

AGENDA
BOARD OF SELECTMEN
June 1, 2020 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a.
- IV. OLD BUSINESS:
 - a. Road Paving Bids
- V. NEW BUSINESS:
 - a. Possible Donation of Land 565-57
 - b. Town Code Proposals
 - c. Discussion on opening Memorial Field
 - d. Manifest/Abatements
 - e. Minutes 5/18/20, 5/27/20, Non Public 5/18/20, 5/27/20
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. Non Public Session
 - RSA 91-A:3 II (b) The hiring of any person as a public employee
- X. ADJOURN

Residents can watch the meeting live by accessing the Town's website at www.pembroke-nh.com. Go to recorded meetings and click on Pembroke NH. If anyone has questions while the meeting is going on you can email the Town Administrator djodoin@pembroke-nh.com.

While we are complying with the Governors order of no more than 10, we are doing our best to still allow for public input.



HIGHWAY BLOCK GRANT AID

By law, all municipalities in the State having Class IV and V mileage are entitled to Highway Block Grant Aid. RSA 235:23 stipulates the funding apportionments. Highway Block Grant Aid is distributed to municipalities by the State of New Hampshire on a yearly basis with partial disbursements made four times a year. Sixty percent (60%) of the funds are distributed in the first two payments (30% in July and October) and the other 40% in the final two payments (20% in January and April). **The funds can only be used for construction, reconstruction and maintenance of each municipality's Class IV and V highways.** It can, therefore, be used to be part of the match for a project in the bridge aid program. It also can be used towards equipment to maintain the local roads. The intent here is that it be used towards the local roads; i.e., not used to build a new library or school or buy a fire truck.

Highway Block Grant Aid funds represent a portion of the State's highway revenues received in the preceding fiscal year including revenues resulting from SB 367. There are two "pots" of money from which allotments are made. The first, identified as Apportionment A, represents 12% of the State's highway revenues. One-half of that "pot" is distributed among the municipalities based on their population in proportion to the entire State's population and the other half is disbursed based on a municipality's Class IV and V road mileage in proportion to the total statewide Class IV and V mileage. In general, the allocation of these funds represents a disbursement of approximately \$1,400 for each mile of Class IV and Class V highway inventoried by each municipality and \$13 for each person residing in a municipality based on the state planning estimate of population.

The formula for dispensing funds from the second "pot" of money (a set sum of \$400,000) is less straightforward. It was established to assist those municipalities having high roadway mileage to maintain and whose overall value of property (on an equalized basis) is very low in relationship to other communities. In FY 2019, 18 municipalities received funds from this "pot".

As the New Hampshire Department of Transportation (NHDOT) is responsible for determining the actual disbursements of funds, it is important that they be provided accurate and current information regarding each municipality's Class IV and V mileage. This is typically accomplished by filling out the "Information Report" sent to municipalities each year by the Bureau of Planning and Community Assistance. At the conclusion of each municipality's yearly legislative meeting (i.e. Town Meeting), the NHDOT should be notified of all changes to the community's roadway system. The information should include the length and location of all Class IV and V highways reclassified, accepted, and/or discontinued by the municipality that year.

The total amount of funding distributed statewide annually over the last five state fiscal years is:

FY 2016 \$34,843,581
FY 2017 \$34,931,513
FY 2018 \$35,859,434
FY 2019 \$36,287,968
FY 2020 \$36,911,575

**For more information contact: Bureau of Planning and Community Assistance,
NHDOT, PO Box 483, Concord, NH 03302-0483. Telephone: 603.271.3344**



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: Roads Committee
CC: David Jodoin
Date: April 9, 2020
Re: Paving Bid Award Recommendation 2020

The Roads Committee recommends the bid be awarded to GMI Asphalt, LLC for paving North Pembroke Road and shim on Dudley Hill Road for approximately \$160,000.00.

\$ 242,000
NORTH PEMB ROAD
Emulsion
2" BASE
80,000



Insurance—yes!

David Jodoin

From: VJ Ranfos <vranfos@pembroke-nh.com>
Sent: Friday, April 17, 2020 10:47 AM
To: David Jodoin
Cc: jboisvert@pembroke-nh.com
Subject: FW: chip seal options

Hi David,

I received this today from All States. I believe that the Selectpersons are talking about the paving bids on Monday. This might be something to consider.

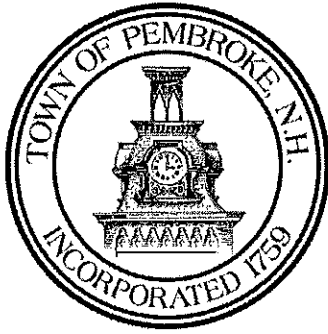
Thanks,
V.J.

From: Bruce Davis [<mailto:bdavis@asmg.com>]
Sent: Friday, April 17, 2020 8:06 AM
To: vranfos@pembroke-nh.com
Subject: chip seal options

Due to the Town's uncertainty with delayed tax revenues, I wanted to reach out to extend an option to you. Given our desire to help you move forward during the short construction season, we are able to explore options for extending payment terms beyond our normal 30 days. Consistent with similar relief that businesses and communities are providing for various bill payments, we could potentially provide a 60 or 90 day delay on payment for work completed during this season. If this is something that would be helpful, please let me know and we can discuss further. Have a good weekend.



Bruce Davis
Sales
Cell : 603-496-3053
Email: bdavis@asmg.com
Website: www.asmg.com



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

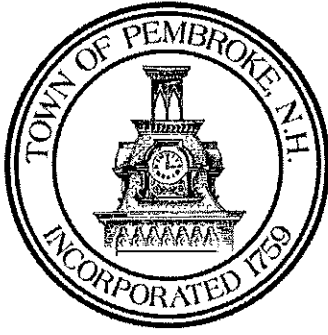
From: Roads Committee

CC: David Jodoin

Date: April 9, 2020

Re: Full Depth Reclamation w/Injected Asphalt Stabilization Bid Award Recommendation 2020

The Roads Committee recommends the bid be awarded to All States Asphalt, Inc. for North Pembroke Road for approximately \$80,022.00.



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: Roads Committee
CC: David Jodoin
Date: April 9, 2020
Re: Chip Sealing Bid Award Recommendation 2020

The Roads Committee recommends the bid be awarded to All States Asphalt to apply Double Chip Seal to Ryan Drive for approximately \$19,468.00.



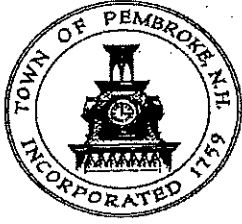
Town of Pembroke

Department of Public Works

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

2020 Chip Sealing Bid Summary

		Per Pound	Comments
All States Asphalt, Inc. P.O. Box 91 Sunderland, MA. 01375	Single	2.55 Sq. Yd.	Certificate of insurance/ Yes
	Double	5.95 Sq. Yd.	



Town of Pembroke

Department of Public Works

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

2020 Bid Summary/Full Reclaim w/ Injected Asphalt

	Per Pound	Comments
All States Asphalt, Inc. P.O. Box 91 Sunderland, MA. 01375	6.20 Sq. Yd., 3.50 gal	Certificate of insurance/ YES
Advanced Excavating & Paving P.O. Box 581 Suncook, N.H. 03275	7.75 Sq. Yd., 4.50 gal	Certificate of insurance/ YES

Edward B. Whittemore
53 Westwood Road
West Hartford, CT. 06117
Tel: 860-573-9179

May 28, 2020

Via e-mail: djodoin@pembroke-nh.com

Board of Selectmen
Town of Pembroke
Pembroke Town Hall
311 Pembroke Street
Pembroke, NH 03275
Attention: David Jodoin, Town Administrator

Re: Proposed Land Donation to the Town

Dear Selectmen:

This letter serves as our family's written request for your Board to consider and act favorably on the proposal to donate land to the Town, as described below (the "Donation Proposal"). I describe below a bit of background about the property, and our Donation Proposal. I also include a formal request for your Board to approve regarding fees.

The Whittemore family has owned the property located at 374 Pembroke Street for generations. The parcel consists of approximately 100+/- acres, and runs from the street southwest towards the banks of the Merrimack River. Currently, our family's farmhouse home (the Aaron Whittemore Homestead) sits at the front of the property. The rear of the property is leased to a tenant farmer, for the cultivation of corn and other crops. These uses will continue after the completion of the land donation.

Our father, Frederick B. Whittemore of New York, N.Y., has owned the property (parcel 565-57) in part since 1972, and outright for the past 7 years. Our father is 89 years old, and, due to his declining health, has given his power of attorney to me and my older brother, Laurence F. Whittemore, III. We have determined, in consultation with our father and our cousins who reside in N.H., to offer a portion of the property as a gift to the Town.

The enclosed maps (prepared by Mark Sargent at Bartlett & Associates) describe in detail the property, and the proposed parcel along the river (the "river parcel") that we propose to give to the Town outright.

This river parcel consists of approximately 10.36 acres of riverfront land, situated along the river and to include the old railway bed – the "rail trail". The

river parcel to be donated would be annexed to the nearby parcel, which is land already owned by the Conservation Commission (parcel 565-59). The proposed new lot line was drawn to coincide with the Eversource right-of-way. The proposed new lot line would sit to the north of the old railroad right of way, to ensure that the Town has ample space for its use of this parcel as part of the planned continuous "rail trail" along the river from South to North in Pembroke.

We understand that the Donation Proposal must be considered by the Conservation Commission and the Town's Planning Board, but that the ultimate decision to accept the donation of this parcel lies with your Board.

I hereby request that the Board consider the Donation Proposal, and would ask that you let us know that the Town is interested in acquiring the parcel as a donation by our father, Fred Whittemore.

I have reviewed a worksheet prepared by the Bartlett firm as part of the plan review application to the Town's Planning Department for the lot line adjustment to facilitate the gift. The application would ordinarily involve the payment of fees of approx. \$1,460, payable to the Town. Because our Donation Proposal is a gift to the Town, and because the river parcel will be enjoyed by Town residents in perpetuity, I hereby request that the Board adopt a resolution waiving the requirement that we pay these fees to the Town in connection with the application. I also request that the Town pay the recording fees for the plan and the deed, payable to the Merrimack County Registry of Deeds.

Ammy Heiser has explained that to us she will attend the June 1st meeting of your Board to discuss the Donation Proposal and answer any questions you may have about the river parcel and the Donation Proposal.

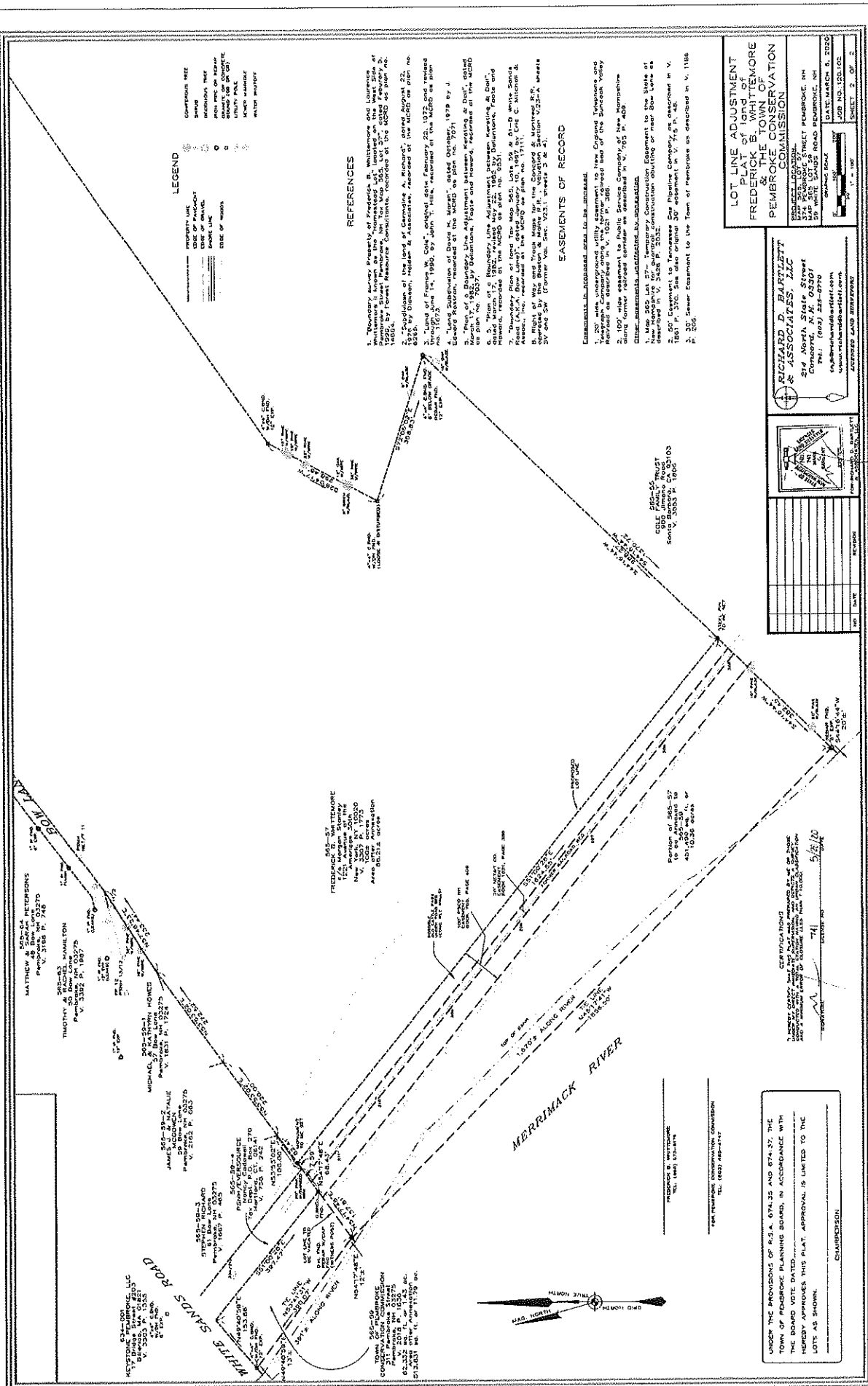
You may also reach me, at ebwhittemore9@gmail.com or (860) 573-9179, or our attorney Thomas N. Masland, Esq. at tom@ranspell.com or (603) 410-6636.

Sincerely,



Edward B. Whittemore, as power-of-attorney for Frederick B. Whittemore

cc: Frederick B. Whittemore
Laurence F. Whittemore III
Ayn Whytemare
Thomas N. Masland, Esq.
Mark Sargent



LEGEND

- PROPERTY LINE
- EXISTING EASEMENT
- NEW EASEMENT
- EXISTING ROAD
- NEW ROAD
- EXISTING UTILITY
- NEW UTILITY
- EXISTING FENCE
- NEW FENCE
- EXISTING CURB
- NEW CURB
- EXISTING DRIVE
- NEW DRIVE
- EXISTING SIDEWALK
- NEW SIDEWALK
- EXISTING WALKWAY
- NEW WALKWAY

REFERENCES

1. "Boundary Survey Property of Frederick B. Whittemore and Laurence Whittemore, known as the 'Whittemore Lot', located on the West Side of the Merrimack River, in the Town of White, New Hampshire, recorded at plan no. 1027 P. 368.
2. "Easement of the land of Gertrude A. Richard", dated August 22, 1935, by Gertrude A. Richard, recorded at the MCO as plan no. 1027 P. 368.
3. "Easement of the land of Gertrude A. Richard", dated August 22, 1935, by Gertrude A. Richard, recorded at the MCO as plan no. 1027 P. 368.
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EASEMENTS OF RECORD

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LOT LINE ADJUSTMENT
FREDERICK B. WHITTEMORE
& THE TOWN OF
PEMBROKE CONSERVATION
COMMISSION

RICHARD D. BARTLETT
& ASSOCIATES, INC.
214 North Main Street
Pembroke, NH 03275
Tel: (603) 555-0700
Fax: (603) 555-0700
www.richardbartlett.com

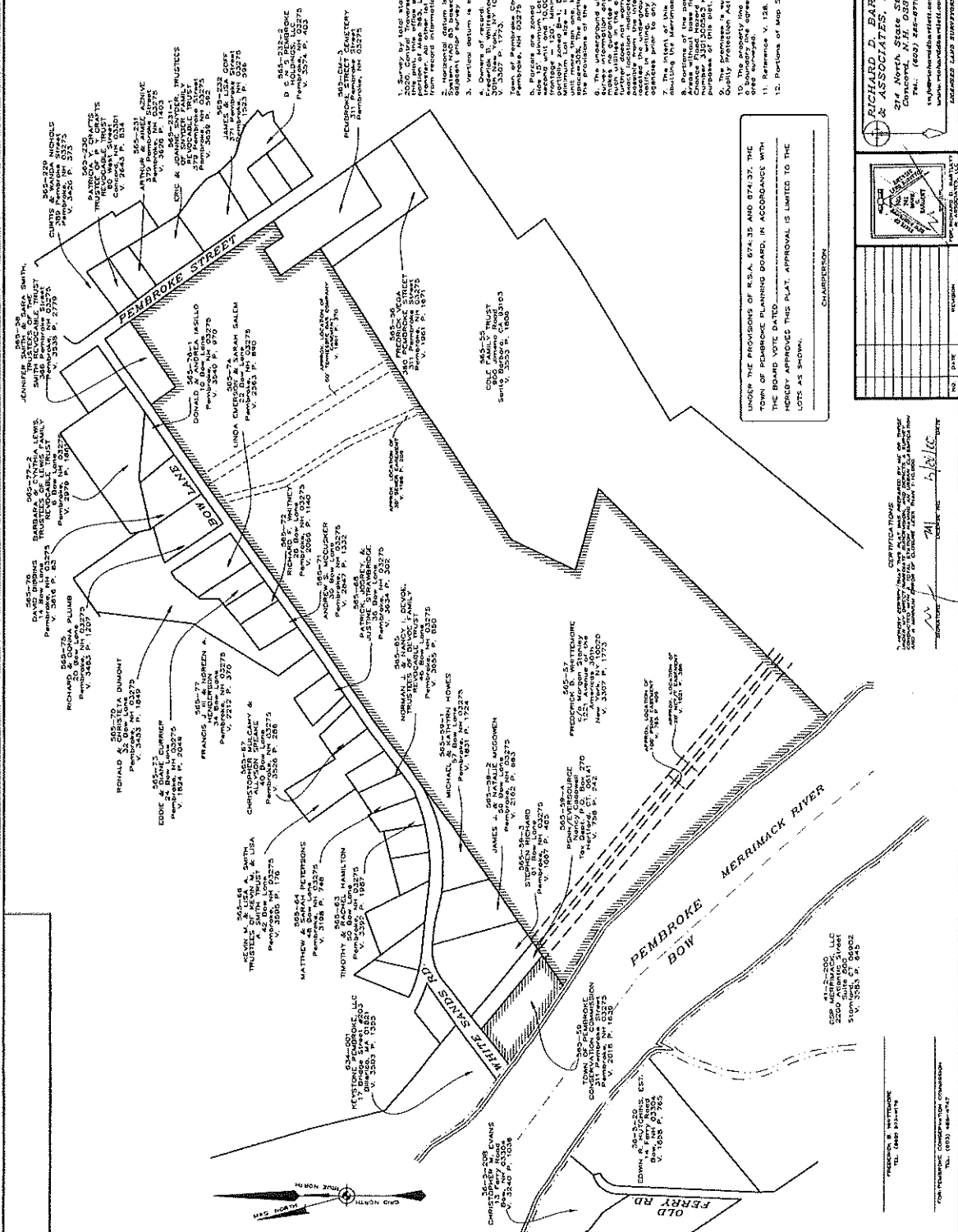
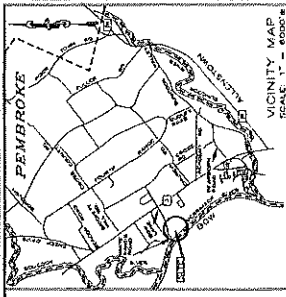
NO.	DATE	REVISION
1	5/24/10	ISSUED FOR PERMITS
2	5/24/10	ISSUED FOR PERMITS
3	5/24/10	ISSUED FOR PERMITS
4	5/24/10	ISSUED FOR PERMITS
5	5/24/10	ISSUED FOR PERMITS
6	5/24/10	ISSUED FOR PERMITS
7	5/24/10	ISSUED FOR PERMITS
8	5/24/10	ISSUED FOR PERMITS
9	5/24/10	ISSUED FOR PERMITS
10	5/24/10	ISSUED FOR PERMITS

CERTIFICATIONS
I, RICHARD D. BARTLETT, a duly Licensed Professional Engineer in the State of New Hampshire, do hereby certify that the above is a true and correct copy of the original survey as shown to me by the owner of the property.

UNDER THE PROVISIONS OF R.S.A. 674:35 AND 674:37, THE
TOWN OF PEMBORO PLANNING BOARD, IN ACCORDANCE WITH
THE BOARD VOTE DATED _____,
HEREBY APPROVES THIS PLAN. APPROVAL IS LIMITED TO THE
LOTS AS SHOWN.

COMMISSIONER
PEMBROKE CONSERVATION COMMISSION
Tel: (603) 555-0700

DATE: 5/24/10
TIME: 10:00 AM
LOCATION: 214 NORTH MAIN STREET, PEMBORO, NH 03275



NOTES

1. Survey by total station between the dates of February 6 and March 3, 2020, was conducted by Richard D. Bartlett & Associates, LLC. The survey was conducted in accordance with the Massachusetts State Plane Coordinate System and the National Map Accuracy Standards. The survey was conducted in accordance with the Massachusetts State Plane Coordinate System and the National Map Accuracy Standards.
2. The subject property is located on the western portion of the lot 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.
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11. Reference to the subject property is made in the deed of the subject property.
12. Reference to the subject property is made in the deed of the subject property.

LOT LINE ADJUSTMENT
PLAT OF LAND OF
FREDERICK B. WHITEMORE
PEMBROKE CONSERVATION
COMMISSION

RECEIVED FOR THE
 315 PLYMOUTH STREET, PLYMOUTH, MA 01901
 50 WHITE STAR ROAD, PLYMOUTH, MA 01901
 TEL: (508) 845-8770
 www.whitemoreconservation.com

DATE: MARCH 6, 2020
 JOB NO. 100102
 SHEET 1 OF 2

RICHARD D. BARTLETT
& ASSOCIATES, LLC
 315 North State Street
 North Attleborough, MA 01930
 TEL: (508) 845-8770
 www.rdbartlett.com

DATE: MARCH 6, 2020
 JOB NO. 100102
 SHEET 1 OF 2

UNDER THE PROVISIONS OF R.S.A. 67A:35 AND 67A:37, THE
 TOWN OF PLYMOUTH PLANNING BOARD, IN ACCORDANCE WITH
 THE BOARD VOTE DATED _____, APPROVES THIS PLAT. APPROVAL IS LIMITED TO THE
 LOTS AS SHOWN.

CHAMBERSON

DATE: MARCH 6, 2020
 JOB NO. 100102
 SHEET 1 OF 2

David Jodoin

From: Matt Monahan <mmonahan@cnhrpc.org>
Sent: Tuesday, May 19, 2020 3:26 PM
To: David Jodoin; Carolyn Cronin; Jimmy Boisvert; Mike Vignale
Subject: MS4 BOS
Attachments: Pembroke Illicit Discharge Ordinance 5-19-2020.docx

David,

Attached is an illicit discharge ordinance (by-law) the BOS would need to adopt for MS4 (process similar to a noise ordinance, speed limit, etc.). It works in conjunction with the IDDE plan Mike is developing. The ordinance gives the town a legal authority, required by the permit, to make people eliminate any illicit discharges. This particular ordinance is based on what Mike has helped other towns with in the past. I also had EPA take a look at it and it hits the basic requirements from the permit. In short, it helps us to meet the requirement without going over.

All of the components are drawn from the permit itself. The basic elements include:

- Administration (7.4): the permit suggests Public Works or Highway Department or similar, so for Pembroke it is the Highway Department. There is language in that section that says the BOS may delegate someone in writing to actually handle enforcement, but on paper they answer to Highway.
- Spill Notification (5): language about spills and notification (consistent with existing state/federal law)
- Illicit discharge (7.2) and Illicit connections (7.3). One is the connection, the other is what is what is put in the water. 7.2 also indicates what is not an illicit discharge (right out of permit)
- 7.5 is enforcement and 7.5 is fines.

That's about it. Please give me a call if you would like me to walk through it but other than that we need to show it to the BOS, walk through it, and set a hearing to adopt...

Thanks,

Matt

--

Thanks,

Matt

Matt Monahan
Principal Planner
Central New Hampshire Regional Planning Commission
Phone: (603) 226-6020
Fax: (603) 226-6023

TOWN OF ALLENTOWN - ILLICIT DISCHARGE ORDINANCE

Section 1. Purpose & Intent

The Purpose is to protect water quality in the Town of Allentown while providing for the health, safety and general welfare of the citizens of Town. The intent is to prohibit illicit discharges that often contain pathogens, nutrients, surfactants and various toxic pollutants by setting up and enforcing an Illicit Discharge and Detection Elimination program.

Section 2. Definitions

ENVIRONMENTAL PROTECTION AGENCY (EPA)

The Federal agency responsible for implementing the Federal Water Pollution Control Act, (3 U.S.C. § 1251 et seq.) AKA the "Clean Water Act".

ILLICIT CONNECTIONS

An Illicit, unauthorized or illegal connection that drains into or is connected to the Municipal Separate Storm Sewer System (MS4), shall mean any pipe, drain, open channel or conveyance connected from a residential, commercial or industrial land use, to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized federal, state or local enforcement agency.

ILLICIT DISCHARGE

Any direct or indirect non-storm water discharge to the Municipal Separate Storm Sewer System (MS4), excepting discharges pursuant to a specific NPDES permit and firefighting activities.

MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4)

Are publicly owned and operated facilities by which storm water is collected including but not limited to roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels or storm drains, piped storm drains, pumping facility retention or detention basins, reservoir or other drainage structure that that are owned and/or maintained by the Town of Allentown.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)

The water quality program setup as part of the Clean Water Act, implemented by the EPA, to authorize the discharge of pollutants into surface waters of the United States.

NON-STORMWATER DISCHARGE

Discharge to the municipal storm drain system not composed entirely of stormwater.

OUTFALL

The point at which stormwater flows out from a point source discernible, confined and discrete conveyance.

OWNER

A person with a legal or equitable interest in the property.

POLLUTANT

Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent or other matter, whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the State of New Hampshire or the United States.

Section 3 – REGULATIONS

The Town of Allenstown may adopt, and periodically amend, regulations, rules and/or written guidance relating to the terms, conditions definitions, enforcement, fees, procedures and administration of this IDDE Bylaw by majority vote of the Governing Body (Allenstown Board of Selectmen) after conducting a public hearing to receive comments. Such hearing shall be advertised in a newspaper of general local circulation at least fourteen (14) days prior to the hearing date. Failure of the Town of Allenstown to issue such rules or regulations or a legal declaration of their invalidity by a court shall not act to suspend or invalidate the effect of this Bylaw.

Such regulations, rules and/or guidance may include without limitation, provisions for the establishment of one or more categories of administrative review approvals for specific types or sizes of projects. Administrative review applications that meet all the standard requirements may be issued by one or more agents designated in writing by the Town of Allenstown without the requirement of a public hearing as detailed in this bylaw. Administrative review approval shall comply with all other provisions of this Bylaw.

Section 4 – SEVERABILITY

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence or clause of this bylaw or the application thereof to any person, establishment or circumstances shall be held invalid such invalidity shall not affect the other provisions or application of this bylaw.

Section 5 – NOTIFICATION

§ 5.1 – Notification of Spills or Other Non-Stormwater Discharges

1. As soon as any person responsible for a facility, site activity or operation has information of any known or suspected release of pollutants or non-stormwater discharges which are resulting or may result in illicit discharges or pollutants discharging into the Town of Allenstown municipal storm system, state waters or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment and cleanup of such release so as to minimize the effects of the discharge.
2. If the substance poses an immediate health or safety concern the Town of Allenstown and the State of New Hampshire Emergency Services shall be immediately notified.
3. If the substance does not pose an immediate health or safety concern than the Town of Allenstown Health Department should be notified as soon as possible, however, no later than twenty-four (24) hours post event.

Section 6 – TRANSITIONAL PROVISIONS

Residential property owners shall have 60 days from the effective date of this bylaw to comply with its provisions provided good cause is shown for the failure to comply with the Ordinance during that period.

Section 7 – Illicit Discharge and Detection Elimination (IDDE)

§ 7.1 – Applicability

Illicit discharges enter the system through either direct connections (such as wastewater piping either mistakenly or deliberately connected to the storm drains) or by indirect connections. Indirect connections can include failing individual sewage disposal systems, cracked sanitary pipes, spills collected by drain outlets or by dumping an illicit discharge directly into the storm basin.

The Illicit discharges result in high levels of pollutants including heavy metals, toxics, oil and grease, solvents, nutrients, viruses and bacteria being released directly into the receiving waters of the State or the United States. The MS4 drainage system is not designed to accept, process, or discharge such non-stormwater wastes. The pollutant levels from these illegal discharges degrade the receiving water quality and threaten aquatic, wildlife and human health.

§ 7.2 – Prohibition of Illicit Discharges

No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than stormwater.

The following items are not considered as Illicit Discharges:

- Water line flushing
- Uncontaminated ground water infiltration
- Uncontaminated pumped ground water
- Discharges from potable water sources except landscape irrigation and lawn watering
- Foundation & footing drains including crawl space pumps
- Air conditioning condensation
- Diverted/pumped stream flows, Springs & riparian habitats and wetlands and rising groundwater
- Dechlorinated swimming pool discharges
- Discharge from Street Sweeping
- Dye testing as long as the officials are made aware prior to the test
- Non-stormwater discharge permitted under an NPDES permit, waiver or waste discharge order administered under the authority of the US EPA, provided that the discharge is in full compliance with the requirements of the permit, waiver or order and applicable laws and regulations
- Discharge for which advanced written approval is received from the Highway Department and the Planning Board.

Additionally, any discharge that fits in the allowed discharge category above that nonetheless is a significant contributor of pollutants to the MS4 would also be considered an illicit discharge.

§ 7.3. – Prohibition of Illicit Connections

- a. The construction, use, maintenance, or continued existence of illicit connections to the storm drain system is prohibited.

- b. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- c. A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

§ 7. 4– IDDE Responsibility for Administration

The Highway Department shall administer, implement and enforce the provisions of the IDDE ordinance and shall prepare the associated regulations. Regulations can be more stringent but must be at least as stringent as the MS4s. Any powers granted or duties imposed upon the authorized enforcement agency may be delegated in writing by the Board of Selectmen to persons or entities acting in the beneficial interest of or in the employ of the Town of Allenstown.

The Highway Department shall have the authority to levy fines, per violation, per day. The Board of Selectmen shall collect the fines on behalf of the Town of Allenstown.

The Highway Department shall have the authority to enter private property to conduct investigations into alleged illicit discharges. Such investigations shall be within 48 hours of the Highway Department becoming aware of the potential discharge and shall be determined between the Road Agent and the property owner though as soon as practical.

The standards set forth herein are promulgated pursuant to these Ordinances and regulations are minimum standards; therefore these regulations do not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

§ 7. 5– IDDE Enforcement of Prohibitions

The Highway Department of the Town of Allenstown may order anyone responsible for an illicit connection violation or discharge to an MS4 to:

1. Eliminate it;
2. Take measure to minimize the discharge of pollutants until such time as the illicit connection or discharge shall be eliminated; and,
3. Remediate the contamination.

An illicit discharge and/or illegal connection shall be removed by the responsible party immediately; there is no “grace period between the identification the discharge/connection and removal. Failure to remove the discharge/connection can, at the discretion of the Highway Department of the Town of Allenstown, result in an immediate fine in accordance with Section 7.6 below, until such discharge/connection is removed.

§ 7. 6– Fines

The Highway Department of the Town of Allenstown has the authority to levy civil fines for violations. Civil fines may be imposed not to exceed \$1,000 per day for each occurrence and may be imposed for every day the violation continues.

Board of Selectmen Chair

Date

Town Clerk / Tax Collector

Date

David Jodoin

From: James Garvin <james@jamesgarvin.net>
Sent: Thursday, May 21, 2020 4:53 PM
To: David Jodoin
Cc: Ellen Paulsen; fledayoung@comcast.net; nhchases@ymail.com; VJ Ranfos
Subject: Cemetery Burial Fees
Attachments: Burial Fees Letter 2020.docx

Dear David:

At its meeting last night, the Pembroke Cemetery Commission voted to draw the attention of the Board of Selectmen to the new burial fees that were posted by Dignified Cemetery Services on January 1, 2020.

These fees are higher than those charged by the Town of Pembroke, meaning that the town pays Dignified Cemetery Services more than the town collects in burial fees.

The Cemetery Commission voted to recommend that the Board of Selectmen adopt a new fee schedule for burials, as explained in the attached letter. The Commission will appreciate your presenting this issue to the Selectmen at the next appropriate time.

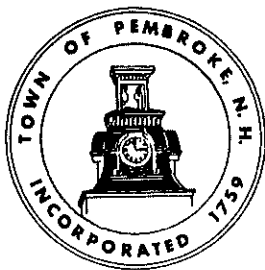
Sincerely,

Jim Garvin

James L. Garvin, Secretary

Pembroke Cemetery Commission

Farrington House
30 South Main Street
Building 1, Suite 201
Concord, NH 03301
james@jamesgarvin.net
<http://www.james-garvin.com>



TOWN OF PEMBROKE

TOWN HALL • 311 PEMBROKE STREET • PEMBROKE, NH 03275

May 21, 2020

Board of Selectmen
Town of Pembroke
Town Hall—311 Pembroke Street
Pembroke, New Hampshire, 03275

Re : Burial fees, Pembroke Cemeteries

Ladies and gentlemen:

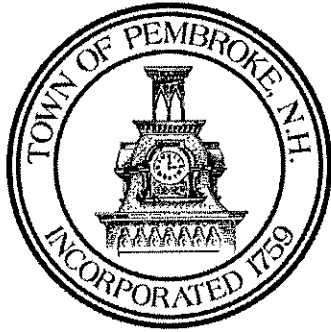
Dignified Cemetery Services, the contractor employed by the Town of Pembroke for interments in municipal cemeteries, raised their rates on January 1, 2020. The new Dignified Cemetery Services rates are higher than those presently charged by the Town of Pembroke under Chapters 155 and 160 of the Pembroke Town Code, resulting in a potential deficit to the town for every future burial. Current town rates, new Dignified Cemetery Services rates, and proposed new town rates are as follows:

<u>Current Town Rates</u>		<u>New Dignified Cemetery Services Rates, Jan. 1, 2020</u>		<u>Proposed new Town Rates</u>	
<u>Regular grave openings</u>					
Weekdays	\$450	Weekdays	\$550	Weekdays	\$550
Weekends/holidays	\$550	Saturdays	\$600	Weekends/ holidays	\$700
		Sun./holidays	\$700		
<u>Cremation grave openings</u>					
Weekdays	\$175	Weekdays	\$200	Weekdays	\$200
Weekends/holidays	\$275	Saturdays	\$250	Weekends/ holidays	\$300
		Sun./holidays	\$300		

At its meeting on May 20, 2020, the Pembroke Cemetery Commission voted to recommend to the Board of Selectmen that the town adopt the proposed new rates shown in the right-hand column above.

Cc: Ellen Paulsen, Chair
Pembroke Cemetery Commission

Respectfully submitted,
James L. Garvin, Secretary
Pembroke Cemetery Commission



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: May 26, 2020
Re: Stop Signs, Donna Drive Project

On the original plan for the Donna Drive project there was no stop sign put at the end of Micol Road where it meets Nadine Drive. I recommend that a stop sign be placed on Micol Road at this location. The Police Department should be sending me a letter in regards to other locations and also Mike Vignale will be sending a letter to the Board of Selectmen with regards to the stop sign issues.

A map of the area is attached.


James Boisvert
Public Works Director

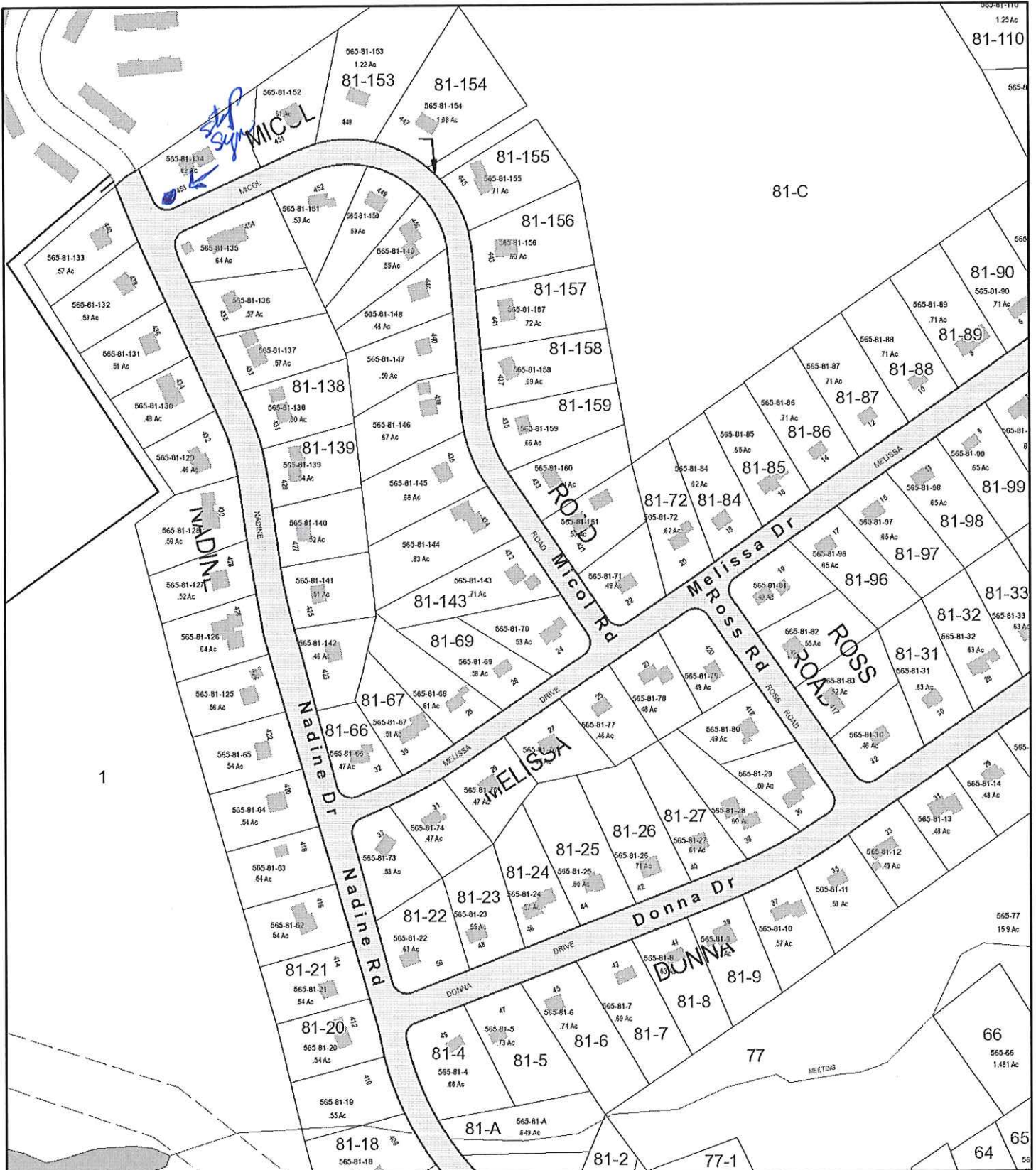


Pembroke, NH

1 inch = 274 Feet



May 26, 2020



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

MEMORANDUM

To: Jim Boisvert, DPW Director
From: Michael S. Vignale, KVPartners, LLC
Date: May 27, 2020
Re: Village Pembroke Pines – Whittemore Road (Map 634, Lots 1 and 2)
Cc: Carolyn Cronin

As requested, we checked the approved drawings to determine if a STOP sign was included on the plans at the Micol Road/Nadine Road intersection now that Nadine Road will continue through to Whittemore Road. There was nothing indicated on the drawings that requires the developer adding a STOP sign at this location. However, with Nadine Road being a through road now a STOP sign that stops traffic approaching on Micol Road is appropriate and should be installed.

PROPOSED

TOWN OF PEMBROKE WELFARE ASSISTANCE GUIDELINES

MONTHLY ALLOWABLE EXPENSES

<u>Family Size</u>		<u>Shelter Allowance</u>	<u>Food (F.S.)</u>	<u>Maintenance & Hygiene</u>
1		\$ 850.00	\$ 194.00	\$40.00
2	*	\$ 900.00	\$ 355.00	\$45.00
3		\$ 950.00	\$ 509.00	\$50.00
4		\$1,000.00	\$ 646.00	\$55.00
5		\$1,100.00	\$ 768.00	\$60.00
6		\$1,200.00	\$ 921.00	\$65.00
7		\$1,300.00	\$1,018.00	\$70.00
8		\$1,300.00	\$1,164.00	\$75.00

(add \$146.00 each add'l.)

* This is for a 2 bedroom apartment. Under certain circumstances (i.e. husband and wife or same sex parent and child 3 years of age and under) the Town may apply the 1 bedroom rate as the allowable expense in determining eligibility.

Shelter rates are based on HUD fair market factors, or local market factors, whichever is less for the Town of Pembroke.

Food rates coincide with the State of NH Food Stamp allowances.

Heat and utilities are determined by the average rates for similar rental units and are subject to constant change. Only current actual usage is calculated as an allowable expense. Heating costs will not be an allowable expense from May 1st thru October 31st.

TOWN OF PEMBROKE WELFARE ASSISTANCE GUIDELINES

MONTHLY ALLOWABLE EXPENSES

Family <u>Size</u>	Shelter <u>Allowance</u>	Food <u>(F.S.)</u>	Maintenance & <u>Hygiene</u>
1	\$ 750.00	\$ 192.00	\$35.00
2	* \$ 800.00	\$ 352.00	\$40.00
3	\$ 850.00	\$ 504.00	\$45.00
4	\$ 900.00	\$ 640.00	\$50.00
5	\$1,000.00	\$ 760.00	\$55.00
6	\$1,100.00	\$ 913.00	\$60.00
7	\$1,200.00	\$1,009.00	\$65.00
8	\$1,200.00	\$1,153.00	\$70.00

(add \$144.00 each add'l.)

* This is for a 2 bedroom apartment. Under certain circumstances (i.e. husband and wife or same sex parent and child 3 years of age and under) the Town may apply the 1 bedroom rate as the allowable expense in determining eligibility.

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Stay at Home 2.0

HEALTH AND FITNESS

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



STAY AT HOME 2.0

HEALTH AND FITNESS

Health and Fitness – Phase 1

This guidance applies to health and fitness personal and group training classes (e.g., aerobics, yoga, gymnastics, dance, martial arts, etc.).

General Guidance to Protect All Staff and Athletes:

1. Review and follow the Universal Guidelines for All New Hampshire Employers and Employees.
2. Review and follow CDC guidance for businesses and employers.
3. Review and follow CDC guidance for cleaning and disinfection.
4. All staff and members must wear a reusable/washable cloth face coverings over their nose and mouth when in the facility and not actively engaged in workout where a face covering may make it difficult to breathe (e.g. sitting on bench, listening to instructions, resting, talking with others in work-out/fitness room, etc.). Exceptions to this policy on cloth face coverings use are outlined in the CDC guidance below, and includes younger children who may not be compliant with cloth face covering use or to whom cloth face coverings may pose a health risk.
 - a. Provide training and information on cloth face coverings based on CDC guidance for Use of Cloth Face Coverings.
 - b. Review the NH DHHS information about using cloth face coverings.
 - c. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
5. Alcohol-based hand sanitizer with at least 60% alcohol must be made readily available to staff and members at entrances and exits to the facility, within every work-out or training room, within hallways, and at the front desk. Members and staff are also encouraged to carry individual supplies of alcohol-based hand rub.
 - a. Frequent hand hygiene should be performed including, but not limited to, hand hygiene upon arrival at the facility, before and after going to the bathroom, between work-outs, before and after touching a person's face or face covering, and prior to leaving the event.
6. Commonly touched surfaces and areas should be frequently cleaned and disinfected according to CDC guidance throughout the day by staff. Shared equipment must be cleaned and disinfected between use by members and staff (if not cleaned by a member). Cleaning supplies must be made readily available in each fitness room for easy access and cleaning by members
7. Staff, members, and other attendees within the facility should be reminded to maintain a distance of at least 6 feet from others (note further distances outlined below in certain circumstances).
8. Assign a dedicated staff member (i.e., a safety officer) to be present at all times during normal business to monitor social distancing and compliance with protective actions, and to prompt other staff and members about social distancing, hand hygiene, and use of cloth face coverings.



STAY AT HOME 2.0

HEALTH AND FITNESS

Employee Protection:

1. Staff must be provided education and training around safe practices as it relates to hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies outlined in the Universal Guidelines and in this document.
2. Staff must stay at least 6 feet apart from other staff and members at all times.
3. Require all staff to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a supervisor. Staff and members should not be present in the facility if they feel sick.
4. Staff should be screened on arrival asking if the individual:
 - a. Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
 - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
 - c. Traveled in the past 14 days either:
 - i. Internationally (outside the U.S.),
 - ii. By cruise ship, or
 - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
5. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the fitness class/training session:
 - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below.
 - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 14 days from their last exposure or return from travel.
6. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for discontinuation of isolation:
 - a. At least 10 days have passed since symptoms first appeared

AND

 - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)

Member Protection:

1. Members must be informed of new policies and procedures and provided instructions on hand hygiene, cloth face covering use, social distancing, sanitation (cleaning and disinfection policies), and illness policies.
2. Members must stay at least 6 feet apart from other members and staff at all times.



STAY AT HOME 2.0

HEALTH AND FITNESS

3. Signage must be prominently posted in all entry areas to the facility and fitness rooms to inform customers that if any of the following apply, they should not enter the facility and put other members and staff at risk:
 - a. Any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
 - b. Close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
 - c. Traveled in the past 14 days either:
 - i. Internationally (outside the U.S.),
 - ii. By cruise ship, or
 - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
4. Members should be asked to review information and signage at each check-in to the facility.

Business Process Adaptations:

Capacity, Spacing, and Social Distancing Requirements:

1. Admissions to the facility should be limited to at most 50% of the maximum licensed capacity, or the number where people can consistently maintain at least 6 feet of separation from others while in work-out rooms, whichever number is lower. Fitness class attendance should be limited as discussed below.
2. All staff and members should be clearly instructed to maintain a minimum of 6 feet or more between other people at all times while in the facility or work-out rooms.
3. Fitness machines, benches, and weight-lifting and other equipment should be exclusively used by one individual until cleaning regimen above can be completed and re-arranged to allow more than 6 feet of space between machines and work-out spaces.
4. If fitness class equipment or machines cannot be physically moved to accommodate spacing and distance requirements, then fitness class equipment or machines should be taken out of order, or a process should be developed to prevent adjacent machines that are 6 feet or closer from being used at the same time. Safety officers should strictly enforce these requirements.
5. No group recreational activities outside of structured classes are allowed (i.e., no pick-up games of racquetball, volleyball, basketball, group sparing sessions, etc.). People who are already close household contacts of each other (e.g. parents and children) may continue work-out and fitness activities together.
6. No sporting or competition events are allowed.
7. Indoor communal or common areas should be closed to discourage gatherings.
8. Facilities should evaluate their building ventilation system and engineering controls to increase work-out room and overall building ventilation, increase the number of air exchanges, increase outdoor air ventilation, limit internal air circulation, improve central air filtration to the highest compatible with the filter rack and seal



STAY AT HOME 2.0

HEALTH AND FITNESS

edges of the filter to limit bypass, and routinely replace filters and perform other necessary maintenance.

9. Water fountains should be disabled but water bottle refill stations may be available. Members and staff should be encouraged to bring their own water bottles.
10. Members who do not comply with requirements should be asked to leave the facility. Repeat offenders should not have access the facility or classes until facility has returned to normal operations after COVID-19 has decreased to low levels of community transmission.

General Cleaning and Disinfection Guidance:

1. Class participants are required to thoroughly clean and disinfected used equipment (machines, benches, bars, dumbbells, weights, sporting equipment, etc.) after each use.
2. Only clean equipment should be placed back on a storage rack or in a container to be ready for the next use.
3. Facilities should supply cleaning and disinfecting materials and make them readily available in each room with instructions on use.
4. Staff should also develop a process and schedule to routinely and frequently clean and disinfect all frequently touched surfaces (e.g., door handles, pens, keyboards, etc.), common areas (e.g., bathrooms, locker rooms), and equipment at a minimum every 2 hours while facility is open and in operation.
5. Cleaning and disinfection should follow CDC [guidance for cleaning and disinfection](#).
6. Follow the cleaner and disinfectant instructions for use for appropriate wet time to ensure proper disinfection. Check that the product is not expired.

Check-in Process:

1. Plexiglas protective shields should be added to service desks as needed.
2. Check-in processes should involve non-touch self-scan cards or other automated systems that do not require close contact between individuals nor handling of an individual's keys, cards, etc. by staff members.
3. Avoid congregating in entry areas. Develop a process to avoid congregating in entry areas.
4. People should arrive to the facility wearing a cloth face covering as discussed above in the General Guidance.
5. A process should be developed to monitor building capacity and limit entry into the facility and work-out areas when that capacity has been reached.

Group Fitness Classes:

1. Conduct outdoor group fitness classes if possible with appropriate social distancing built in to classes.
2. Consider developing or maintaining online fitness classes in addition to the more limited in-person classes to accommodate demand and to give people options for remote fitness instruction.



STAY AT HOME 2.0

HEALTH AND FITNESS

3. Group classes requiring close contact or physical between non-household individuals (e.g., ballroom dancing), are not allowed.
4. Group fitness classes should limit attendance to the number of individuals where at least 8-10 feet of distance is present between attendees/members at all times, taking into account movement during class sessions (e.g., Zumba, karate, etc.). Greater distances (8-10 feet of separation) is preferred given that the physical exertion and heavy breathing involved in workout activities may lead to respiratory droplets being propelled longer distances putting surrounding individuals at risk.
5. Group classrooms should be well ventilated with outdoor air circulation as discussed above.
6. Attendance at classes should be by appointment only and scheduled prior to the class.
7. Scheduling should be accomplished electronically or by phone utilizing a reservation system prior to arrival.
8. Physical distances during class should be marked using tape or decals on the floor or walls to denote where members should stand to ensure appropriate distancing.
9. There should be enough space to allow people to enter and exit without coming into close contact with others (i.e., create a buffer zone for ingress and egress).
10. Fitness instructors should be tasked with ensuring appropriate physical distancing, but the facility's safety officer should also monitor group fitness classes to ensure appropriate precautions are being taken.
11. Multiple classes should be scheduled and spaced out so that so that one group is not exiting one class at the same time another group is attempting to enter.
12. There should be at least 30-60 minutes between classes to allow for appropriate ventilation of the fitness room and cleaning and disinfection of the floor and commonly touched surfaces. The room should be made off limits until this has occurred after one class has ended.
13. Avoid congregating outside of fitness classrooms with people putting on shoes or equipment. People should arrive at the fitness class dress and prepared with appropriate shoes and individual gear (e.g. floor mats).

Cleaning and Disinfection after Group Fitness Classes:

1. Door handles and music displays will be cleaned and disinfected by the instructor at the end of each class.
2. Microphones will be used only by the instructor and should be cleaned and disinfected after each use.
3. Members are required to clean all equipment and weights used in class with disinfectant provided. Members should bring their own mat for each visit if necessary for group class (e.g., yoga).
4. Younger children may require assistance with cleaning and disinfection, so a process should be developed for children to deposit used equipment in a "dirty" area for cleaning and disinfection by adult staff before moving to "clean" areas.
5. Instructors will direct members to gather equipment and return equipment one by-one to avoid grouping near the equipment storage space.



STAY AT HOME 2.0

HEALTH AND FITNESS

6. Floor should be cleaned and disinfected after everybody has exited and before next class.
7. Instructors will enforce guidelines in each space to ensure proper cleaning.

Personal Training:

1. Personal training sessions that require physical contact are not allowed.
2. Personal training sessions that can be done with at least 6 feet of separation between trainer and trainee is allowed with appropriate precautions.
3. If one-on-one instruction by facility staff is conducted, the staff member should observe and give instruction from at least 6 feet away and should not make physical contact with the member.
4. Staff should wear a cloth face covering while interacting and giving instruction to a member, even if 6 feet or more away.

Locker Rooms (including shower and sauna):

1. Locker room facilities can be used for changing clothes, showering, and toileting. Members should preferably practice wear-in/wear-out cloths.
2. Saunas and steam rooms are closed.
3. Alcohol-based hand sanitizer should be make available at entrances to locker rooms and changing facilities.
4. Members should bring their own locks for lockers. Locks that are provided by the facility for use should be cleaned and disinfected before handing back in.
5. Facility hairdryers stations must be removed or taken out of operation.
6. Pools:
7. Public or "open swim" times will not be allowed.
8. Swim lanes may be scheduled utilizing a reservation system prior to arrival.
9. Pool fitness classes (i.e. water aerobics) can continue as long as able to abide by above fitness class recommendations.
10. People must maintain a distance of at least 6 feet from others at all times even while in the pool.

Tennis Courts:

1. Use of tennis courts is limited to small group or team-based training activities. No competition sporting events are allowed. Review guidance for amateur and youth sports.
2. Group size is to be limited to 4 total people or less on the court at a time.
3. Individuals should stay at least 6 feet away from others at all times (unless individuals are close household contacts).
4. Multiple groups of 4 or less are allowed to play on multiple courts as long as the separate groups do not mix or interact in any way.



David Jodoin

From: galligan rose <rgalligan02@comcast.net>
Sent: Thursday, May 28, 2020 2:29 PM
To: David Jodoin
Subject: front page in union leader today

MANCHESTER — The city's school superintendent could lock up the fields at West and Memorial high schools within 10 days, after the athletic director complained that police are unwilling to remove people from them, a claim the chief vigorously disputes.

City school board members voted this week to authorize Superintendent John Goldhardt to close the facilities because of reports of out-of-town teams and players using them without permission during the pandemic.

Christine Pariseau-Telge, the city's athletic director, told school board members Tuesday that earlier this month an estimated 150 "rather large" individuals were caught playing flag football on the turf field at Manchester High School West without permission. Many urinated on school buildings, she said.

When city police responded to the scene, Telge said, they didn't feel "comfortable" removing them.

Police Chief Carl Capano adamantly denied the claim.

"The comments made by Ms. Telge are extremely frustrating, and show a lack of understanding on her part about what a police officer does," Capano said. "The officers did everything they should have done."

Telge told school board members Tuesday night that on Saturday, May 16, she and Assistant Superintendent Amy Allen received text messages and pictures showing a large group playing flag football games on the turf field at West.

"There was no one abiding by any sort of rules or wearing any sort of masks," Telge said. "I received some texts with more pictures of these participants basically vandalizing the facilities at West High School by urinating on different buildings, because as the fields are closed we don't have any sort of bathroom facilities down there."

Telge said while she was there she spoke with a Manchester police officer responding to an alarm going off inside West.

“He did not feel comfortable with going down onto the field with me to ask the group to leave,” Telge said. “He called in some reinforcements, but they refused to go down onto the field.”

Telge said she went down to the field and “proceeded to try and remove 150 rather large individuals from our West High School field.”

“Many of them were disrespectful to me, and some of them did attempt to get in my face,” Telge said.

She said eight police officers responded to West, and their presence may have spurred some in the group to leave.

“As they all left, a supervisor from the Manchester police department did come down and talk to me,” Telge said. “His first question to me was why was I making them leave the field, they only wanted to play sports. Amy Allen and I have discussed it — the Manchester police department does not want to police our fields.”

“My supervisor is adamant that never took place,” Capano said. “With a group that size, I think the officers handled the situation exactly as they should. We are looking to educate people about what they can and can’t do in certain places and situations.”

Capano said signs were put up May 22 at West and Memorial declaring the fields open to Manchester residents only, limiting groups to no more than 10 people and prohibiting organized contact sports.

“My officers talked to the organizer of the game, and he said he organized it on social media and it got out of hand,” Capano said. “He never expected that many people to show up. He also told them he didn’t know they weren’t allowed to use the field, because he had seen other people using it.”

Capano said records disproved Telge’s statement that his department doesn’t want to police the field. Officers responded to seven “special attention” incidents — reports of people using or on the fields — at Memorial and 18 incidents at West in April. Police have responded to 22 such calls at Memorial and 28 at West in May, Capano said.

Mayor Joyce Craig said city police have been stretched thin recently because of the pandemic.

“Our police are extremely busy right now in our community, and the orders coming in from the governor’s office are extremely difficult to enforce,” she said. “What our police officers and others do is educate individuals as to what the rules are, but there’s little else they can do unless there’s a sign up — which we now have — or other information indicating this is private property.”

Telge said that with Gill Stadium and the new turf field at Trinity High School locked up, people are heading to West and Memorial, including teams from surrounding communities.

“Bedford has locked their fields,” Telge said. “Their soccer team has been at West practicing. I recognized a few people, so I’ve reached out to them. Londonderry has locked all of their fields, so those kids are coming to Manchester to use it too. Some are coming with coaches. Some are coming without coaches.”

The school district is responsible for everything “inside the fence” at West and Memorial — the football fields and track sites, said Ward 9 board member Art Beaudry.

“I’d hate to lock the fields up because I know there are a lot of senior citizens in the neighborhood that like to go up there and walk and try to get some exercise,” Beaudry said.

School board vice chair Leslie Want said she has strong feelings on the fields issue.

“I walk by Trinity’s brand new park every day, and it’s locked,” said Want. “It has been locked all along, despite the fact that taxpayers paid 40% of the field. And quite honestly, it disturbs me to hear that we have people coming to our community to use our fields because they’ve chosen to lock their own fields.”

“The folks that we’ve chased off of there have all been from outside the city of Manchester,” Goldhardt said.

School board members voted 10-4 to authorize Goldhardt to lock the turf fields at West and Memorial within 10 days if the new signs prove ineffective.

Voting in favor were Beaudry, James Porter, Craig, Karen Soule, Want, Jeremy Dobson, Dan Bergeron, Bill Shea, Jane Beaulieu and Nicole Leapley.

Opposed were Peter Perich, Kathleen Kelley Arnold, Joe Lachance and Jim O'Connell. Kelly Thomas was absent.

pfeely@unionleader.com



CORCORAN CONSULTING ASSOCIATES, INC.

TO: Board of Selectmen
Town of Pembroke

FROM: Monica Hurley, CNHA *MH*
Assessing Agent, Corcoran Consulting

DATE: May 15, 2020

RE: NH Department of Revenue's Review of USPAP Report
For the 2019 Revaluation

I am attaching the letter and enclosures in response to the NH Department of Revenue's review of the 2019 Revaluation USPAP report.

The reviewer had several questions and mostly just asking for expanded explanations of adjustments made during the revaluation process. Many of the answers are already in the original document but we are complying with their request to have the final review be compliant with their standards. Per the reviewer, I am to re-sign the introduction letter to the Board of Selectmen and the certification of value pages. I have noted that there is no valuation change based on their requested information. This packet should be included as an insert to the original USPAP report I provided to the Board in January.

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



May 15, 2020

Department of Revenue Administration
Mr. Adam Denoncour
Municipal and Property Division
109 Pleasant Street
P O Box 487
Concord, NH 03302-0487

**RE: 2019 USPAP Report for Pembroke
Municipality Response to Checklist**

Dear Mr. Denoncour,

The municipality of Pembroke and Corcoran Consulting Associates are in receipt of your USPAP compliance checklist and letter dated May 4, 2020. I am glad to hear you found the report.

Please find our responses to your compliance checklist:

2.8: Explanations of and exemptions to Highest and Best Use are very clearly stated on pages 19 and 20 of the USPAP report. Jurisdictional exception rule by USPAP standards relates to providing a severability clause intended to preserve the balance of USPAP if compliance with one or more of its parts is precluded by the law or regulation of a jurisdiction. I am not sure why you are citing this under Highest and Best Use but it does not appear to be an issue. The intended client is the Town of Pembroke and in our contract, it is clearly stated that this report is intended to be shared with the Board of Selectmen, taxpayers and the New Hampshire Department of Revenue. Please elaborate why Jurisdictional Exception Rule is an issue under HBU.

5.1: Land prime analysis is located in Section 9 in "Pembroke Land Residual Analysis". This analysis uses the cost less depreciation of a sample of qualified sales in Town. From the cost less depreciation, the resultant land value is determined. The example used on this sheet was 878 Wellington Way which is a 3.89-acre lot. The cost less depreciation for the building was determined to be \$269,881 and the "land residual value" was determined to be \$106,000. The Town of Pembroke utilizes a prime land value to match the required zoning for the area. Wellington Way is in the R-3D zone which has a minimum site size of 80,000 square feet. Each lot in Wellington Way has a common area of 2.44 acres assigned to each property above and beyond 80,000 square feet.

Commercial land: As stated on page 74 of the report, there was only one vacant commercial land sale during the study period. We made no changes to commercial site index multipliers as the prime land value changed the same percentage as residential land base rates. The sale at 798 Silver Hills Drive was \$115,000 in December 2018 as a vacant commercial lot. The 2018 value was \$91,300 which represents a 25% increase in land value from this sale. The base rate for the zoning requirement in this area of 80,000 square feet was .93 per s.f. in 2018; the revised price for 2019 was 1.03 per square foot or 11% increase. The remainder of the increase was applied to the backland. The 2018 backland value for commercial and

industrial was \$10,000 and for 2019 was increased to \$20,000. The sale was considered to be in an average commercial neighborhood or site index E.

Land Residual Analysis on Commercial:

\$115,000 sale price for 5.077 acres.

\$82,400 prime for 80,000 square feet

Residual value for remaining 3.24 acres is \$32,600

Previous discount for wetland areas was .75 or 25% discounted

Applied \$20,000 per acre with 25% discount = \$48,600

Total land value \$131,000

New building added in 2019 at \$365,000

There were 3 commercial sales in Pembroke for the study period. Two improved and one vacant.

798 Silver Hills Drive: Commercial Vacant which was developed into a warehouse for 4/1/2020

8-12 Renarl Ave: Apartment buildings

716-718 Riverwood Dr: Office/Warehouse which was converted to an exempt school for 4/1/2020

Each property had base rate and land residual technique applied and tested.

5:3: Support for neighborhood and site index values: This is located in Section 9 of the report. In addition to, I have provided a report "Pembroke 2019 revaluation Land Valuation Report". This shows various qualified sales during the study and various map, street, site index and two neighborhoods. This shows the old and new land values and any notes regarding any topo/wetland/shared driveway issues.

5:7: support of views and water adjustments. Enclosed is a report titled "Pembroke Neighborhood Report". This shows the 96 properties in Town with a neighborhood assigned (remainder 2896 properties are site index driven only). I have highlighted sales with a neighborhood adjustment from 2017 through 2019. The Town of Pembroke has very few properties with any worthy "views". If a view was seen from the field, it was noted on the property record card, but no additional value was attached through the site index. The view discussion in the field review and or data collection guidelines are standard starting points in our communities. If a true "view" was found that the data collector found in the field, he/she would bring it to the assessor's attention for further review and investigation.

6.4: Story height adjustments: Attached is the list of "Subarea" codes in Vision. This, which is driven by the sketch, will provide the calculation from the base rate to account for story heights. Section 9 of the report already provided a cost sheet sample for the total calculation of value. For example, if a base rate for BAS (first floor finished) is \$100.82 per square foot and a half story is on the sketch, the base rate for that living area in the half story section will be \$50.41 per square foot. Each sketch item has then its own calculation of replacement cost new. I have attached a sample property record card to show this (27 Turnpike St). Each story height or subarea has a multiplier.

6.6: M&S cost and base rates. Page 71 lists the old residential base rates and the residential new base rates for 2019. The increase was on average 15% per style. The cost backup from Marshall & Swift for residential properties is found in Section 9 under "Pembroke Marshall & Swift Cost Analysis 2019". The Class C Single Family home is based on a single level. Positive and negative multipliers are utilized to account for story height additions in Marshall & Swift. Those are accounted for in each style code. It is not an exact science, but it does provide the appraiser a "checks and balances" if you will to determine if the base rates for the community make sense. Based on the Average Class C single family home coming in

at \$90.23 per square foot before adjustments for grades and story heights, the value conclusions of our base rates are on target with Marshall & Swift. We did not conduct the same analysis for commercial and

industrial properties but rather applied the percentage of increase from old to new in a uniform manner based on sales and market trends.

7:7: The Pembroke qualified sales by Land Use Code are in the report. See page 87 and Addenda F. Our strata for each group are not individually reported for COD and PRD only by old to new ratio. COD and PRD are determined as a whole and not by individual strata. COD for all qualified sales is on page 86 and PRD for all qualified sales is on page 89.

8.2: Neighborhood map of Site Indexes. I have included in this mailing.

8.6: I am including my NH Department of Revenue Administration certification.

8.7: DRA changed the definitions link used in past years. New link for definitions:
http://gencourt.state.nh.us/rules/state_agencies/rev600.html
see PART Rev 601: DEFINITIONS

Untitled General Comments:

- a. Data collection guidelines are incorporated into the Field review guidelines. See headline "Specific Data Collection Instructions" located on pages 1 - 9. These detail all of the specifics for what is picked up in Pembroke. The field review portion starts on page 10. Please review again.
- b. My apologies if there was a mis order from pages 26 - 31 but I trust they were all there.
- c. Assessing Site Index Maps are included in this mailing.
- d. I have enclosed the revised signed certification date and new report date as per your reference (USPAP - FAQ 140 - Date of Revised Report) despite no value changes being made.

I hope that you find these explanations and enclosures to be helpful to answer your checklist questions. I trust you will find our report to be compliant and will await to hear from you should you require anything else from my office.

Best,



Monica Hurley, CNHA
Vice President
Corcoran Consulting Associates

Enclosures



CORCORAN CONSULTING ASSOCIATES, INC.

December 31, 2019

*Edit Date May 15, 2020

Town of Pembroke
Board of Selectmen
c/o David Jodoin
311 Pembroke Street
Pembroke, NH 03275

**RE: Uniform Standards of Professional Appraisal Practice Manual
For the Full Cyclical Revaluation of 2019: Pembroke**

Dear Honorable Select Board Members,

The enclosed report contains the documentation and analyses that went into the full cyclical revaluation for 2019 for the Town of Pembroke.

The intent of the full cyclical revaluation effort was to restore equity in the assessment rolls in response to the emerging market during the last three months of 2018 and through the first nine months of 2019. A complete analysis of all sales from October 1, 2018 through September 30, 2019 was conducted.

To these ends, we have achieved these goals, and provide you with the summary details, contained within the enclosed report. Definitions and explanations of various appraisal related terms can be found in this report. The individual conclusions are subject only the Assumptions & Limiting Conditions so specified within the report.

Based upon the market analyses performed throughout the project, it is our considered opinion the Town of Pembroke as a whole had a full market value, as of April 1, 2019, of:

\$834,877,833

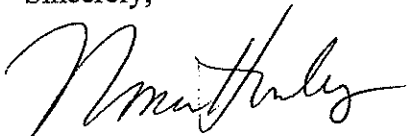
The enclosed report is presented in the format of USPAP (Uniform Standards of Professional Appraisal Practices) requirements as determined by the Department of Revenue Administration.

Board of Selectmen
Town of Pembroke
c/o David Jodoin
December 31, 2019
*Edit Date May 15, 2020
Page Two

This manual also contains a list of the sales utilized and not utilized, separated by qualified and unqualified status. The various Vision Appraisal manuals which set forth the CAMA system structure and complete lists of codes are incorporated into this report.

Please don't hesitate to contact me with any questions or needs for further clarifications.

Sincerely,

A handwritten signature in black ink, appearing to read "Monica Hurley", written in a cursive style.

Monica Hurley, CNHA
Vice President/Western District Manager
Corcoran Consulting Associates

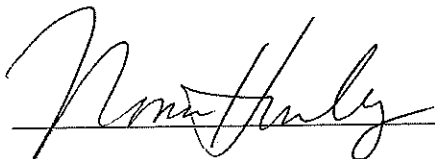
Encl/2019 full USPAP Report Pembroke

Certification Of Value:

The undersigned certifies that, to the best of my knowledge and belief:

- 1) The statements of fact contained in this report are true and correct.
- 2) The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial, and unbiased professional analyses, opinions and conclusions.
- 3) I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest with respect to the parties involved.
- 4) I have no bias with respect to any property that is the subject of this report or to the parties involved with this assignment.
- 5) My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- 6) My compensation for completing this assignment is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- 7) The analyses, opinions and conclusions were developed, and this report has been prepared in conformity with "Standard 6" of the Uniform Standards of Professional Appraisal Practice (USPAP, 2018-2019).
- 8) I have made personal inspections of the properties that are the subject of this report. Individuals, and/or anyone providing significant mass appraisal assistance to the individual signing this report, are identified at the end of this USPAP Supplemental Report.
- 9) My opinion of the total market value of all property, pursuant to RSA 75:1, and the NH Department of Revenue, Property Appraisal Division "600" Rules, Rev. 601.14, for the assessed property identified in Section I of this report, as of April 1, 2019, is:

\$834,877,833



Monica Hurley, Vice President
Corcoran Consulting Associates, Inc.

*Edit Date May 15, 2020 (no value change)



Lindsey M. Stepp
Commissioner

Carolynn J. Lear
Assistant Commissioner

State of New Hampshire Department of Revenue Administration

109 Pleasant Street
PO Box 487, Concord, NH 03302-0487
Telephone (603) 230-5000
www.revenue.nh.gov



MUNICIPAL AND PROPERTY
DIVISION

James P. Gerry
Director

Samuel T. Greene
Assistant Director

COPY

May 4, 2020

Corcoran Consulting Associates
Attn: Monica Hurley
PO Box 1175
Wolfeboro Falls, NH 03896

RE: 2019 USPAP Report for Town of Pembroke

Dear Ms. Hurley

In accordance with RSA 21-J:14-b, I(c), the Department of Revenue Administration has reviewed the Mass Appraisal Report (Report) submitted for the Town of Pembroke for the 2019 tax year.

Enclosed with this letter are the results of our Uniform Standards of Professional Appraisal Practice (USPAP) compliance check. Our review indicates that the Report requires some additional information, in order for it to fully comply with the requirements of Standards 5 & 6 of the most recent edition of USPAP.

As a reminder, compliance with USPAP also requires a new report date and new certification date, even when the assignment results are unchanged and the only minor corrections are made (Reference USPAP – FAQ 140 – Date of Revised Report). The report and certification dates should be based on the date the report is resubmitted.

It is the Department's policy to allow thirty (30) days to bring the report into compliance. If you have any questions, please do not hesitate to contact me at 230-5959.

Sincerely,

Adam Denoncour
District Supervisor
Municipal and Property Division

Enclosure
cc: file

MASS APPRAISAL REVIEW REPORT

USPAP Compliance Checklist

Prepared by the NH Department of Revenue Administration
Municipal and Property Division

SUMMARY		USPAP Std. Rule #
Client:	NH Department of Revenue Administration (Department)	3-2(a) 4-2(a)
Intended Users:	NH Assessing Standards Board (ASB), the Municipality, Company/Appraiser of the work under review, and the Department	3-2(a) 4-2(a)
Intended Use:	1) To evaluate compliance with USPAP and applicable laws and regulations. 2) To provide feedback to the preparer of the mass appraisal under review.	3-2(b) 4-2(b)
Purpose of the Assignment:	To evaluate how the mass appraisal under review complies with the most recent iteration of USPAP and applicable laws and regulations, in effect as of the date of the appraisal. This review does not include the development of the reviewer's own opinion of value(s).	3-2(c) 3-3(c) 4-2(c) 4-2(i)
Municipality Where Appraised Properties Are Located:	Pembroke	3-2(d:iv)
Effective Date of Value:	April 1, 2019	3-2(d:ii) 4-2(d:iii)
Date of Work Under Review:	December 31, 2019	3-2(d:ii) 4-2(d:ii)
Company Name and Name of Appraiser Who Completed the Report Under Review:	Corcoran Consulting Associates, Monica Hurley	3-2(d:iii) 4-2(d:iv)
Type of Revaluation Under Review: (Check One)	<input type="checkbox"/> Partial Update <input type="checkbox"/> Statistical Revaluation <input type="checkbox"/> Full Revaluation <input checked="" type="checkbox"/> Cyclical Revaluation	3-2(d:iv) 4-2(d:i)
Work Under Review Per Contract OR In-House Work Plan:	Appraisal of all taxable, non-taxable, and tax exempt properties excluding utilities	3-2(d:iv) 4-2(d:i)
Date of Reviewer's Appraisal Review Report:		4-2(e)
Reviewer's Extraordinary Assumptions:	See attached assumptions and limiting conditions.	3-2(e) 4-2(f)
Reviewer's Hypothetical Conditions:	None	3-2(e) 4-2(f)
Reviewer's Scope of Work:	See attached scope of work.	3-2(g) 4-2(g)
<p>Pursuant to RSA 21-J:14-b, I(c), the Department in its assessment review process shall review all mass appraisals to ensure compliance with USPAP and applicable laws and regulations. The purpose of this appraisal review is to advance the legislative objective of bringing greater credibility, uniformity, transparency, and accountability to statewide assessment practices. In so doing, this document serves as an analytical tool for identifying and documenting compliance with recognized assessment methods and techniques. This document also provides a mechanism for communicating the results of the review to the appropriate municipalities, assessors, and contractors.</p>		

FOR DRA USE:			
Date Initial USPAP Report Received by Department:	February 7, 2020	Date of Last Revision Submitted to Department:	
Reviewer's Name:	Adam Denoncour		

USPAP CHECKLIST

Item #	Section	Page #	Yes	No	USPAP Std. Rule #
<i>Summarize the sources of data, the data collection process and the validation processes. Reference to detailed data collection manuals, actual contracts and electronic records must be made, as appropriate, including where they may be available for inspection.</i>					
2.5	Provides an explanation if no physical inspections of sales were performed.	n/a	X		5-5(a&d); 6-2 (i)
<i>Explain why physical inspection of sale properties were not performed, if applicable.</i>					
2.6	Identifies the steps taken to complete the final review, testing procedures and techniques.	10, 15, 30	X		5-7(b); 6-2(i&l)
<i>Describe the extent of the final review as well as procedures and techniques utilized to ensure uniform and proportional assessments.</i>					
2.7	Provides a definition of highest and best use (HBU) that references case law and statutes and that describe HBU requirements.	19	X		5-3(a); 6-2(k)
<i>Rev 601.26</i>					
2.8	Provides an explanation for any exceptions from HBU (such as actual use).			X	Jurisdictional Exception Rule
<i>Permissible exceptions are allowed, refer to RSA 75:1 How Appraised (e.g. RSA 75:11 Appraisal of Residences)</i>					
2.9	Identifies approaches to value considered, utilized and not utilized. If not utilized, explain why.	20	X		5-2(j); 6-2(g)
<i>Credible approaches to the development of market value for real estate include the sales comparison (market), the income and cost approaches; if any of the approaches to value were not utilized, Provides an explanation.</i>					
Section 3 – Development of Values					
3.1	Provides a brief description of basic valuation theory/mass appraisal.	21-25	X		5-4; 6-1
<i>Provides a summary of applicable valuation theory.</i>					
3.2	Identifies the characteristics of the market that are relevant to the purpose and intended use of the mass appraisal including location, physical, legal and economic attributes.	report	X		5-2(e&f)
<i>Provides a summary of the real estate trends for all classes of property appraised, Provides a brief description of where the appraised properties are located.</i>					
3.3	Provides a brief description of data calibration methods used in the revaluation.	30	X		5-4(b&c); 6-2 (h&j)
<i>Describes the mass appraisal model utilized and how the model is calibrated; calibration should utilize recognized techniques.</i>					
3.4	Identifies and explains period of time from which sales were utilized for the development of values.	26	X		5-2(f&g)
<i>States the range of sale transfer dates utilized to develop credible and reliable assessments. If the ranges vary by class of property, Provides the range of sale transfers for each property class.</i>					
3.5	Describes extent of sale data collection and verification procedures.	26	X		5-4(a); 5-5(a&d); 6-2(i)
<i>States what steps were taken to verify and collect the various data elements associated with the property transfers within the time period utilized. States exactly how property transfers were determined to be qualified sales.</i>					
3.6	Describes how qualified sales were selected for use in the sales analysis process.	26	X		5-4(a); 5-5(a); 6-2(i)

USPAP CHECKLIST

Item #	Section	Page #	Yes	No	USPAP Std. Rule #
5.7	Provides reasoning and support for adjustments of any water, view or other significant site influences (site specific or external).	51, 53		X	5-4; 5-5(a) 5-6(b)
<i>Provides a list or table of site adjustments utilized for significant site influences, such as water frontage, views etc...</i>					
5.8	Provides a list of land sales utilized in analysis and a separate list of any land sales not utilized in analysis.	Appx F & G	X		5-1(b); 6-2(i)
<i>Provides a list of qualified sales and separate list of unqualified sales with their corresponding code.</i>					
Section 6 - Improved Property Data					
6.1	Provides a brief narrative explanation for types of depreciation utilized.	56-58	X		5-1(a); 5-4(a); 5-5 (a:ii); 5-6(a); 6-1(b)
6.2	Provides depreciation tables by property class, and support for depreciation utilized.	57-58	X		5-4; 5-5(a:ii); 5-6(a); 6-1(b)
6.3	Provides a table of effective area factors and explain how they are used in the model.	59-60	X		5-4; 5-6(a); 6-1(b)
6.4	Provides a table of story height adjustments, if applicable, and explain how they are used in the model.			X	5-4; 5-6(a); 6-1(b)
6.5	Provides a table of quality/grades, their adjustment factors, and narrative description of each.	61-70	X		5-4; 5-6(a); 6-1(b)
<i>Document quality / grade factors and Provides a description of each quality / grade factor with sufficient detail that the user (s) of the report can distinguish between the various grades.</i>					
6.6	Provides documentation, support and/or source of building cost base rates.	Sec 9		X	5-1(a); 5-5(a:i) 5-6(a); 6-1(b)
<i>Provides either the source of the building cost rates or show the steps taken to abstract building costs from local market data. Reconcile to the cost per square foot utilized.</i>					
6.7	Provides a table of base building costs by type and/or style.	71, 75-76	X		5-1(a); 5-5(a:i) 5-6(a); 6-1(b)
6.8	Provides a list of improved sales utilized in analysis and a separate list of improved sales not utilized in analysis.	Appx G & H	X		5-4(a,c); 5-5(a:iv); 5-6(a); 6-1(b)
<i>Provides a list of qualified sales and separate list of unqualified sales with their corresponding code.</i>					
Section 7 - Statistical Analysis, Testing and Quality Control					
7.1	Provides a ratio study using new assessed values.	Appx F			5-4; 5-7(b) 6-1 (b); 6-2(1)
7.2	Provides a ratio study using old assessed values.	Appx F			5-4; 5-7(b) 6-1 (b); 6-2(1)
7.3	Provides a COD study using new assessed values.	Appx F			5-4; 5-7(b) 6-1 (b); 6-2(1)

COMMENTS

Comment on all items checked as "no"; Also offer any general comments.

Line #

REVIEWER'S COMMENTS

2.8	Please provide an explanation of exemptions from highest and best use, such as those identified in RSA 75:1. ✓
5.1	Please provide an explanation of the land residual analysis in section 9, highlighting for the reader how the land residual was used to develop base land values. Additionally please provide the analysis to support commercial prime acre and backland values. ✓
5.3	Please provide support for the neighborhood and site index values on pages 51, 52, and 73. ✓
5.7	The explanation on page 53 speaks only to discounts given for views. Please provide the full range of adjustments for views, more clearly detail how positive view value is captured, and the analysis that lead to this conclusion. Please also provide the analysis that lead to any and all waterfront values, and support for the values. ✓
6.4	Please provide a table of story height adjustments and explain how they are used in the model. ✓
6.6	For residential, please provide an explanation of the Marshall and Swift cost analysis in section 9, highlighting for the reader how this analysis resulted in the different style base rates. For commercial, please provide the analysis that indicated the different style base rates.
7.7 & 7.8	Please provide a revised "Pembroke qualified sales by land use code" report that indicates the COD & PRD for individual strata. ✓ N/A
8.2	Please provide a map of Pembroke annotated with neighborhood boundaries. ✓
8.6	Please provide DRA certifying documents for Monica Hurley. ✓
8.7	Please provide a list of useful definitions, as the link and corresponding directions on page 95 do not lead to a list of appraisal definitions. ✓
	In the reviewer's copy of this report, pages 26-31 were not ordered correctly. There were also no pages or markers that would serve to separate appendix items. Appendix E is said to contain an assessing map but this was not included. It is mentioned that a data collection manual would be included in appendix B, but only the field review guidelines were found. Please make sure the copy provided to the town is reviewed for these issues as they may present a challenge to the layperson

DRA Reviewer: Adam Denoncour

Date: April 24, 2020

David Jodoin

From: Philip St. Cyr <pstcyr@nhprimex.org>
Sent: Thursday, May 28, 2020 3:32 PM
To: 'James Boisvert, Director DPW'
Cc: Chris Addington (caddington@pembroke-nh.com); David Jodoin
Subject: Re: 2019 Pembroke DPW Fire Audit - Recommendations Update as of 5/28/2020
Attachments: 2019 Pembroke DPW Facility-Fire Audit.pdf

Hello Jim:

This notification will serve as confirmation of the telephone conversation you and I had at 10:00am this morning.

It was nice to speak with you earlier today and **Thank You** very much for providing a progress update regarding the DPW Fire Audit I conducted in 2019. I am confirming with you that you are requesting a quote for a full perimeter fire sprinkler system for the DPW Facility to include coverage in both buildings. In addition, you also confirmed that a licensed electrician will be performing electrical upgrades to include GFCI protection in all potential wet locations (**per NEC**) where electrical outlets are present. You also mentioned that several vehicles currently have master disconnect switches and the remaining fleet vehicles will have them installed if they are deemed compatible with the vehicle manufacturer's specifications and vendor's recommendations.

As you requested, I also corrected the Fire Audit to reflect the CAT - 50KW Standby Generator is diesel powered, not Natural Gas as was first listed. I have enclosed a copy of the corrected audit so please remove / discard any previous versions of that document and use the attached one going forward.

Thanks again for your attention to risk management and I look forward to hearing from you as additional improvements to the DPW Facility are completed.

Best regards
Phil

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

DPW Fire Safety Audit Checklist

Member (City/Town)

Town of Pembroke

Address of premises

James Boisvert, Director-Public Works
8 Exchange Street
Pembroke NH 03275

Facility Name

Public Works Facility

Date of Audit

8/13/2019

RMS Consultant

Phil St. Cyr

Fire Safety - Fleet and Equipment

	Yes	No	N/A	Comments
Have fleet fire risk been considered?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most vehicles are parked outside.
Are vehicles equipped with battery disconnect switches?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Most vehicles are equipped with battery disconnect switches. Recommend all
Have the means to control the risk of fire spread between fleet vehicles been undertaken?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the risk assessment properly reviewed, particularly if the premises or its use significantly changed?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Fire Prevention - General

	Yes	No	N/A	Comments
Are flammable materials properly stored in appropriate containers/cabinets?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Housekeeping maintained - combustible waste are in designated containers?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are smoking areas properly marked and used?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Smoking is permitted outside only.
Prior to leaving the premises, are all areas inspected for potential fire and unnecessary equipment turned off?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are there suitable means to control the risk of arson - fences, yard lights, cameras?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yard lights and locking gates are in use.
Have all staff received basic fire prevention instruction including extinguisher training?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are all fire-resisting and smoke-stop doors, especially those on hold-open devices, closed at night?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

DPW Fire Safety Audit Checklist

Fire Prevention - Electrical Safety

	Yes	No	N/A	Comments
Is the system described as adequate or better?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	However, Recommend GFCI's in all wet potentially areas
Is electrical equipment properly covered such as switch plates and breaker boxes?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Has all remedial work been carried out or the items withdrawn?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the use of flexible electrical cable and extension leads kept to a minimum and only short lengths used?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are the electrical circuits free of any evidence of overloading?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is electrical equipment (e.g. light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Fire Prevention - Heating

	Yes	No	N/A	Comments
Are all heating appliances securely fixed in position, suitably guarded and with an adequate clear space free of storage of any kind?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	FHA Overhead heaters Natural Gas
Are gaseous fuel supplies for heating easily accessible with well-marked shut-off valves?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is a wood stove or other alternative heat source used?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
If so, has this been inspected by the Authority Having Jurisdiction?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Fire Prevention - General

	Yes	No	N/A	Comments
Are all fire or smoke barriers in good condition with any openings for pipes ducts, etc properly protected by provision of fire-resisting materials or fire dampers?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are there proper systems and procedures in place to control work on new buildings and/or alterations, repairs and decoration of premises, such that no fire hazards are introduced?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are regular checks undertaken and recorded of the condition of all fire safety measures within the premises?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

DPW Fire Safety Audit Checklist

Fire Prevention - Means of Escape

	Yes	No	N/A	Comments
Are fire exits of a sufficient number, unobstructed and lead to a place of safety?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fifteen (1) overhead and six (6) exit doors. West overhead door & North overhead door Exit maps on premises.
Are all final exits and intermediate doors easily operable from the inside without the use of a key?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are all corridors, and stairways forming part of escape routes free from obstruction and not used for storage?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are all escape routes clearly and properly signed?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is adequate emergency lighting provided and is it fully serviceable?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are there clearly defined written fire action and emergency evacuation procedures?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Fire Prevention - Fire Detection and Alarm Safety

	Yes	No	N/A	Comments
Is there a fire alarm system that is in full working order?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Simplex Panel, Concord Capital Area Disp.
Are there sufficient fire alarm call points located near to every exit from each floor and from each building?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are all alarm call points unobstructed and clearly visible?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the fire alarm system monitored? Is so, how?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Fire Prevention - Portable Fire-Fighting Equipment

	Yes	No	N/A	Comments
Is there adequate provision of portable fire extinguishers which are suitable types for the fire risks where they are positioned?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are all portable fire extinguishers suitably located, positioned on brackets fixed to the wall and available for immediate use— not obstructed or hidden?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are the locations of all portable fire extinguishers clearly identifiable with appropriate signs?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

DPW Fire Safety Audit Checklist

Fire Prevention - Fire Service Facilities

	Yes	No	N/A	Comments
Is there adequate access to the site and all buildings to enable fire department vehicles to get close enough for fire-fighting and rescue purposes?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Two (2) municipal hydrants near premises. One directly across the street and another 400' away
Are all fire hydrants in the vicinity clearly indicated and accessible?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the fire department familiar with the premises and any special hazards relating to the premises or the activities within it?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Fire Prevention - Testing, Maintenance, and Records

	Yes	No	N/A	Comments
Are the fire detection and alarm system tests carried out and recorded?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes, annually
Are the emergency escape lighting systems properly tested, maintained and these recorded?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes, tested monthly, serviced annually
Are the portable fire extinguishers properly tested, maintained and these recorded?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Yes, annually per A.S.A.P. Fire Equip. Co.
Is the automatic sprinkler system properly tested, maintained and these recorded?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	No sprinkler system. Rec. Sprinkler System

DPW Fire Safety Audit Checklist

Audit Results

If all answers to the questions above are "yes" or "n/a", your fire safety procedures are currently adequate. No further action is required at this time. Simply save to member LP file.

If one or more answers to the questions above are "no", fire safety procedures need improvement. Record deficiencies with formal recommendations and/or remedial actions as documented below.

Risk Management Recommendations

2019-01 Recommend all vehicles to have battery disconnect switches such as Cole-Hersee type. Verify switches are compatible with vehicle electrical and electronic systems prior to purchase and installation.

2019-02 Recommend sprinkler system throughout facility.

2019-03 Recommend GFCI's in all potentially wet areas.

Recommendation Follow-Up Notes

Noted:

>Caterpillar 50 KW Standby Generator-Diesel Fuel powered

>Heat Detectors in Vehicle Bays. Smoke Detectors throughout remaining facility locations.

>Knox Box Rapid Entry System at Facility Entrance Door.

David Jodoin

From: Michael Tardiff <mtardiff@cnhrpc.org>
Sent: Thursday, May 28, 2020 1:06 PM
To: David Jodoin
Subject: Re: Master Plan

Yes, it has taken a while. In the end though I think it is a pretty good document.

We will be ready for the Public Hearing after the next Planning Board meeting - We will finalize the Implementation Chapter then. We presented the chapter this month, and we were asked to provide the list of proposed recommendations in a spreadsheet to the Board so they could identify the highest priorities if they wished. We sent that to Carolyn earlier this week. We will make any modifications to the chapter from that review and present it to the PB in June.

My only concern will be the reluctance of the PB to do a completely virtual Public Hearing without extra time for public review - we had discussed at the last meeting allowing extra time for online public review of the document (6 weeks?).

So that would bring us to an August Public Hearing/adoption.

We could discuss moving at a faster pace if we need to.

Mike

~~~~~  
Michael Tardiff  
Executive Director  
Central NH Regional Planning Commission  
28 Commercial Street, Suite 3  
Concord, New Hampshire 03301  
[www.cnhrpc.org](http://www.cnhrpc.org)

On Thu, May 28, 2020 at 12:16 PM David Jodoin <[djodoin@pembroke-nh.com](mailto:djodoin@pembroke-nh.com)> wrote:

Mike,

I need a confirmed date as to when the Master Plan will be finalized. We are now approaching three years and my Board is asking where it is

David



## David Jodoin

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**From:** mmanh@googlegroups.com on behalf of Margaret Byrnes  
<mbyrnes@nhmunicipal.org>  
**Sent:** Thursday, May 28, 2020 5:03 PM  
**To:** mmanh@googlegroups.com  
**Subject:** [MMANH] Governor-Mayors Call

Hello, managers:

Below is summary of the conference call the Governor held with the mayors today.

- The Main Street Fund is accepting applications for businesses through Friday at midnight.
- They are hoping to make an announcement tomorrow about lodging and houses of worship. They are looking at steps to take to open lodging and tourism, but they are going slowly.
- The numbers of percent positives of cases is going down; they are pretty consistently under 5% positive.
- The Stay at Home Order will remain in place at least in the short term. For the next couple weeks, it will look the same as it does now. They are taking things each week at a time and learning from other states' mistakes. The 10 or more person gathering prohibition will remain in effect for the foreseeable future.
- A lot of states are "breaking up" the Stay at Home Order—e.g., more rural areas are more flexible than urban areas. Governor doesn't know if that's a path for NH, but they are looking at it. Also looking at different demographics and whether to be more flexible with those under 60, for example.
- There was discussion about automobile registrations and being flexible to allow registrations, including new registrations, to be done remotely for the long term, not just during the State of Emergency. The governor responded that we are likely to be under the SOE for quite some time, which means the orders will remain in effect. If the SOE ends, the emergency orders will, too. Long term, after the SOE expires, this would require legislative action. Governor's office will also talk to the DMV about this.
- There was a discussion about municipal budgets. Budget hearings are starting soon in many cities. There is no clear guidance yet for municipalities. The governor did say that the State isn't actually making cuts yet because they don't know what may be coming from the federal government, but they feel confident something is coming and that there will be funds and flexibility for towns and cities to replace revenue. The governor also said that March and April M&R revenues were not as low as they anticipated, but that they will have a better idea of revenue projections in June.
- Finally, there was a question and some discussion about whether the prohibition on gatherings of 10 or more applies to local government or whether they are exempt. I am sharing with you all the email that I just sent a short time ago to the attendees on the call today, clarifying that issue:

"Good afternoon, Mayors:

NHMA has consistently advised that EO #16, which prohibits planned gatherings of 10 or more, applies to local government, including to public meetings.

Today, during the governor's call with NH mayors, there was some discussion about whether that prohibition applies to city council meetings and other public body meetings, and whether local government is entirely exempt from EO #16. NHMA contacted the governor's office immediately after the call for further clarification. After discussion with the governor's office, that office and NHMA agreed that NHMA would provide the following guidance and clarification to all attendees on the call today:

It is true that local government is exempt from the Stay at Home Order. However, local government is not exempt from EO #16; we have consistently advised towns and cities of that, and we confirmed that with the governor's

office again today. That being said, after discussion with their office, it appears there may be some flexibility, as applied to day to day operations of towns and cities that require "gatherings" of officials and/or employees. For example, it would be not violation of EO #16 if a public body wished to meet in person, and the public body, plus necessary municipal staff, consisted of a group of 10 or more in one room. This would constitute normal "day to day operations" of the municipality, and would not be considered a planned gathering in violation of EO #16.

However, if members of the public wished to attend that meeting in person, and their in person attendance created a group of 10 or more in the room, there would be a violation of EO #16. For that reason, NHMA continues to advise that public bodies avoid in person meetings where there is any risk of the gathering exceeding nine people. We encourage towns and cities to avail themselves of EO #12, allowing for virtual meetings, including allowing the public to attend virtually. Even aside from potentially creating a violation of EO #16, the risk of exposure and potential liability as a result of a larger gathering is generally not worth it. In addition, we recommend that any municipal meeting that exceeds nine people should be done only under circumstances where the public body members and staff are following Universal Precautions.

Please let us know if we can be of any further assistance."

Margaret



**Margaret M.L. Byrnes**  
**Executive Director**  
**NH Municipal Association**  
25 Triangle Park Drive  
Concord, NH 03301  
Tel: (603) 224-7447  
Email: [mbyrnes@nhmunicipal.org](mailto:mbyrnes@nhmunicipal.org)  
[www.nhmunicipal.org](http://www.nhmunicipal.org)

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Access to this list serve is only available to current full members of MMANH (membership application available at [www.mmanh.org](http://www.mmanh.org)). If you have any other questions, e-mail group administrator Todd Selig <[tselig@ci.durham.nh.us](mailto:tselig@ci.durham.nh.us)>.

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## Meeting Minutes 101

Boards often wrestle with taking meeting minutes—worrying that too much information will get them in trouble if an issue goes to court. This fear is balanced against the desire of board members to make sure their minutes are informative and helpful to citizens and to the board itself. Does the law require that meeting minutes contain certain information? Is it better to be brief and vague when preparing the minutes? Should meetings be tape recorded so that greater detail can be put into the minutes? If the meeting is tape recorded, does that mean the tape is available to members of the public?

### June 2007

Meeting Minutes 101  
(/town-city-  
article/meeting-minutes-  
101)

Towns and Cities Tackle  
Energy Conservation  
(/town-city-  
article/towns-and-cities-  
tackle-energy-  
conservation)

Local Regulation of  
Junkyards and Junky  
Yards (/town-city-  
article/local-regulation-  
junkyards-and-junky-  
yards)

Meeting minutes need not be a dreaded part of service as a selectman, land use board member or any other public official that is required by law to take meeting minutes of their proceedings. Keeping in mind the purpose of meeting minutes, which is to promote openness in the conduct of public business and to ensure the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people, will help as you wrestle with producing meeting minutes that comply with the law.

**Q. Selectmen, planning boards and boards of adjustment are required to take minutes. Are there other boards that must take meeting minutes?**

**A.** All "public bodies" are required to have open meetings, and thus must take minutes of their meetings. Public bodies include all committees, boards, subcommittees, agencies, etc. that perform a governmental function in the community. This includes all informal advisory committees as well. A committee formed by the selectmen to "study and advise the selectmen on whether or not an addition is needed for the town hall" is a "public body" and must meet in public and take minutes. Other examples of public bodies include recreation committees, budget committees, conservation commissions, trustees of trust funds and library trustees. [RSA 91-A:1-a](http://gencourt.state.nh.us/rsa/html/VI/91-A/91-A-1-a.htm) (<http://gencourt.state.nh.us/rsa/html/VI/91-A/91-A-1-a.htm>).

**Q. When must the minutes be ready for public inspection?**

**A.** Minutes must be made available for public inspection within five business days after the meeting\*, except in the case of nonpublic session meeting minutes which must be made available within 72 hours, unless the body has voted to seal the minutes of the nonpublic session.

**Q. Our board meets only once a month—the minutes won't be approved within five days business days after the meeting\* so how can they be released to the public?**

**A.** There is no legal requirement to formally *approve* minutes, but many boards do approve their minutes. A policy of formally approving minutes does not mean the board may wait until the next meeting, when the minutes will be formally *approved*, to release the minutes. The minutes, in draft form if necessary, must be made available within five days after the meeting\*. The board may address this issue by placing "draft" or "not yet approved" on the minutes to alert the public that the minutes being released are not yet approved. Formal approval by the board cannot delay the release of the minutes if the delay will go beyond five business days\* (or 72 hours for nonpublic minutes that have not been sealed).

**Q. What should go into the meeting minutes?**

**A.** At a minimum, minutes must include the names of board members present, other people participating (not necessarily all members of the public present), a brief summary of the subject matter discussed, and any final decisions reached or action taken, which includes the time the meeting was called to order and the time the meeting was adjourned. To this list you may want to add the name of the person taking the minutes and the name of the person chairing the meeting. The name of the board and date of the meeting should always be included.

When considering the "brief summary of the subject matter discussed," the board may want to recall that the purpose of meeting minutes is to promote openness in government and to inform citizens about what their government is doing. Citizens should be able to read minutes of a meeting and get a good idea about what happened. This does not mean, however, that stenographic or verbatim minutes must be taken. Most boards do not have staff with specialized stenographic skills, nor is there any legal requirement to prepare minutes in this manner. Minutes should be fair and objective. They should not include insulting remarks even if such remarks were made during the meeting. The focus of the minutes should be to record the important and relevant things that occurred at the meeting, not bickering or insults.

Negative sentiments expressed by board members or members of the public need not be avoided entirely, if the comments are relevant; it is the inclusion of the inflammatory words that should be avoided. For example, suppose a citizen comes in to complain about his neighbor and wants the selectmen to take enforcement action to make the neighbor clean up his yard. During 30 minutes of high octave complaint before the selectmen, this citizen uses plenty of choice words to describe his neighbor. The meeting minutes need not include specific derogatory statements made by the citizen, but could instead state: *"Mr. [Citizen] met with the board to discuss his concerns that his neighbor, John Doe, is in violation of several town ordinances in that Mr. Doe is storing junk on his property. Further, Mr. Citizen informed the board that he has serious doubts that Mr. Doe will follow through with promises to clean up the property as he has not followed through with promises made in the past."* Anyone reading the minutes will get the idea that Mr. Citizen is not happy and that he wants the selectmen to take action against Mr. Doe for violations of zoning ordinances.

Minutes not only serve the important purpose of informing citizens about what their government is doing, it also serves as a tool for boards to memorialize their work. Minutes can be helpful when memories fade, or when new board members join the board, as a way to look back in time and understand how the board dealt with an issue.

**Q. Is there a difference in content between regular meeting minutes, public hearing meeting minutes, and nonpublic session meeting minutes?**

**A.** No, all meeting minutes should contain a brief summary of the subject matters discussed and any decisions or actions taken by the board. The differences in the various types of meetings are more about procedures, than the content of the minutes.

**Q. Are nonpublic session meeting minutes automatically sealed by virtue of the fact that the meeting was not open to the public?**

**A.** No. In fact, meeting minutes of a nonpublic session must be made available to the public sooner than regular meeting minutes: 72 hours for nonpublic minutes versus five business days\* for all other meeting minutes. However, if two-thirds of the members present, in a recorded vote, decide to seal the minutes because the reasons justifying the need for nonpublic session remain—such as the concern for injury to someone's reputation (other than a board member), or public release of the minutes would make the action taken ineffectual, or the information pertains to emergency plans to thwart terrorism.

Minutes that the board has voted to seal should be placed in a secure place within the office, and a notation attached that they are sealed, so that they are not inadvertently released to the public. The board may want to institute a policy of reviewing sealed meeting minutes on a periodic basis to determine if any should be released because the reasons for the nonpublic session no longer exist. Once the reason to seal the minutes no longer exists, the minutes should be released.

**Q. What can a board do to ensure accurate minutes?**

**A.** Meetings that are conducted in an organized fashion will likely result in meeting minutes that are organized and complete. Rules of procedure that require announcing the name of each case or issue as it is taken up by the board, requiring those speaking on the matter to state their name, requiring board members to clearly state the motions they are putting forth, and generally making sure the recording secretary has the time to keep up with often fast paced meetings will help to ensure that the best possible meeting minutes are recorded.

**Q. Should the board tape-record all meetings? If so, what happens to the tapes?**

**A.** Whether to tape record (or video record) is a decision for each board to make. Allowing the recording secretary to tape the meeting may assist him or her in preparing minutes that are more accurate and complete. However, if the board decides to tape record the meeting, the tape is available for inspection, and copying, by the public just as the meeting minutes are. The board must retain the tapes at least until the meeting minutes are approved, at which time the tape may be destroyed. If the board has a policy of keeping the tapes after the minutes are approved, then the tapes remain available to the public as long as they exist. Note that while the board may decide not to tape record its own meetings, members of the public must be allowed to tape record or video record the meetings.

**Q. Are the notes taken by the recording secretary, and used to prepare the minutes, available for public inspection along with the minutes?**

**A.** Yes. After completion of the meeting, every citizen, during regular business hours, has the right to inspect all notes, materials, tapes or other sources used for compiling the minutes of the meeting, except as otherwise prohibited by statute or [RSA 91-A:5](http://www.gencourt.state.nh.us/rsa/html/VI/91-A/91-A-5.htm) (<http://www.gencourt.state.nh.us/rsa/html/VI/91-A/91-A-5.htm>). This does not mean that the recording secretary must immediately turn over the notepad that contains the notes taken during the meeting if it is being used to prepare the minutes at the time of the request. If the notes are unavailable for immediate inspection, the public body shall, within five business days of the request, make the record available, or deny the request in writing stating the reason for denial. Once the minutes are prepared, the notes may be disposed of. However, notes that are retained by the board continue to be subject to public inspection.

**Q. If a citizen submits a prepared statement to the board and demands that it be included as part of the minutes, must it be included?**

**A.** No. The board prepares their minutes and cannot be forced to include statements or documents presented by members of the public.

**Q. How long must minutes be kept?**

**A.** Like other important town records, meeting minutes must be kept permanently.

*\* This article has been revised to reflect changes to the law.*

Article Topics:

[Right to Know Law \(/article-keywords/right-know-law\)](#)

[records \(/article-keywords/records\)](#)

[minutes \(/article-keywords/minutes\)](#)

[Legal Q & A \(/article-keywords/legal-q\)](#)



# Pembroke & Allenstown OLD HOME DAY

May 18, 2020

Dear Friend of Pembroke and Allenstown Old Home Day:

It is with heavy hearts the Pembroke and Allenstown Old Home Day Committee has decided to **cancel** the 2020 OHD celebration.

The State of NH Fair Association highly recommends all fairs and alike take a year sabbatical. While the scientific community races to find answers, the reality is there is not going to be a viable and widely available resolution to this health threat for some time. Because of the logistics created by the uncertainty of this disease, the OHD Committee, with the blessings of our town fathers, has voted on the side of caution. It would not be prudent to ask loyal supporters and participants to commit to a large community gathering when the guidelines for such are constantly changing. As the saying goes, "We are all in this together!"

While the OHD committee is disappointed to make this decision there is hope for a bigger and better event in 2021, celebrating Pembroke and Allenstown Old Home Day's 40<sup>th</sup> event since its reinstatement.

Old Home Day would not be possible without the generosity of the devoted sponsors, participants and municipalities generosity. A HUGE thanks for your commitment over the years!

**SAVE THE DATE for Saturday, August 28<sup>th</sup>, 2021.**

With heartfelt gratitude for your understanding,  
The Pembroke and Allenstown OHD Committee



**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
MAY 18, 2020 at 6:30 PM**

**DRAFT**

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Present: Chairman Ann Bond, Selectman Mike Crockwell, Selectmen Richard Bean, Selectman Karen Yeaton, Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

**I. Call to Order:**

Selectman Bond called the meeting to order at 6:32 pm.

**II. Citizen Comment:**

None

**III. Motion by Selectman Crockwell to enter non-public session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee. Seconded by Selectman Yeaton at 6:33 pm.**

Roll Call Vote:

|                     |     |
|---------------------|-----|
| Selectman Yeaton    | Yes |
| Selectman Bean      | Yes |
| Chairman Bond       | Yes |
| Selectman Goulet    | Yes |
| Selectman Crockwell | Yes |

The Board came out of non-public session at 6:58 PM

**IV. Scheduled Meetings:**

Acceptance of Cares Act Funding in accordance with RSA 21-P:43

Selectman Goulet made a motion to accept the CARES Act funding through the GOFERR Program for a maximum of \$167,944 in accordance with RSA 21-P:43 and to authorize the Town Administrator to sign all the necessary documents. Selectman Bean seconded the motion. Motion passed 5-0.

Acceptance of First Responder Stipends in accordance with RSA 21-P:43

Selectman Goulet made a motion to accept the First Responder Stipends for a maximum of \$60,000 in accordance with RSA 21-P:43 and to authorize the Town

Department Heads to sign all the necessary documents. Selectman Crockwell seconded the motion. Motion passed 5-0.

Acceptance of Medicare Funds through the Federal Government in accordance with RSA 21-P:43

Selectman Goulet made a motion to accept the Medicare Funds through the Federal Government HHS Program in the amount of \$14,113.43 in accordance with RSA 21-P:43 and to authorize the transfer of the funds to the Ambulance Fund. Selectman Crockwell seconded the motion. Motion passed 5-0.

**V. Old Business:**

Road Paving Bids

Road paving bids was tabled at the last meeting pending an update on the revenue outlook for the town. David explained that the Town received \$19,600 more in motor vehicle permits in January 2020 over the prior year. In February, the Town saw a decrease of \$13,738.83 and a decrease of \$28,916 in March. The month of April was better with a loss of only \$2,081.50 over the prior year. Overall, revenue from motor vehicle permits is \$25,127.33 less than last year. The Town Clerk stated that he is seeing an uptick in registrations likely due to all of the financing deals being offered.

The interest income earned on the bank accounts has dropped drastically as interest rates have dropped. The Town has currently lost around \$4,000 in the month of March. There will also be an expected reduction in the rooms and meals tax given back to the Town from the State. Right now, none of the COVID grants will offer any offsets to lost revenue.

There was an emergency drainage system collapse that happened in December at the Littlefield Condominiums. The work was completed in January at a cost of approximately \$33,000. There is another issue that just came up on Terrie Drive that will bring unexpected drainage costs up another \$11,000 for a total of \$41,000. Jim Boisvert is working with the gas company to try and get some reimbursements on the Terrie Drive project.

As for the road paving bids, there is less than \$300,000 in the paving budget. David recommends doing a portion of the paving projects this year. Anything pushed back this year will need to be picked up next year. The bids are for paving on North Pembroke Road and Shim on Dudley Hill Road for \$160,000. There was also a mile of North Pembroke Road chip seal bid for \$80,022. The overlay would also need to be done at an additional cost. There was a double chip seal bid for Ryan Drive in the amount of \$19,468. David explained that the companies would hold their bids a little bit longer.

Selectman Bean made a motion to table awarding the paving bids until the June 1<sup>st</sup> meeting. Selectman Crockwell seconded the motion. Motion passed 5-0

### ATV Issues

Selectman Goulet stated that 24 of the 27 State trail systems will not open on the typical Memorial Day opening. The Selectmen have received complaints about people parking illegally and blocking driveways in order to access the Range Roads. Selectman Yeaton asked if this has been an ongoing issue or is the current level of usage tied to the current state of affairs. David answered that it has been a growing issue but is exacerbated by the current situation. Selectman Yeaton asked what the specific concerns are that the Selectman are trying to solve. David answered the roads are being torn up, people are going on private property, noise complaints, and there is a lot of trash being left behind. Fish & Game have come to a previous meeting and said they do not have the ability to monitor the trails. There are concerns that if the Range Roads are closed to motorized vehicles, it will close the roads in the winter to snowmobiles. Snowmobiles are not destroying the roads and there are no noise complaints because windows are closed. Selectman Crockwell explained that land owners who gave permission to the snowmobile clubs have been taking away their permissions because atv's are using the trails and ripping up land. Conservation Commission is concerned for the damage to the trails by the larger UTVs.

### Meadowlark Lane

A resident of the road sent an email to the board trying to understand why they are spending so much time discussing the road when there doesn't seem to be a large issue. David and Public Works went down and looked at the road and talked to residents and they agreed to not put trash carts anywhere that will block anyone's property. After walking the road, they realized they would not be able to have a big enough area to turn the trash truck around at the end. It will continue to back up the road and pick the carts up on one side. Selectman Bond asked if they discussed putting something into the Town Code or deed that if the homeowner sells her property at the end of the road that they would still be able to push the snow onto it. David answered that right now she does not intend to sell and there is no issue putting snow on that property. David is going to talk to another resident and see if there is a possibility of some land being given to the town or language documented for the turning of Town vehicles on private property.

## **VI. New Business:**

### Motor Vehicle Revenue

Motor Vehicle Revenues were discussed earlier in the meeting.

### Discussion of Credit Cards for Tax Software

David explained that right now residents can pay by credit card at the Town Clerk's desk but not at the Tax Collectors. Two different software's are used. Right now, if someone registers a car with a credit card, they pay a fee that goes directly to the vendor. The same thing would happen with the tax software, but there are additional charges that the Town would incur for monthly fees and software conversions, etc. It could be costly to the residents who use it but also to the community as a whole since there is a monthly fee of \$200. David thinks the majority of people who would use the service would be people who are facing a lien or a deeding. Selectman Yeaton asked if there has been a demand for this service. Selectman Bond said she has had one person ask and David said that there have been a few over the years. The Selectman do not feel there is enough demand to warrant implementing credit card payments for the tax software.

### Storm Water Issues

Selectman Bond asked if there are more culverts on Nadine that need to be replaced. David answered that in reality, they will need to look at repairs for the whole project. Selectman Bond asked if they are looking at Bow Lane. David said he is unsure if the Water Department is looking at those specific ones right now.

### Terrie Drive

Jim Boisvert is working to get between \$8-9,000 in reimbursements from the gas company for a collapsed drain from Liberty Utility. It will be enough to cover equipment costs but not the labor.

### Manifests/Abatements

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

### Minutes 5/4/20

Selectman Goulet made a motion to approve the minutes of April 20, 2020 as presented. Selectman Crockwell seconded the motion. Motion passed 5-0.

### None Public Minutes 5/4/20, 5/11/20, and 5/12/20

Selectman Goulet made a motion to approve the non-public minutes of May 4, 2020, May 11, 2020, and May 12, 2020 as presented. Selectman Bean seconded the motion. Motion passed 5-0.

## **VII. Town Administrator Report:**

The Suncook Valley Rod and Gun Club fishing derby will be cancelled for the year.

The annual Regatta is still planning on holding their annual event in the fall. The Board should discuss this in more detail. This draws a large crowd from all over New England.

David discussed the opening of Memorial Field with the Board. David explained that the summer rec camp that is run out of Memorial Field is waiting to make a decision on whether or not they hold the camp until Memorial Field is opened.

The recreation Commission has concerns for rainy days since the Village School is no longer owned by the school district and how they would implement social distancing guidelines. There is also concerns for sanitation of the playground equipment and the pavilion.

Camp Personnel have discussed having smaller groups and not doing field trips. The camp is liked and used by a lot of residents looking for a daily camp for their kids during the week.

Selectman Yeaton suggested allowing the camp directors to make decisions for how the camp is run and if the camp is run.

Selectman Bond shared concerns for liability if someone was to contract COVID while at the field.

Selectman Crockwell suggested opening the park for town residents only.

Selectman Bond asked what Primex thought about opening the parks. David answered that Primex feels it a local decision.

Selectman Goulet expressed support for keeping the park closed and not allowing the summer program to operate this summer.

Selectman Crockwell expressed concerns for the restrooms at the field not being allowed to open.

Selectman Yeaton supports opening the park barring any regulations from State or Federal Government.

The Board decided to keep the park closed for now and they will revisit at every meeting. David will ask Rose and Sarah to come in discuss any potential plans they would have for the summer rec program.

David would like to get a sign to put up on the walkway explaining how Town Hall will function operationally for the month of June. There is also a letter going out with the tax bills.

**VIII. Committee Reports:**

Selectman Bean – None.

Selectman Bond – The Planning Board is meeting with San-Ken on May 26<sup>th</sup>

Selectman Crockwell – None.

Selectman Yeaton – Roads Committee is waiting on the Selectmen to make a decision on the road paving bids before they make any further decisions. They discussed the culvert repair strategy specifically on Buck Street. They try to schedule culvert repairs a year before a road would be paved. They discussed Terrie Drive and the gas line issues.

Selectman Goulet – None.

**IX. Other/Citizen Comment:**

None.

**X. Non-Public Session**

Motion by Selectman Crockwell to enter non-public session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee. Seconded by Selectman Yeaton at 8:30pm.

Roll Call Vote:

|                     |     |
|---------------------|-----|
| Selectman Yeaton    | Yes |
| Selectman Bean      | Yes |
| Chairman Bond       | Yes |
| Selectman Goulet    | Yes |
| Selectman Crockwell | Yes |

The Board came out of non-public session at 9:04 PM

**XI. Adjourn:**

Motion by Selectman Goulet, seconded by Selectmen Yeaton to adjourn at 9:05 PM.  
Motion Passes 5-0.

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Ann Bond, 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  
MAY 27, 2020 at 6:30 PM**

**DRAFT**

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Present: Chairman Ann Bond, Selectman Mike Crockwell, Selectmen Richard Bean, Selectman Karen Yeaton

Absent: Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

**I. Call to Order:**

Selectman Bond called the meeting to order at 6:36 pm.

**II. Non-Public Session**

Motion by Selectman Yeaton to enter non-public session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee. Seconded by Selectman Bean at 6:37pm.

Roll Call Vote:

|                     |     |
|---------------------|-----|
| Selectman Yeaton    | Yes |
| Selectman Bean      | Yes |
| Chairman Bond       | Yes |
| Selectman Crockwell | Yes |

The Board came out of non-public session at 7:30 PM

Motion by Selectman Bean to enter non-public session in accordance with RSA 91-A:3 II (E) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim of litigation has been fully adjudicated or otherwise settled.

Roll Call Vote:

|                     |     |
|---------------------|-----|
| Selectman Yeaton    | Yes |
| Selectman Bean      | Yes |
| Chairman Bond       | Yes |
| Selectman Crockwell | Yes |



The Board came out of non-public session at 9:14 PM

**III. Adjourn:**

Motion by Selectman Bean, seconded by Selectmen Crockwell to adjourn at 9:15 PM. Motion Passes 4-0.

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Ann Bond, Chairman

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