 30, 2019. The Block Grant Aid payments include highway revenue from Senate Bill (SB) 367 that was effective July 1, 2014. The total will change based on final audited State Fiscal Year 2019 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the Town of Pembroke during Fiscal Year 2020 (July 1, 2019 to June 30, 2020) is as follows:

July 2019 Actual Payment:	\$51,535.09
October 2019 Actual Payment:	\$51,535.09
January 2020 Actual Payment:	\$34,356.72
April 2020 Estimated Payment:	\$34,356.71

TOTAL FOR FY 2020: \$171,783.61

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" and SB 367 funds, a disbursement is made of approximately \$1,500 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$13 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" in the amount of \$400,000.00 is distributed this year to 18 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-3344 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
AUGUST 5, 2019 at 6:30 PM**

DRAFT

Present: Chairman Tina Courtemanche, Selectman Ann Bond, Selectmen Richard Bean, Selectmen Michael Crockwell, Selectman Sandy Goulet

Staff: Town Administrator David Jodoin, Recording Secretary Jillian McNeil

I. Call to Order:

Chairman Tina Courtemanche called the meeting to order at 6:31pm.

II. Citizen Comment:

None

III. Scheduled Meetings:

David Allen, Regional Manager, and Brian Groshon, Assistant General Manager, Casella Waste Management met with the Board to discuss the future of waste disposal capacity and its impacts on New Hampshire communities. David explained that two large disposal sites in Massachusetts are closing and the Bethlehem, New Hampshire landfill is filling up and is at the end of its useful life. New Hampshire tonnage will end up either being shipped out west or to facilities in North Andover and Haverhill, Massachusetts. Those facilities are also filling up and if those landfills decide to deny New Hampshire capacity, New Hampshire will be in a planning crisis. Casella is working with the Town of Dalton to develop a state-of-the-art landfill site. There are concerns for the price once the other states around the country realize that New Hampshire has no other options or if they start filling up and just say no more. The Dalton site will fill the gap that the Bethlehem facility will be leaving. David encourages everyone to reach out to their county delegation, state reps, and DES in support of the project or to encourage them to be engaged with the project.

Selectman Crockwell asked if the Bethlehem facility is producing energy. David stated that it was an old landfill they took over and the original design made it unable to produce energy. Selectman Crockwell asked if the Dalton landfill will. David answered that it will be a 180-acre new state of the art project. There will not be the same obstacles as inheriting an old facility.

Selectman Bean asked if Dalton will be recycling the fumes. David answered that the project is currently very premature but they will be taking advantage of recycling

the fumes. Brian stated that the way the landfill is designed, they are taking the hydrogen sulfide and sucking it out of the landfill which is a large odor control system in the landfill. It goes through a scrubbing process and can be used as a methane usable fuel. That fuel can be used at other facilities to power the CAT engines which will then produce the electricity and send it back to the grid.

Selectman Bean asked what happens in Penacook. David explained that Penacook is a 500 ton-a-day waste to energy facility. There was a Co-op that was the foundation of the facility. Pembroke did not renew their contract with them and most town's that did, have their contracts coming due around now. Their rate order for selling power is changing and they are at capacity as is every facility in the region.

IV. Old Business:

Selectman Bond stated that Lightec is coming back at the end of August. David is going to take George from Eversource to show him which remaining lights that need arms. Lightec still has 16 lights to put in.

The Board reviewed the drainage maps of Broadway/Fairview. Questions remain as to whose responsibility it is to fix the drainage issues. Jim Boisvert, DPW, stated he did get a quote to fix the drainage issues for just under \$5,000. Selectman Crockwell asked how much time there is to get another quote for the project should the Selectman decide to move forward. Jim answered maybe two months. Selectman Goulet asked if the quote that was received was good for two months. Jim answered that they were willing to hold the quote for another 30 days. Selectman Crockwell asked if there was an alternative to doing what was quoted. Jim answered there was but due to the gas line, it would be much more expensive. Jim suggested a three-way deal between the two neighbors and the town to share the costs. Selectman Bean asked how often the ice issues in the road have happened. Jim answered that twice in the 12 years he has been with the Town. It was a controllable issue but last year it was not. Selectman Goulet asked if they Town has talked to any of the homeowners yet. Jim answered that they have talked to Mrs. Malo who is the recipient of all the water. Selectman Bond stated concerns that they are not addressing where the water comes from.

Selectman Bean clarified that in order to do the work that is needed to control the water the Town will need to dig up their land. Jim stated that they have a 10-foot right of way of 175 feet on both the properties.

Selectman Bean made a motion to not take any action at this time. Selectman Goulet seconded the motion. Motion passed 5-0.

The Board decided to contact the Town Attorney to send the homeowners letters stating that this is a civil matter.

Selectman Bond asked who would be adding the language to the deeds for that says what the homeowner's responsibilities are. David answered that it would be up to the Planning Board.

Selectman Crockwell asked when the soft shoulder on North Pembroke Road is going to be completed. Jim answered that it is on the list to be completed. Selectman Crockwell asked if the soft shoulders go through the bidding process. Jim answered that the construction company does it for the tons of material.

Jim stated that the gas company will be sending out letters to residents of Donna and Nadine Drive that they will be starting construction on those roads next week.

Selectman Goulet asked if the Town was notified by the State about the paving on Route 106. David answered that the Town was notified a few months ago.

The Board reviewed the new Economic Development Committee Policy. The Board decided to have 7 members; 1 Board of Selectman Rep, 3 local business owners, and 3 residents. The Board will come back with a list of potential appointees to discuss at the next meeting.

David explained that the first Purchase and Sales Agreement with Mr. McCarthy fell through. The Board had previously only given David the authority to act on behalf of the Town with the McCarthy P&S and he needs that authority granted again to move forward with the second bid that had come in.

Selectman Goulet made a motion to proceed with the Purchase and Sales Agreement with Joan Bussiere in the amount of \$150,000. Selectman Bond seconded the motion. Motion passed 5-0.

V. New Business:

Selectman Goulet made a motion to approve the State MS-535 as presented. Selectman Crockwell seconded the motion. Motion passed 5-0.

David presented the Board with the changes to the personnel policy with regards to holiday pay for emergency personnel. When the auditors pulled the policy during the audit, they felt it could be clearer. David explained that they will also need to make changes to how the gift cards used to purchase gifts for the yearly giving tree are tracked and utilized.

Selectman Goulet made a motion to accept the changes to the personnel plan for the verbiage for emergency personnel in regards to holiday time as presented. Selectman Bond seconded the motion. Motion passed 5-0.

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

Selectman Bond made a motion to approve the minutes of 7/15/19 as presented. Selectman Goulet seconded the motion. Motion passed 5-0.

VI. Town Administrator Report:

David presented the Board with changes to the Pembroke Cemetery Ordinances to be discussed at a future meeting. Because this means a change in town code, it will need a public hearing.

Anthony Weatherbee from the Department of Transportation sent a letter stating that they will be doing work to the bridge on Route 28 over the Suncook River. The entire bridge deck will likely have to be replaced which will need traffic control. He will be coming to the Board in September to discuss it.

Primex sent a letter stating that there will be a \$3,763.13 holiday premium on property liability. It will be shared by water, sewer, ambulance, and the town. There is also a credit for the Town on workers compensation in the amount of \$5,075.96.

Selectman Goulet made a motion to approve the large gathering ordinance for Old Home Day. Selectman Crockwell seconded the motion. Motion passed 5-0.

David presented the Board with pole licenses to be signed for Eversource. Whenever a pole is put up in town, Eversource has to supply a permitting license to the town.

Selectman Goulet made a motion to approve the revocable letter of credit in the amount of \$48,695 for the Villages at Pembroke Pines. Selectman Bond seconded the motion. Motion passed 5-0.

David received a letter from the National Guard that the town is able to use the facility with permissions but it cannot be for any political reasons. Grace Capital offered to be the town's emergency shelter.

David shared that there was an accident at Memorial Field where a child ran by a water spicket and received 20+ stitches and was transported by ambulance to the hospital. David filed a claim with the insurance company.

David received an email from the snowmobile club looking for further guidance on what the Town would like to see done on Thompson Road.

VII. Committee Reports:

Selectman Bean – Recreation met to discuss CIP requests. They discussed the need for insurance certificates and IRS 990 forms for the non-profits who use the fields.

They are looking to work on the bathroom building again and are discussing irrigation.

Selectman Goulet – None

Selectman Bond – Planning approved the continuance for San-Ken Homes to August 27th. NE Flower Farms discussed their addition and their wish to purchase the adjoining lot that the Town currently owns. There are deed issues with that property. It was taken by tax deed, was listed as owners unknown, and is has a value on the assessment card of \$108,000. It will need extensive research on the title and legal has suggested that any unknown properties taken by tax deed, the Board should put the responsibility on the abutters to do the work before any potential sale.

Selectman Courtemanche – Attended the CIP Meeting. The Police Department is requesting an administrative vehicle, cruiser, and camera system for the interview rooms. The Fire Department has no requests beyond their yearly capital reserve appropriations.

Selectman Crockwell – None

VIII. Other/Citizen Comment:

None

IX. Non-Public Session:

None

X. Adjourn:

Motion by Selectmen Bean, seconded by Selectmen Goulet to adjourn at 7:59 PM.
Motion Passes 5-0.

Justine M. Courtemanche, 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.

