

**AGENDA**  
**BOARD OF SELECTMEN**  
**September 16, 2019 AT 6:30 PM**  
**TOWN HALL, PAULSEN MEETING ROOM**

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- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
  - a. National Guard –Riverwood Drive property
  - b. Public Hearing – Chapter 155 Cemeteries
- IV. OLD BUSINESS:
  - a. Street Light Update
  - b. Broadway/Fairview drainage
  - c. Economic development Committee
  - d. 4 Union Street
- V. NEW BUSINESS:
  - a. Winter Sand Bids
  - b. Health Officer Appointment
  - c. Budget discussion/Review
  - d. Manifest/Abatements
  - e. Minutes 8/19/19; 9/3/19
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. NON PUBLIC SESSION

Non Public Session in Accordance with RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Non Public Session in Accordance with RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such a person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

X. ADJOURN

## David Jodoin

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**From:** Perry, Warren M NFG NG NHARNG (USA) <warren.m.perry.nfg@mail.mil>  
**Sent:** Monday, September 09, 2019 2:33 PM  
**To:** David Jodoin  
**Cc:** Mikolaities, David James MG USARMY NG NHARNG (USA); Kamal, Emily P MAJ USARMY NG NHARNG (USA)  
**Subject:** RE: NH National Guard and Pembroke Select Board meeting

David

The Adjutant General, Major General David Mikolaities and our Construction Facility Management Officer, Major Paige Kamal will attend the meeting on 9/16

Warren

-----Original Message-----

From: David Jodoin [mailto:djodoin@pembroke-nh.com]  
Sent: Monday, September 9, 2019 11:17 AM  
To: Perry, Warren M NFG NG NHARNG (USA) <warren.m.perry.nfg@mail.mil>  
Subject: [Non-DoD Source] RE: RE: NH National Guard and Pembroke Select Board meeting

They meet again on 9/16. They start here at Town Hall at 6:30. Since the conversation probably won't take long I can put you on the agenda first before the cemetery public hearing.

We are located at 311 Pembroke Street. Use the side ramp entrance

David

-----Original Message-----

From: Perry, Warren M NFG NG NHARNG (USA) [mailto:warren.m.perry.nfg@mail.mil]  
Sent: Monday, September 09, 2019 11:03 AM  
To: David Jodoin <djodoin@pembroke-nh.com>  
Cc: Zayac, Erin M NFG NG NHARNG (USA) <erin.m.zayac.nfg@mail.mil>; Kamal, Emily P MAJ USARMY NG NHARNG (USA) <emily.p.kamal.mil@mail.mil>; Mikolaities, David James MG USARMY NG NHARNG (USA) <david.j.mikolaities.mil@mail.mil>  
Subject: RE:RE: NH National Guard and Pembroke Select Board meeting

David

On 18 September the Governor and executive council will consider our purchase of the 5 acre parcel at 720 Riverwood Drive. We would like to come and address any concerns the town or select board may have. Is there a preferred date or meeting we should consider attending

Warren

-----Original Message-----

From: David Jodoin [mailto:djodoin@pembroke-nh.com]  
Sent: Monday, August 12, 2019 4:37 PM  
To: Perry, Warren M NFG NG NHARNG (USA) <warren.m.perry.nfg@mail.mil>

Subject: [Non-DoD Source] RE: NH National Guard and Pembroke Select Board meeting

I'm not sure there is a need right now unless he would like to speak about the future land taking?

David

-----Original Message-----

From: Perry, Warren M NFG NG NHARNG (USA) [mailto:warren.m.perry.nfg@mail.mil]

Sent: Monday, August 12, 2019 4:33 PM

To: David Jodoin <djodoin@pembroke-nh.com>

Subject: NH National Guard and Pembroke Select Board meeting

David

Is there still a desire for the Adjutant General to come and speak at a select board meeting? If so what is the best way for us to get on the agenda

Warren

Run: 9/10/19  
10:24AM

# Property Billing Statement

Page: 1  
DJodoin

## TOWN OF PEMBROKE

311 PEMBROKE ST  
PEMBROKE, NH 03275

603-485-4747

### Summary of Account by Property

Interest Calculated as of: 9/10/2019

RIVERWOOD DRIVE, LLC  
28 PLUM ISLAND BLVD  
NEWBURY, MA 01951

Map Lot: 632-18-5  
PID: 632-18-5  
Alt ID:  
Location: 720 RIVERWOOD DR

Date	Activity	Chk#	Amount	Costs	Penalties	Interest	Rate	Per Diem	Total
Current Assessments									
Land:	299,500.00	Bldg:	0.00	CU:	0.00	Other:	0.00	Total:	299,500.00
Year: 2018	Total Assessment:		222,000.00	Exemptions:		Credits:			
Land:	222,000.00	CU:	0.00						
Bldg:	0.00	Other:	0.00						
Bill #:	97216	Date: 5/23/2018	Due: 7/02/2018	Year: 2018	Type: TAX1	Original Amnt:			3,303.00
7/02/2018	Payment		3,303.00	0.00	0.00	0.00			3,303.00
	Balance Due:		0.00	0.00	0.00	0.00	12.00	0.0000	0.00
Bill #:	99277	Date: 10/22/2018	Due: 12/03/2018	Year: 2018	Type: TAX2	Original Amnt:			2,523.00
12/03/2018	Payment		2,523.00	0.00	0.00	0.00			2,523.00
	Balance Due:		0.00	0.00	0.00	0.00	12.00	0.0000	0.00
	2018 Balance:		0.00	0.00	0.00	0.00		0.0000	0.00
Year: 2019	Total Assessment:		222,000.00	Exemptions:		Credits:			
Land:	222,000.00	CU:	0.00						
Bldg:	0.00	Other:	0.00						
Bill #:	102490	Date: 5/23/2019	Due: 7/02/2019	Year: 2019	Type: TAX1	Original Amnt:			2,913.00
6/24/2019	Payment		2,913.00	0.00	0.00	0.00			2,913.00
	Balance Due:		0.00	0.00	0.00	0.00	8.00	0.0000	0.00
	2019 Balance:		0.00	0.00	0.00	0.00		0.0000	0.00
Totals Parcel -	632-18-5		0.00	0.00	0.00	0.00		0.0000	0.00

2019 Assessment 299,500  
taxes 5876.00

# PEMBROKE CEMETERY ORDINANCES

## CHAPTER 155 CEMETERIES

This revised chapter was adopted by the Town of Pembroke on \_\_\_\_\_.

### ARTICLE I Purpose (§155-1) [new article]

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

### ARTICLE II Cemetery Trustees, Cemetery Commission, and Superintendent of Cemeteries (§155-2—155-6) [former ARTICLE I]

§155-2 Responsibility for oversight.

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

§155-3 [former §155-1] Membership.

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

§155-4 [former §155-5] Public Works Director to act as Superintendent.

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

§155-5 [former §155-3] Sale, maintenance, and care of lots or burial spaces.

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

§155-6 [former §155-4] Superintendent to be ex officio member of the Commission.

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

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

#### §155-7 Sale of Burial Lot Licenses. [new section]

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

#### §155-8 [former §155-10] Records of sale of Burial Lot Licenses.

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

#### §155-9 [former §155-19] Grave openings.

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

#### §155-10 [former §155-20] Changes to costs.

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

#### §155-11 Notice of funerals.

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

#### §155-12 Burials on Sundays or holidays.

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

#### §155-13 Winter burials. [new section]



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

§155-14 Green burials **[new section]**

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

§155-15 **[former §155-18]** Multiple burials.

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

§155-16 **[former §155-14]** Conformity of lot maintenance.

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

§155-17 **[former §155-15]** Vehicle and access restrictions.

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

§155-18 **[former §155-16]** Plants and decorations.

Temporary or permanent plants or decorations which are unsightly or impede the maintenance of the cemetery are not allowed. Authorized decorations may occupy a space of not more than twelve (12) inches in front of the monument and no more than the width of the monument. Winter decorations (wreaths, etc.) shall be removed before April 1 [this was formerly a separate §155-17 and required removal "before June 15."]. Placement of permanent decorations (urns, etc.) is subject to the approval of the Superintendent.

§155-19 Nonpermanent decorations or mementoes. **[new section]**

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



## **ARTICLE IV Monuments, Headstones, and Lot Corner Markers (§155-20—§155-26) [former ARTICLE II]**

### **§155-20 Lot Corner Markers. [new section]**

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

### **§155-21 Ownership of monuments. [new section]**

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

### **§155-22 [former §155-9] Foundations or footings. [formerly titled “Base of monuments”]**

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

### **§155-23 [former §155-6] Size of monuments.**

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

### **§155-24 [former §155-7] Size of flat headstones. [formerly titled “Size of headstones”]**

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

### **§155-25 Benches.**

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

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

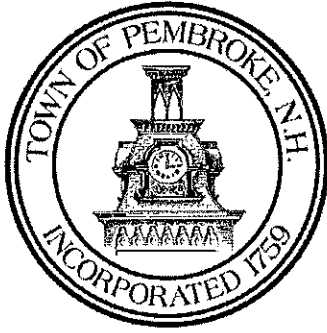
### **§155-26 [former §155-8] Curbing, steps and platforms.**

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

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

**Article V Additional Administration [reserved]**

Or omit this article until needed.



*Town of Pembroke*  
*Department of Public Works*

8 Exchange Street, Pembroke, NH 03275  
Phone: (603) 485-4422 Fax: (603) 485-2613

**To:** Board of Selectmen  
**From:** James Boisvert  
**CC:** David Jodoin  
**Date:** September 5, 2019  
**Re:** Winter Sand Bids

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The recommendation from Public Works is to award the bid as follows:

“Delivered” and “Picked up” bid to F.L. Merrill

on:

# Town of Pembroke

## 2020 Town Budget proposal

Statement Code: 3TownBudgt

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
<b>44110 Health Administration</b>								
1000-44110-11000 Wages - HE	2,500.00	3,000.00	3,000.00	3,000.00	1,500.00	3,000.00	0.00	0.00 %
1000-44110-22000 Social Security - HE	155.00	186.00	186.00	186.00	93.00	186.00	0.00	0.00 %
1000-44110-22500 Medicare - HE	36.26	44.00	43.50	44.00	21.75	44.00	0.00	0.00 %
1000-44110-62000 Other Supplies - HE	0.00	150.00	0.00	150.00	0.00	150.00	0.00	0.00 %
<b>TOTAL 44110 Health Administration</b>	<b>\$2,691.26</b>	<b>\$3,380.00</b>	<b>\$3,229.50</b>	<b>\$3,380.00</b>	<b>\$1,614.75</b>	<b>\$3,380.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>44410 Welfare Administration</b>								
1000-44410-11000 Wages - WE	25,996.45	29,729.00	28,101.10	29,637.00	20,036.91	31,584.00	1,947.00	6.57 %
Notes: 27 Pay weeks								
1000-44410-22000 Social Security - WE	1,662.64	1,844.00	1,705.26	1,838.00	1,242.29	1,959.00	121.00	6.58 %
1000-44410-22500 Medicare - WE	388.84	432.00	398.81	430.00	290.53	458.00	28.00	6.51 %
1000-44410-56000 Dues & Subscriptions - WE	30.00	30.00	30.00	30.00	30.00	30.00	0.00	0.00 %
1000-44410-56001 Meetings & Conferences - WE	145.00	250.00	30.00	250.00	45.00	250.00	0.00	0.00 %
1000-44410-62500 Postage - WE	55.27	150.00	51.76	150.00	6.88	150.00	0.00	0.00 %
1000-44410-68000 Office Supplies - WE	333.97	150.00	35.49	150.00	0.00	150.00	0.00	0.00 %
1000-44410-86000 Computer Maint.-WE	0.00	500.00	870.99	500.00	0.00	500.00	0.00	0.00 %
<b>TOTAL 44410 Welfare Administration</b>	<b>\$28,612.17</b>	<b>\$33,085.00</b>	<b>\$31,223.41</b>	<b>\$32,985.00</b>	<b>\$21,651.61</b>	<b>\$35,081.00</b>	<b>\$2,096.00</b>	<b>6.35 %</b>
<b>44411 CAP Contribution</b>								
1000-44411-39000 CAP Contribution	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	0.00	0.00 %
<b>TOTAL 44411 CAP Contribution</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>	<b>\$21,000.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>44421 Direct Assistance</b>								
1000-44421-00000 Direct Assistance	10,682.78	55,000.00	3,895.33	55,000.00	9,205.86	55,000.00	0.00	0.00 %
<b>TOTAL 44421 Direct Assistance</b>	<b>\$10,682.78</b>	<b>\$55,000.00</b>	<b>\$3,895.33</b>	<b>\$55,000.00</b>	<b>\$9,205.86</b>	<b>\$55,000.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>GRAND TOTAL</b>	<b>\$62,986.21</b>	<b>\$112,465.00</b>	<b>\$59,348.24</b>	<b>\$112,365.00</b>	<b>\$53,472.22</b>	<b>\$114,461.00</b>	<b>\$2,096.00</b>	<b>1.87 %</b>



# Town of Pembroke

## 2020 Town Budget proposal

Report # 29461

Statement Code: 3TownBudget

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
<b>45830 Patriotic Purposes</b>								
1000-45830-00000 Memorial Day	200.00	200.00	200.00	200.00	200.00	200.00	0.00	0.00 %
<b>TOTAL 45830 Patriotic Purposes</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>45891 Old Home Day</b>								
1000-45891-00000 Old Home Day	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00 %
1000-45891-11000 Wages - Old Home Day	2,823.49	3,000.00	1,594.28	3,000.00	2,075.68	3,000.00	0.00	0.00 %
1000-45891-22500 Medicare - Old Home day	40.02	44.00	23.11	44.00	29.66	44.00	0.00	0.00 %
1000-45891-23000 NH Retirement - Old Home Day	742.67	759.00	469.20	759.00	0.00	759.00	0.00	0.00 %
<b>TOTAL 45891 Old Home Day</b>	<b>\$5,606.18</b>	<b>\$5,803.00</b>	<b>\$4,086.59</b>	<b>\$5,803.00</b>	<b>\$4,105.34</b>	<b>\$5,803.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>45892 Meet Me in Suncook</b>								
1000-45892-00000 Meet Me in Suncook	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00 %
<b>TOTAL 45892 Meet Me in Suncook</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>45893 Christmas in the Village</b>								
1000-45893-00000 Christmas in the Village	250.00	250.00	250.00	250.00	0.00	250.00	0.00	0.00 %
<b>TOTAL 45893 Christmas in the Village</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>GRAND TOTAL</b>	<b>\$7,056.18</b>	<b>\$7,253.00</b>	<b>\$5,536.59</b>	<b>\$7,253.00</b>	<b>\$5,305.34</b>	<b>\$7,253.00</b>	<b>\$0.00</b>	<b>0.00 %</b>

# Town of Pembroke

## 2020 Town Budget proposal

Statement Code: 3TownBudgt

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
<b>46110 Conservation Commission</b>								
1000-46110-00000 Conservation Land Maintenance	0.00	500.00	0.00	500.00	0.00	0.00	(500.00)	(100.00)%
1000-46110-39000 Professional Services-Conservation	0.00	2,000.00	2,000.00	2,424.00	3,337.00	3,000.00	576.00	23.76 %
1000-46110-55000 Printing - CC	0.00	75.00	0.00	75.00	0.00	0.00	(75.00)	(100.00)%
1000-46110-56000 Dues & Subscriptions	363.00	350.00	663.00	350.00	575.00	300.00	(50.00)	(14.29)%
1000-46110-56001 Meeting & Conferences - CC	545.92	100.00	180.00	100.00	0.00	200.00	100.00	100.00 %
1000-46110-62500 Postage - CC	6.56	1.00	0.00	1.00	0.00	0.00	(1.00)	(100.00)%
1000-46110-68000 Supplies - CC	0.00	250.00	62.00	250.00	0.00	500.00	250.00	100.00 %
<b>TOTAL 46110 Conservation Commission</b>	<b>\$915.48</b>	<b>\$3,276.00</b>	<b>\$2,905.00</b>	<b>\$3,700.00</b>	<b>\$3,912.00</b>	<b>\$4,000.00</b>	<b>\$300.00</b>	<b>8.11 %</b>
<b>GRAND TOTAL</b>	<b>\$915.48</b>	<b>\$3,276.00</b>	<b>\$2,905.00</b>	<b>\$3,700.00</b>	<b>\$3,912.00</b>	<b>\$4,000.00</b>	<b>\$300.00</b>	<b>8.11 %</b>

# Town of Pembroke

## 2020 Town Budget proposal

Report # 29463

Statement Code: 3TownBudgt

Account Number / Description	3 Years Prior Actual 1/1/2017 - 12/31/2017	2 Years Prior Budget 1/1/2018 - 12/31/2018	2 Years Prior Actual 1/1/2018 - 12/31/2018	1 Year Prior Revised 1/1/2019 - 12/31/2019	1 Year Prior Actual 1/1/2019 - 12/31/2019	2020 Budget 1/1/2020 - 12/31/2020	Budget Difference 1/1/2020 - 12/31/2020	Change %
<b>47112 Principal - General Obligation Bonds</b>								
1000-47112-98000 Principal - General Obligation Bonds	380,000.00	571,000.00	571,000.00	600,000.00	600,000.00	600,000.00	0.00	0.00 %
Notes: Upper Beacon \$300,000; \$100,000 Safety Center; \$200,000 TIF								
<b>TOTAL 47112 Principal - General Obligation Bonds</b>	<b>\$380,000.00</b>	<b>\$571,000.00</b>	<b>\$571,000.00</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>47212 Interest - General Obligation Bonds</b>								
1000-47212-98100 Interest - General Obligation Bonds	52,110.00	191,780.00	191,779.42	179,450.00	179,450.00	157,450.00	(22,000.00)	(12.26)%
Notes: Upper Beacon \$14,700; Safety Center \$18,150; TIF \$124,600								
<b>TOTAL 47212 Interest - General Obligation Bonds</b>	<b>\$52,110.00</b>	<b>\$191,780.00</b>	<b>\$191,779.42</b>	<b>\$179,450.00</b>	<b>\$179,450.00</b>	<b>\$157,450.00</b>	<b>\$(22,000.00)</b>	<b>(12.26)%</b>
<b>47901 Interest on TANs/LOCs</b>								
1000-47901-98100 Interest on TANs/LOCs	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.00 %
<b>TOTAL 47901 Interest on TANs/LOCs</b>	<b>\$0.00</b>	<b>\$1.00</b>	<b>\$0.00</b>	<b>\$1.00</b>	<b>\$0.00</b>	<b>\$1.00</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>GRAND TOTAL</b>	<b>\$432,110.00</b>	<b>\$762,781.00</b>	<b>\$762,779.42</b>	<b>\$779,451.00</b>	<b>\$779,450.00</b>	<b>\$757,451.00</b>	<b>\$(22,000.00)</b>	<b>(2.82)%</b>

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
AUGUST 19, 2019 at 6:30 PM**

**DRAFT**

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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:**

Monica Hurley – Town-Wide Revaluation

Monica Hurley, Corcoran Consulting Associates, Inc. discussed the town-wide revaluation results. Monica has worked with the town since 2012. The town uses a cycled inspection approach on a 4-year basis. Each year, they measure and list a quarter of the Town by sections and neighborhoods. This is done so on the 5<sup>th</sup> year when it is time for a full revaluation, the Town is not hit with all the costs associated with all 2,949 parcels. The last full revaluation was completed in 2014 and at that time the median sale price for a single-family home was \$200,000 and \$129,000 for a condo. Today, the median prices are \$259,000 and \$175,000 respectively. That is an increase of 30% and 35% since the last revaluation. In 2018, New Hampshire Department of Revenue Administration (DRA) had the town's overall equalization ratio (assessments compared to sales price) as 90%. If a revaluation as not done this year, that ratio would have fallen to 80% which is unacceptable. The current market is increasing at a rate of 0.75% a month or 9-10% a year.

Monica stated that they analyzed approximately 112 qualified sales from over the last 10 months. Those sales included 77 single-family homes, 23 condos, 6 multi-family, 3 mobile homes, and 3 commercial sales. The median square feet for a single-family home is 1,547 and 1,243 for condos. Single-family homes will see an average increase of 16%, condos will see 11%, mobile homes will see approximately 10%, and commercial properties will increase 16%. DRA requires that ratios fall between 90% and 110%. This revaluation will put at the Town at 99% for 2019. The equalization time frame goes through September 30<sup>th</sup> leaving a few unknowns but

the market is not slated to change in that time so the Town will likely end up right at that 99%. They will be sending notices of the new valuations next week. The letter will encourage tax-payers not to compare their new valuation with the current tax rate. The tax rate will not be set until the end of October and may go down due to this revaluation. The letters explain why the revaluation happened and the process they use. There will be direct contact information for residents to call and set up a hearing or ask questions. Corcoran Consulting appraisal staff will be available the week of September 16<sup>th</sup> to discuss the valuations with any homeowners. If a homeowner feels their valuation is incorrect and has any market data or fee appraisals that they have to dispute their new valuation, they are welcome to Town Hall and have a 15-minute hearing. If the homeowner feels their home is listed incorrectly and an interior inspection is requested, they will schedule that during the same week and more than likely the same day. There is also a general question and answer portion of the letter to further help explain the process and a press release will go out.

Selectman Bond asked if homeowners would be able to bring documentation from 2 or 3 years ago. Monica explained that anything older than one year cannot be used and even one year is difficult because the markets are not comparable.

David Jodoin clarified that if this revaluation was not done, there would have been an issue much like in 2017. Monica stated that they still would have done an update. David stated that this revaluation is mandated by the State of New Hampshire. Monica stated that 5 years is the mark but if assessments fall above or below the ratio, an update has to be done in the interim.

Monica stated that the overall increase in value is \$119,000,000 but that does not include updated utility values. They would like to mail the notices by August 30<sup>th</sup>. Selectman Goulet made a motion to mail the revaluation letters. Selectman Bean seconded the motion. Motion passed 5-0.

#### Continued Hearing – 4<sup>th</sup> Range Road/Flagg Robinson Road Layout Petition

John Cronin, Cronin, Bission & Zalinsky, PC, Mark Fougere, Fougere Planning & Development Inc., Jon Rokeh, Rokeh Consulting, LLC, and Kenny Lehtonen, Vice President of San-Ken Homes, attended the public hearing on behalf of San-Ken Homes.

Selectman Courtemanche opened the hearing at 6:43pm.

John Cronin opened the hearing by requesting that the Board find an “occasion” to open the class 6 roads for the development. This case is unusual in comparison to other cases that work their way through the court system in that there are no third-party land takings involved. There are also no betterment requests to the Town as the developer will incur all costs associated with the road. John stated that he has



recently worked with other developers on a project that was before the Planning Board. That project failed due to traffic concerns on Route 3. The Town did not want to attempt to purchase third party homes in order to create a new intersection or road way system for the development.

Mark Fougere stated that he has been a Planner in the state for 30+ years. He was tasked to look at the occasion argument, what costs the town would have in relation to the project, and what positive planning aspects could come from the opening of these roads. Mark met with the Director of Public Works to get an idea of costs. He looked at the existing budget of \$1,215,406 for 84 miles of town-maintained roads. This translates to a total cost of \$14,445 per mile or \$2.74 a foot to maintain the town's roads. There are approximately 4,860 feet of class 6 roads that will be updated with this project which translates to a gross cost of \$13,316. The Director found this to be a reasonable way to approach costs. In 2018, the Town received a total of \$167,828 in state aid and this figure will be increasing as aid increases when roads are added. They are estimating \$1,837 in road aid going forward which leaves a net cost of \$11,479 that will be added to the town's budget to maintain these roads. A fiscal impact report was submitted to the Planning Board which showed a gross tax revenue increase of \$450,000. Taking into consideration future costs to the Town by the development, there is a gross tax revenue surplus of approximately \$350,000. This project would increase the town's total tax rate by \$0.01. For a home assessed at \$250,000, this would add \$2.50 to their tax bill. Mark stated that as far as the occasion argument, 4<sup>th</sup> Range Road was closed in 1978. Prior to that, it was a class 5 road that was open and maintained by the Town. Opening these Roads is consistent with Master Plan, is a sound planning principle, and will provide a highway and street system that allows for safe and efficient movement of people throughout Pembroke. Currently, 4<sup>th</sup> Range Road is 75.8% open and maintained by the town. With these road upgrades, 4<sup>th</sup> Range Road will be 87.2% complete leaving approximately 2,174 feet for the Town to complete to connect to Church Road. This would make a complete road from Borough Road to Church Road. Doing this would help traffic flow better and give emergency vehicles easier access to that part of Town. The Roads Committee in the TRC meeting supported the opening of 4<sup>th</sup> Range Road. The 2017 Master Plan survey showed support for opening 3<sup>rd</sup> or 4<sup>th</sup> Road. Based on all these facts, it is his professional opinion that there is an occasion to open 4<sup>th</sup> Range Road and Flagg/Robinson and is consistent with all statutes and past land use law as well as the town master plan. John added that this would not be a road that the Town would incur costs on and then would not be used. This road would be used regularly and when the road is complete it will provide better connection throughout town for emergency services.

Jon Rokeh explained that the development is roughly 100 acres and there will be 48 lots with the northerly lot being a 30-acre lot. The middle cut across road is there to alleviate having long dead-end roads. During the process, they have been asked to upgrade the road to a collector road in anticipation of the road being open all the way to Church Road. They have been working with the Planning Department and Mike Vignale. Soil samples and the final paperwork have been completed for the

alteration of terrain permit. All plans have been updated and turned into Mike Vignale, the Planning Department, and AOT Department. David Jodoin asked who determined that the road should be a collector road. Jon stated that it was a comment from Mike Vignale.

Selectman Bean noted for the record that the master plan has not been completed or accepted by the Town yet. John Cronin stated that it is noted in the reports that it is still under development. Mark Fougere stated that the codes for his report were taken from the existing master plan.

John Cronin stated that in the fiscal report given to the Planning Board, he addresses the costs by police, fire, and school which does net out. John also stated that this project is for the overall public interest and although most of the concerns will come from abutters, this is for the overall public interest of the town. John stated that they have satisfied the statutory criteria for an occasion to layout the road.

Selectman Bond asked what the costs to police, fire, and the schools were determined to be. Mark Fougere stated that they looked at future income to the community through vehicle registrations and home values which totaled \$443,000. Mark met with DPW, police, fire, ambulance, and the Superintendent of Schools. Aside from DPW, which was previously discussed, ambulance was the only department that felt it would see an increase in costs. Regardless, Mark added in costs for the school as well as culture and recreation which came to a total of \$83,000. This leaves the Town with a positive impact of \$360,000.

Selectman Goulet asked if Masons Way will be built right away. Jon Rokeh answered that Masons Way will be the third phase. 4<sup>th</sup> Range Road would be phase one and that road is 1,786 feet. Phase two will be Flagg/Robinson or the new Pembroke Hill Road Ext. and that is 3,060 feet. Masons Way would be phase three to connect the two at 3,148 feet. David asked if they would be doing the phases as homes are sold. Kenny Lehtonen stated that they would work with Planning on the structuring of the phases but they would typically start the next phase once the prior phase is 60-70% complete. Jon stated that 60-70% of phase one on 4<sup>th</sup> Range would be a total of 4 houses completed before starting phase two. John Cronin asked Kenny Lehtonen what the anticipated amount of money being spent to upgrade the roads is. Kenny stated that they would be spending approximately \$1,500,000 on the class 6 roads.

Selectman Bean clarified that they would be creating a hammer head at the end of their property on both roads. Jon stated that they will be putting in hammer heads that are able to be temporary in anticipation of the Town finishing 4<sup>th</sup> Range Road to Church Street.

Selectman Courtemanche opened the hearing up to the public at 7:03pm

Richard Nolin, Plausawa Hill Road, stated that 4<sup>th</sup> Range Road has never been opened and the current master plan states that the majority of residents do not support opening the Range Roads. Richard also gave the Selectman the State RSA for reclassifying a class 6 road. New Hampshire Municipal Association says that they can open the road by a layout process and the layout process is a form of eminent domain. The RSA also states that at their discretion, they can let the town vote on this.

Jackie Zeamon, 406 4<sup>th</sup> Range Road, stated concerns for increased traffic, contaminated/dried up wells, wetlands, water runoff, road safety for children, precedent set for other developers opening up additional Range Roads, the dangerous corner, and educational costs of an additional 100 children. Jackie also questioned why the bottom of Brickett Hill Road was not included in the traffic study since many residents of that area will use Brickett Hill to get to Route 3 if heading north.

Peter Gailunas, 415 4<sup>th</sup> Range Road, asked where the discussion of finishing off 4<sup>th</sup> Range Road came from. He also stated concerns for 4<sup>th</sup> Range becoming a high-speed road. Peter encouraged the Selectman to vote no.

Tom Severance, 439 4<sup>th</sup> Range Road, expressed concerns for the road becoming even more of a race track than it currently is if the road is straight from Borough Road to Buck Street.

Gene Gauss, 201 4<sup>th</sup> Range Road, expressed concerns for the ground water breaking up the road at the cost and expense of the town. The surface water can be diverted to ponds that will be maintained at the expense of the Town but they cannot divert all the ground water that will remain since this property is at water table level. Gene supported taking this to a vote at Town Meeting.

Cindy Thorell, 8 Winchester Court, stated she moved here because the master plan and asked if there has been a new master plan since 2017. Selectman Courtemanche stated that it has not been adopted yet. The current master plan states that they will preserve the existing roads as class 6. Cindy expressed concerns for precedent set if these roads are opened.

Donna Severance, 439 4<sup>th</sup> Range Road, stated that the developer does not need these roads opened to develop his land. Donna encouraged a vote at Town Meeting to open the roads. Donna stated that there was a vote to close them and there should be a vote to open them.

Lisa Gilbert, 472 4<sup>th</sup> Range Road, asked if master plan is something the Selectmen have to use in order to vote. Selectman Courtemanche stated that it is a guide. David Jodoin stated that the master plan is a vision of what the town's people want the Town to be. Lisa also stated that the developer can develop his property but does not need the Town to open the road.

Ammy Heiser, 604 Buck Street, stated that majority of residents will frequently return surveys for the master plan stating that what is important to them is the rural character of the town. The Range Roads serve many recreational purposes for all residents. Ammy also expressed concerns for the precedent being set for other developers. Ammy also supported having a Town Meeting vote. Ammy does not feel there is an occasion to open these roads because at this point in time, it is not serving the public.

Gene Gauss, 201 4<sup>th</sup> Range Road, stated that road aid is not guaranteed and the town cannot bank on it being increased and it will more than likely decrease. The potential \$350,000 tax revenue surplus will be eaten up by the \$13,000 cost to educate each child. Gene stated that the developer can build the roads on their property without the Range Roads which they may not like because it means the full development may not be realized. Gene stated that as far as set precedent goes, a few years ago a resident asked for a few hundred feet of 5<sup>th</sup> Range to be opened and he was denied.

John Cronin responded to comments about the Range Road never being opened. He stated that the information came from the meeting minutes of the Town Meeting when it was closed. Abutters as well as the Conservation Commission had to opportunity to purchase the property and no one moved forward. John stated that the concerns he heard are not unusual for someone who does a lot of land use work to hear but they are not relevant to the decision that the Selectman have to make.

Selectman Bond asked if prior to 1979 the road was open but just not used. After reading the exact language of the article, David Jodoin stated that the vote was to stop all maintenance of the road. At some point the Town had to have been doing some sort of maintenance, possibly just seasonal work, but this vote stopped that.

John Cronin also asked if the \$13,000 figure for student costs was raised exclusively through taxes or is the Town given some aid to offset some of it. Gene Gauss stated that approximately \$13,000 is paid by tax payers per student after the adjustments from any aid from the State.

Kenny Lehtenon corrected a statement made in the Concord Monitor that these homes are typically bought by young families. The quote should have read that the majority of the homes they build are bought by retirees and some young families. Kenny also stated that the school enrollment has declined by 69 students in the last 8 years. Kenny also noted that the Town had opened some of 7<sup>th</sup> Range Road for two homes to be built. Kenny stated that the land is in current use which will generate \$280,000 for the Conservation Commission in land use change tax fees.

Selectman Courtemanche closed the public hearing at 7:28pm.

Selectman Goulet expressed reservations for Masons Way when the Town's current cul-de-sec and dead-end street regulations say that there cannot be more than 600

feet for a dead end. Phase one and two have 1,786 and 3,060 feet of dead ends before Masons Way goes in.

Selectman Bean expressed consternation for what will happen on the other side of 4<sup>th</sup> Range Road opposite the San-Ken property. That property could be opened up to other developers. Selectman Bean stated that the supreme court has given Selectmen consideration for opening class 6 roads. One of the questions would be if the roads would integrate into the current road system and would they ease current flow from existing roads. Selectman Bean feels they have only seen the tip of the ice berg of issues related to these roads.

Selectman Bond expressed concerns for the dead-end roads as well. The current restrictions are in place and the Town has not voted to change them. Selectman Bond asked if a special Town Meeting could be called. David stated that a special town meeting needs to be petitioned from the State and they are typically only granted for budgetary issues.

Selectman Crockwell expressed concerns for if phase three never comes to completion. David stated that the Planning Board in all due diligence would request a bond or letter of credit that would ensure completion of Masons Way.

Walter Mitchell, Town Attorney, suggested that the Board take a motion and that it be treated as tentative. He can then take the decision and put it into writing with explanations of their votes. That can be reviewed at the next board meeting and voted to be finalized.

Selectman Bean made a motion to grant the layout of 4<sup>th</sup> Range Road and Flagg/Robinson. Selectman Bond seconded the motion. Motion failed 0-5.

Selectman Courtemanche clarified for the record that the decision is tentative and will be finalized September 3, 2019.

#### **IV. Old Business:**

PSNH is installing the arm at Glass Street and Church Street. Ron from Lightec will coordinate with George from Eversource to install the LEDs.

The Town Attorney is reviewing the drainage issue at Broadway and Fairview. After the public hearing tonight, the attorney will have to put that on the back burner.

The asbestos test at 6 Howard Street came back negative. Next step is for DPW to take down the shed/garage and mark out the area they would need for a proper turn around radius.

The Board discussed their recommendations for members of the Economic Development Committee. David suggested Steve Boucher Selectman Goulet



suggested Matthew Hogan, and Selectman Bond stated that Central New Hampshire Regional Planning Commission would like to be involved.

The paperwork has been signed for the new potential owner at 4 Union Street. They are still working on the language of the deed.

**V. New Business:**

Selectman Bond made a motion to appoint Dan Crean a regular voting member of the Planning Board. Selectman Goulet seconded the motion. Motion passed 5-0.

Selectman Bond made a motion to adopt October Tire Month. Selectman Crockwell seconded the motion. Motion passed 5-0. Residents can bring up to 8 clean and rimless tires per household to the Pembroke Transfer Station and pay \$3.00 rather than the normal \$5.00. Any "trash" tires from the forests are free. This is sponsored by the Pembroke Conservation Commission.

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

Selectman Bond made a motion to approve the minutes of August 5, 2019. Selectman Goulet seconded the motion. Motion passed 5-0.

**VI. Town Administrator Report:**

David stated that they are finalizing the work on Upper Beacon Hill Road. There was a change order submitted to fix some drainage issues. Selectman Bond asked what is being done. David stated that the drainage at the bottom of the road needs to be bigger. Selectman Goulet made a motion to accept the change order in the amount of \$22,930 and authorize David to sign the document. Selectman Crockwell seconded the motion. Motion passed 5-0.

David stated that the Energy Committee decided that the Selectman Rep will be the Chair of the Committee. At CIP they were told to look at future goals for the Committee.

David informed the Board and congratulated Reno Nadeau on achieving the status of Senior Roads Scholar.

The Board was invited to a meet and greet at the Congregational Church.

There is a public hearing with the City of Concord. The notice is sent out in compliance with their zoning ordinances.

The Town's highway block grant for FY 2020 is increasing to \$171,783.61.

## **VII. Committee Reports:**

Selectman Bean – The Roads Committee discussed culverts, shoulders on North Pembroke Road, and crack/sealing repair. David requested that at the next Recreation Committee hearing that the CIP be updated.

Selectman Goulet – CIP met with Water, Sewer, Energy Committee, and Municipal Facilities. The Water Department is forecasting for everything to be the same for the next 6 years. Sewer is requesting \$100,000 be put into a capital reserve to buy their own building. Sewer user fees would be paying for any bond that would be taken out for the project so it would not have a tax rate impact. Municipal Facilities would like to replace the library roof and cameras at DPW. There were also discussions about a security system at Town Hall.

Selectman Bond – Planning is working on the Master Plan.

Selectman Courtemanche - None

Selectman Crockwell – None

## **VIII. Other/Citizen Comment:**

Rich Bilodeau, 5 Howard Street, requested the timeline of when the work at 6 Howard Street would be completed. Rich has been maintaining that property since moving to Howard Street. Rich has discussed the sewer capacity with the Sewer Commission and there is no sewer hookup and the owners of the property had previously done a core sample for a septic system which it failed. Rich discussed the possibility of purchasing the property. David stated that DPW is working on getting the removal of the shed/garage into the current schedule and they are also looking at the turn around radius. Once that is completed, the Selectman will need to look at the property and make a decision what to do with it. The property was taken by tax deed so it would need to go to an auctioneer to give everyone the opportunity to bid on it. Rich stated that in the past the Board of Selectman sold tax deeded property to David Sheldon. David stated that the sale of that property went to Town Meeting for the residents to vote on. Rich stated that trees are falling from the property onto other private property. David stated that trees are part of the clean-up that will be done. Selectman Courtemanche asked when it will be in the DPW schedule. David stated that he isn't sure but they can notify abutters before the work begins. Selectman Crockwell asked if there are any issues with the water from snow melting. Rich stated that he pushes the snow onto the 6 Howard Street property so its melts evenly and absorbs into the ground rather than running down the street and into the basements of the homes at the bottom of the hill.

## **IX. Non-Public Session**

Motion by Selectman Goulet to enter non-public session in accordance with RSA 91-A:3 II (c) Seconded by Selectman Bean. 8:15 pm

Roll Call Vote:

Chairman Courtemanche	YES
Selectman Bean	YES
Selectman Goulet	YES
Selectman Bond	YES
Selectman Crockwell	YES

The Board came out of non-public session at 8:35 PM

## **X. Adjourn:**

Motion by Selectmen Goulet, seconded by Selectmen Bond to adjourn at 8:35 PM.  
Motion Passes 5-0.

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Justine M. Courtemanche, Chairman

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

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
SEPTEMBER 3, 2019 at 6:30 PM**

**DRAFT**

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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 6:30 pm.

**II. Citizen Comment:**

None

**III. Scheduled Meetings:**

Walter Mitchell – Town Attorney

Walter Mitchell, the Town Attorney, presented the Board with the document for the tentative vote taken by the Selectmen regarding the 4<sup>th</sup> Range Road/Flagg Robinson road opening prior to tonight's meeting. This document explained each individual Selectmen's reasoning for their vote. He asked that they do not discuss their votes or the document amongst each other prior to the meeting. Any additions or deletions should only be discussed during the open meeting. The Selectmen had no discussion and agreed with the document. Selectman Goulet made a motion to deny the layout provision for Flagg Robinson/4<sup>th</sup> Range Road and to adopt the final written version. Selectman Bond seconded the motion. Motion passed 5-0.

State of New Hampshire – Bridge Rehab on Route 28

Anthony Weatherbee, New Hampshire Department of Transportation, Bureau of Bridge Design, along with Jason Tremblay, Senior Project Engineer, NH DOT, and Julie Whitmore, Consultant presented the plans for the rehabilitation/replacement of the bridge over the Suncook River on Route 28. 3.2 miles north of intersection of Route 3. Anthony read the environmental public statement. Anthony stated that they are at this meeting mainly to discuss the town's preference for traffic control. The deck of the bridge needs to be repaired. There are two options open for discussion. One is closing the bridge completely for a month and that would lead to a long detour or repairing the bridge in phases where they would close half the bridge and leave one lane open for traffic. The project would then take one construction season

which is approximately 6 months. The bridge is 575 feet long and the proposed work zone speed limit would be 30 mph. Queues for northbound traffic are projected to be about 85 feet past Brookside Terrace and being backed up to Deerfield Road at peak times. It would add approximately a one minute or two-minute delay in daily commutes. The proposed preferred detour is 23 miles down Route 3 to Route 106 onto Route 4 and back down Route 28. Buck Street and Academy Road would be 7 miles but with the amount of schools and residential homes on the road, it was decided to be too much of an inconvenience.

Victor Ranfos, Department of Public Works, asked what the cost differential is on one option versus the other. Anthony stated that the cost is different but comparable. To do the project in one month, they would use an accelerated bridge construction method which uses different more expensive materials and the contractor would be incentivized to get the project done as fast as they can.

David Doherty, 4<sup>th</sup> Range Road, asked if they have done a traffic count. Anthony stated that there are almost 9,000 daily cars. The number of cars is a large reason as to why they were not in favor of the Buck Street detour.

Jim Boisvert, Department of Public Works, asked if the State will be working with the City of Concord to make sure that they are not doing the North Pembroke Road Bridge and this bridge at the same time. Jason Tremblay stated that they were not aware of that project but they will look into coordinating with them.

Connie Soucy, Buck Street, asked why they waited to do the construction now rather than when the schools were not in session. Anthony stated that this project is still in the design phase and the construction is expected to take place in the Spring/Summer of 2022.

Jason Menard, 318 Pembroke Street, asked what the previous work done on the bridge deck by the State entailed. Anthony stated that there were issues with the bridge joints and approaches settling. It also used to have metal grates on the shoulders for drainage and they covered those with cement. Jason asked if they just re-did the deck why are they re-doing it again. Anthony stated that there are super structure problems and they did not do an extensive deck repair recently.

Anthony asked if anyone was aware of any historic concerns in the area. Selectman Bond answered that they would have to ask the Historical Society.

Anthony asked if anyone knew of any past flooding concerns. Jim answered that they took down the dam around 5 years ago to lower the water level.

Anthony asked if there was any pedestrian or bike usage. Selectman Bond stated that there is a lot of bike usage. Selectman Bean asked if there is a sidewalk on the bridge being proposed. Anthony stated that there is not. If they do a phased construction, they like to be aware of any heavy bike usage or pedestrians.



Anthony asked if there are any current safety concerns. None were expressed.

Diane Schuett, Pembroke Street, asked if they will do another traffic count closer to the construction date. Anthony stated that they do regular traffic counts at different points on the road. They will likely do another before the project begins. Selectman Bean asked if they have done traffic counts on Academy Road. Anthony stated that he is unsure and would have to get back to them.

Anthony asked if there were any special town events through that section of road. Selectman Courtemanche stated that Reach the Beach goes through that area every September.

Anthony asked if there is any river usage. Jason Menard answered that people fish in that location.

Cindy Thorell, 8 Winchester Court, stated that closing the bridge would be an issue for people using Bear Brook State Park.

Diane Schuett asked if they were including Epsom in the discussion. Anthony stated that they have not contacted them directly. Jason Tremblay stated that they will do public outreach prior to construction but it also depends on which option is chosen. They have discussed the project with the Town of Allenstown and they preferred the option of keeping one lane open with signals on the bridge. They will come back in 6 weeks or so for a public informational on what has been decided.

David Doherty expressed support of the alternating traffic pattern.

Jason Tremblay stated that they will leave their information and anyone who would like to discuss the project further. David Jodoin reiterated that they need to coordinate with the City of Concord so they do not bottle neck or block in residents. Jason Tremblay stated that they would have the alternating one-way traffic for 6 months so they would be able to pass but they will coordinate with them. Selectman Bond suggested making sure they have a lane for pedestrians because the area is between two camp areas. Selectman Bond asked what the age of the bridge is. Jason Tremblay answered that it is about 60 years old. The goal of the Bureau is to make bridges last 120 years before having to replace the bridge. Every 60 years they will replace the deck. The Bureau will do some maintenance and preservation work to make that happen.

Selectman Bond asked what the construction months are. Jason Tremblay stated that a typical construction season is mid-April to mid-October. It depends on the area of the State they are working in.

Selectman Crockwell asked if the traffic study for the 9,000 cars was during the summer. Jason Tremblay stated that he would have to check with the Bureau of

Traffic on their methods but they give them those figures and take seasonal traffic into consideration to find an average.

#### Mike Vignale – Upper Beacon Road Update

Mike Vignale, KVPartners, Jim Boisvert, Roads Committee/DPW, Jason Menard, Roads Committee, Brian Seaworth, Roads Committee, Paulette Malo, Roads Committee, Victor Ranfos, Roads Committee, and Vincent Greco, Roads Committee, discussed the Upper Beacon Road update and upcoming construction projects. Mike began with the storm water basin on Upper Beacon Road. There is too much water coming from the road into the basin for it drain properly. This led to a green algae forming and clogging the pipes. There was an attempt to remedy the situation that did not work. The only way to make the basin dry was with the change order that was presented to the Selectmen last week. The change order included stone, a liner, a base flow pipe, and a under drain. The amount of drain water was unknown at the time original drain was designed.

Other items on the punch list that were discussed was a tree branch on the upper portion of Beacon Hill Road that will be taken care of, boulders on East Meadow Lane that were left over from blasting that are now gone, removal of an erosion check that caused concerns for ponding on a driveway on Third Range Road, residents on Lower Beacon Road creating a driveway that they did not obtain a permit for, owner on Beacon Hill Road wants a slightly wider driveway for easier access to their mailbox, owner on Beacon Hill Road is having concerns for water coming off the road and flowing into their neighbors yard and flooding their yard, vegetated swales on Third Range Road, settlement near the basins on East View/East Meadow have been taken care of, and they have not advertised the sale of grates yet.

#### Roads Committee – Update of Paving Projects

Jim Boisvert, Jason Menard, Brian Seaworth, Paulette Malo, Victor Ranfos, and Vincent Greco discussed updates on paving projects. Jim stated that they would like to have a public hearing this year on the proposed Main Street project. David Jodoin asked if there are plans ready. Mike Vignale stated that the plans are ready to go but there is still a question about sidewalks and telephone poles. Selectman Bond asked how soon they are looking for the public hearing. Jim stated that he would like to do it sooner than later and at the same time as the snow removal policy. Jim stated that that could be ready for the second meeting in October. David answered that he would put it on the agenda for October 21, 2019.

Jim Boisvert stated that the shoulders on North Pembroke Road have been completed. Paulette stated that it was done last week and explained that when pavement is put down, they need to wait 3-4 weeks to do the shoulders. The pavement needs to cure and if it is too hot, it may take longer than 4 weeks. Selectman Crockwell stated that he was concerned with Merrill Trucks being too heavy for the pavement and crushing the shoulder. Paulette explained that if it rains a lot, it can also push back the date of getting the shoulders done.

Jim Boisvert explained that Glass Street is having the new hydrant put in on Thursday, hot top will go on Friday, and Monday they will be cold planeing during the day.

Selectman Crockwell asked if they could clean up tree branches that are blocking street signs. Jim said they will check all signs in Town.

Jim Boisvert stated the Roads Committee is working on changing the Trench Permits. Paulette stated that they are not changing the rules and regulations, they are adding a diagram of the trench and how to patch it to the actual form. David Jodoin stated that they will need a public hearing to make the changes. Jim stated that they will not need a public hearing on that until the spring since Trench Permits are not issued November 15-April 15.

#### **IV. Old Business:**

Ron from Lightec sent a letter saying once they get notice of the arm being installed by Eversource they can schedule the balance of the light fixtures to be installed. David stated that with the storms going on down south, there may be further delays.

David stated that since the Fourth Range Road development has been decided, the Town Attorney can begin working on the Broadway/Fairview drainage issue again.

David suggested waiting until after the snow falls to make a decision on 6 Howard Street. DPW needs to see how much room they will need for snow removal and there may be a chance that there will be a sewer hookup available for the parcel which will make it more valuable. David asked what the Board wanted to do with parking in the area?. Selectman Goulet suggested a no trespassing sign. Selectman Crockwell suggested a sign that says Town Property No Parking. David stated that there may be a need for a public hearing in order to sign the property. He will discuss this with the Police Department for what is the best way to move forward.

Selectman Bond asked about the town owned property that the Greenhouse would like to purchase. David stated that property was taken by owner unknown in 1981. The bills were sent to 311 Pembroke Street and after 3 years, the property was deeded to the Town. The chain of title has questions. David is going to see if there is a way to quiet the title and sell it as is. This will need to be discussed with legal. Selectman Bond asked if he thinks the NE Flow Farms would put up the fees to do the title research. David stated that it is a lengthy and expensive process so he doesn't believe so. David also stated that he had talked with Tim Bernier, NE Flower farms surveyor about the issue.

David is meeting with Steve Boucher for the Economic Development Committee tomorrow. Selectman Bond stated that Lisa from Nicole's Greenhouse would like to join the committee.

David stated that he is recording the mylar for 4 Union Street with the registry tomorrow.

**V. New Business:**

Selectman Crockwell made a motion to award the sweeping bid to Immaculate Power Sweeping, LLC in the amount of \$7,650 for 2020, \$7,800 for 2021, and \$7,960 for 2022. Selectman Goulet seconded the motion. Motion passed 5-0.

Selectman Crockwell made a motion to award the Cemetery/Property mowing bid to Mattice Collins Property Services in the amount of \$24,000 for 2020 and 2021. Selectman Goulet seconded the motion. Motion passed 5-0.

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

Minutes of August 19, 2019 were tabled until the next meeting.

**VI. Town Administrator Report:**

David shared that Steven Perron achieved the status of Safety Champion through the Roads Scholar Program.

Tim Goldthwaite resigned from the Roads Committee since he has moved out of Town.

David shared that he cancelled his vacation because there is an issue balancing the merging of the assessing software with the Town's tax program. All the numbers have to be in and correct by mid-September so the MS-1 can be turned into the state for tax rate setting.

David stated that Allenstown is leaning towards leaving the bridge open and having a 6-month construction season. Selectman Bond and Goulet support leaving the bridge open for traffic heading to the Lakes Region. Selectman Crockwell supports the one month shut down plan. Selectman Courtemanche shared concerns that even though it is one lane, people will still go Buck Street and that the cars will back up further than Deerfield Road. Selectman Bond asked if Fire and Police have weighed in on this decision. David stated that they have not. David shared concerns for the ambulance since Tri-Town supplies ambulance services for that area. Kevin Foss, resident, supports shutting the bridge down for one month. David said he will discuss with Fire, Police, and Ambulance before they make a formal decision.

**VII. Committee Reports:**

Selectman Bean – Recreation discussed Old Home Day.

Selectman Goulet – None

Selectman Bond –. Energy Committee is meeting Thursday. San-Ken came to Planning and the decision was made not discuss the application further because they did not have the information on what the Selectmen had formerly decided. San-Ken presented three options for going forward that included litigation, building their own roads and create a home owners association, and cluster building of 56 houses. David stated that if they go the route of cluster building, they would need to submit a new application. Pembroke Animal Hospital is adding an additional driveway and building for Doggy Day Care.

Selectman Courtemanche - None

Selectman Crockwell – None

**VIII. Other/Citizen Comment:**

None

**IX. Non-Public Session**

None

**X. Adjourn:**

Motion by Selectmen Goulet, seconded by Selectmen Crockwell to adjourn at 8:08 PM. Motion Passes 5-0.

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Justine M. Courtemanche, Chairman

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

## David Jodoin

---

**From:** Philip St. Cyr <pstcyr@nhprimex.org>  
**Sent:** Wednesday, September 04, 2019 12:48 PM  
**To:** David Jodoin  
**Cc:** JMCourtemanche2@gmail.com  
**Subject:** RE: Pembroke Prime Program updated benchmarks

Hi David:

**Congratulations are in order!!**

**The Town has successfully met all requirements for Prime Program renewal. Therefore, all program benefits will continue without interruption.**

Once again thanks very much to you for your efforts in completing the program and for your attention to risk management and safety in the workplace!

Best regards  
Phil

Phil St. Cyr, Risk Management Consultant  
[pstcyr@nhprimex.org](mailto:pstcyr@nhprimex.org)  
[www.nhprimex.org](http://www.nhprimex.org)  
603-225-2841 ext. 105 (Office direct)  
603-496-0415 (Cell direct)

**From:** David Jodoin <djodoin@pembroke-nh.com>  
**Sent:** Tuesday, August 20, 2019 2:15 PM  
**To:** Philip St. Cyr <pstcyr@nhprimex.org>  
**Subject:** Re: Pembroke Prime Program updated benchmarks

Thanks

Sent from my iPhone

On Aug 20, 2019, at 2:03 PM, Philip St. Cyr <[pstcyr@nhprimex.org](mailto:pstcyr@nhprimex.org)> wrote:

Hi David:

I believe the issue is with the sample benchmark form. I've updated and attached your last benchmark form so all you will have to do will be to attach it to the electronic form and send back to me along with all completed sections of the Prime renewal form. **In the comments section, simply state that all benchmarks have been met to date. Staff will continue to monitor lost time claims related to body mechanics and participate in Primex On-Line Back Injury Prevention sessions. The Town will strive to enroll students for the Stevens Advanced Driver Training classes as they become available.**

You can add your own comments in each section if you wish, however, no other documents besides the benchmark form are needed.

Best regards  
Phil

Phil St. Cyr, Risk Management Consultant  
[pstcyr@nhprimex.org](mailto:pstcyr@nhprimex.org)  
[www.nhprimex.org](http://www.nhprimex.org)  
603-225-2841 ext. 105 (Office direct)  
603-496-0415 (Cell direct)

**From:** David Jodoin <[djodoin@pembroke-nh.com](mailto:djodoin@pembroke-nh.com)>  
**Sent:** Monday, August 19, 2019 5:27 PM  
**To:** Philip St. Cyr <[pstcyr@nhprimex.org](mailto:pstcyr@nhprimex.org)>  
**Subject:** website

Good Evening,

I am not sure if something is wrong with the system or not. I tried internet explorer and google and still have the same issue. When I open up the sample benchmark form it only gives me the slip and fall section. Missing are back injuries and vehicles.

I am out but will be looking at emails. Am I missing something?

Thanks

David

<2019-01-01 Pembroke benchmarks (August 29, 2018 review).doc>

To: Pembroke Board of Selectmen

From: Marie A. Brezosky

I know each year a Pembroke resident is selected for the town report dedication. I would like to offer a suggestion for the 2019 report. I feel my neighbor and friend Alan Topliff would be an excellent choice.

About Alan...

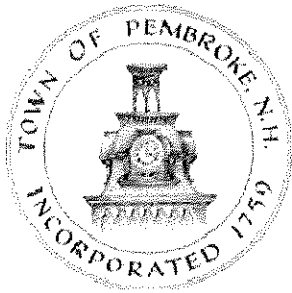
Alan, a long time Pembroke resident, graduated from Pembroke Academy in 1972. The Topliff family was well known in town with Alan's Dad serving as long time pastor of the Congregational Church and Mom was a teacher in our elementary school. Alan started serving with the Pembroke Fire Department as a teenager and continued as a firefighter for 31 years. With a strong interest in his community, Alan almost never missed a town meeting. Serving 13 years on the Pembroke Planning Board, he prided himself on always being fair and considerate of all.

Truly a good citizen and asset to our town

*Marie Brezosky*

*Sept. 9, 2019*





# *Town Of Pembroke*

## *Sewer Commission*

4 Union Street, Pembroke, NH 03275

Phone: (603) 485-8658 Fax: (603) 485-2142

E-Mail: sewerdept@pembroke-nh.com

Office Hours: Monday - Thursday 8:00 am - 4:00 pm

July 8, 2019

Mr. Jeff Backman, Superintendent  
Allentown Sewer Commission  
Allentown, NH 03275

Subject: Response to April 30, 2019 letter

Dear Mr. Backman:

This letter is in response to the April 30, 2019 correspondence provided by the Allentown Sewer Commission (ASC) to the Pembroke Sewer Commission (PSC). The intent of the letter was to address PSC's response and request for sewer connections.

### Calculation of usage

Regarding the manner of calculation of the 80% capacity at a WWTP, Env WQ-703.07.a.3 (Sewer Connection Permit) states:

*Any wastewater connection or other discharge to a WWTP operating in excess of 80% design flow capacity or design loading capacity based on actual average flow or loading for 3 consecutive months*

Based on this and historic flow, the highest 3-month running average over 2016-2018 was 0.568 mgd (October to December 2018). The current 2006 IMA allows for annual average flows of to 0.6825 MGD, or 65% of the WWTF 1.05 MGD capacity. Based on the highest 3-month average, it appears that PSC has approximately 0.115 MGD of capacity remaining within the limits of the current IMA.

### Increased Capacity

With the proposed additional capacity of 150,000 gpd pending a new IMA, PSC's total allowable useable capacity would increase to 0.8325 MGD.

	PSC Allowable Capacity, MGD	% of WWTF Capacity
Current IMA	0.6825	65%
Additional – Future IMA	0.150	14%
<b>Total Allowable Capacity (Future)</b>	<b>0.8325</b>	<b>79%</b>

PSC is prepared to generally agree to the provisions of a new IMA proposed by the ASC in the letter dated November 15, 2018, understanding the verbiage contained in the new IMA is acceptable and agreeable to both the ASC and PSC. It would seem to make sense to initiate a workshop between the ASC, the PSC, engineering consultants, and legal Counsel to begin forming the new IMA and move forward.

In reference to ASC's April 30, 2019 letter, PSC was not implying that they were entitled to additional capacity above its original allotment of 0.6825 MGD as a result of the Bio-Mag project. PSC was intending to confirm the existing useable capacity per the terms of the current IMA as well as confirmation of the offer of additional capacity of 150,000 gpd beyond this amount under the future IMA.


*Lodges at Pembroke Pine – 75-Unit condominium sewer extension*

As previously noted, PSC had 98,000 gallons per day (gpd) previously permitted by New Hampshire Department of Environmental Services (NHDES), as identified to the ASC in the IMA LOI response letter dated February 12, 2019. 2018 water user records reflect an annual average of approximately 28,370 gpd from these users and 25,200 gpd in flow remaining unused. Please see the attached backup.

The Lodges at Pembroke Pines is requesting to convey approximately 19,125 gpd in total user flows which is equivalent to approximately 255 gpd/unit and is generally consistent with industry standards. Please see the attached breakdown of flows as provided by the developers connection application. PSC has looked at existing condominium developments including Emerson Mill (71 units), Littlefield Condominium (87 units), and Chickering Meadows Condos (72 units) which have 2018 average usage per unit of 69 gpd, 106 gpd, and 105 gpd respectively.

The PSC is requesting approval for the installation of this new sewer connection to the Pembroke collection system.

Sincerely,



Paulette Malo, Operations Director  
Town of Pembroke Sewer Commission

CC: Files

## New Hampshire Championships Safety Meeting Minutes

Pembroke Safety Complex

247 Pembroke Street, Pembroke, NH

September 5, 2019

Organizations: Town of Pembroke and Amoskeag Rowing Club (ARC)

### Attendees:

Dwayne Gilman	Pembroke Police	<a href="mailto:dgilman@pembroke-nh.com">dgilman@pembroke-nh.com</a>	944-0710
Rob Farley	Pembroke Fire	<a href="mailto:rfarley@pembroke-nh.com">rfarley@pembroke-nh.com</a>	496-9159
Harold Paulsen	Pembroke Fire	<a href="mailto:hpaulsen@pembroke-nh.com">hpaulsen@pembroke-nh.com</a>	496-0630
James Boisvert	Pembroke HD	<a href="mailto:jboisvert@pembroke-nh.com">jboisvert@pembroke-nh.com</a>	
Janet Harmon	Amoskeag Rowing Club	<a href="mailto:janetharmon300@gmail.com">janetharmon300@gmail.com</a>	738-4106
Mike Sheehan	Amoskeag Rowing Club	<a href="mailto:msheehan@usa.net">msheehan@usa.net</a>	425-8085
Jennifer Williams	Amoskeag Rowing Club	<a href="mailto:jhwrow@comcast.net">jhwrow@comcast.net</a>	(503) 970-2292 (Cell)

### Tri-Town Ambulance

ARC requested Tri-Town Ambulance presence per last year. There will be one provider stationed at the Command Center with an ambulance off site on call if/as needed. The provider will arrive on site at 8:00am.

### Pembroke Fire

Fire Chief Harold Paulsen and Captain Rob Farley were present representing Pembroke Fire Department. The Fire Department will have 5 – 6 people on site including 2 people assigned to the fire department boat. Fire Boat will be on the water 7:30 – 8:00ish and will launch from Allenstown ramp. The Command Center number should be the same as in past years **(603) 419-9721**. The Command Center will be delivered on Friday and will be open at 5:45 am on Race Day.

The meeting for the singles and doubles will be at 7:30 a.m. The meeting for the coaches and coxswains will be at 8:00 a.m. Both meetings will take place at the Point near the launching docks. Launches expected to begin launching at 7:45 a.m.

Fire Department will also unlock First Range Road to allow for Fire Department access.

Fire will be using an ATV/Gators on site. Fire also has a drone as will use it if it is functional. Fire Drone took fantastic photos of the site during the regatta last year which Fire will share with ARC (thanks!).

All team tents will be located on the soccer field. There will be no team tents in the baseball field (only parking for car with singles and doubles and limited staff in the baseball field). Fire stated that everyone bringing a grill for a team tent **must** have their own fire extinguisher and that they will be patrolling the site to check the team tents for those fire extinguishers. Fire also requested enough space in the aisles between team tents in the team tent area (10 – 12 feet) to allow for access in the case of an emergency. Distance between tents last year was fine – aim for same this year. The one area that needs attention is near the baseball field where there were two rows of tents spilling into the aisle. Mike S (ARC) will rearrange that area when staking out and assigning tent spaces to improve this situation.

**No generators** will be allowed in the team tents. Vendor tents may use generators. Mike Sheehan will be making a map of the team tent area on Saturday and will provide to Registration tent and Command Center on Sunday morning.

ARC requested to borrow a generator from the Fire Marshall for the Starting Line. Steve Winnett (ARC) to coordinate with Captain Farley regarding generator pick-up. Generator should be available for pick-up from the command trailer on Friday afternoon.

ARC will borrow 25 Homeland Security Radios day of race. Last year there was an issue with the radios losing power quickly due to the cold temperatures. There will be 30-40 radios available so they can be swapped out when they run out of power. It was suggested that the launch personnel be assigned two radios – one to use and one as back-up, since they are on the water and cannot pick up a replacement during the day. Jennifer to pick up radios at Command Center trailer at 6:00am Race Day. The radios have 3 channels, 2 local (BEC 1 and BEC 2, one of which is on the same channel as the repeater) and 1 with a repeater (BEC RPTR). BEC RPTR should be assigned to those personnel needing to communicate over a long distance (such as starting and finish line personnel). The repeater will be located at the building near the transfer station. Channel 1 will be assigned to most users (launches, venue personnel) and channel 2 will be assigned to the USRA refs and start line personnel for their use in that area. Pembroke Fire will notify Bow Fire Department of the event. Bow Fire Department has been invited to participate in years past but has not chosen to do so again this year. CARES ham radio operators will be helping out again this year. Captain Farley is now the point of contact for CA-ARES.

ARC to stake out space for the command center and associated vehicles on Saturday to ensure enough room.

Jennifer to send Captain Farley an electronic copy of the race entries on Saturday afternoon. Hard copy to be provided on Sunday morning at radio pick-up.

## **Pembroke Police**

Chief Dwayne Gilman was present and will provide 6 police officers to direct traffic until less are needed. 4 officers will man the intersections per previous years. One officer will be stationed at the Command Center and one officer will be "roaming". Officers will be at their posts by 5:45 - 6:00am. A 7<sup>th</sup> **detail will be provided again this year** to cruise Memorial Field from midnight Saturday until 6:00a.m. Sunday to discourage vandalism and break-ins into the team trailers parked there overnight. This worked well last year.

Chief Gilman requested a "Boats Only" sign to direct trailers down Pleasant Street.

There is now **NO SMOKING allowed** on Memorial Field. Jennifer to add this to the Regatta Central site to notify participants. All dogs must be on leashes. Dogs should not be left in cars.

Janet mentioned the situation with the Village School parking lot no longer being available for parking during the regatta as the school is being decommissioned. She has talked to Patty Sherman at the SAU. Janet will contact Dave Jodoin to see if the transfer station could be used for parking instead.

## **Public Works**

Jimmy Boisvert was present for DPW. DPW will unlock the gate to Memorial Field before 6:00 am on Race Day. **Call 210-3078 if gates are not unlocked.** They will also unlock the Keystone gate to allow vehicles to exit and place a "Do Not Enter" sign there to prevent traffic from using this as an entrance. Fire can also unlock Keystone gate if needed. DPW will remove the guard rail by the soccer field to allow access.

Signs indicating "Form Two Lines" with double arrows are needed at Bridge Street and Front.

The Town port-a-potty there also needs to be moved if necessary. DPW requests that ARC stake off the side of the road by the transfer station to prevent parking on private property.

ARC has again requested all day access to the soccer field for set-up purposes.

Respectfully Submitted

Jennifer Williams

Amoskeag Rowing Club

New Hampshire Championships Administration Head





# James R. St. Jean AUCTIONEERS

RECEIVED  
SEP 10 2019  
TOWN OF  
PEMBROKE, NH

September 2019

TO: ALL MUNICIPALITIES & NON-PROFITS  
**RE: STATE OF NH SURPLUS PROPERTY AUCTION**

This memo is to advise all City and Town Personnel that the State of NH allows, as well as encourages, your participation in the State of NH Surplus Property Auction to be held Saturday, October 19, 2019 at the White Farm, 144 Clinton Street, Concord, NH.

In the past the Cities and Towns who have participated have consigned many items such as vehicles, equipment, furniture and fixtures. Through the auction process many of these Cities and Towns have found the auction method to be very lucrative, especially in the sale of motor vehicles. In the spring of 2019 over 30 Cities and Towns throughout NH participated in the auction; visit our website: [www.jsjauctions.com](http://www.jsjauctions.com) for sale results. Should the October 19, 2019 date of the live auction not fit into your timeline, please note that St. Jean Auctioneers conducts online vehicle & equipment auctions throughout the year and would be happy to meet with you to discuss alternative auction methods. Please contact Jay or Sue at (603) 734-4348 and we'll provide detailed information on both live and online auction options.

The following are the **live auction** guidelines:

1. All items entered into the auction will be sold at **"absolute auction", that is, with no minimum or reserve bids.**
2. We must have a complete inventory list on town letterhead or use the attached form
3. Vehicles year 2000 or newer need a Title of Ownership signed and dated 10/19/19. Vehicles older than year 2000 need: A copy of the Title of Ownership signed & dated 10/19/19 or a (TMDV 22A), it's a pink State of NH form with one of the following: A copy of the title, copy of last registration or a (TDMV-19A), it's a blue State of NH Verification of Vehicle Identification form.
4. All consignors are responsible for delivery of items to the auction site which is located at 144 Clinton Street, Concord, NH (exit 2 off of I-89).
5. **Drop off times: Wednesday, October 9 & Thursday, October 10 from 8am-3:30pm or by appointment with auctioneer.** All consignors will be required to submit an inventory listing upon or before arrival and to assist with unloading. The State of NH will provide forklift/loader assistance for heavy equipment and palletized loads.

St. Jean Auctioneers will make payment approximately ten days after the auction sale. Our payment will include a listing of each item sold and the sale price. A check will be made payable in the manner you indicate to us minus a yard fee of ten percent of the gross sales amount.

We look forward to working with you and if you have any questions, please do not hesitate to contact our office at (603) 734-4348.

