

AGENDA
BOARD OF SELECTMEN
September 21, 2020 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Olivewood Energy – Andrew Provencher & Dominic Lebel
 - b. Gerry Fleury – Presentation of 2021 Capital Improvement Plan
- IV. OLD BUSINESS:
 - a. Authorization For Town Administrator to sign documents
- V. NEW BUSINESS:
 - a. Catch Basin Cleaning Bids
 - b. Winter Sand Bid
 - c. Buck Street Drainage Bid
 - d. Update on CARES ACT Funding
 - e. November Elections
 - f. Appointments/Resignations
 - g. Manifest/Abatements
 - h. Minutes 8/17/20; 8/24/20; 9/2/20
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. Non Public Session

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

RSA 91-A:2 I (a) Strategy or negotiations with respect to collective bargaining

X. ADJOURN

Pembroke Solar Pembroke Select Board Meeting

September 21st, 2020

Overview

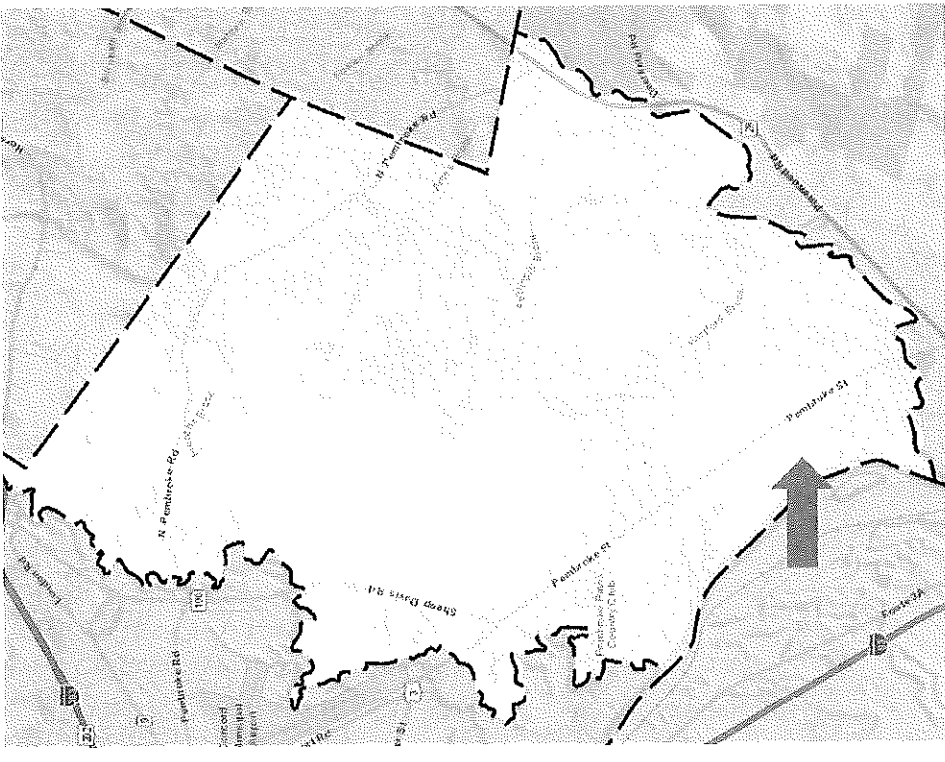
Description:

- A proposed 17.5 MW solar farm:
 - Utilizing 60 to 70 acres on ~133 acres.
 - Equivalent to electricity use of ~8,700 people
 - Olivewood is a solar farm developer working with host communities in NH and the Northeast.
- Targeting an in-service date of late 2022.

Benefits:

- Avoid ~ 450,000 tons of CO2.
- Economic development.
- Significant, stable revenue to the Town without new traffic or costs

Location within Pembroke:



Solar Farm Design

Safety: Will coordinate with the Town during site plan review.

Environmental: Consult NHDES, F&G, and Heritage Bureau regarding local species and best practices for design, construction, and operation.

Setbacks: Will comply with or be better than requirements.

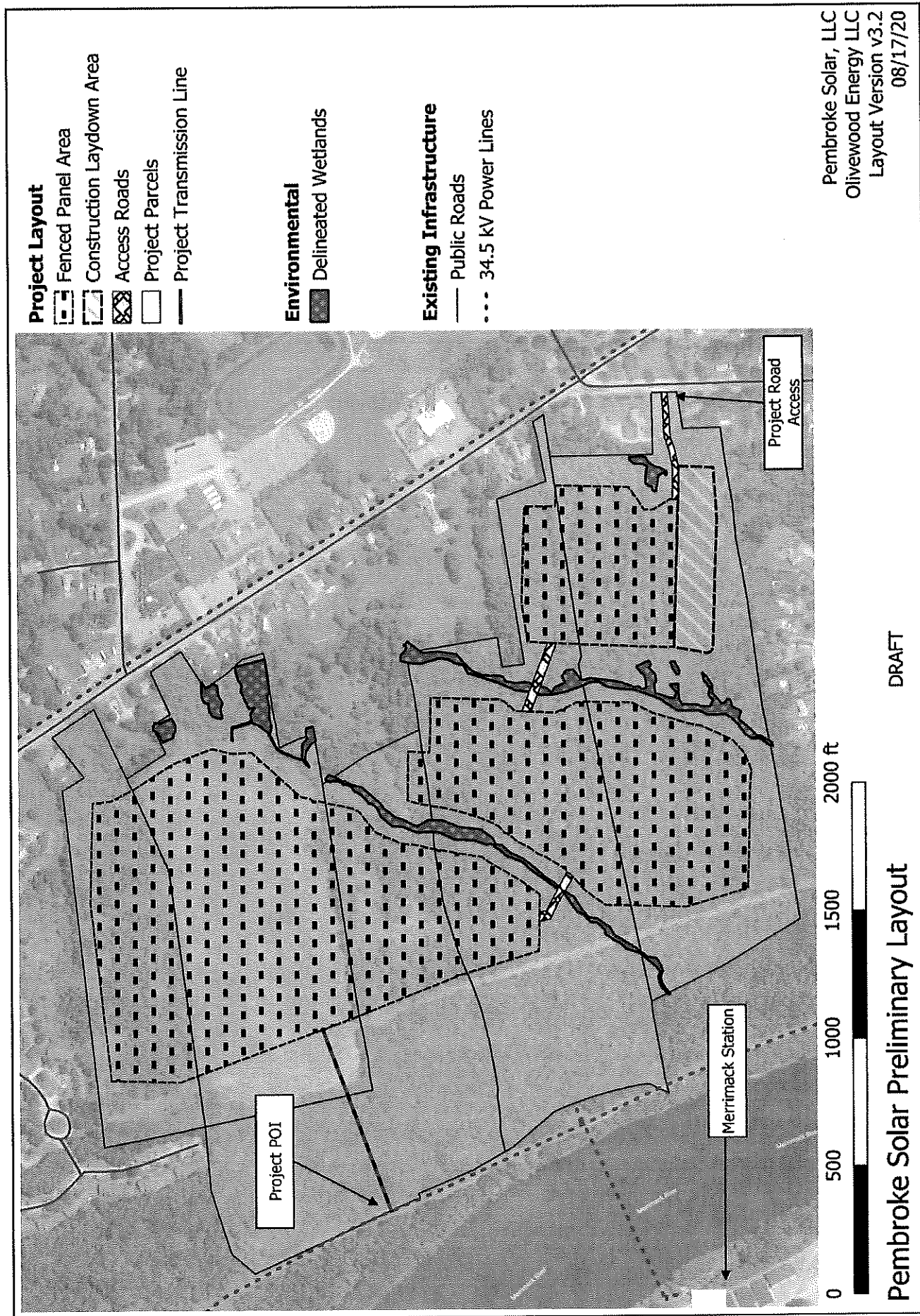
Post-construction: Will include native and beneficial species consistent with solar farm use.

Noise: Little or no additional sound expected, with equipment to be set back from property boundaries.

Visual: Screened principally by existing trees and vegetation. No lighting required.

Siting: Locating the panel areas within a subset of larger parcels allows for increased setbacks from neighboring homes and ability to visually screen.

Preliminary Layout



History and Plan

To Date:

- Abutter outreach: Commenced summer 2019.
 - Single family homes – Contacted 24 of 28
 - Littlefield Condo Association – Met with Board 8/27
- Interconnection: System impact study in progress.
- Cultural and Historic Resources: Database and field work complete.
- Environmental: Wetland and vernal pool delineations complete.

Moving Forward:

- Town will control project approvals:
 - PILOT
 - Special exception through the Zoning Board
 - Additional approvals required for Site Plan Review

Potential Benefits – PILOT Agreement

What is a PILOT?

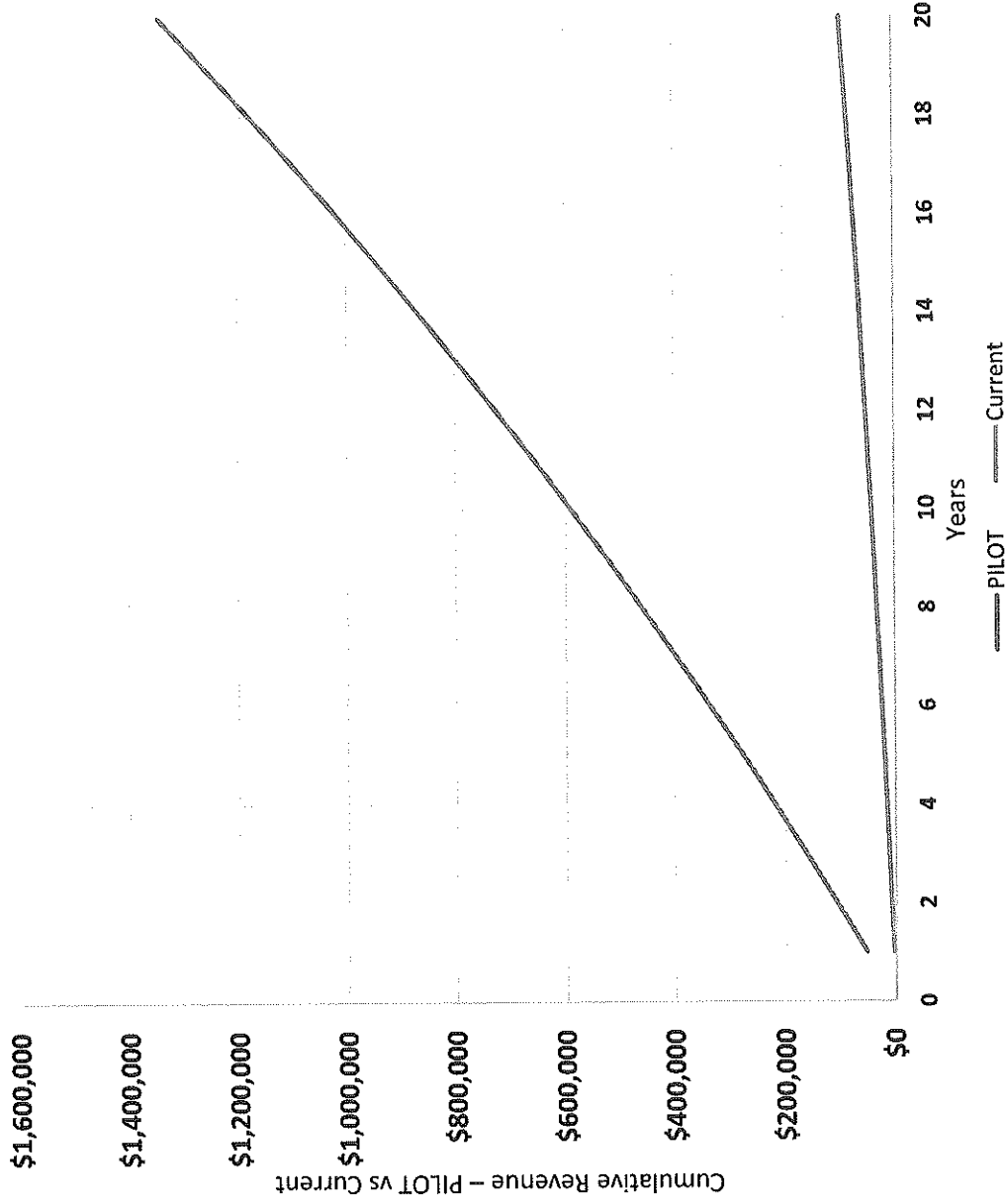
- A Payment-in-Lieu-of-Taxes Agreement (PILOT) creates certainty for towns and projects by fixing payments to towns for the long-term
- Absent a PILOT, a project's assessment may be contested based on changes in energy prices (e.g. Merrimack Station)
- PILOTs are a common tool used by towns in NH

Recent Solar PILOTs in NH

- Tamworth 26MW project - \$3,500/mw, no escalation
- Olivewood projects executed PILOTs with 3 New Hampshire towns in the last 10 months - \$3,000/MW, with 2.5% escalation

Significant Proposed Increase in Revenue

Cumulative Revenue – PILOT vs Current



Notes

1. Construction Term not included in calculations
2. "Current" numbers assume 2.5% annual escalation in taxes

Project Visibility

Analysis of Visibility

- Pembroke Solar engaged a landscape architecture firm, Terrence J. DeWan & Associates (TJD&A) to analyze visibility of the project
- TJD&A performed on-site work to assess visibility
- TJD&A analyzed public databases for Scenic Resources within the surrounding area
- Performed Digital Surface Modeling to determine potential visibility, based on topography and vegetation

TJD&A Conclusions

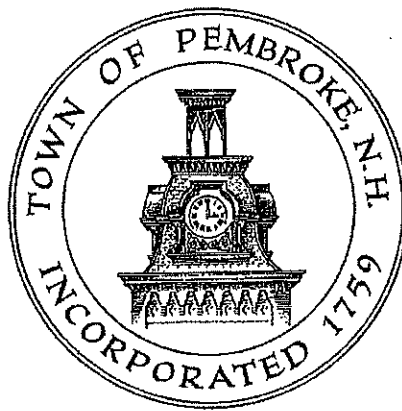
- Pembroke Solar is not expected to be visible from nearby scenic resources or along Pembroke Street
- Existing vegetation allows the project to be almost entirely screened, Project will use additional buffer trees to screen remaining areas

Contact Information

- Contact: Dominic LeBel
- Email: Dom@Olivewoodenergy.com
- Phone: (603) 565-5170
- Website: www.olivewoodenergy.com

TOWN OF PEMBROKE, NEW HAMPSHIRE
CAPITAL IMPROVEMENT PROGRAM

2021 - 2026



Pembroke Capital Improvement Program Committee

Adopted 9/2/20

CIP COMMITTEE MEMBERS:

Gerry Fleury, Chair, Budget Committee Representative
Rosemarie Michaud, Vice Chair, Citizen Representative
Sandy Goulet, Selectmen Representative
Karen Yeaton, Alternate Selectmen Representative
Kevin Foss, Citizen Representative
Bethany Chase-Reynolds, Citizen Representative
Gene Gauss, School Board Representative
Robert Bourque, Planning Board Representative

**THE TOWN OF PEMBROKE
CAPITAL IMPROVEMENT PROGRAM**

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THE TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM

SCHEDULE AND RECOMMENDATIONS YEARS 2021-2026

Background and Process

The Capital Improvement Program has been a fundamental component of long range planning in the Town of Pembroke since the mid 1980's. In 2003, the Town voted to create an independent CIP Committee, in accordance with RSA 674:5-8, to annually prepare the CIP.

The process begins with the Town Departments and School District identifying their capital needs over a 6-year horizon period. Capital needs are defined as any project that requires the expenditure of \$10,000 or more for the purchase, renovation, construction or replacement of the physical assets of the Town. The CIP Committee meets with all Town Departments and School Board Representatives and evaluates and prioritizes the project proposals. The Committee may alter requests by increasing, decreasing, or eliminating projects. The Committee then reviews three methods of funding projects. Those methods are:

1. Appropriation – this method raises the entire cost of the project in one budget year. Funding by this method can cause significant swings in the tax rate.
2. Capital Reserve Fund – this method creates a fund for a specific purpose, similar to a savings account, into which monies are set aside in relatively even amounts over a period of budget years consistent with funding approved project(s). This method minimizes the swings in the tax rate from year to year.
3. Borrowing – This method involves borrowing the monies to fund a project by either issuing bonds or entering into a lease/purchasing agreement, similar to a mortgage or car loan. This method is more costly as there are interest costs and fees associated with it but may be appropriate for large projects.

After a public hearing, the Committee considers input from the hearing and then adopts the CIP document and presents it to the Selectmen, School Board, and Budget Committee for consideration in preparing the annual Town and School budgets.

The 2021-2026 CIP

Attached is the 2021-2026 Capital Improvements Program. Please note that for purposes of the annual budget, the CIP Committee has voted a priority ranking only for the projects proposed for the year 2021. The Committee annually reviews the schedule and makes a recommendation when a project will be implemented in the next yearly budget.

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2026
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
MUNICIPAL FACILITIES										
Municipal Facilities Capital Reserve										
Beginning Year Balance			272,912	260,831	86,503	37,503	52,503	127,503	202,503	277,503
Annual Appropriation	16	Taxes	(43,900)	40,000	100,000	100,000	75,000	75,000	75,000	75,000
Public Works Facility										
Fuel tanks		Capital Res.								
Foundation Repairs		Capital Res.								
Lighting Retrofit		Capital Res.								
Heating system		Capital Res.								
DPW Storage Shed		Capital Res.								
Floor Shifting	16	Capital Res.			(34,000)					
Stor. Building Doors/Windows/Garage Doors		Capital Res.				(20,000)				
Stor. Building Roof		Capital Res.								
Camera System		Capital Res.	(12,640)							
DPW Building Sprinkler System	16	Capital Res.		(9,408)	(50,000)					
Perry Eaton Building		Capital Res.								
Roof replacement		Capital Res.								
Chimney		Capital Res.								
Lighting Retrofit		Capital Res.	(5,400)							
Exterior Work		Capital Res.								
Gas Line		Capital Res.								
Plumbing		Capital Res.								
Drainage Work		Capital Res.								
Boiler Work		Capital Res.	(3,640)							
Paving		Capital Res.								
Rear retaining Wall		Capital Res.								
Awning/Sewer		Capital Res.								
Town Hall		Capital Res.								
Flooring		Capital Res.								
Windows/Siding		Capital Res.								
Front Door		Capital Res.								
Cellar Drainage		Capital Res.								
Lighting Retrofit		Capital Res.								
Roof replacement		Capital Res.								
Elevator		Capital Res.								
Meeting Room and Rear Doors		Capital Res.	(52,556)							
Air conditioning		Capital Res.								
Entry Way Work ADA accessible		Capital Res.								
Convert Old tax Office		Capital Res.								
Alarm System		Capital Res.								
Camera System		Capital Res.		(15,000)						
Safety Center		Capital Res.								
HVAC System (Fire Side)		Capital Res.								
Roof replacement		Capital Res.		(120,000)						
Digital Video surv. camera upg.		Capital Res.		(69,920)						
Lighting Retrofit		Capital Res.								
Dorm Room Upgrade/Fire		Capital Res.								
Parking Lot renovations		Capital Res.								

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
 SCHEDULE FOR YEARS 2021 - 2026
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
Library		Capital Res.								
HVAC System		Capital Res.			(65,000)					
Roof/insulation and venting	17	Capital Res.				(65,000)				
Roofing shingles	17									
Interest Earned										
CRF Funds Used			(214,328)		(149,000)	(85,000)				
NetCRF Funds Added			86,503		37,503	(15,000)	(75,000)	(75,000)	(75,000)	(75,000)

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2026
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
ENERGY FUND										
Ending Year Balance			260,831	86,503	37,503	52,503	127,503	202,503	277,503	352,503
Energy efficiency Capital Reserve Fund										
Beginning Year Balance			12,533	27,533	27,533	27,533	27,533	27,533	27,533	27,533
Annual Appropriation		Capital Res.	15,000							
Village lighting retrofit		Capital Res.								
Street light conversion		Capital Res.								
Solar initiatives										
Interest Earned										
CRF Funds Used			15,000							
NetCRF Funds Added			12,533	27,533	27,533	27,533	27,533	27,533	27,533	27,533
Ending Year Balance			27,533	27,533	27,533	27,533	27,533	27,533	27,533	27,533
PROPERTY REVALUATION/UPDATE										
Property Reval./Update Capital Reserve										
Beginning Year Balance			431,245	105,460	136,244	166,244	196,244	226,244	106,244	136,244
Annual Appropriation	18	Taxes	32,500	32,500	30,000	30,000	30,000	30,000	30,000	30,000
Property Reval./Update		Capital Res.	(58,827)	(1,716)				(150,000)		
Interest Earned										
CRF Funds Used			12,533	(1,716)						
NetCRF Funds Added			105,460	(30,784)	(30,000)	(30,000)	(30,000)	106,244	(30,000)	(30,000)
Ending Year Balance			105,460	136,244	166,244	196,244	226,244	106,244	136,244	166,244
MUNICIPAL TECHNOLOGY/EQUIPMENT										
Municipal Tech./Equip. Capital Reserve										
Beginning Year Balance			0	0	0	0	0	0	0	0
Annual Appropriation										
Record archiving										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance										
MASTER PLAN										
Beginning Year Balance			14,647	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Annual Appropriation		Taxes	(14,647)							
New Document										
Funds Used										
Net Funds Added			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Ending Year Balance			(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
CEMETERY										
Cemetery Capital Reserve Fund										
Beginning Year Balance			7,025	3,471	20,623	24,023	34,023	44,023	54,023	64,023
Annual Appropriation	19	Taxes	10,000	35,000	10,000	10,000	10,000	10,000	10,000	10,000
Pembroke Street Cemetery Monument Repairs		Capital Res.								
Slump grinding/Wall work		Capital Res.	(6,100)							
Tree Removal	19	Capital Res.	(3,100)							
Buck Street	19	Capital Res.	(3,500)							

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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
Monument Repairs		Capital Res.								
Pembroke Hill Road										
Monument Repairs										
Evergreen		Capital Res.	(750)							
Monument Caulking		Capital Res.								
Tomb Restoration		Capital Res.								
Tree Removal		Capital Res.								
Stump Grinding		Capital Res.		(17,848)						
Paving		Capital Res.								
Surveying		Capital Res.								
Old North Pembroke Cemetery		Capital Res.								
Monument Repairs		Capital Res.								
Tree removal		Capital Res.								
Ground penetrating radar survey		Capital Res.								
Cleaned/Repaired Headstones		Capital Res.	(5,625)							
Interest Earned										
CRF Funds Used			(13,575)	(17,848)	(6,600)	-	-	-	-	-
NetCRF Funds Added			3,471	(17,152)	(3,400)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Ending Year Balance			3,471	20,623	24,023	34,023	44,023	54,023	64,023	74,023
FIRE										
Major Equipment Capital Reserve										
Beginning Year Balance			162,728	113,854	245,900	385,900	525,900	572,761	712,761	852,761
Annual Appropriation	20	Taxes	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
Fire Engine (Aerial)		Capital Res.								
Pumper Tanker		Capital Res.								
Off Road Forestry Tanker		Capital Res.								
Pickup Truck		Capital Res.								
Forestry Attack Unit		Capital Res.								
Interest Earned										
CRF Funds Used			(7,954)	(7,954)	-	-	(93,139)	-	-	-
NetCRF Funds Added			(699,929)	(132,046)	(140,000)	(140,000)	(46,861)	(140,000)	(140,000)	(140,000)
Ending Year Balance			15,254	245,900	385,900	525,900	572,761	712,761	852,761	992,761
Small Equipment Capital Reserve										
Beginning Year Balance			128,019	106,492	111,439	121,439	131,439	141,439	151,439	161,439
Annual Appropriation	20	Taxes	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Expenditures		Capital Res.								
Boat, Motor and Trailer		Capital Res.								
Air packs		Capital Res.								
Radio		Capital Res.								
Compressor		Capital Res.								
Interest Earned										
CRF Funds Used			(5,053)	(5,053)	-	-	-	-	(100,000)	(40,000)
NetCRF Funds Added			(33,492)	(4,947)	(10,000)	(10,000)	(10,000)	(10,000)	61,439	31,439
Ending Year Balance			106,492	111,439	121,439	131,439	141,439	151,439	161,439	171,439
AMBULANCE										
Beginning Year Balance			150,985	371,842	421,842	456,342	84,415	134,415	184,415	234,415

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
User Fees			565,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Stat Portable Lab A8		User fees			(15,500)					
Portable Ventilator A8		User fees								
Ambulance 3		User fees				(324,176)				
Life Pak 15 A3		User fees	(147,563)							
Ferno Stretcher A3		User fees				(37,295)				
Ferno Stair Chair A3		User fees				(28,000)				
Lucas device CPR A3		User fees				(4,650)				
Braun Infusion Pumps A3		User fees				(20,420)				
Braun Infusion Pumps A3		User fees				(3,693)				
		User fees				(3,693)				
Interest Earned			3,277							
Designated Funds Added			(147,563)		(15,500)	(421,927)				
Net Designated Funds Added			(371,842)	(421,842)	(471,842)	(84,415)	(134,415)	(184,415)	(234,415)	(284,415)
Ending Year Balance			371,842	421,842	456,342	84,415	134,415	184,415	234,415	284,415
POLICE										
Police Cruisers Capital Reserve										
Beginning Year Balance			74,114	110,762	32,244	87,244	107,244	82,244	102,244	77,244
Annual Appropriation	21	Taxes	55,000	55,000	55,000	75,000	75,000	75,000	75,000	75,000
Police Cruiser Replacement		Capital Res.		(55,195)		(55,000)	(100,000)	(55,000)	(100,000)	(55,000)
Police Admin vehicle Replacement		Capital Res.		(45,195)						
Police Interceptor		Capital Res.		(33,127)						
Police Tahoe Package		Capital Res.								
Interest Earned			18,561							
CRF Funds Used			(18,561)	(133,517)		(55,000)	(100,000)	(55,000)	(100,000)	(55,000)
Net CRF Funds Added			(36,634)	32,244	(55,000)	(20,000)	82,244	(20,000)	77,244	(20,000)
Ending Year Balance			110,762	32,244	87,244	107,244	82,244	102,244	77,244	97,244
Small Equipment Capital Reserve										
Beginning Year Balance			66,387	71,484	66,484	50,631	40,331	20,331	30,331	35,331
Annual Appropriation	21	Taxes	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
ATVs		Capital Res.				(20,300)				
Radar Units		Capital Res.								
Radios		Capital Res.					(20,000)			
AEDs		Capital Res.								
Firearms		Capital Res.								
Laptop Upgrades		Capital Res.								
Vest replacement		Capital Res.		(5,000)			(10,000)		(5,000)	
Tasers	21	Capital Res.		(20,700)						(20,700)
Cruiser Camera replacement		Capital Res.								
Body Cameras	21	Capital Res.		(5,153)						
Interest Earned			3,909							
CRF Funds Used			(3,909)	(5,000)	(25,853)	(20,300)	(30,000)	-	(5,000)	(20,700)
Net CRF Funds Added			(5,097)	66,484	50,631	40,331	20,331	(10,000)	(5,000)	24,631
Ending Year Balance			71,484	66,484	50,631	40,331	20,331	30,331	35,331	24,631
PUBLIC WORKS										
Highway Division										

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
Major Equipment Capital Reserve										
Beginning Year Balance			349,224	429,616	259,916	83,916	111,266	143,946	202,760	277,265
Annual Appropriation	22	Taxes	150,000	90,000	250,000	250,000	300,000	300,000	300,000	300,000
6-wheel Dump Truck #41		Capital Res.					(177,320)			
6-wheel Dump Truck #521		Capital Res.							(195,495)	
6-wheel Dump Truck #21		Capital Res.						(186,186)		
6-wheel Dump Truck #31		Capital Res.								
6-wheel Dump Truck #621		Capital Res.		(84,700)						
10-wheel Dump Truck #11		Capital Res.				(191,500)				
1-ton Dump Truck #71	22	Capital Res.			(87,000)					
Automated Split Body #111	22	Capital Res.			(320,000)					
Automated Split Body #501		Capital Res.								(340,000)
1-ton Dump Truck #61		Capital Res.					(90,000)			
Backhoe		Capital Res.								
Ford Tractor		Capital Res.								
Packer, Sterling		Capital Res.								
Packer, Peterbilt Re-Furb		Capital Res.								
18 TD Trailer Flatbed		Capital Res.								
4-ton Trailer / 6-ton Trailer		Capital Res.								
Service Truck #81	22	Capital Res.			(19,000)					
Brush Chipper #172		Capital Res.					(55,000)			
Sidewalk Plow/Equip		Capital Res.								
Mini Excavator		Capital Res.								
Trailer (Excavator)		Capital Res.								
Trackless Machine		Capital Res.								
Front End Loader		Capital Res.		(175,000)						
Recycling Trailer		Capital Res.								
Ford F550		Capital Res.				(31,150)				
Boom Flail Mower		Capital Res.								
Box Plow (Loader)		Capital Res.								
Hot Patcher		Capital Res.							(30,000)	
Air Compressor		Capital Res.								
Interest Earned			(7,024)							
GRF Funds Used			(69,643)	(259,700)	(426,000)	(222,650)	(267,320)	(241,186)	(195,495)	(340,000)
NetCRF Funds Added			180,392	259,916	83,916	(27,350)	(32,680)	(58,814)	(74,505)	237,265
Ending Year Balance			429,616	259,916	83,916	111,266	143,946	202,760	277,265	237,265

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
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CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
Highway Division Continued										
Roads										
Road Reconstruction/Repair	23	Bond/Taxes	(217,950)	(285,300)	(442,650)	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
Broadway Project		Bond/Taxes								
Pembroke Hill		Bond/Taxes								
Cooperative Way		Bond/Taxes	(934,300)	(324,600)	(314,400)	(304,200)	(294,000)	(283,800)	(273,600)	(263,400)
North Pembroke Road Bridge		Carryover			(435,000)					
Upper Beacon/ East Meadow Etc.		Bond/Taxes	(322,050)	(314,700)	(307,350)					
Sidewalk Maint./Repair Capital Reserve				42,254	42,254	42,254	42,254	42,254	42,254	42,254
Beginning Year Balance			(42,250)							
Annual Appropriation		Taxes								
Expenditures										
Interest Earned										
CRF Funds Used			(4)	42,254	42,254	42,254	42,254	42,254	42,254	42,254
Net CRF Funds Added			42,254	42,254	42,254	42,254	42,254	42,254	42,254	42,254
Ending Year Balance										
Sidewalk Maint./Repair										
Roadway and Infrastructure Capital Res.										
Beginning Year Balance			(34,883)	84,896	144,896	144,896	144,896	144,896	144,896	144,896
Annual Appropriation		Taxes		60,000						
Culvert Repairs/Replacement										
Interest Earned										
CRF Funds Used			(6)	(60,000)	144,896	144,896	144,896	144,896	144,896	144,896
Net CRF Funds Added			84,896	144,896	144,896	144,896	144,896	144,896	144,896	144,896
Ending Year Balance										
RECREATION										
Recreation Facilities Capital Reserve										
Beginning Year Balance			65,869	65,675	51,102	9,402	7,202	130,202	110,202	(79,798)
Annual Appropriation	24	Taxes			50,000	175,000	200,000	10,000	10,000	10,000
Memorial Field Irrigation(Softball Field)		Capital Res.								
Mower		Capital Res.								
Bathroom	24	Capital Res.			(39,500)					
Recreation Room expansion		Capital Res.								
Resurface Tennis Courts	24	Capital Res.		(2,557)	(27,200)					
Resurface Basketball Court		Capital Res.		(5,473)						
Roofing - Soccer/pavilion		Capital Res.								
Booce Court		Capital Res.								
Security System		Capital Res.								
Fencing		Capital Res.								
Stage Roof		Capital Res.								
Constr. of Baseball/Softball fields		Capital Res.			(10,000)	(10,000)				
Rail Trail		Capital Res.				(10,000)				

**TOWN OF PEMROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2026
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
Little League Major Field	24	Capital Res.			(15,000)					
Men's Softball back stop		Capital Res.								
Permanent Stage		Capital Res.								
Pavilion Paving		Capital Res.							(50,000)	(50,000)
Paving		Capital Res.					(52,000)			
Splash Pad		Capital Res.				(7,200)			(150,000)	(150,000)
Playground surfacing		Capital Res.								
Community Center		Capital Res.								
Playground Renovations		Capital Res.								
Dugout repairs		Capital Res.						(30,000)		
Boat Launch		Capital Res.					(25,000)			
Skating Rink		Capital Res.								
Interest Earned										
CRF Funds Used				(14,573)	(91,700)	(177,200)	(77,000)	(30,000)	(200,000)	(200,000)
NetCRF Funds Added				51,102	9,402	7,202	(123,000)	110,202	(79,798)	(269,798)
Ending Year Balance				51,102	9,402	7,202	130,202	110,202	(79,798)	(269,798)
LIBRARY										
Library Books Capital Reserve										
Beginning Year Balance				4,663	4,663	4,663	4,663	4,663	4,663	4,663
Annual Appropriation										
Books										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added				4,663	4,663	4,663	4,663	4,663	4,663	4,663
Ending Year Balance				4,663	4,663	4,663	4,663	4,663	4,663	4,663
Media										
Beginning Year Balance				5,072	5,072	5,072	5,072	5,072	5,072	5,072
Annual Appropriation										
Library Book/Catalog Software										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added				5,072	5,072	5,072	5,072	5,072	5,072	5,072
Ending Year Balance				5,072	5,072	5,072	5,072	5,072	5,072	5,072
Building Fund										
Beginning Year Balance				0	0	0	0	0	0	0
Annual Appropriation										
Repairs										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added				0	0	0	0	0	0	0
Ending Year Balance				0	0	0	0	0	0	0
SEWER/WATER										
Sewer/Water Lines Capital Reserve										

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2026
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
Water Capital Reserve I	25									
Beginning Year Balance			65,686	65,686	65,686	65,686	65,686	65,686	65,686	65,686
Contributions										
Withdrawals										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance			65,686	65,686	65,686	65,686	65,686	65,686	65,686	65,686
Water Capital Reserve II	26									
Beginning Year Balance			243,951	243,951	243,951	243,951	243,951	243,951	243,951	243,951
Contributions										
Withdrawals										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance			243,951	243,951	243,951	243,951	243,951	243,951	243,951	243,951
Sewer Capital Impr.	26									
Beginning Year Balance			241,570	241,570	241,570	241,570	241,570	241,570	241,570	241,570
Contributions										
Withdrawals										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance			241,570	241,570	241,570	241,570	241,570	241,570	241,570	241,570
Sewer Rep. and Replace.										
Beginning Year Balance			134,505	134,505	134,505	134,505	134,505	134,505	134,505	134,505
Contributions										
Withdrawals										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance			134,505	134,505	134,505	134,505	134,505	134,505	134,505	134,505
Sewer Plant Reserve										
Beginning Year Balance			34,986	34,986	34,986	34,986	34,986	34,986	34,986	34,986
Contributions										

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2026
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
Withdrawals										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added				34,986	34,986	34,986	34,986	34,986	34,986	34,986
Ending Year Balance				34,986	34,986					
Sewer Equip./Bldgs.	26									
Beginning Year Balance			114,194	114,205	154,205	199,205	244,205	314,205	259,205	304,205
Contributions				65,000	70,000	70,000	70,000	70,000	70,000	70,000
Sheep Davis Road Station Grinder						(25,000)				
Keith Ave Station Grinder										
Pembroke Street Station Grinder								(25,000)		
Bow Lane Station Grinder										
Sheep Davis Road Station Roof										
Keith Ave Station Roof										
Pembroke Street Station Roof										
Pickup										
2005 Crown Vic										
2000 Utility Trailer										
2014 1 Ton										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added				(40,000)	(45,000)	(45,000)	(70,000)	259,205	(45,000)	(45,000)
Ending Year Balance				154,205	199,205	244,205	314,205	259,205	304,205	349,205
Future Office Building and Storage				(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Major Improvements						15,000,000				
Engin. Bow Lane Pump Station										
Bow Lane Pump Station Bond				(58,851)	(58,851)	(58,851)	(58,851)	(58,851)	(58,851)	(58,851)
SCHOOL DISTRICT										
Vehicle Repl. Capital Reserve (NEW)										
Beginning Year Balance										
Contributions										
District Pickup Truck	27			(17,500)	(17,500)	(17,500)	(17,500)	(17,500)	(17,500)	(17,500)
District Van	27									
Interest Earned										
CRF Funds Used										
NetCRF Funds Added				(17,500)	(2,500)	(11,000)	(7,000)	(43,000)	(7,000)	(7,000)
Ending Year Balance				(17,500)	2,500	11,000	(7,000)	(7,000)	(7,000)	(7,000)

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2026
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
School Building Capital Reserve										
Beginning Year Balance			222,922	172,922	292,922	215,422	145,422	100,422	82,922	87,922
Contributions				150,000	150,000	150,000	175,000	200,000	200,000	
			(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	
Replacement Flooring	27				(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	
ADA Upgrades District wide	28				(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	
Roof Repair/Replacement	28				(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	
Fire Life Safety	28				(7,500)	(5,000)	(5,000)	(7,500)	(5,000)	
Exhaust fume hoods	28				(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	
Exterior Painting	28				(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	
Air system	28				(10,000)	(5,000)	(5,000)	(5,000)	(5,000)	
Hot Water heaters/Dishwash. District Wide	28				(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	
Gas Boilers/heating units	28									
Hill Renovation										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance			172,922	292,922	215,422	145,422	100,422	82,922	87,922	87,922
School Technology Capital Reserve										
Beginning Year Balance			50,014	50,014	40,014	40,014	40,014	40,014	40,014	40,014
Contributions					10,000	10,000	10,000	10,000	10,000	
					(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	
Replacing and Maintaining										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance			50,014	40,014	40,014	40,014	40,014	40,014	40,014	40,014
School Site Improvement Capital Reserve										
Beginning Year Balance			65,486	65,486	30,486	5,486	55,486	30,486	5,486	55,486
Contributions						75,000			75,000	
						(25,000)	(25,000)	(25,000)	(25,000)	
Paving District Wide	28									
Old Entrance Design/PA										
Interest Earned										
CRF Funds Used										
NetCRF Funds Added										
Ending Year Balance			172,922	30,486	5,486	15,472	30,486	5,486	15,472	15,472
School Equipment Capital Reserve										
Beginning Year Balance			147,595	147,595	127,595	117,095	106,595	99,095	84,595	70,095
Contributions					25,000	20,000	25,000	10,000	10,000	
Replacement camera and maintenance	27				(15,000)	(10,000)	(15,000)	(10,000)	(10,000)	
Riding Floor Scrubbers	28				(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	
District Mowers	27				(5,000)	(5,000)	(5,000)	(2,000)	(2,000)	
District Tractor	27				(7,500)	(7,500)	(7,500)	(7,500)	(7,500)	
Utility Vehicles	27				(5,000)	(5,000)	(2,000)	(2,000)	(2,000)	

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2021 - 2026
AS PROPOSED BY TOWN DEPARTMENTS**

CAPITAL PROJECT	Page #	FUNDING SOURCE	2019	2020	2021	2022	2023	2024	2025	2026
Interest Earned										
CRF Funds Used										
Net CRF Funds Added			(127,595)	(127,595)	(117,095)	(106,595)	(99,095)	(84,595)	(70,095)	(70,095)
Ending Year Balance			127,595	127,595	117,095	106,595	99,095	84,595	70,095	70,095
Merging of the two buildings Vill/Hill										
TOTALS			(675,000)							
TOTAL ANTICIPATED EXPENDITURES ¹			\$ (2,255,405)	\$ (1,258,151)	\$ (2,020,915)	\$ (1,672,597)	\$ (1,324,321)	\$ (1,365,848)	\$ (1,374,415)	\$ (1,366,420)
EXPENDITURES OFFSET BY EXISTING CRF ACCOUNTS ²			\$ (1,073,670)	\$ (570,357)	\$ (631,569)	\$ (921,446)	\$ (517,128)	\$ (486,186)	\$ (600,495)	\$ (610,369)
CRF DEPOSITS FOR FUTURE USE ³			\$ 78,261	\$ 255,695	\$ 37,323	\$ 276,881	\$ 181,732	\$ 578,536	\$ 56,079	\$ 30,235
EXPENDITURES OFFSET BY BONDING ⁴			\$ (836,350)	\$ (639,300)	\$ (621,750)	\$ (304,200)	\$ (10,000,000)	\$ (283,800)	\$ (283,800)	\$ (283,800)
EXPENDITURES OFFSET BY OTHER FUNDING ⁴				\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000
TOTAL CAPITAL EXPENDITURES RAISED BY TAXES ⁵			\$ (3,903,863)	\$ (2,060,113)	\$ (3,084,912)	\$ (2,469,362)	\$ (11,507,717)	\$ (1,405,298)	\$ (2,050,631)	\$ (2,078,354)
DEBT SERVICE ⁶			\$ (656,850)	\$ (639,300)	\$ (621,750)	\$ (304,200)	\$ 294,000	\$ 283,800	\$ 283,800	\$ 283,800
TOTAL FUNDS RAISED BY TAXES ⁷			\$ (4,560,713)	\$ (2,699,413)	\$ (3,706,662)	\$ (2,773,562)	\$ (11,213,717)	\$ (1,121,498)	\$ (1,766,831)	\$ (1,794,554)

*Mandated by the State

¹This is the total expenditures regardless of the funding source

²These are the funds in the CRF at the beginning of the year that will be used to pay for the expenditures for that year. If the balance is insufficient to cover the costs, the entire balance is used, even if additional funds are being appropriated that year.

³These are funds being appropriated that will not be used for expenditures that year. If the beginning balance is insufficient to cover any expenditures for that year, the shortfall is subtracted from the appropriation to give the balance to be carried into future years.

⁴These are alternate funding sources that reduce the amount to be raised by taxes.

⁵This is the amount of current year expenditures plus appropriation raised for future spending that are to be funded through taxes.

⁶These are the payments for prior year expenditures that were funded through bonding.

⁷These are the total funds for past, present, and future capital expenditures that needs to be raised through taxes.

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
2021 CAPITAL PROJECTS
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested	CIP Committee Vote		
			2021	High	Medium	Low
MUNICIPAL FACILITIES						
Municipal Facilities CRF Request	16	Taxes	100,000		7	
DPW						
Floor	16	Capital Res.	(34,000)	1	4	2
Sprinkler System	16	Capital Res.	(50,000)	2	1	4
Library						
Roof Venting/Insulation	17	Capital Res.	(65,000)	3	4	
<i>Municipal CRF ACCOUNT BALANCE</i>		86,503	37,503			
PROPERTY REVALUATION/UPDATE						
Property Reval./Update CRF Request	18	Taxes	30,000	4	2	1
<i>Property Reval. CRF ACCOUNT BALANCE</i>		136,244	166,244			
CEMETERY						
Cemetery Capital Reserve Fund Request	19	Taxes	10,000		6	1
Pembroke St. Stump Grinding/Wall Work	19	Capital Res.	(3,100)		3	4
Pembroke St. Tree Removal	19	Capital Res.	(3,500)	1	5	1
<i>Cemetery CRF ACCOUNT BALANCE</i>		20,623	24,023			
FIRE						
Major Equipment CRF Request	20	Taxes	140,000	4	3	
<i>Major Equipment CRF BALANCE</i>		245,900	385,900			
Small Equipment CRF Request	20	Taxes	10,000	6	1	
<i>Small Equipment CRF BALANCE</i>		111,439	121,439			
POLICE						
Police Cruisers CRF Request	21	Taxes	55,000	4	3	
<i>Police Cruisers CRF BALANCE</i>		32,244	87,244			
Small Equipment CRF Request	21	Taxes	10,000	7		
Tasers	21	Capital Res.	(20,700)	7		
Body Cameras	21	Capital Res.	(5,153)	7		
<i>Small Equipment CRF BALANCE</i>		66,484	50,631			
PUBLIC WORKS						
Highway Division						
Major Equipment CRF Request	22	Taxes	250,000	7		
1 Ton	22	Capital Res.	(87,000)	6	1	
Split Body Trash Truck	22	Capital Res.	(320,000)	6	1	
Service Truck Body	22	Capital Res.	(19,000)	7		
<i>Major Equipment CRF BALANCE</i>		259,916	83,916			
Roads						
Road reconstruction/repair	23	Taxes	(442,650)			

RECREATION						
Recreation Facilities CRF Request	24	Taxes	50,000	0	0	7
Bathrooms	24	Capital Res.	(39,500)	0	0	7
Re-surface tennis Courts	24	Capital Res.	(27,200)	3	4	0
Little League Field	24	Capital Res.	(15,000)	0	1	6
Rec Facilities CRF BALANCE		51,102	19,402			
WATER						
Water CRF I	25		55,000			
Infrastructure		User fees	(55,000)			
Water CRF I Balance		(0)	(0)			
Water CRF II			27,000			
Vehicles/Equipment		User fees	(27,000)			
Water CRF II Balance		0	0			
SEWER						
Sewer Equip. /Buildings	26	User Fees	70,000			
Keith Ave Station Grinder		User Fees	(25,000)			
Sewer Equip. /Buildings Balance		139,194	184,194			
Future Office Building		User Fees	(100,000)			
SCHOOL DISTRICT						
Replacement Flooring	27		(20,000)			
Replacement camera/maintenance	27		(15,000)			
District pickup truck	27		(17,500)			
District Tractor	27		(7,500)			
Utility Vehicles	27		(5,000)			
District Van	27		(15,000)			
District Mowers	27		(5,000)			
ADA upgrades	28		(100,000)			
Roof repair/replacement	28		(25,000)			
Fire Life safety	28		(15,000)			
Exhaust fume hoods	28		(7,500)			
Exterior painting	28		(10,000)			
Air system	28		(15,000)			
Hot water heaters/dishwasher	28		(10,000)			
PA Gas fired heating units	28		(25,000)			
Riding Floor Scrubbers	28		(3,000)			
Paving district wide	28		(25,000)			

MUNICIPAL FACILITIES

I. MUNICIPAL FACILITIES CAPITAL RESERVE FUND DEPOSITS

Project Description: The purpose of this fund is to provide a funding mechanism for future repairs, renovations or replacement for all municipal facilities including the Library.

Amount Requested: \$100,000 in 2021 from taxation.

Committee Vote: High Priority - 0; Medium - 7; Low - 0

A. FLOOR/WALL STABILIZATION (DPW)

Project Description: Foundation settlement is affecting a garage door and exit door. Monitoring of the southwest corner still shows settlement and it was recommended that it be underpinned.

Amount Requested: \$34,000 in 2021 from Capital Reserve.

Committee Vote: High Priority - 1; Medium - 4; Low - 2

B. SPRINKLER SYSTEM (DPW)

Project Description: This recommendation came from our insurance carrier. The Town is exploring its options. This project would need to be designed by a licensed professional and placed out to bid. According to our carrier, there would be no reduction in the cost of coverage. However, it would likely greatly reduce the chance of a significant or catastrophic loss to the DPW facility and fleet of vehicles and equipment. A catastrophic loss would negatively impact your cost of coverage. We feel the Town should protect its investment in DPW operations, to provide early warning notification and extinguishment, should an incident occur, especially after normal business hours.

Amount Requested: \$50,000 in 2021 from Capital Reserve.

Committee Vote: High Priority - 2; Medium - 1; Low - 4

C. ROOF VENTING/INSULATION (LIBRARY)

Project Description: The Library roof will need to be re-shingled in the coming years. Currently, the way the building is set up, the insulation value in the ceilings is low or no-existent. In the winter heat, escapes through the roof and in the summer, the roof bakes. In order to do the shingling right, the Building Committee felt that the insulation and venting needed to be taken care of first.

Amount Requested: \$65,000 in 2021 from Capital Reserve.

Committee Vote: High Priority – 3; Medium –4; Low - 0

PROPERTY REVALUATION / UPDATE

II. PROPERTY REVALUATION / UPDATE CAPITAL RESERVE FUND DEPOSITS

Project Description: Every five years, the State of New Hampshire mandates that towns perform property updates or revaluations in order to be certified that all properties are fully and equitably assessed.

Amount Requested: \$30,000 in 2021 from taxation.

Committee Vote: High Priority – 4; Medium – 2; Low - 1

CEMETERY COMMISSION

III. CEMETERY CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is set up for maintenance and repair issues for all Town Cemeteries.

Amount Requested: \$10,000 in 2021 from taxation.

Committee Vote: High Priority – 0; Medium – 6; Low - 1

A. WALL WORK PEMBROKE STREET CEMETERY

Project Description: Rebuild last section of perimeter wall at Pembroke Street Cemetery.

Amount Requested: \$3,100 in 2021 from Capital Reserve.

Committee Vote: High Priority – 0; Medium – 3; Low - 4

B. TREE REMOVAL PEMBROKE STREET CEMETERY

Project Description: Remove multi-trunk tree on southern side of Pembroke Street Cemetery.

Amount Requested: \$3,500 in 2021 from Capital Reserve.

Committee Vote: High Priority – 1; Medium – 5; Low - 1

PEMBROKE FIRE DEPARTMENT

IV. MAJOR FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used to replace major fire apparatus. An annual deposit will allow anticipated purchases to be made with a consistent effect on the tax rate.

Amount Requested: \$140,000 in 2021 from taxation.

Committee Vote: High Priority – 4; Medium – 3; Low - 0

V. SMALL FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used for the purchase of items such as replacing breathing apparatus and radios.

Amount Requested: \$10,000 in 2021 from taxation.

Committee Vote: High Priority – 6; Medium – 1; Low - 0

PEMBROKE POLICE DEPARTMENT

VI. POLICE CRUISER REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund was established to stabilize the funding of cruisers for the Police Department. The Police Department has developed a detailed replacement schedule for police cruisers. The schedule calls for two cruisers to be replaced every other year and one to be replaced in the off years.

Amount Requested: \$55,000 in 2021 from taxation.

Committee Vote: High Priority – 4; Medium – 3; Low - 0

VII. SMALL EQUIPMENT REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used to purchase items such as ballistic body armor vests for officers, weapons, and communication items.

Amount Requested: \$10,000 in 2021 from taxation.

Committee Vote: High Priority – 7; Medium – 0; Low - 0

A. TASERS

Project Description: Taser is one of the only product in law enforcement supplying the type of tool used in non-lethal force. The Taser will last five years with a warranty.

Amount Requested: \$20,700 in 2021 from Capital Reserve.

Committee Vote: High Priority – 7; Medium – 0; Low - 0

B. BODY CAMERAS

Project Description: Law enforcement today is held to a standard to document interactions with anyone under the scope of their job. The camera system will document all interactions.

Amount Requested: \$5,153 in 2021 from Capital Reserve.

Committee Vote: High Priority – 7; Medium – 0; Low - 0

PUBLIC WORKS DEPARTMENT

VIII. TOWN EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: The Town has set aside annual deposits to the fund. This fund is used to purchase the major highway equipment scheduled for replacement. Annual funding will allow anticipated purchases to be made with a consistent effect on the tax rate.

Amount Requested: \$250,000 in 2021 from taxation.

Committee Vote: High Priority – 7; Medium – 0; Low - 0

A. ONE TON TRUCK AND ACCESSORIES

Project Description This purchase would replace an out-of-warranty vehicle upon which the dump body has rusted. The cab and chassis will be retained to make into a service truck and the current service truck will be traded in for the one ton truck.

Amount Requested: \$87,000 in 2021 from Capital Reserve.

Committee Vote: High Priority – 6; Medium – 1; Low - 0

B. AUTOMATED SPLIT-BODY TRASH TRUCK

Project Description: This vehicle will replace the original 2010 split-body trash and recycling vehicle. Currently, the 2010 truck has been sidelined with numerous repair issues. The 2010 will be traded in.

Amount Requested: \$320,000 in 2021 from Capital Reserve.

Committee Vote: High Priority – 6; Medium – 1; Low - 0

C. SERVICE TRUCK BOX/LIFT UNIT

Project Description: The Town will retain the 2012 one ton vehicle listed above (see VIII-A) and purchase a new box and lift kit.

Amount Requested: \$19,000 in 2021 from Capital Reserve.

Committee Vote: High Priority – 7; Medium – 0; Low - 0

IX. ROAD RECONSTRUCTION / REPAIR

- Project Description:** To efficiently address the town's roadways, the Public Works Department in conjunction with the Roads Committee and the Board of Selectman will adopt a road repair and reconstruction program on an annual basis. The funding for 2021 will be adjusted to cover the cost of the Upper Beacon Hill bond. The Roads Committee is also requesting additional funds to get back on schedule with repairs
- Amount Requested:** \$442,650 in 2021 from taxation.
- Committee Vote:** Committee did not vote. This number is part of the annual operating costs for paving.

PEMBROKE RECREATION COMMITTEE

X. RECREATION FACILITIES CAPITAL RESERVE FUND DEPOSIT

Project Description: This fund is used for the construction and major maintenance and repair of various recreational facilities as proposed by the Recreation Committee.

Amount Requested: \$50,000 in 2021 from taxation.

Committee Vote: High Priority – 0; Medium – 0; Low – 7

A. BATHROOM RENOVATIONS

Project Description: Renovations of bathrooms to include a handicapped accessible toilet

Amount Requested: \$39,500 in 2021 from Capital Reserve.

Committee Vote: High Priority – 0; Medium – 0; Low – 7

B. RESURFACE TENNIS COURTS

Project Description: Crack repairs

Amount Requested: \$27,200 in 2021 from Capital Reserve.

Committee Vote: High Priority – 3; Medium – 4; Low – 0

C. LITTLE LEAGUE FIELD

Project Description: Cost to renovate the infield of the major field to eliminate lips and provide for positive drainage.

Amount Requested: \$15,000 in 2021 from Capital Reserve.

Committee Vote: High Priority – 0; Medium – 1; Low – 6

TOWN OF PEMBROKE - WATER

XI. CAPITAL RESERVE FUND – WATER

- Project Description:** There are currently two capital reserve funds for the expansion, maintenance, and repair of water infrastructure and equipment. Money allocated to these funds comes from user fees. The current spreadsheet shows the projected expenses that the Water Department will make which will be offset by user fees.
- Amount Requested:** User fees deposited to Capital Reserve Funds and then withdrawn for the proposed expenditures.
- Committee Vote:** N/A. The Committee did not place a vote on this item as the costs are raised through user fees.

TOWN OF PEMBROKE - SEWER

XII. CAPITAL RESERVE FUNDS DEPOSIT - SEWER

Project Description:	There are currently five capital reserve funds. Money allocated to these funds comes primarily from user and permit fees.
Amount Requested:	User fees deposited to the Capital Reserve Funds and then withdrawn for the proposed expenditures.
Committee Vote:	N/A. The committee did not place a vote on this item as the costs are raised through user fees.

SCHOOL DISTRICT

The Items listed below are the requests for the School during their 2021/2022 budget year which will be brought before the voters in March. The school operates on a fiscal year and the Town on a Calendar.

The Board did not have enough information on these items to cast a vote because there was concern that they did not know how the funding would be handled.

The Committee asked that the School break out their expenditures and show the source of funding for each.

XIII. SCHOOL DISTRICT REPAIRS

A. REPLACEMENT FLOORING

Project Description: District wide repairs.

B. REPLACEMENT CAMERA/MAINTENANCE

Project Description: District wide repairs.

C. DISTRICT PICK UP TRUCK

Project Description: New vehicle

D. DISTRICT TRACTOR

Project Description: Replacement

E. UTILITY VEHICLES

Project Description: Replacement

F. DISTRICT VAN

Project Description: Replacement

G. DISTRICT MOWERS

Project Description: Replacement

H. ADA UPGRADES

Project Description: District wide repairs.

I. ROOF REPAIR/REPLACEMENT

Project Description: District wide repairs.

J. FIRE LIFE SAFETY

Project Description: District wide repairs.

K. EXHAUST FUME HOODS

Project Description: District wide repairs.

L. EXTERIOR PAINTING

Project Description: District wide repairs.

M. AIR SYSTEM

Project Description: District wide repairs.

N. HOT WATER HEATERS/DISHWASHER

Project Description: District wide repairs.

O. PA GAS FIRED HEATING UNITS

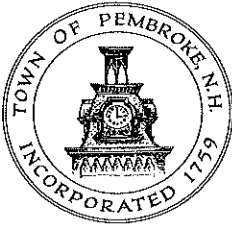
Project Description: Replacements.

P. PAVING

Project Description: District wide.

Q. RIDING FLOOR SCRUBBERS

Project Description: Replacements



TOWN OF PEMBROKE
TOWN ADMINISTRATOR'S OFFICE
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

September 21, 2020

Mr. Frederick B. Whittemore
136 East 79th Street, Apt. 6-A
New York, NY 10075

Re: Charitable Contribution of Land Parcel

Dear Frederick:

This letter acknowledges your charitable contribution of a parcel of land located within the Town of Pembroke, New Hampshire, containing 10.36 acres, which was conveyed to the Town by Quitclaim Deed on September 2, 2020 at the Merrimack County Registry of Deeds at Book 3694, Page 2143.

We hereby certify that the contributed parcel of land will be used to advance the public purpose of the Town of Pembroke, New Hampshire, a municipal corporation, acting by and through its Conservation Commission.

We also acknowledge the Town of Pembroke, New Hampshire did not provide you with any goods or services in connection with this gift.

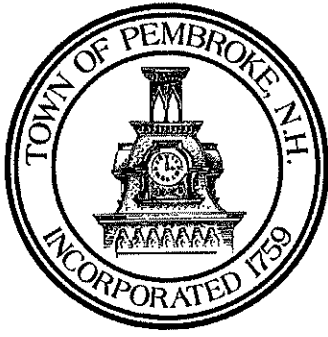
The federal tax identification number of the Town of Pembroke, New Hampshire is 02-6000680.

Thank you for your very generous donation to the Town of Pembroke, New Hampshire.

Sincerely,

David M. Jodoin, Town Administrator/Tax Collector
Town of Pembroke, New Hampshire

cc: Edward B. Whittemore

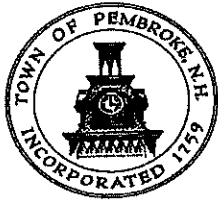


Town of Pembroke
Department of Public Works

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

To: Board of Selectmen
From: VJ Ranfos
CC: David Jodoin
Date: September 15, 2020
Re: Catch Basin Cleaning ('21,'22,'23)

The recommendation from Public Works that Catch Basin Cleaning for the next three years be rebid since we only received one response.



Town of Pembroke

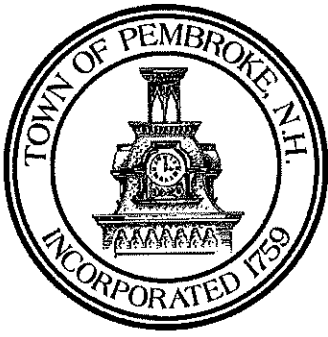
Department of Public Works

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

2021 - 2023 Catch Basin Cleaning Bid Results

		2021	2022	2023	Total
Bellemore Septic, Sewer & Drain P.O. Bix 10369 Bedford, N.H. 03110	# 618	\$45.00 \$ 27,810.00	\$50.00 \$ 30,900.00	\$56.00 \$ 34,608.00	\$ 93,318.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

BOS awarded the bid to:



Town of Pembroke

Department of Public Works

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

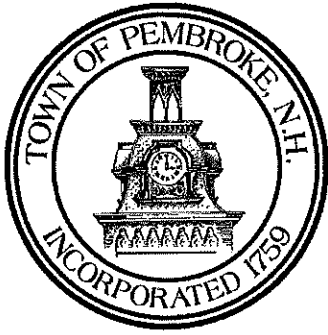
To: Board of Selectmen
From: VJ Ranfos
CC: David Jodoin
Date: September 15, 2020
Re: Winter Sand Bids

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

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

Although F.L. Merrill is higher priced, we used Plourde Sand & Gravel in the past and one of their drivers damaged our salt shed. An insurance claim was filed and they have not responded. The Town therefore had to pay for the damages and the insurance company has since put a lien on their property.

[illegible]



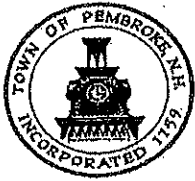
Town of Pembroke

Department of Public Works

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

To: Board of Selectmen
From: Public Works Department
CC: David Jodoin
Date: September 14, 2020
Re: Buck Street Drainage (culverts) Improvements

The Public Works Department recommends that the Buck Street Drainage project be awarded to F.L. Merrill Construction, Inc. for \$44,795.00. This money should come from the Town Roadway and Infrastructure Fund.



Town of Pembroke

Department of Public Works

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

Buck Street Culvert Bid Summary, September 4, 2020

Bidder	Bid Amount	Comments
Integrity Earthworks	\$55,400.00 Perf. bond if required \$1,385.00	Insurance - Yes
P.O. Box 151		
Wolfeboro Falls, N.H. 03896		
GMI Asphalt	\$66,900.00	Insurance - Yes
288 Laconia Road		
Belmont, N.H. 03220		
F.L. Merrill Construction Inc.	\$44,795.00	Insurance - Yes
35 Veteran's Drive		
Loudon, N.H. 03307		

David Jodoin

From: Karen Yeaton <karen.yeaton@yahoo.com>
Sent: Thursday, August 20, 2020 5:18 PM
To: David Jodoin; Ann Bond
Subject: Moving general election to PA

Election officials met today to discuss the up coming election.

We are scheduled for TRS for the primary. Regarding the general election, there was a discussion about volume and perhaps moving the election to PA. This is a selectman decision and would like to bring it up for discussion with the select board. It would be good to schedule Jim Goff to come in and talk with us.

Karen

Sent from my iPhone

David Jodoin

From: Donald Leisman <dleisman1@yahoo.com>
Sent: Saturday, September 12, 2020 8:16 PM
To: David Jodoin
Subject: Re: Selectmen's Meeting 8/17

Thank you.
Best wishes for the good work the Energy committee is doing.
Donald Leisman

Sent from Yahoo Mail for iPhone

On Saturday, September 12, 2020, 7:56 PM, David Jodoin <djodoin@pembroke-nh.com> wrote:

Sure

Sent from my iPhone

On Sep 12, 2020, at 2:54 PM, Donald Leisman <dleisman1@yahoo.com> wrote:

Hello David,

My name is Donald Leisman, I was on the Energy committee. I moved out of
Pembroke and I would like to resign that position.
I live in Loudon, New Hampshire right now.

Thank you for helping me resign, Donald Leisman

Sent from Yahoo Mail for iPhone

On Tuesday, August 18, 2020, 12:52 PM, David Jodoin <djodoin@pembroke-nh.com> wrote:

Good Afternoon,

It was a short meeting last night.

The Board gave me authorization to sign all the necessary
documents with regards to the transfer of property from the
Whittemore family to the Town Conservation.

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
AUGUST 17, 2020 at 6:30 PM**

DRAFT

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

Staff: Town Administrator David Jodoin

Excused: Selectman Mike Crockwell

I. Call to Order:

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

II. Citizen Comment:

None

III. Scheduled Meetings:

None

IV. Old Business:

Authorization for Town Administrator to Sign Documents

Selectman Goulet made a motion to Authorize the Town Administrator, on behalf of the Selectmen, to sign all necessary documents pertaining to the transfer of the Whittemore parcel tax map 565-59. Selectman Yeaton seconded the motion. Motion passed 4-0.

Selectman Bean stated they had a site walk with the Conservation Commission on the 1100 feet of river front property. People have been using the back part of the property to dump trash and mattresses and people have been stealing corn from the property. Selectman Bond asked if there are any fees for transferring the title. David answered that Conservation is paying any fees. Selectman Bond asked if there is any cost for the purchase of the property. David answered that it is a donation of land to the town.

V. New Business:

Update on CARES ACT Funding

David explained that the Town was told that CARES Act funding was not to be used for salaries. In July, they reversed that decision somewhat and said that they can consider payroll for emergency service providers. The Town has submitted and received funds for the first two rounds of reimbursement. The next batch to be submitted will be for July and August which will include the air conditioning purifying system and touchless faucets. If everything for emergency services payroll from March until present is submitted, that will deplete the remaining available funds for the town. This may mean purchases will be paid for out of the Town Building Fund. David spoke with the provider of the sanitization system units and they are on back order. They cost about \$2,500 apiece. The plan would be for the Police Department to have one designated for them, the ambulance have one designated to them, one at town hall for town buildings, and one at public works, costing \$10,000 in total plus the cleaning solution. The company shared other in-stock units but the costs for these other units is unknown as of now. The desired units are back ordered until the end of September.

Selectman Goulet made a motion to approve the purchase of at least 4 decontamination systems and chemicals with a sum not to exceed \$20,000. Selectman Yeaton seconded the motion. Motion passed 4-0.

Right now, the Town is looking for part time employees at solid waste and part time janitorial staff for town hall and the library.

Manifests/Abatements

Selectman Goulet made a motion to approve the manifests and abatements as presented. Selectman Bond seconded the motion. Motion passed 4-0.

Minutes 8/3/20

Selectman Bean made a motion to approve the minutes of August 3, 2020 as presented. Selectman Yeaton seconded the motion. Motion passed 3-0. Selectman Goulet abstained.

VI. Town Administrator Report:

The bids for the Buck Street culverts came in high and were re-bid looking for completion date of Nov. 1.

David sent an email to NHMA asking if they have had discussions surrounding the process be for the Town and School District Meetings in March. They responded that they have authorized drive through voting into 2021, however this will not work

for us since we will be in March and the winter will be a big problem. They are figuring out what to do with the public hearing portion of the process. Supplies for the voting in September have begun coming in. Selectman Yeaton shared that they have an election planning meeting Thursday with the Town Moderator, Town Clerk, and Supervisors of the Checklist

Littlefield condominiums will be meeting with people who want to purchase the available land across from Pembroke Academy to put in a solar farm rather than a housing development. They will be meeting at the Town Hall on August 27th.

VII. Committee Reports:

Selectman Yeaton – Roads Committee met August 4th with Mr. Hall to discuss his concerns for the drainage on Hillcrest Ave. VJ went out to look at the problem to see if there are any temporary fixes that can be done but it will need to be worked into the roads 10-year plan. Last estimate for the drainage came in around \$65,000. The committee discussed an increase in next year's roads budget of \$140,000 to help them bring the 10-year plan a little more up to date. Roads met with CIP last week to discuss the increase. Evergreen Cemetery paving costs came in around \$18,000 which is well under the estimated \$35,000. In CIP, they had a request to fix the gates at Evergreen Cemetery but because a law requiring gates to be around cemeteries was repealed, they decided to take that project out of CIP and not replace them. They received two bids on the Buck Street culvert so they changed the due date to Nov `1st and it will be put back out to bid.

CIP met August 5th to go over the Police Department requests. They are requesting funds to purchase tasers and body cameras. They also met with Recreation and looked at the tennis courts and those will be either resurfaced or crack sealed. Selectman Bond asked if the courts are being replaced, could they be relocated to Memorial Field. Selectman Goulet responded that because it was paid for by a grant to the Town, the Town is responsible for the maintenance of it but it was put in between schools because of land availability. They have clubs and teams that use the courts and no way to bus the kids down to Memorial Field. David stated that the company who gave the quotes indicated that the courts still have a useful life of about 10 years on them. The School District did some work filling in the cracks last year to help prolong it. Selectman Yeaton stated the Recreation Committee is still looking to replace the bathrooms at Memorial Field and asking for \$10,000 a year to be put into a fund for a new roof on the stage and also looking to complete baseball field renovations. August 12th CIP met at Public Works. They are looking to replace the F550 1-ton truck, they discussed the replacement of the trash truck contingent on the decisions about the solid waste contract and privatization. The southwest corner of the public works garage needs to be shored up, they need to put weather stripping on the service doors, and there is also an issue with the roof. Primex made a suggestion for sprinkler systems in the garage. The library roof deterioration is also

on the list to be addressed. The committee then discussed the additional funds for the roads committee. The next meeting is August 26th with the school in the Pembroke Academy cafeteria.

Selectman Bean – The Solid Waste Advisory Committee is meeting with Dave Allen from Casella on Wednesday, August 19th. Recreation met to discuss the courts and will be meeting tomorrow to discuss future projects further.

Selectman Bond – Planning Board is meeting on August 25th at the Pembroke Academy Cafeteria at 6:30 with San-Ken.

Selectman Goulet – None.

VIII. Other/Citizen Comment:

None.

IX. Non-Public Session

Motion by Selectman Goulet to enter non-public session in accordance with RSA 91-A:3 II (c) Matters of which, if discussed in public, would likely effect the reputation of any person, other than a members of the public body itself, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver fee, fine, or other levy, if based on inability to pay or poverty of applicant. Seconded by Selectman Yeaton at 7:15pm.

Roll Call Vote:

Selectman Yeaton	Yes
Selectman Bean	Yes
Chairman Bond	Yes
Selectman Goulet	Yes

The Board came out of non-public session at 9:18 PM

X. Adjourn:

Motion by Selectman Yeaton, seconded by Selectmen Goulet to adjourn at 9:19 PM.
Motion Passes 4-0.

Ann Bond, Chairman

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

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
August 24, 2020 at 6:30 PM**

DRAFT

Present: Chairman Ann Bond, Selectman Mike Crockwell, Selectman 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 6:29 pm.

II. Scheduled Meetings:

Maranda and Mike Donnelly came to the Board to ask for an extension on a Planning Board major site plan. The current extension expires on September 7, 2020. Ann Bond stated that they were on the agenda in early July with the Planning Board. Maranda explained that they were but she had marked down the incorrect date and missed the meeting however it was conceptual meeting. David asked if they have a major site plan done. Mike answered that they do have it done and they are working with Sanford. They have said it will be ready to go on September 1st. David stated that they need the information by September 1st so it will be ready for the next Planning Board meeting.

Mike explained that they need the extension in order to remain operational. Selectman Bond asked if any permits need to be pulled prior to the Planning Board meeting. Maranda answered that all permits have been pulled. They are an operating Day Care with a temporary license from the State of NH. Maranda explained that they have an appeal in with the Fire Department regarding the sprinkler system. Maranda stated that they are approved for 12 kids and will continue to operate with 12 kids but none of that pertains to why they are at the Select Board. They are looking to receive an extension for the major site plan. Selectman Yeaton asked what happens if the Board does not give an extension beyond the 7th. Maranda answered that they will close and have to re-submit a child care licensing packet. Maranda explained that they are approved and zoned for their business. Then, at a later meeting, it was pointed out that it is a 2-step process. They received the zoning approval but not the Planning Board approval. They were not aware of the next step when they started. There was also confusion as to whether it was a minor or major site plan. They have an engineer and are doing the major site plan.

David stated that they talked with Carolyn Cronin in June of 2019 and received guidance as to what they would need for a home-based daycare and for a daycare facility not operated by homeowner. They began advertising at that time and they

received a cease and desist order to stop advertising by the State. There was a meeting in the fall and they were told again what was required of them. They got the Zoning Board approval in April 2020 but they still had to go through the Planning Board process and they still needed to comply with all building and Life Safety codes. David received a phone call from Erin at the State and the deadline for the permit was extended. They met again on June 3rd and outlined the process again for the Donnelly's. They were told they could file a waiver for the sprinkler system but there were other items that still needed to be addressed for building codes and life safety codes..

Selectman Yeaton clarified that the State is the one who approves day care licenses. David answered that it is. Selectman Yeaton asked if the September 7th date is a State deadline or a Town deadline. David answered that it is a Town deadline that was given to move everything forward.

Selectman Bean asked if they have domicile at the building now. Mike explained it is a two-unit building. They live in the A side and the B side is the daycare. Maranda explained their State permit allows them to operate until November 2020. At that time, the State will visit the daycare and give a permanent license. If the Board does not give them the extension, then the State will not allow them to continue to operate. Mike stated that the State requires Town consent for daycare licenses. If for some reason down the line they do not meet a code requirement, the Town can call the State and the State will revoke their license. Mike stated that they received the zoning approval in order to get their temporary operating permit. A large part of the delay has been the Town being unclear on how to meet fire life safety codes. Maranda stated that another part of the delay was communications back and forth with the Town and the engineering firm and also finding a firm that would look at a home as old as theirs. Selectman Bean asked if the communication issues went two ways. Maranda answered no.

Selectman Crockwell asked if they meet the requirements and codes for 12 kids. Maranda and Mike answered they did. Selectman Crockwell asked if they have made the building upgrades to meet the codes to get the permanent license. Mike answered that they still have work to do but they just need the extension on the site plan tonight. Maranda explained they need the extension in order to make it to the Planning Board meeting date but they will have the site plan in by the 1st. Selectman Crockwell asked what has been done since November. Maranda explained they have been working on the major site plan, fire life safety, and variances. At the end of the meeting in November, they received approval for upstairs use and 20+ kids downstairs. After that, Erin at the State called and stated that Dana at the Town filled out the form incorrectly. They were also then told they needed to upgrade their fire life safety. They were told they could operate for 12 and under and that is what they have been doing.

Selectman Bond suggested waiting until the major site plan is submitted to grant the extension. Selectman Goulet suggested having a special meeting on Wednesday,

September 2nd at 6:30 to take the vote. The Board agreed and will revisit this issue on Wednesday, September 2nd.

III. Adjourn:

Motion by Selectmen Goulet, seconded by Selectmen Crockwell to adjourn at 7:02 PM. Motion Passes 5-0.

Ann Bond, Chairman

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

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
September 2, 2020 at 5:00 PM**

DRAFT,

Present: Chairperson Ann Bond, Selectman Richard Bean, Selectman Sandy Goulet, Selectman Karen Yeaton, Selectman Michael Crockwell

Staff: Town Administrator David Jodoin

I. Call to Order:

Chairman Ann Bond called the meeting to order at 6:15pm.

II. Board Discussion on Granting an Extension to It Takes a Village Daycare:

Maranda and Mike Donnelly presented the Board with the packet for the It Takes a Village Daycare major site plan. Maranda reviewed the timeline of events and communications during the process with the Town, Zoning Board going back to the spring of 2019. Selectman Bond asked where the paperwork for the permits that needed to be pulled were in the packets. Maranda and Mike explained that they have not had to do work to their buildings that requires pulling permits. Mike explained that after installing low voltage fire life safety equipment that they understood they did not require a permit, Captain Farley from the Pembroke Fire Department came to look at the building and told them that they needed a permit and if they are going to have more than twelve kids on the second floor, they need more fire alarms, a sprinkler, and a second means of egress. Right now, they do not have more than twelve kids so they have not started the work that will require pulling permits. Maranda interjected that permits being pulled does not have to do with this particular meeting. They needed to have a major site plan in by September 7th, which they have done. September 7th was an arbitrary date given to them and they need an extension to make it to the Planning Board on September 22nd. Selectman Bond explained that any person in the Town of Pembroke can go to the Planning Board, what they are granting is an extension which allows them to continue to operate while they go through the process with Planning. Selectman Bond explained her concern is the fact that they have not been pulling permits and having things inspected. Maranda expressed frustrations with the process and inconsistency in the communications between town officials and themselves. Selectman Yeaton stated that she has read through the 60 pages of provided communications between the Donnelly's and the Town and she felt that it was clearly stated what needed to be done. Selectman Yeaton stated she had also listened to a recording of a meeting with them and what she heard is the Town saying what they needed to have happen so things can move forward. Mike explained that the process kept changing and they provided a timeline of them being told different things at different times. Selectman Yeaton explained to Mike and Maranda the issue of doing work and pulling permits later. They installed

a fire alarm and regardless if they are currently using the area, the fire alarms were installed in, it cannot be installed with a permit. Selectman Yeaton feels they are asking the Board to knowingly allow them to operate with unpermitted work. They are liable for that decision as a board. Selectman Yeaton suggests getting permits filed as quickly as possible and get the approvals. Maranda explained that in February, they were told they could put the fire alarm in so they did and at inspection they were told they needed to have a permit and have an outside company install it. Mike explained that up to this point, they have not understood it from the Selectman's point of view. It was installed but not being used and they are trying to get a fire alarm company to go back and do it and they have thus far been unsuccessful getting someone. Now they are learning the fire alarm may not have been big enough for what they need.

Selectmen Crockwell commented that it was clear to him what was needed and perhaps they confused themselves.

Selectman Goulet made a motion to vote on whether or not to extend the timeline for Mike and Maranda to come into compliance with their permits. Selectman Yeaton seconded the motion. 5-0.

Selectman Yeaton explained that she is not in favor of extending beyond September 7th because of the concerns for liability. Selectman Goulet agrees with that statement. Selectman Bean and Crockwell also concur.

Selectman Yeaton made a motion to cease and desist the daycare center usage as of September 8th due to the following reasons; not having permits submitted to the Town and Town Inspector of a sprinkler system for the current use daycare center, not having permits submitted to the Town and Town Inspector of a fire alarm system for the current use day care center, not having permits submitted to the town of a firewall separation between the day care center and the other uses one a residence and one a garage barn under the requirements of the 2015 edition of the NFPA101 Life Safety Code Chapter 16 New Daycare Occupancy as Adopted by the state of New Hampshire. Selectman Goulet seconded the motion. 5-0

Selectman Goulet made a motion to amend Selectman Yeaton's motion to include a letter will be sent to the State of New Hampshire by the Chairman. Selectman Yeaton seconded the motion. Motion passed 5-0.

III. Adjourn:

Selectman Goulet made a motion to adjourn at 5:59 PM. Selectman Bean seconded the motion and it was approved unanimously.

Ann Bond, Chairman

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



Lori A. Shibinette
Commissioner

Melissa A. St. Cyr, Esq.
Chief Legal Officer

STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LEGAL AND REGULATORY SERVICES
CHILD CARE LICENSING UNIT

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9025 1-800-852-3345 Ext. 9025
Fax: 603-271-4782 TDD Access: 1-800-735-2964
www.dhhs.nh.gov

September 4, 2020

Ann Bond, Chair
Pembroke Board of Selectmen
311 Pembroke Street
Pembroke, NH 03275

Re: It Takes a Village Child Care
Permit Number: CCCB-06921

Dear Ms. Bond:

Please be advised that the Department of Health and Human Services, Child Care Licensing Unit, has, under the authority of RSA 170-E, ordered, as of the close of business on September 7, 2020, the immediate closure and suspension of the permit for It Takes A Village Child Care, 617B Buck Street, Pembroke, New Hampshire 03275, owned and operated by It Takes a Village Child Care, LLC. This action was the result of the Town of Pembroke rescinding its approval for the program to operate.

If you have any questions please call Erin Fitzgerald, Licensing Coordinator, at 1-800-852-3345, extension 9025 or 271-9025.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Clement".

Melissa Clement
Chief
Child Care Licensing Unit

Central New Hampshire Regional Planning Commission

28 Commercial Street ❖ Concord, NH 03301

Telephone: (603) 226-6020 ❖ Fax: (603) 226-6023 ❖ www.cnhrpc.org



RECEIVED

AUG 24 2020

TOWN OF
PEMBROKE, NH

August 19, 2020

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

RE: State of New Hampshire FY 2023-2032 Ten Year Transportation Improvement Plan Update

Dear Members of the Board of Selectmen:

CNHRPC is announcing the start of the biennial update of the NHDOT Ten Year Transportation Improvement Plan (TYP) to cover Fiscal Years 2023-2032

Every two years, the Planning Commission requests feedback from local officials to nominate new projects and reaffirm their support for already programmed transportation projects to be considered for inclusion in the State of New Hampshire's Ten Year Transportation Improvement Program (TYP). The State's Ten Year Plan has been evaluated and revised in a two-year planning cycle since the early 1990's in compliance with federal guidelines and pursuant to RSA 228:99 and RSA 240. Regional priorities for transportation improvements are compiled by each of New Hampshire's nine Regional Planning Commissions (RPCs) for consideration by the NH Department of Transportation (DOT) and the Governor's Advisory Commission on Intermodal Transportation (GACIT) as they prepare the Draft 2023-2032 TYP.

In order for the State's TYP to reflect local and regional priorities across the State of New Hampshire, it is important that communities participate in the process. To help us communicate our region's priorities to the NHDOT and the GACIT, we are asking each community:

1. Are there any new projects in your community that you would like to be considered for inclusion in the Ten-Year Plan?
2. If a project exists within the community that is in the current 2021-2032 TYP, is there still support and should the project be advanced, delayed, or revised in scope or cost?


Please complete a Project Proposal Form if your community would like to submit a new project for consideration in the 2023-2032 TYP. A hard copy of the proposal form is included, and an electronic version is available at www.cnhrpc.org/ten-year-plan-project-proposal-form. Please contact Dean Williams at 603-226-6020 or at dwilliams@cnhrpc.org if you need any assistance completing project proposal forms.

Please keep in mind that new projects, if selected, are likely to be programmed in fiscal years 2031 and 2032 of the TYP. Projects that are not eligible or not included in the TYP, may be included in the CNHRPC Long Range Transportation Plan. CNHRPC has developed a draft of eight Corridor Spotlights which includes funded and identified projects throughout the region as part of the update of the CNHRPC Long Range Transportation Plan. The Corridor Spotlights, including transportation Challenges and Opportunities, are available for viewing online at www.cnhrpc.org/regional-transportation-plan. Summary tables of the region's funded and identified projects are also included with this letter.

CNHRPC staff is committed to working with each of our member communities to advance projects in the region. Even if a potential project does not meet the criteria for state and federal funding, please submit a summary proposal for a project(s) that we can then use to assist our member communities in planning for future improvements outside of the TYP update process.

Thank you for your attention to this matter. Please return your Project Proposal Forms no later than 4:00 p.m. Thursday, October 1st, 2020. If you have any questions or comments about this process or New Hampshire's Ten Year Plan please don't hesitate to contact me or Michael Tardiff, CNHRPC Executive Director.

Sincerely,



Dean Williams
Principal Transportation Planner

Enclosures

cc: Planning Board
Kathy Cruson, CNHRPC Commissioner

Transportation Project Proposal Form

Contact Information

Full Name _____ Municipality _____
Email _____ Affiliation _____
Phone Number _____ Title/Position _____

Transportation Project Information

Name/Title of Project _____

Please select the project type(s):

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Highway Improvements (operational improvements, access management, intelligent transportation systems, widening, technology operation improvements) | <input type="checkbox"/> Planning Studies (corridor studies, network studies, pedestrian/cyclist safety studies, road diets) |
| <input type="checkbox"/> Asset Management (bridge rehabilitation, bridge replacement, pavement repair/replacement) | <input type="checkbox"/> Infrastructure-related Travel Demand Management (park & ride lots, transit infrastructure, priority signalization, bus shelters, intermodal transportation centers) |
| <input type="checkbox"/> Bicycle and Pedestrian Improvements (sidewalks, bike trails, multi-use paths, traffic calming improvements) | |

Where is this project located? (road names, nearby facilities/landmarks)

What is the scale of this project? (please provide approximate measurements in feet; you can use Google Maps measuring tool to estimate distances)

Purpose, Need, and Scope

Please provide the Purpose Statement for this project.

ex: "The purpose of this project is to support increased non-motorized activity by addressing safety issues resulting from unsafe vehicle speeds and inadequate protections for pedestrians on Main Street between 1st and 2nd Street."

Please provide the Need Statement for this project.

ex: "The section of Main St between 1st Street and 2nd Street is unsafe for pedestrians. This section is in the center of the city's commercial district concentrated with jobs and small businesses. In the past 5 years there have 15 crashes in this section of Main St: two resulted in serious injuries to pedestrians and one resulted in a pedestrian fatality. Continued local economic development depends on increased walkability and safety for pedestrians."

Please outline the project scope.

ex: "Install pedestrian crossings on Main Street at 1st and 2nd street intersections and at mid-block, including pedestrian refuge medians, other streetscaping and traffic calming infrastructure."

Please provide any additional information about this project. (local knowledge/insight, relevant studies/data, infrastructure needs, etc.)

Supplementary Information

Please note that these questions are not required to make an initial submission. If you are not able to provide answers to some or all of these questions at this time, please leave the question(s) blank and CNHRPC staff will reach out to provide assistance.

How involved has the public been in this project proposal so far?

(please make note of any dates, agenda items, minutes from public meetings, and decisions influenced by public involvement)

Are there opportunities for further public discussion of this project in the near future?

Will the project be managed locally?

What alternative options or methods have been considered to address this need and what makes this project proposal the best option?

Please provide evidence supporting this project, including letters of support.

(review list of documents, letters of support, data sources, plans, guidance, maps, etc. that will serve as sources of information to bolster the application; please note what and where you are referencing from)

Submission

Please return this form to CNHRPC at: 28 Commercial St, Suite 3, Concord NH 03301 or by e-mail to Dean Williams at dwilliams@cnhrpc.org . Please attach any relevant documents, maps, cost estimates, and data to this project along with the form that you have:

☐ Local Plans/Master Plans

☐ Maps

☐ Bike/Pedestrian Surveys

☐ Cost Estimate

☐ Transit Operator Data

☐ Project Scope

☐ Local Police Crash Data

☐ Development Studies

☐ Conceptual Designs

Summary of Projects Included in the Current (FY 2021-2030) TYP in the CNHRPC Region

PROJECT NAME	STATE #	PROJECT LOCATION	PROJECT SCOPE	CONSTRUCTION YEAR	TOTAL COST
Allenstown	40362	NH Route 28	Bridge Rehabilitation, Redlisted, Bridge - NH 28 over Suncook River	2021	\$ 2,661,600.00
Boscawen	411579	King Street (US 3/4)	Multimodal and safety improvements to King Street	2027	\$ 4,974,233
Bow	24223	Page Rd over Bela Brook	Bridge replacement – Page Rd over Bela Brook	2026-2027	\$ 875,791
Bow	24224	River Road over Bow Bog Brook	Bridge replacement – River Rd over Bow Bog Brook	2024-2025	\$ 1,258,477
Bow	29641	NH 3A	NH 3A corridor safety improvements	2022	\$ 4,372,018
Bow	40346	Dunklee Rd	Bridge rehabilitation - Dunklee Rd over Bow Bog Brook	2021	\$ 992,990
Chichester	40631	NH 28 and Main Street	Intersection Improvements	2025	\$ 1,675,260
Concord	15877	Hooksett Turnpike	Bridge Replacement – Hooksett Turnpike over Bela Brook	2021	\$ 913,898
Concord	15878	Birchdale Rd	Bridge Replacement – Birchdale Rd over Bela Brook	2021	\$ 913,898
Concord	29601	NH 13	Improvements at I-89 Exit 2 NB and SB Ramps	2023	\$ 3,134,615
Concord	42574	US 202 and NH 9	Address red list bridge carrying US 202 & NH 9 over Ash Brook in City of Concord	2029	\$ 1,965,082
Concord	42614	US 3	US 3 (Manchester St) widening between Garvins Falls Rd and Airport Rd	2029	\$ 6,144,219
Concord-Pembroke	14841A	North Pembroke Rd	Replace North Pembroke Rd Bridge over Soucook River	2021	\$ 2,089,321
Henniker - Hopkinton	40633	US 202, NH 9, NH 127	Intersection Improvements	2025-2026	\$ 2,443,666
Loudon	40632	NH 106 and South Village Rd	Intersection Improvements	2025	\$ 2,233,593
Loudon-Canterbury	29613A	NH 106 from Suncook Rd to Ames Rd	Roadway Widening (Phase 1)	2021	\$ 8,212,600
Loudon-Canterbury	29613C	NH 106	Roadway Widening (Phase 3)	2026-2027	\$ 22,000,000
Pittsfield	14972	Shaw Road	Bridge Replacement over Kelly Brook	2027-2028	\$ 719,687
Sutton	40633	I-89	Bridge rehabilitation of the bridge carrying I-89 NB over NH 114 in Sutton	2023	\$ 2,134,923
Warner	40622	NH 103	Deck Replacement for the red list bridge carrying NH 103 over I-89 NB	2023	\$ 1,445,011
Warner	15907	NH 127	NH 127 over Warner River – Bridge replacement	2021	\$ 2,416,480
Webster	40810	Clothespin Bridge Road over Blackwater River	Bridge Replacement	2024-2025	\$ 2,035,744
Webster	41429	NH 127	Address Redlist bridge carrying NH 127 over Blackwater River	2022	\$ 4,284,596

Potential Projects Identified in the CNHRPC Regional Transportation Plan Corridor Spotlights

PROJECT NAME	LOCATION	CURRENT SITUATION	SCOPE OF WORK	COST (MILLIONS)
Bow	Logging Hill Rd, Knox Rd, White Rock Hill Rd	This four legged intersection has two stop controlled approaches and concerns with high speeds on Logging Hill Rd.	Construct a roundabout to calm traffic and allow easier turning movements.	NA
Chichester Main Street Improvements	Main Street	Main Street currently has alignment and topography issues which cause major concerns for pedestrians and bicycles.	Study the possibility of adding shoulders, sidewalks and crosswalks along Main Street where appropriate.	N/A
Concord to Lake Sunapee Rail Trail	Warner-Bradford	The existing abandoned rail corridor is fragmented into many pieces. Some have been developed into formal trails, some sections act as informal trails and some sections do not exist.	Formalize trails on the abandoned rail corridor connecting the villages of Hopkinton, Warner and Bradford by way of a multi-use path.	N/A
Dunbarton – Pages Corner	NH 13, NH 77 and Jewett Rd	This four legged intersection has a 3 way stop which is often confusing and can cause serious accidents.	Construct a roundabout to calm traffic and allow easier turning movements.	\$1/mile
Epsom Traffic Circle/US 4 Corridor Study	Concord-Epsom	Epsom Circle experiences a high number of crashes, but the severity is generally low. The yield conditions, open driveways, and sight distance issues west of the circle all contribute to the safety issues. Study funds (\$200,000) for the US 4/King Road intersection are in current TYP.	Conduct a formal study of the traffic and operations at the circle to determine the best solution to improve the level of service and safety. Address short and long term safety and traffic issues along US4 corridor from I-393 terminus to Epsom/Northwood town line.	\$0.50
Keene to Concord Intercity Transit Service	Keene-Concord	The NHDOT's Statewide Transit Assessment identified the NH 9 Corridor from Keene to Concord as a candidate for a new transit service.	It was recommended that the route serve downtown Henniker in the vicinity of New England College as well as potentially look at a stop in Hillsborough.	\$.308/yr
Canterbury	Kimball Pond Rd and Morrill Rd	Kimball Pond Rd is a Class II state maintained road that intersects with Morrill Rd, a Class V town maintained road, at a skewed intersection with sight distance issues.	Reconfigure the intersection to address the safety concerns.	N/A
Loudon	NH 106	The section of NH 106 from I-393 to Staniels Rd has undergone intersection improvements and is part of the Phase 2 widening of the NH 106 Corridor	Roadway Widening from I-393 to Staniels Road (Phase 2)	N/A
Merrimack River Greenway	Concord	The Merrimack River Greenway Trail (MRGT) is envisioned as a continuous, off-street multimodal path for nonmotorized users, roughly following the Merrimack River in Concord, connecting the southern terminus of the "Northern Rail Trail" at the Boscaawen Town Line to the proposed "Salem to Concord Bikeway" at the Pembroke Town Line.	The proposed project involves acquiring the recently abandoned portion of the railroad right-of-way owned by Pan Am Railroad and performing preliminary site work to convert it to a multimodal rail trail.	\$0.95

Potential Projects Identified in the CNHRPC Regional Transportation Plan Corridor Spotlights

PROJECT NAME	LOCATION	CURRENT SITUATION	SCOPE OF WORK	COST (MILLIONS)
NH 103, Street Bike/Ped Improvements	Warner	Development at Exit 9 in Warner has resulted in a substantial increase in the number of pedestrians and bicyclists travelling between where they live in the town center and the commercial area at Exit 9. The road is narrow with uneven shoulders, making travel hazardous for those persons.	Construct Sidewalks and bike lanes on NH 103 in Warner connecting the existing sidewalk in front of the park and ride to the existing sidewalk just north of Robyn Avenue.	\$0.91
NH 114 Reconstruction	Bradford-Sutton	NH 114 is considered a low tier road on the state's pavement strategy but serves as an arterial roadway within Sutton. One of the largest regional high schools in the State is in Sutton and many busses use this roadway which has become costly for the school district.	Reconstruct segments of NH 114	\$1/mile
NH 149 over the Contoocook River	Hillsborough	NHDOT 2018 Bridge Priority Project # 93. According to the 2018 bridge inspection report, the deck and superstructure are in fair condition while the substructure is in satisfactory condition.	NHDOT has recommended rehabilitation.	\$2.00
NH 9 and NH 31	Hillsborough	The existing stop controlled, four way intersection experiences delays due to lack of turn lanes and also exhibits safety concerns from turning traffic.	Intersection improvements need to be evaluated further including short term improvements such as turn lanes and long-term improvements such as a roundabout or signalized intersection.	N/A
Range Road Improvements	Pembroke	US 3 and North Pembroke Road are the two north-south routes for traffic south of Concord and provide access to residential neighborhoods in Pembroke, Allenstown, Deerfield and Hooksett. These roads experience heavy traffic at peak commuting periods.	Study the potential to convert the class VI unmaintained Range Roads to Class VI maintained roads to alleviate traffic on US 3 and North Pembroke Rd.	N/A
Rochester to Concord Intercity Transit Service	Rochester-Concord	The NHDOT's Statewide Transit Assessment identified the US 4 Corridor from Rochester to Concord as a candidate for a new transit service.	It was recommended that the route also consider local connections in Durham and Epsom.	\$.312/yr
Salisbury Crossroads (US 4 and NH 127)	Salisbury	The Salisbury Crossroads is locally viewed as the center of Salisbury where US 4 is intersected by NH 127. US 4 is a major east west corridor and the majority of through traffic pass through at high speeds. Sight distances for turning and through traffic on NH 127, which is stop controlled, also make the intersection more difficult to navigate.	The proposed project involves sidewalks, medians and improving site distances to calm traffic and help implement the village center vision that Salisbury developed through a Plan NH Charette.	\$1.44
Suncook Valley Rail Trail	Allenstown, Pembroke, Epsom, Chichester, Pittsfield	The abandoned rail corridor has been fragmented into various ownership with some large sections of the corridor still intact and some small segments utilized informally	Formalize sections of the abandoned rail corridor as a rail trail connecting various destinations.	N/A

Potential Projects Identified in the CNHRPC Regional Transportation Plan Corridor Spotlights

PROJECT NAME	LOCATION	CURRENT SITUATION	SCOPE OF WORK	COST (MILLIONS)
US 202 & I-89 exit 4 intersection improvements	Hopkinton I-89 Exit 4 and US 202	The current intersection is just east of Hopkinton Village's Main Street and the intersection of US 202 and NH 103. The existing configuration of the Exit 4 SB off ramp sends traffic abruptly to a stop where it intersects US 202 eastbound traffic and then on to a yield controlled merge where it intersects US 202 westbound traffic. Not only is this confusing to drivers but it also allows drivers traveling east on US 202 to enter the Main Street corridor at high speeds.	The proposal will address the safety concerns with driver confusion and high speeds by constructing a roundabout. The project scope of work includes engineering, Right of Way and Construction of a three legged roundabout at the intersection of US 202 and Exit 4.	\$2.32
US 202/NH 9 over Hatfield Road	Hopkinton	NHDOT 2018 Bridge Priority Project # 115 According to the 2018 bridge inspection report, the deck is in fair condition, the superstructure is in good condition and the substructure is in satisfactory condition.	NHDOT has recommended rehabilitation and deck replacement.	\$1.50
Warner Park and Ride	Warner	The existing 24 space Park and Ride is consistently at capacity.	Expand park and ride available spaces. Consider adding transit stop	N/A
West Main Street Bike/Ped Improvements	Bradford	This is the third segment of improvements in the village area of Bradford that started in 2005. On the unfinished section, the existing road has narrow sidewalks from the 1930's that are in disrepair along with the road.	Construct Sidewalks and bike lanes on West Main Street in Bradford	\$0.60
West Central Rail Trail	Hopkinton, Henniker, Hillsborough	The abandoned rail corridor has been fragmented into various ownership with some large sections of the corridor still intact and some small segments utilized informally.	Formalize sections of the abandoned rail corridor as a rail trail connecting various destinations.	N/A
Whitney Road and US 4	Concord-Canterbury	US Route 4 connects I-93 to Penacook, Boscaawen, and other points to the North and West. US Route 4 has one lane in each direction through this intersection with turn lanes provided for Whitney Road. Long delays on Whitney Road and Old Boyce Road due to the high volume of traffic travelling at high speed on US Route 4 result in difficulty making left turn movements and increased crash potential.	The proposed project will address serious safety concerns at this intersection as well as current and future traffic demand. Design work is ongoing by the City of Concord.	\$3.60
Concord to Manchester transit service	Concord-Pembroke-Allenstown-Hooksett-Manchester	Manchester Transit Authority (MTA) operates a service to Concord along I-93. Suncook has been identified as having high potential for transit demand in the NHDOT 2019 Transit Assessment Study.	The NHDOT 2019 Transit Assessment Study recommended either expanding Concord area Transit, MTA or both into Suncook to make an intercity and commuter connection.	\$0.25/year
Potential Rail Trail Corridor (Granite State Rail Trail)	Concord-Pembroke-Allenstown	The existing abandoned rail corridor is fragmented into many pieces. Some sections are used as informal trails and some sections do not exist.	Formalize a multi use path on the abandoned rail corridor connecting the Concord to Suncook.	N/A

RECEIVED

AUG 27 2020

TOWN OF
PEMBROKE, NH

Board of Selectmen
311 Pembroke Street
Pembroke NH 03275

Gentlemen:

This letter has been difficult for me to write as I am not usually a complainer. Realizing that this has been a difficult year for everyone and avenues of relief have to be found, I have been tolerant of the night-after-night fireworks that we as a village have been enduring since at least Memorial Day weekend.

It seems to be almost a four-out-of-seven night occurrence mostly here in the village with an occasional colorful display but more commonly the "bomb" type of fireworks. I have found the empty canisters from these bombs in my yard. Considering the lack of rain and how dry everything is, I am worried about fire.

In view of the lack of consideration for parents with babies and small children, people with PTSD and owners of dogs who are terrified of loud noises and need to be medicated when these fireworks start, I was wondering if there is some mutual arrangement that can be reached so most everyone could be accommodated. I know there are towns where permits are required if you have plans to set off fireworks. Maybe some arrangement could be reached whereby they are allowed on certain days and/or holidays so people can be prepared for the noise and make arrangements to deal with it.

Thank you for your consideration of this matter.

Very truly yours



Joyce Colby

61 Glass Street
Pembroke NH 03275
August 24, 2020

Phone (603) 225-3295
(800) 856-5525
Fax (603) 228-1898
Web www.bm-cap.org



2 Industrial Park Drive
P.O. Box 1016
Concord, NH
03302-1016

August 21, 2020

RECEIVED

AUG 26 2020

TOWN OF
PEMBROKE, NH

David Jodoin, Town Administrator
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275

Dear Mr. Jodoin:

This letter is to notify the Town of Pembroke that Community Action Program Belknap-Merrimack Counties, Inc. is in receipt of the 2020 appropriation in the amount of \$21,000.00.

Community Action Program Belknap-Merrimack Counties, Inc. wishes to take this opportunity to thank you and the townspeople for your support of Community Action Program services and activities in the Town of Pembroke provided by the Suncook Area Center.

Once again, thank you for your continued support and if you should have any questions, please do not hesitate to contact us.

Sincerely,

Jeanne Agri
Executive Director

JA:klh

AC-Funding Thank You Letters 2020

cc: Jamison Graham, Center Manager
Suncook Area Center

ALTON	CONCORD	EPSOM	LACONIA	NEWBURY	SUNCOOK
Senior Center 875-7102	Area Center 225-6880	Meadow Brook Housing 736-8250	Area Center 524-5512	Newbury Commons	Area Center 485-7824
Prospect View Housing 875-3111	Head Start 224-6492		Head Start 528-5334	Housing 763-0360	Senior Center 485-4254
BELMONT	Early Head Start 224-6492	FRANKLIN	Early Head Start 528-5334	PEMBROKE	TILTON
Heritage Terr. Housing 267-8801	Concord Area	Head Start 934-2161	Senior Center 524-7689	Village at Pembroke Farms	Senior Center 527-8291
	Meals on Wheels 225-9092	Early Head Start 934-2161	Family Planning 524-5453	Housing 485-1842	WARNER
	Concord Area Transit 225-1989	Senior Center 934-4151	Workplace Success 524-4367		Area Center 456-2207
BRADFORD	Horseshoe Pond Place 228-6956	Riverside Housing 934-5340			Head Start 456-2208
Senior Center 938-2104	WIC/CSFP 225-2050		MEREDITH	PITTSFIELD	North Ridge Housing 456-3398
	Workplace Success 223-2305		Area Center 279-4096	Senior Center 435-8482	
				Head Start 435-6618	
				Early Head Start 435-6611	

RECEIVED

AUG 27 2020

TOWN OF
PEMBROKE, NH



August 25, 2020

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

Re: Programming Changes

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following changes:

- Effective October 26, 2020, Blueprint TV will be renamed Craftsby.
- Effective October 27, 2020, MoviePlex and StarzEncore Classic will no longer be available.
- Effective October 27, 2020, StarzEncore, StarzEncore Westerns, StarzEncore Black, and StarzEncore Action will only be available with a subscription to Starz. They will not be included with Digital Preferred Tier. For more information about this change, visit xfinity.com/EncoreChanges.
- Effective October 31, 2020, CBeebies en Español will be discontinued in the United States by its owner.

Customers are receiving notice of these changes in their bill.

Please feel free to contact me at Bryan_Christiansen@comcast.com should you have any questions.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs



August 14, 2020

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

Re: Programming Updates & Internet Essentials Information

Dear Chairman and Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Accordingly, please note the following changes which will occur on August 25, 2020, to the Xfinity lineup¹, provided in your community:

- Cooking HD, Discovery Family HD, DIY HD, Galavision HD, Ovation HD, POP HD, Smithsonian HD, Zona Futbol, and Zona Futbol HD will be added to the Digital Preferred Tier; WGN America HD will be added to Entertainment and Expanded Basic; CSPAN HD will be added to Limited Basic; Smithsonian HD will be added to Digital Economy; Galavision HD, Zona Futbol and Zona Futbol HD will be added to Xfinity TV Latino. These channels will continue to be available in standard definition (SD) format in other channel locations. HD channels require HD Technology Fee and X1 TV Box or compatible customer owned device.

Also I want to make sure you are aware that Comcast continues to make it easier for low-income families to connect to the internet through [Internet Essentials](https://www.internetessentials.com/). New Internet Essentials customers will receive two free months of Internet service if they enroll in the program by December 31, 2020. Additional information can be found at <https://www.internetessentials.com/>. Should you or any of your community partners like to discuss the Internet Essentials program in more detail, please do not hesitate to contact me at Bryan_Christiansen@cable.comcast.com or 603.333.2479.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs

V1

¹ Customers are receiving notice of these changes in their bill.

David Jodoin

From: Margaret Byrnes <mbyrnes@nhmunicipal.org>
Sent: Monday, August 17, 2020 11:56 AM
To: David Jodoin
Cc: Cordell Johnston
Subject: RE: Pembroke NH Question

Hello, David:

I'm so sorry for the delay in responding!

It appears to us that there is a reasonable chance that we will not be out of the pandemic any time soon—or in time for 2021 town meeting season. I agree NHMA should assist in helping to prepare towns for the worst.

So far, what we do have is HB 1129, which authorized the so-called “drive-thru voting” process for both 2020 and 2021. (NHMA proposed this language for an executive order, but it was put into statute instead, which is fine with us!) Our current plan is to study the usefulness of this process between now and the fall and determine whether we need to make any adjustments or propose an additional flexibility. We might be able to push through changes through very quickly, in time for the 2021 town meeting season.

If you have ideas about additional flexibility that would be helpful for 2021 town meetings, please let us know. We will want to be ready with any proposals in time for the beginning of the 2021 session.

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
www.nhmunicipal.org

From: David Jodoin <djodoin@pembroke-nh.com>
Sent: Thursday, August 13, 2020 5:15 PM
To: Margaret Byrnes <mbyrnes@nhmunicipal.org>
Subject: Pembroke NH Question

Good Afternoon,

Here in Pembroke we are seeing the School Board wrestle with the decision of whether or not to re-open schools or do remote learning. This is an issue that is causing a lot of negativity in the community. I do not profess to have all the answers but I am sitting here looking at the calendar and starting my budget process. Soon time will be flying by and we will hopefully be out of COVID!. If not we could see ourselves right in the middle of Public Hearings and Town and School District Meetings.

Since we are a traditional School and Town Meeting in Pembroke what will our voting be like if we are still in the Pandemic?

I like to plan for the worse during this pandemic and hope for the best. So I would much rather hear that plans or discussions are under way now for the potential issues of voting that some communities experienced in 2020.

Has there been any discussions at NHMA about this.

Looking at what potential issues could happen and how maybe NHMA and the Secretary of State could have a plan in place as a backup may be the best for all

Thanks for listening

David M. Jodoin
Pembroke Town Administrator/Tax Collector

CHAPTER 8
HB 1129 - FINAL VERSION

11Mar2020... 0696h
06/16/2020 1480s
06/16/2020 1524s

2020 SESSION

20-2107
11/06

HOUSE BILL **1129**

AN ACT relative to notice requirements for certain municipal public hearings, providing for optional town meeting procedures during the state of emergency declared in response to the novel coronavirus disease (Covid-19), and relative to online reporting of CARES Act disbursements.

SPONSORS: Rep. Coursin, Rock. 1; Rep. Barnes, Rock. 8; Rep. Ladd, Graf. 4; Rep. Gilman, Rock. 18; Rep. Dutzy, Hills. 30

COMMITTEE: Municipal and County Government

AMENDED ANALYSIS

This bill changes the notice requirements for certain municipal public hearings by allowing notice of the hearing to be posted on the municipal website. The bill also temporarily permits legislative bodies with a fiscal year ending in June to make certain expenditures prior to the adoption of an official budget, temporarily provides for a virtual annual meeting procedure, and requires online reporting of CARES Act disbursements.

.....

Explanation: Matter added to current law appears in ***bold italics***.
Matter removed from current law appears ~~[in brackets and struck through]~~
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

CHAPTER 8
HB 1129 - FINAL VERSION

11Mar2020... 0696h
06/16/2020 1480s
06/16/2020 1524s

20-2107
11/06

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Twenty

AN ACT relative to notice requirements for certain municipal public hearings, providing for optional town meeting procedures during the state of emergency declared in response to the novel coronavirus disease (Covid-19), and relative to online reporting of CARES Act disbursements.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 8:1 Planning and Zoning; Notice Requirements for Public Hearing. Amend RSA 675:7, I to read
2 as follows:

3 I.**(a)** Notice shall be given for the time and place of each public hearing held under RSA
4 675:2-4 and RSA 675:6 at least 10 calendar days before the hearing. The notice required under this
5 section shall not include the day notice is posted or the day of the public hearing. Notice of each
6 public hearing shall be published in a paper of general circulation in the municipality and shall be
7 posted in at least 2 public places. Any person owning property in the municipality may request
8 notice of all public hearings on proposed amendments to the zoning ordinance, and the municipality
9 shall provide notice, at no cost to the person, electronically or by first class mail.

10 ***(b) In lieu of publication in a paper of general circulation pursuant to***
11 ***subparagraph (a), notice may be posted on the municipality's Internet website, if such***
12 ***exists. If notice is posted on the municipality's website in lieu of publication in a paper of***
13 ***general circulation, the notice shall:***

14 ***(1) Appear prominently on the website's home page, or a link directly to the***
15 ***notice shall appear prominently on the home page;***

16 ***(2) Be posted at the time stated in subparagraph (a) and shall remain on the***
17 ***website until the conclusion of the hearing; and***

18 ***(3) Be posted in 2 other public places.***

19 8:2 Temporary Municipal Spending Authority; State of Emergency. Due to the state of
20 emergency declared as a result of the novel coronavirus disease (Covid-19), the provisions of RSA
21 32:13, II shall also apply to towns and districts, as defined in RSA 32:3, with a July to June fiscal
22 year, so that such towns or districts may make expenditures between July 1 and the date a budget is
23 adopted which are reasonable in light of prior year's appropriations and expenditures during the
24 same time period.

25 8:3 Temporary Optional Town Meeting Procedures; State of Emergency. Towns, village
26 districts, and school districts that are unable to hold in-person annual meetings in 2020 or 2021 due
27 to novel coronavirus disease (Covid-19) may conduct virtual meetings in accordance with this

CHAPTER 8
HB 1129 - FINAL VERSION
- Page 2 -

1 section. At the option of the governing body, the town or school district meeting may be convened
2 and proceed to approve the posted 2020 or 2021 warrant in the following fashion:

3 I. The governing body shall host a live virtual meeting and information session, during
4 which the proposed optional town or school district meeting procedures shall be outlined and
5 warrant articles discussed. At least 7 days prior to this informational session, notice shall be mailed
6 to all registered voters describing the procedures to be followed for conducting an annual meeting
7 pursuant to this section. After the live, virtual meeting is adjourned, questions and comments from
8 the public shall be solicited and received via electronic mail, voice mail, text message, or by other
9 electronic means.

10 II. Within 7 days of the information session, the governing body shall hold another live
11 virtual meeting to consider and address comments received from the public. The governing body
12 shall then discuss, debate, and be permitted to amend the posted warrant. The final warrant, as
13 amended, shall then be made available electronically for printing by voters to be brought to the
14 voting session, which shall be scheduled for a date and time to be determined by the governing body.

15 III. Voting on final warrant articles shall be by secret ballot cast by voters through drive-up
16 procedures to ensure appropriate social distancing. In a town or district that uses the official ballot
17 for the election of officers and has not yet held its town or district election, an official ballot will be
18 printed for the election of officers and other items that are required to be placed on the official ballot.
19 All other warrant articles will be printed on a separate ballot ("the alternative ballot").

20 IV. The first article on the alternative ballot shall ask whether voters approve these optional
21 meeting procedures. If the optional procedures are not approved by a simple majority, all other
22 warrant articles shall be deemed disapproved. However, the election of officers and action on other
23 items on the initial ballot will be effective. If the optional voting procedures are approved, then all
24 other votes on warrant articles shall be deemed the final action of the meeting, provided that if the
25 operating budget warrant article is not approved, the governing body may vote to:

26 (a) Convene a meeting before September 1 to adopt an operating budget; or

27 (b) Elect to deem that the meeting has adopted the previous year's operating budget
28 article, not including separate warrant articles.

29 V. In a town or district using the official ballot referendum (SB 2) form of annual meeting
30 that has held its deliberative session but has not yet held its official ballot voting sessions, the
31 governing body may choose to use the drive up procedures in paragraph III for the official ballot
32 voting session, and paragraphs I and II shall not apply.

33 8:4 Online Access to Budget Information and Reports; CARES Act Funding. Beginning July 1,
34 2020, the commissioner of the department of administrative services, or the governor's office for
35 economic relief and recovery, shall separately report on the state website the disbursement of all
36 CARES Act funds, in a check register format, including the amount of the payment, the date of the
37 payment, the person or entity to whom the payment was made, the title and number of the

CHAPTER 8
HB 1129 - FINAL VERSION
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1 accounting unit and class code, the title and number of the expense account, and a brief description
2 of said disbursement.

3 8:5 Effective Date.

4 I. Section 1 of this act shall take effect 60 days after its passage.

 II. The remainder of this act shall take effect upon its passage.

Approved: July 10, 2020

Effective Date:

I. Section 1 shall take effect September 8, 2020.

II. Remainder shall take effect July 10, 2020

To Town Officials,

I just want to thank you
for repairing the road into
Evergreen Cemetery. It was
so bad I couldn't even drive
in. Thank you!

Vicki Freeland
for Asher's family all buried
there + him.

Central New Hampshire Regional Planning Commission

28 Commercial Street ❖ Concord, NH 03301

Telephone: (603) 226-6020 ❖ Fax: (603) 226-6023 ❖ www.cnhrpc.org



RECEIVED

AUG 24 2020

TOWN OF
PEMBROKE, NH

August 19, 2020

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

RE: State of New Hampshire FY 2023-2032 Ten Year Transportation Improvement Plan Update

Dear Members of the Board of Selectmen:

CNHRPC is announcing the start of the biennial update of the NHDOT Ten Year Transportation Improvement Plan (TYP) to cover Fiscal Years 2023-2032

Every two years, the Planning Commission requests feedback from local officials to nominate new projects and reaffirm their support for already programmed transportation projects to be considered for inclusion in the State of New Hampshire's Ten Year Transportation Improvement Program (TYP). The State's Ten Year Plan has been evaluated and revised in a two-year planning cycle since the early 1990's in compliance with federal guidelines and pursuant to RSA 228:99 and RSA 240. Regional priorities for transportation improvements are compiled by each of New Hampshire's nine Regional Planning Commissions (RPCs) for consideration by the NH Department of Transportation (DOT) and the Governor's Advisory Commission on Intermodal Transportation (GACIT) as they prepare the Draft 2023-2032 TYP.

In order for the State's TYP to reflect local and regional priorities across the State of New Hampshire, it is important that communities participate in the process. To help us communicate our region's priorities to the NHDOT and the GACIT, we are asking each community:

1. Are there any new projects in your community that you would like to be considered for inclusion in the Ten-Year Plan?
2. If a project exists within the community that is in the current 2021-2032 TYP, is there still support and should the project be advanced, delayed, or revised in scope or cost?

Please complete a Project Proposal Form if your community would like to submit a new project for consideration in the 2023-2032 TYP. A hard copy of the proposal form is included, and an electronic version is available at www.cnhrpc.org/ten-year-plan-project-proposal-form. Please contact Dean Williams at 603-226-6020 or at dwilliams@cnhrpc.org if you need any assistance completing project proposal forms.

Transportation Project Proposal Form

Contact Information

Full Name _____ Municipality _____

Email _____ Affiliation _____

Phone Number _____ Title/Position _____

Transportation Project Information

Name/Title of Project _____

Please select the project type(s):

- ☐ **Highway Improvements** (operational improvements, access management, intelligent transportation systems, widening, technology operation improvements)
- ☐ **Asset Management** (bridge rehabilitation, bridge replacement, pavement repair/replacement)
- ☐ **Bicycle and Pedestrian Improvements** (sidewalks, bike trails, multi-use paths, traffic calming improvements)

- ☐ **Planning Studies** (corridor studies, network studies, pedestrian/cyclist safety studies, road diets)
- ☐ **Infrastructure-related Travel Demand Management** (park & ride lots, transit infrastructure, priority signalization, bus shelters, intermodal transportation centers)

Where is this project located? (road names, nearby facilities/landmarks)

What is the scale of this project? (please provide approximate measurements in feet; you can use Google Maps measuring tool to estimate distances)

Purpose, Need, and Scope

Please provide the Purpose Statement for this project.

ex: "The purpose of this project is to support increased non-motorized activity by addressing safety issues resulting from unsafe vehicle speeds and inadequate protections for pedestrians on Main Street between 1st and 2nd Street."

Please provide the Need Statement for this project.

ex: "The section of Main St between 1st Street and 2nd Street is unsafe for pedestrians. This section is in the center of the city's commercial district concentrated with jobs and small businesses. In the past 5 years there have been 15 crashes in this section of Main St: two resulted in serious injuries to pedestrians and one resulted in a pedestrian fatality. Continued local economic development depends on increased walkability and safety for pedestrians."

Please outline the project scope.

ex: "Install pedestrian crossings on Main Street at 1st and 2nd street intersections and at mid-block, including pedestrian refuge medians, other streetscaping and traffic calming infrastructure."

Please provide any additional information about this project. (local knowledge/insight, relevant studies/data, infrastructure needs, etc.)

Supplementary Information

Please note that these questions are not required to make an initial submission. If you are not able to provide answers to some or all of these questions at this time, please leave the question(s) blank and CNHRPC staff will reach out to provide assistance.

How involved has the public been in this project proposal so far?

(please make note of any dates, agenda items, minutes from public meetings, and decisions influenced by public involvement)

Are there opportunities for further public discussion of this project in the near future?

Will the project be managed locally?

What alternative options or methods have been considered to address this need and what makes this project proposal the best option?

Please provide evidence supporting this project, including letters of support.

(review list of documents, letters of support, data sources, plans, guidance, maps, etc. that will serve as sources of information to bolster the application; please note what and where you are referencing from)

Submission

Please return this form to CNHRPC at: 28 Commercial St, Suite 3, Concord NH 03301 or by e-mail to Dean Williams at dwilliams@cnhrpc.org . Please attach any relevant documents, maps, cost estimates, and data to this project along with the form that you have:

☐ Local Plans/Master Plans

☐ Maps

☐ Bike/Pedestrian Surveys

☐ Cost Estimate

☐ Transit Operator Data

☐ Project Scope

☐ Local Police Crash Data

☐ Development Studies

☐ Conceptual Designs

Summary of Projects Included in the Current (FY 2021-2030) TYP in the CNHRPC Region

PROJECT NAME	STATE #	PROJECT LOCATION	PROJECT SCOPE	CONSTRUCTION YEAR	TOTAL COST
Allenstown	40362	NH Route 28	Bridge Rehabilitation, Redlisted, Bridge - NH 28 over Suncook River	2021	\$ 2,661,600.00
Boscawen	411579	King Street (US 3/4)	Multimodal and safety improvements to King Street	2027	\$ 4,974,233
Bow	24223	Page Rd over Bela Brook	Bridge replacement – Page Rd over Bela Brook	2026-2027	\$ 875,791
Bow	24224	River Road over Bow Bog Brook	Bridge replacement – River Rd over Bow Bog Brook	2024-2025	\$ 1,258,477
Bow	29641	NH 3A	NH 3A corridor safety improvements	2022	\$ 4,372,018
Bow	40346	Dunklee Rd	Bridge rehabilitation - Dunklee Rd over Bow Bog Brook	2021	\$ 992,990
Chichester	40631	NH 28 and Main Street	Intersection Improvements	2025	\$ 1,675,260
Concord	15877	Hooksett Turnpike	Bridge Replacement – Hooksett Turnpike over Bela Brook	2021	\$ 913,898
Concord	15878	Birchdale Rd	Bridge Replacement – Birchdale Rd over Bela Brook	2021	\$ 913,898
Concord	29601	NH 13	Improvements at I-89 Exit 2 NB and SB Ramps	2023	\$ 3,134,615
Concord	42574	US 202 and NH 9	Address red list bridge carrying US 202 & NH 9 over Ash Brook in City of Concord	2029	\$ 1,965,082
Concord	42614	US 3	US 3 (Manchester St) widening between Garvins Falls Rd and Airport Rd	2029	\$ 6,144,219
Concord-Pembroke	14841A	North Pembroke Rd	Replace North Pembroke Rd Bridge over Soucook River	2021	\$ 2,089,321
Henniker - Hopkinton	40633	US 202, NH 9, NH 127	Intersection improvements	2025-2026	\$ 2,443,666
Loudon	40632	NH 106 and South Village Rd	Intersection Improvements	2025	\$ 2,233,593
Loudon-Canterbury	29613A	NH 106 from Suncook Rd to Ames Rd	Roadway Widening (Phase 1)	2021	\$ 8,212,600
Loudon-Canterbury	29613C	NH 106	Roadway Widening (Phase 3)	2026-2027	\$ 22,000,000
Pittsfield	14972	Shaw Road	Bridge Replacement over Kelly Brook	2027-2028	\$ 719,687
Sutton	40633	I-89	Bridge rehabilitation of the bridge carrying I-89 NB over NH 114 in Sutton	2023	\$ 2,134,923
Warner	40622	NH 103	Deck Replacement for the red list bridge carrying NH 103 over I-89 NB	2023	\$ 1,445,011
Warner	15907	NH 127	NH 127 over Warner River – Bridge replacement	2021	\$ 2,416,480
Webster	40810	Clothespin Bridge Road over Blackwater River	Bridge Replacement	2024-2025	\$ 2,035,744
Webster	41429	NH 127	Address Redlist bridge carrying NH 127 over Blackwater River	2022	\$ 4,284,596

Potential Projects Identified in the CNHRPC Regional Transportation Plan Corridor Spotlights

PROJECT NAME	LOCATION	CURRENT SITUATION	SCOPE OF WORK	COST (MILLIONS)
Bow	Logging Hill Rd, Knox Rd, White Rock Hill Rd	This four legged intersection has two stop controlled approaches and concerns with high speeds on Logging Hill Rd.	Construct a roundabout to calm traffic and allow easier turning movements.	NA
Chichester Main Street Improvements	Main Street	Main Street currently has alignment and topography issues which cause major concerns for pedestrians and bicycles.	Study the possibility of adding shoulders, sidewalks and crosswalks along Main Street where appropriate.	N/A
Concord to Lake Sunapee Rail Trail	Warner-Bradford	The existing abandoned rail corridor is fragmented into many pieces. Some have been developed into formal trails, some sections act as informal trails and some sections do not exist.	Formalize trails on the abandoned rail corridor connecting the villages of Hopkinton, Warner and Bradford by way of a multi-use path.	N/A
Dunbarton – Pages Corner	NH 13, NH 77 and Jewett Rd	This four legged intersection has a 3 way stop which is often confusing and can cause serious accidents.	Construct a roundabout to calm traffic and allow easier turning movements.	\$1/mile
Epsom Traffic Circle/US 4 Corridor Study	Concord-Epsom	Epsom Circle experiences a high number of crashes, but the severity is generally low. The yield conditions, open driveways, and sight distance issues west of the circle all contribute to the safety issues. Study funds (\$200,000) for the US 4/King Road Intersection are in current TYP.	Conduct a formal study of the traffic and operations at the circle to determine the best solution to improve the level of service and safety. Address short and long term safety and traffic issues along US4 corridor from I-393 terminus to Epsom/Northwood town line.	\$0.50
Keene to Concord Intercity Transit Service	Keene-Concord	The NHDOT's Statewide Transit Assessment identified the NH 9 Corridor from Keene to Concord as a candidate for a new transit service.	It was recommended that the route serve downtown Henniker in the vicinity of New England College as well as potentially look at a stop in Hillsborough.	\$.308/yr
Canterbury	Kimball Pond Rd and Morrill Rd	Kimball Pond Rd is a Class II state maintained road that intersects with Morrill Rd, a Class V town maintained road, at a skewed intersection with sight distance issues.	Reconfigure the intersection to address the safety concerns.	N/A
Loudon	NH 106	The section of NH 106 from I-393 to Staniels Rd has undergone intersection improvements and is part of the Phase 2 widening of the NH 106 Corridor	Roadway Widening from I-393 to Staniels Road (Phase 2)	N/A
Merrimack River Greenway	Concord	The Merrimack River Greenway Trail (MRGT) is envisioned as a continuous, off-street multimodal path for nonmotorized users, roughly following the Merrimack River in Concord, connecting the southern terminus of the "Northern Rail Trail" at the Boscawen Town Line to the proposed "Salem to Concord Bikeway" at the Pembroke Town Line.	The proposed project involves acquiring the recently abandoned portion of the railroad right-of-way owned by Pan Am Railroad and performing preliminary site work to convert it to a multimodal rail trail.	\$0.95

Potential Projects Identified in the CNHRPC Regional Transportation Plan Corridor Spotlights

PROJECT NAME	LOCATION	CURRENT SITUATION	SCOPE OF WORK	COST (MILLIONS)
NH 103, Street Bike/Ped Improvements	Warner	Development at Exit 9 in Warner has resulted in a substantial increase in the number of pedestrians and bicyclists travelling between where they live in the town center and the commercial area at Exit 9. The road is narrow with uneven shoulders, making travel hazardous for those persons.	Construct Sidewalks and bike lanes on NH 103 in Warner connecting the existing sidewalk in front of the park and ride to the existing sidewalk just north of Robyn Avenue.	\$0.91
NH 114 Reconstruction	Bradford-Sutton	NH 114 is considered a low tier road on the state's pavement strategy but serves as an arterial roadway within Sutton. One of the largest regional high schools in the State is in Sutton and many busses use this roadway which has become costly for the school district.	Reconstruct segments of NH 114	\$1/mile
NH 149 over the Contoocook River	Hillsborough	NHDOT 2018 Bridge Priority Project # 93. According to the 2018 bridge inspection report, the deck and superstructure are in fair condition while the substructure is in satisfactory condition.	NHDOT has recommended rehabilitation.	\$2.00
NH 9 and NH 31	Hillsborough	The existing stop controlled, four way intersection experiences delays due to lack of turn lanes and also exhibits safety concerns from turning traffic.	Intersection improvements need to be evaluated further including short term improvements such as turn lanes and long-term improvements such as a roundabout or signalized intersection.	N/A
Range Road Improvements	Pembroke	US 3 and North Pembroke Road are the two north-south routes for traffic south of Concord and provide access to residential neighborhoods in Pembroke, Allentown, Deerfield and Hooksett. These roads experience heavy traffic at peak commuting periods.	Study the potential to convert the class VI unmaintained Range Roads to Class VI maintained roads to alleviate traffic on US 3 and North Pembroke Rd.	N/A
Rochester to Concord Intercity Transit Service	Rochester-Concord	The NHDOT's Statewide Transit Assessment identified the US 4 Corridor from Rochester to Concord as a candidate for a new transit service.	It was recommended that the route also consider local connections in Durham and Epsom.	\$.312/yr
Salisbury Crossroads (US 4 and NH 127)	Salisbury	The Salisbury Crossroads is locally viewed as the center of Salisbury where US 4 is intersected by NH 127. US 4 is a major east west corridor and the majority of through traffic pass through at high speeds. Sight distances for turning and through traffic on NH 127, which is stop controlled, also make the intersection more difficult to navigate.	The proposed project involves sidewalks, medians and improving site distances to calm traffic and help implement the village center vision that Salisbury developed through a Plan NH Charette.	\$1.44
Suncook Valley Rail Trail	Allentown, Pembroke, Epsom, Chichester, Pittsfield	The abandoned rail corridor has been fragmented into various ownership with some large sections of the corridor still intact and some small segments utilized informally	Formalize sections of the abandoned rail corridor as a rail trail connecting various destinations.	N/A.

Potential Projects Identified in the CNHRPC Regional Transportation Plan Corridor Spotlights

PROJECT NAME	LOCATION	CURRENT SITUATION	SCOPE OF WORK	COST (MILLIONS)
US 202 & I-89 exit 4 intersection improvements	Hopkinton I-89 Exit 4 and US 202	The current intersection is just east of Hopkinton Village's Main Street and the intersection of US 202 and NH 103. The existing configuration of the Exit 4 SB off ramp sends traffic abruptly to a stop where it intersects US 202 eastbound traffic and then on to a yield controlled merge where it intersects US 202 westbound traffic. Not only is this confusing to drivers but it also allows drivers traveling east on US 202 to enter the Main Street corridor at high speeds.	The proposal will address the safety concerns with driver confusion and high speeds by constructing a roundabout. The project scope of work includes engineering, Right of Way and Construction of a three legged roundabout at the intersection of US 202 and Exit 4.	\$2.32
US 202/NH 9 over Hatfield Road	Hopkinton	NHDOT 2018 Bridge Priority Project # 115 According to the 2018 bridge inspection report, the deck is in fair condition, the superstructure is in good condition and the substructure is in satisfactory condition.	NHDOT has recommended rehabilitation and deck replacement.	\$1.50
Warner Park and Ride	Warner	The existing 24 space Park and Ride is consistently at capacity.	Expand park and ride available spaces. Consider adding transit stop	N/A
West Main Street Bike/Ped Improvements	Bradford	This is the third segment of improvements in the village area of Bradford that started in 2005. On the unfinished section, the existing road has narrow sidewalks from the 1930's that are in disrepair along with the road.	Construct Sidewalks and bike lanes on West Main Street in Bradford	\$0.60
West Central Rail Trail	Hopkinton, Henniker, Hillsborough	The abandoned rail corridor has been fragmented into various ownership with some large sections of the corridor still intact and some small segments utilized informally.	Formalize sections of the abandoned rail corridor as a rail trail connecting various destinations.	N/A
Whitney Road and US 4	Concord-Canterbury	US Route 4 connects I-93 to Penacook, Boscaawen, and other points to the North and West. US Route 4 has one lane in each direction through this intersection with turn lanes provided for Whitney Road. Long delays on Whitney Road and Old Boyce Road due to the high volume of traffic travelling at high speed on US Route 4 result in difficulty making left turn movements and increased crash potential.	The proposed project will address serious safety concerns at this intersection as well as current and future traffic demand. Design work is ongoing by the City of Concord.	\$3.60
Concord to Manchester transit service	Concord-Pembroke-Allenstown-Hooksett-Manchester	Manchester Transit Authority (MTA) operates a service to Concord along I-93. Suncook has been identified as having high potential for transit demand in the NHDOT 2019 Transit Assessment Study.	The NHDOT 2019 Transit Assessment Study recommended either expanding Concord area Transit, MTA or both into Suncook to make an intercity and commuter connection.	\$0.25/year
Potential Rail Trail Corridor (Granite State Rail Trail)	Concord-Pembroke-Allenstown	The existing abandoned rail corridor is fragmented into many pieces. Some sections are used as informal trails and some sections do not exist.	Formalize a multi use path on the abandoned rail corridor connecting the Concord to Suncook.	N/A



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

RECEIVED

SEP 11 2020

TOWN OF
PEMBROKE, NH

September 18, 2020

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

Re: 2018 Cyclical Monitoring

Dear Board of Selectmen,

As part of the Department's duty under RSA 21-J:11 II, I am forwarding the final results of the monitoring activity of the cyclical inspections for the Town of Pembroke. Enclosed, please find the monitoring inspection report. Note, only property record cards with notes have been included.

If you have any questions regarding the enclosed information, please feel free to contact me. Thank you for your time and cooperation.

Sincerely,

Brenda Pabon
Real Estate Appraiser
brenda.pabon@dra.nh.gov
603-419-9791

cc: file

Corcoran

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.



**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL & PROPERTY DIVISION**

MONITORING INSPECTION REPORT

Municipality:	Pembroke	Year:	2018	Purpose:	Data Monitoring
DRA Monitor:	Brenda Pabon	Date:	9/1/2020	Company Lister:	J. Hynes

Data Item	Points	Map/Lot Numbers of Samples				Comments:
		264/2	264/13	264/14	264/36/3	
Owner/Land Section		1	2	3	4	264/2
Address	1					No errors.
Land Factors (topo/driveway/road)	1 Per					
View / Water Front	2 Per					
Parcel ID	1					
Lot Size	1					
Land Use Code	1					
Neighborhood	1					
Sale History Section						264/13
Sale Date	1					No errors.
Sale Price	2					
Sale Validity Code	2					
Improvement Section						
Style Type	2					
Story Height	2					
Date of Visit / ID / Entry Code	1					
Foundation Type	1					
Incorrect Photo	1					No errors.
Exterior Siding	1					
Roof Style / Cover	1 Per					
Interior Wall / Floor	1 Per					
Heating / Cooling Type	1 Per					
Bedrooms	1					
Bathrooms	2					
Grade	2					264/14
Year Built	1					No errors.
Condition - Physical Conditon	2					
Func. Code / Under Construction	1 Per					
Comments / Notes	1 Per					
OB's if < 200 SF	1 Per					
OB's if > 200 SF	2 Per					
Extra Residential Features < \$5,000	1 Per					
Extra Residential Features > \$5,000	2 Per					
Sketch Accuracy < \$1,000 impact	1					264/36/3
Sketch Accuracy > \$1,000 impact	2					No errors.
Sketch Accuracy > \$5,000 impact	4					
Sketch Labeling < \$5,000 impact	2					
Sketch Labeling > \$5,000 impact	4					
Commercial Factors						
Wall Height	2					
Frame Type	2					
Site Improvement Elements	1 Per					
Sprinkler	1					
Elevator / Lifts / Loading docks	1 Per					
Interior Inspection						
By Company Lister Y/N		Y	N	Y	Y	
By DRA Monitor Y/N		N	N	N	N	
Total Points		0	0	0	0	

Monitoring points should total less than 6 for Residential; 9 for Commercial

Revised: Ocotober 5, 2018

CURRENT OWNER		TOPO		UTILITIES		STRT/ROAD		LOCATION		CURRENT ASSESSMENT		2121	
PROUT, JOHN C & MARGARET A		1 Level		2 Public Water		1 Paved		3 Rural		Description		RESIDENTL	
		4 Rolling		5 Septic						Code		1040	
PO BOX 562										RES LAND		1040	
SUNCOOK NH 03275										RESIDENTL		1040	
Taxpayer		Alt Pct ID 264-41-6		ASKING \$						Code		1040	
Admin Rev										Appraised		171,300	
MLS# DAT										Assessed		171,300	
GIS ID										Year		2017	
										Code		1040	
										Assessed		155,300	
										Year		2017	
										Code		1040	
										Assessed		137,900	
										Year		2017	
										Code		1040	
										Assessed		65,400	
										Year		2017	
										Code		1040	
										Assessed		700	
										Year		2017	
										Code		1040	
										Assessed		700	
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NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL & PROPERTY DIVISION

MONITORING INSPECTION REPORT

Municipality:	Pembroke	Year:	2018	Purpose:	Sales Review
DRA Monitor:	Brenda Pabon	Date:	9/1/2020	Company Lister:	J. Hynes

Data Item	Points	Map/Lot Numbers of Samples				Comments:
		264/41/6	264/75	868/3	868/37	
Owner/Land Section		5	6	7	8	264/41/6
Address	1					*DRA found WDK to be 12x16, assessor picked up as 8x8. No points given as deck looks new.
Land Factors (topo/driveway/road)	1 Per					
View / Water Front	2 Per					
Parcel ID	1					
Lot Size	1					
Land Use Code	1					
Neighborhood	1					
Sale History Section						
Sale Date	1					
Sale Price	2					
Sale Validity Code	2					264/75
Improvement Section						No errors.
Style Type	2					
Story Height	2					
Date of Visit / ID / Entry Code	1					
Foundation Type	1					
Incorrect Photo	1					
Exterior Siding	1					
Roof Style / Cover	1 Per					
Interior Wall / Floor	1 Per					
Heating / Cooling Type	1 Per					
Bedrooms	1					868/3
Bathrooms	2					No errors.
Grade	2					
Year Built	1					
Condition - Physical Condition	2					
Func. Code / Under Construction	1 Per					
Comments / Notes	1 Per					
OB's if < 200 SF	1 Per					
OB's if > 200 SF	2 Per					
Extra Residential Features < \$5,000	1 Per					
Extra Residential Features > \$5,000	2 Per					
Sketch Accuracy < \$1,000 impact	1	*				868/37
Sketch Accuracy > \$1,000 impact	2					No errors.
Sketch Accuracy > \$5,000 impact	4					
Sketch Labeling < \$5,000 impact	2					
Sketch Labeling > \$5,000 impact	4					
Commercial Factors						
Wall Height	2					
Frame Type	2					
Site Improvement Elements	1 Per					
Sprinkler	1					
Elevator / Lifts / Loading docks	1 Per					
Interior Inspection						
By Company Lister Y/N		Y	Y	Y	N	
By DRA Monitor Y/N		N	N	N	N	
Total Points		0	0	0	0	

Monitoring points should total less than 6 for Residential; 9 for Commercial

Revised: October 5, 2018



NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL & PROPERTY DIVISION

MONITORING INSPECTION REPORT

Municipality:	Pembroke	Year:	2018	Purpose:	Data Monitoring
DRA Monitor:	Brenda Pabon	Date:	9/1/2020	Company Lister:	J. Hynes

Data Item	Points	Map/Lot Numbers of Samples				Comments:
		870/18/1	939/53	937/14/3-1	941/26	
Owner/Land Section		9	10	11	12	870/18/1
Address	1					No errors.
Land Factors (topo/driveway/road)	1 Per					
View / Water Front	2 Per					
Parcel ID	1					
Lot Size	1					
Land Use Code	1					
Neighborhood	1					
Sale History Section						939/53
Sale Date	1					No errors.
Sale Price	2					
Sale Validity Code	2					
Improvement Section						
Style Type	2					
Story Height	2					
Date of Visit / ID / Entry Code	1					
Foundation Type	1					
Incorrect Photo	1					937/14/3-1
Exterior Siding	1					
Roof Style / Cover	1 Per					
Interior Wall / Floor	1 Per					
Heating / Cooling Type	1 Per					
Bedrooms	1					
Bathrooms	2					
Grade	2					No errors.
Year Built	1					
Condition - Physical Conditon	2					
Func. Code / Under Construction	1 Per					
Comments / Notes	1 Per					
OB's if < 200 SF	1 Per					
OB's if > 200 SF	2 Per					
Extra Residential Features < \$5,000	1 Per					941/26
Extra Residential Features > \$5,000	2 Per					
Sketch Accuracy < \$1,000 impact	1					
Sketch Accuracy > \$1,000 impact	2					
Sketch Accuracy > \$5,000 impact	4					
Sketch Labeling < \$5,000 impact	2					
Sketch Labeling > \$5,000 impact	4					
Commercial Factors						No errors.
Wall Height	2					
Frame Type	2					
Site Improvement Elements	1 Per					
Sprinkler	1					
Elevator / Lifts / Loading docks	1 Per					
Interior Inspection						
By Company Lister Y/N		N	N	N	Y	
By DRA Monitor Y/N		N	N	N	N	
Total Points		0	0	0	0	

Monitoring points should total less than 6 for Residential; 9 for Commercial

Revised: Ocotober 5, 2018

RECEIVED

SEP 11 2020

439 Fourth Range Road
Pembroke, NH 03275
September 9, 2020

TOWN OF
PEMBROKE, NH

Dear Pembroke Selectmen;

We are writing this letter because we are totally frustrated and don't know what else we can do. Regardless what is said or what evidence (most of it science supported) presented to the Pembroke Planning Board concerning how negative the 56 unit development will be to Pembroke — the testimony is ignored. We are referring to our experience with the Pembroke Planning Board concerning the 56 unit development proposed by San-Ken Homes, Inc. for the property they purchased on Fourth Range Road.

Abutters and neighbors have attended countless meetings to express concerns with the San-Ken Homes many/multiple proposals. The large amount of houses proposed for this area on Fourth Range Road will destroy wetlands; negatively affect our wells and have potential sewage concerns. The Board has ignored all these issues and the Chairman of the Board seems aggravated that Pembroke residents even show up at **his** meetings, especially if they dare to speak.

Fourth Range Road is in the R-3 zone of the Pembroke Zoning Ordinance and does not have town services of water or sewage. Two acres (80,000 sq. ft.) are required for all building lots. It appears the Planning Board has no respect for this requirement and ignores it during non-public discussions/negotiations with San-Ken Homes, allowing tiny lots, inadequate utilities and overcrowding the property

Pembroke funded a hydrology study to evaluate the proposed land development. The findings in Aries Engineering report validates everything the abutters and residents of Fourth Range Road have been testifying to. The number one suggestion to the Planning Board by Aries Engineering was to have community wells rather than individual wells which would help protect abutters/area wells. This was voted down by the Board. This to me shows how little if any concern the Planning Board has for the residents living in this area that they would jeopardize our water supplies.

Pembroke has a zoning ordinance which requires two acres in the R-3 zone. The land in this zone does not accommodate large developments due to poor soil conditions. The Town of Pembroke does not provide sewage or water services to this area. Professional scientists confirm the negative effects a 56 housing unit will have on this area. This is a no brainer. This development should not be allowed to happen. Who do we sue? The town for allowing this to happen even when they have a written report that said this would happen? Will this become a class action law suit from 4th Range Road property owners when other wells on Fourth Range Road run dry? Why isn't the Pembroke Planning Board listening to experts and residents who live in the area? Are there future plans for the Town to supply municipal water and sewer to this part of town? What do you think the cost will be? How many more developments will occur in rural Pembroke due to this mess? After living on 4th Range Road for over fifth plus years, why do we have to worry about where our water will come from?

Sincerely,



Tom Donna Severance

RECEIVED
SEP 11 2020
TOWN OF
PEMBROKE, NH

JAMES R. ST. JEAN AUCTIONEERS

September 2020

TO: ALL MUNICIPALITIES & NON-PROFITS

RE: STATE OF NH SURPLUS PROPERTY WEBCAST AUCTION

This memo is to advise all City and Town Personnel that the State of NH allows, as well as encourages, your participation in the State of NH Surplus Property Auction to be held Thursday, October 22, 2020. Due to current State & Federal Guidelines associated with the Covid-19 pandemic this fall's auction format will be a live webcast sale. There will be no live bidding at the White Farm in Concord, NH, all bidding will be conducted in real time on the internet.

As you may know the Spring 2020 Auction was cancelled due to the pandemic. As a result of this cancellation, space constraints will be an issue for this sale and we will only be accepting vehicles and equipment for this upcoming auction. If you have other items that you need to liquidate or if the October 22, 2019 date of the live webcast auction does not fit into your timeline, please note that St. Jean Auctioneers conducts online vehicle & equipment auctions throughout the year. Please contact Jay or Sue at (603) 734-4348 and we'll provide detailed information on alternative auction solutions.

The following are the live webcast auction guidelines:

1. All items entered into the auction will be sold at **"absolute auction", that is, with no minimum or reserve bids.**
2. We must have a complete inventory list on town letterhead or use the attached form
3. Vehicles year 2000 or newer need a Title of Ownership signed and dated 10/22/20. Vehicles older than year 2000 need: A copy of the Title of Ownership signed & dated 10/22/20 or a (TMDV 22A), it's a pink State of NH form with one of the following: A copy of the title, copy of last registration or a (TDMV-19A), it's a blue State of NH Verification of Vehicle Identification form.
4. All consignors are responsible for delivery of items to the auction site which is located at 144 Clinton Street, Concord, NH (exit 2 off of I-89).
5. Drop off times: Wednesday, Sept. 30 & Thursday, October 1 from 8am-3:30pm or by appointment with auctioneer. All consignors will be required to submit an inventory listing upon or before arrival and to assist with unloading. The State of NH will provide forklift/loader assistance for heavy equipment and palletized loads.

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

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

VEHICLE GUIDELINES

ITEMS THAT MUST BE COMPLETED AND ACCOMPANY VEHICLE

- ** Title if vehicle is year 2000 or newer
- ** Titles must be dated 10/22/20 and signed by the seller; **please leave Mileage blank**
- ** Title for all 3-axle trucks over 18,000 lbs.
- ** Trailers 15 years of age or newer with GVW of 3,001 lbs or greater require a title
- ** All decals must be removed (subject to \$250 charge)
- ** 2 sets of keys per vehicle (if available)
- ** Vehicle interior must be trash free
- ** Minimum ¼ tank of fuel in vehicle

45 EXETER ROAD, P.O. BOX 400
EPPING, NH 03042-0400
(603) 734-4348
www.jsjauctions.com

Town: _____

Address: _____

Check Payable To: _____

[illegible]

Please email this inventory sheet to: support@isjauctions.com or present at check-in. This form may be copied.