

AGENDA
BOARD OF SELECTMEN
December 7, 2020 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Chief Gilman Parking
 - b. Victor Ranfos – Culvert Discussion
- IV. OLD BUSINESS
 - a. COVID Travel and Quarantine Policy
- V. NEW BUSINESS:
 - a. Execute 2020 State Equalization Report
 - b. Execute Corcoran Assessing contract
 - c. Execute Sansoucy Assessing contract
 - d. 2021 Curbside Schedule
 - e. Letter from Donald and Jacqueline Zeaman
 - f. Letter from Meet Me In Suncook
 - g. Manifest/Abatements
 - h. Minutes 11/9/20;11/14/20; 11/16/20;11/23/20; Non Public 10/19/20; 11/9/20;11/16/20
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. RSA 91-A: 3 II (b) HIRING PUBLIC PERSONNEL
- X. RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

XI. ADJOURN

David Jodoin

From: Dwayne Gilman <chiefdgilman@pembroke-nh.com>
Sent: Monday, November 16, 2020 10:51 AM
To: Dave Jodoin; Ann Bond; KAREN YEATON; Mike Crockwell; Richard Bean; Selectman Goulet
Subject: FOLLOW UP WITH PARKING

Hello to all, knowing that there is another meeting coming up I wanted to let you know of effort for parking in the Village for the upcoming ban.

Starting this week we will be handing out REMINDER cards on all the cars that are parked on the roadway. The reminder is notification of what will happen on January 1 2021. We will do this in two separate efforts, one now and then another one in December

2- Hour parking, I have come up with a measurement system that will not affect the cars and their integrity. I am fine tuning our procedure and should have something soon.

One way on Church Street.

I have sent out letters to all of the property OWNERS via US Mail. I have hand delivered to each apartment and residence the same letter as what the Owners received. Once the signs are up I will post it on social media and we will enforce the area with education first and then at some point move to citations if needed.

Hope all is well, stay safe and healthy.

Dwayne

***Chief Dwayne Gilman
Pembroke Police Department
247 Pembroke Street
Pembroke New Hampshire
03275***

(603)-485-9173 ext 2204

David Jodoin

From: Holli Germain <holli.russell77@gmail.com>
Sent: Monday, November 16, 2020 8:19 AM
To: David Jodoin
Subject: Fwd: Winter Parking Ban

Hi David,

I sent this email to Ann last week, but never got an acknowledgement of the email below.

Thank you!

----- Forwarded message -----

From: **holli.russell77** <holli.russell77@gmail.com>
Date: Tue, Nov 10, 2020, 9:02 PM
Subject: Winter Parking Ban
To: <bondpembrokeselectmen@gmail.com>

Hi Ann,

I am writing in hopes that the board of selectmen will rethink their decision of keeping the winter parking ban. As a resident of 127 Glass St with a shared driveway with two other households this parking ban creates disaster every year. This year will be even harder, as we now have 2 company trucks between households. Our driveway doesn't allow for bigger vehicles due to the design and at capacity only allows 9 small vehicles. We utilize the street parking to be able to not create disaster for everyone. The village has limited parking capability to begin with. We being closer to Buck St are right on the river, which doesn't allow us any ability to change the driveway layout. If there was only a ban during snow emergencies we would be able to have a temporary solution, but 3 months of a continuous parking ban isn't feasible nor fair for village residents.

If you refuse to change the ban. I would like you all to come up with a solution that would fix the situation most residents have on Glass St. I encourage you to see how many vehicles are parked on the street on a given night to see what I'm talking about.

Thank you!
Holli Germain
127 Glass St

Sent from my Galaxy



PROPOSAL

October 13, 2020

Recorded 10/13/2020

Page 1 of 2

Town of Pembroke
Department of Public Works
8 Exchange Street
Pembroke, NH 00275

Attn: VJ Ranfos Phone: 603-485-4422 E-mail- vranfos@pembroke-nh.com

We hereby propose to furnish the materials and perform the necessary work for the completion of:

Project – Culvert Replacement – North Pembroke Road & Borough Road - Pembroke, NH
Proposal based on scope discussed at on-site meeting

#474 North Pembroke Road

- **Scope of Work**

Mobilization (1 ls)
Asphalt saw cutting (48 lf)
Removal of existing pipe (40 lf)
18" HDPE (40 lf) – *Pipe to extend past headwall on south side*
Supply and install precast 18" headwalls (2 ea)
Re-install and supplement 18" of roadway gravels (14 cy)
Supply & install 3" base bituminous asphalt (5 ton)
Loam and seed disturbed areas (45 sy)
Clean-up site (1 ls)

For an Estimated Sum of: \$ 8,825.00

#935 Borough Road

- **Scope of Work**

Mobilization (1 ls)
Asphalt saw cutting (40 lf)
Removal of existing pipe (40 lf)
18" HDPE (40 lf)
Supply and install precast 18" headwalls (1 ea)
Re-install and supplement 18" of roadway gravels (14 cy)
Supply & install 3" base bituminous asphalt (5 ton)
Loam and seed disturbed areas (40 sy)
Clean-up site (1 ls)

For an Estimated Sum of: \$ 7,425.00



- **Add/Alternate #1 – North Pembroke Road**

This price is to return in the spring of year 2021 to trim asphalt patch and overlay

For an Estimated Sum of: \$ 2,200.00

Exclusions and Qualifications:

- All testing by others
- All permitting by others
- Unsuitable material removal and replacement not included if encountered
- Ledge or rock removal and replacement not included if encountered

Please contact me with any question– Thank You

GMI Asphalt, LLC agrees to indemnify the Town of Pembroke from any and all liability, loss or damage, including but not limited to bodily injury, illness or death or property damage, which the Town becomes legally obligated to pay as a result of claims, demands, costs, or judgment against the Town arising out of GMI Asphalt, LLC's actions or omissions relating to this project.

Respectfully Submitted By: Jeff Perry - Operations Manager
GMI Asphalt, LLC
288 Laconia Road
Belmont, NH 03220
(603) 520-0539 cell
jeff@gmiasphalt.com

Signature

Date



35 VETERAN'S DRIVE
LOUDON, NEW HAMPSHIRE 03307
(603) 228-5558 FAX (603) 228-5559

November 2, 2020

Attn: VJ Ranfos

Town of Pembroke
8 Exchange Street
Pembroke, NH 03275

RE: North Pembroke Road Culvert Replacement Quote

VJ,

The following is our cost for the culvert replacement on North Pembroke Road.

North Pembroke Road Culvert Replacement Pricing Breakdown:

1. Mobilization	1 EA @ \$1,275.50/EA	=	\$1,275.50
2. Traffic Control	1 LS @ \$1,600.00/LS	=	\$1,350.00
3. Silt Sock	20 LF @ \$5.25/LF	=	\$105.00
4. Stump Removal	1 EA @ \$275.00/EA	=	\$275.00
5. Saw Cutting	120 LF @ \$1.10/LF	=	\$132.00
6. Pipe & Headwall Removal	40 LF @ \$6.25/LF	=	\$250.00
7. 18" HDPE	40 LF @ \$45.00/LF	=	\$1,800.00
8. Headwalls	2 EA @ \$1,425.00	=	\$2,850.00
9. Crushed Gravel	4 CY @ \$25.75/CY	=	\$103.00
10. Bank Run Gravel	8 CY @ \$21.50/CY	=	\$172.00
11. 4" Trench Patch	6 Ton @ \$140.00/Ton	=	\$840.00
12. 1" Milling	35 SY @ \$32.50/SY	=	\$1,137.50
13. 1" Overlay	3 Ton @ \$150.00/Ton	=	\$450.00
14. Loaming	10 SY @ \$8.00/SY	=	\$80.00
15. Seeding	10 SY @ \$5.00/SY	=	\$5.00

Grand Total = **\$10,825.00**

If you have any questions please feel free to contact me at the office.
Sincerely;

Aaron Chandler
FLMCI



35 VETERAN'S DRIVE
LOUDON, NEW HAMPSHIRE 03307
(603) 228-5558 FAX (603) 228-5559

November 2, 2020

Attn: VJ Ranfos

Town of Pembroke
8 Exchange Street
Pembroke, NH 03275

RE: Borough Road Culvert Replacement Quote

VJ,

The following is our cost for the culvert replacement on Borough Road. Please note, as this work is scheduled to occur next year unit pricing has been adjusted to account for equipment, labor and material cost increases.

Borough Road Culvert Replacement Pricing Breakdown:

1. Mobilization	1 EA @ \$1,290.00/EA	=	\$1,285.00
2. Traffic Control	1 LS @ \$1,100.00/LS	=	\$1,100.00
3. Silt Sock	20 LF @ \$5.50/LF	=	\$110.00
4. Saw Cutting	60 LF @ \$1.45/LF	=	\$87.00
5. Pipe & Headwall Removal	40 LF @ \$6.50/LF	=	\$260.00
6. 18" HDPE	40 LF @ \$48.00/LF	=	\$1,920.00
7. Headwalls	2 EA @ \$1,435.00	=	\$2,870.00
8. Crushed Gravel	4 CY @ \$26.50/CY	=	\$106.00
9. Bank Run Gravel	8 CY @ \$23.00/CY	=	\$184.00
10. Trench Patch	6 Ton @ \$148.00/Ton	=	\$888.00
11. Loaming	10 SY @ \$8.00/SY	=	\$80.00
12. Seeding	10 SY @ \$5.00/SY	=	\$5.00

Grand Total = **\$8,895.00**

If you have any questions please feel free to contact me at the office.
Sincerely;

Aaron Chandler
FLMCI

Town of Pembroke COVID-19 Travel and Quarantine Policy

Situation

As of November 12, 2020 Level 3 Global Pandemic Travel Health Notice is still in place by the CDC, which recommends against any non-essential travel to global destinations and, in addition, the State of New Hampshire has implemented COVID-19 General Travel and Quarantine Guidance, & Employer Screening and Exclusion Criteria, which employees are required to understand and abide by.

For the most up to date New Hampshire COVID-19 data, see State of New Hampshire Department of Health and Human Services "*Covid 19 Summary Dashboard*" found here <https://www.nh.gov/covid19/dashboard/summary.htm> which provides up to date data on COVID-19 impact in your area (case volume, hospitalization volume and mortality data for the State of NH).

For the most up to date status of the State of New Hampshire Governors Emergency Orders in effect for COVID-19, see "*State of New Hampshire Governors Emergency Orders for Covid*" found here, <https://www.governor.nh.gov/news-and-media/emergency-orders-2020> Employees are responsible for following and adhering to all State and Federal orders relating to COVID-19.

In addition, while the emergency is still in effect, and until such time that the governor of the state of New Hampshire lifts the COVID-19 Emergency Orders, the following travel guidelines shall remain in effect for all Pembroke employees,

Specific Town of Pembroke Travel and Quarantine Guidelines

- The Town of Pembroke recommends that employees perform a daily symptom assessment each day before they come to their office. Employees shall take their temperature prior to showing up for work. If your temperature is 100.4 or above, the employee must stay home. Upon arrival at your office location, your employer will take your temperature with a non-touch thermometer. If your temperature is 100.4 or above, you should stay home.
- The Town of Pembroke until further notice will not authorize any non-essential international and out-of-state domestic business travel (e.g., conferences, meetings).
- The town requires employees to follow CDC recommended guidelines for any international or domestic travel as outlined specifically here, "*CDC guidance associated with international or domestic travel*" found here <https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- The town requires employees to follow State of New Hampshire COVID-19 Emergency Order travel recommendations document entitled, *New Hampshire COVID-19 General Travel and Quarantine Guidance, & Employer Screening and Exclusion Criteria* <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/employee-travel->

Town of Pembroke COVID-19 Travel and Quarantine Policy

[guidance.pdf#:~:text=NH%20residents%20or%20out%2D,outside%20New%20England](#)

- The Town discourages personal international travel to those locations identified by CDC as high risk, CDC guidelines "*Limit travel and advise employees if they must travel to take additional precautions and preparations*" found here <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> and requires employees to work closely with their manager/supervisor to coordinate any travel related quarantine requirements that require the employee to be absent from work.
- For employees who do travel, the town of Pembroke requires employees to follow the CDC recommended guidelines, "*Limit travel and advise employees if they must travel, to take additional precautions and preparations*" section in the "*Interim Guidance for Businesses and Employers*", found here <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>.

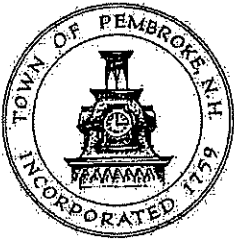
Personal travel does not qualify for FFCRA time and employees must use the earned time that they have accumulated or take it without pay.

- Employees may qualify for up to 80 hours of paid sick leave under the Family First Coronavirus Response Act if they are unable to work because they are subject to a federal, state or local quarantine or isolation order or are quarantined upon the advice of a healthcare provider; or if they are experiencing COVID-19 symptoms and seeking a medical diagnosis. Part time employees are eligible for the number of hours of leave that the employee works on average over a two-week period. Please consult with the Town ~~Administrator~~Manager to confirm your FFCRA or other sick leave balances.

This policy will be effective upon approval by the Board of Selectmen and will apply to all employees including elected officials, both full and part-time. This policy will be reviewed when NH DHHS publishes a revised COVID-related travel guidance or by December 31, 2020, whichever is earlier, and this policy shall not extend beyond the expiration date of the Governor's State of New Hampshire emergency order for COVID

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TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275 Tel: 603-485-4747

To: Board of Selectmen
David Jodoin, Town Administrator

From: Monica Hurley, CNHA *MH*
Assessing Agent
Corcoran Consulting Associates

Date: November 20, 2020

RE: 2020 State Equalization Report

Please find attached the Town of Pembroke's 2020 Equalization Report submitted to the State of New Hampshire today for review.

Our final 2019 equalization ratio was 97.6%. This means that our assessments were 2.4% below market value for the 2019 tax year. For this year, our preliminary equalization ratio has fallen to 92.9%. This indicates that the real estate market has increased in Pembroke by 4.7% over the last year. This is positive news considering the global pandemic we have been in for most of 2020 and many had wondered what would happen to the market given this situation.

We are still above the 90% threshold of assessments to sales. The Town of Pembroke is not scheduled for another full revaluation until 2024. I will provide this Board with another market analysis in April 2021 to see what the indicated ratio may be for this time next year and if an update will be warranted. At this time, I do not predict Pembroke will be in need of an update for 2021.

If you could please sign and date the 2020 Equalization Municipal Assessment Data Certificate and return to the Assessing Department for submittal to the Department of Revenue.

As always, please feel free to reach out to me with any questions or concerns that you may have at mkchurley@comcast.net.



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

RECEIVED

NOV 24 2020

TOWN OF
PEMBROKE, NH



MUNICIPAL AND PROPERTY
DIVISION
James P. Gerry
Director

Samuel T. Greene
Assistant Director

November 17, 2020

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

Subject: Pembroke 2021 Utility, Telecommunication, and Rights-of-Way Valuations

Dear Assessing Officials,

Pursuant to RSA 21-J:11, a contract for the valuation of utilities, telecommunication properties, and rights-of-way has been submitted to us for our review and recommendations.

The contract has been reviewed and the Department is making no contract recommendations.

Once the contract has been signed, please forward a copy to our office. Please keep in mind the Department does not warrant your contract against any errors or omissions.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Sam Greene, Assistant Director
Municipal and Property Division

cc: George E. Sansoucy, P.E., LLC
file



George E. Sansoucy, PE, LLC
Engineers & Appraisers

October 28, 2020

Lindsey M. Stepp, Commissioner
NH Department of Revenue Administration
Governor Hugh Gallen State Office Park
109 Pleasant Street
P. O. Box 487
Concord, NH 03302-0487

RE: Town of Pembroke

Dear Commissioner Stepp:

In accordance with RSA 21-J:11 "Appraisal of Property for Ad Valorem Tax Purposes", please be advised that George E. Sansoucy, P.E., LLC proposes to provide appraisal services for tax assessment purposes to the Town of Pembroke. I am a Certified General Appraiser (NHCG-774) and will be responsible for the services rendered under this Agreement.

Our proposed Agreement is enclosed herein and has this day been forwarded to the Town of Pembroke for signatures.

Please feel free to contact me if you have any questions.

Very truly yours,

GEORGE E. SANSOUCY, P.E., LLC

A handwritten signature in cursive script that reads 'George E. Sansoucy'.

George E. Sansoucy, P.E.
Certified General Real Estate Appraiser
NH License Number: NHCG-774

GES/lt

Enclosure

cc: Town of Pembroke

George E. Sansoucy, PE, LLC

148 Main Street, Lancaster, NH 03584 Tel 603.788.4000 gsansoucy@sansoucy.com
7 Greenleaf Woods Drive, Unit 102, Portsmouth, NH 03801 Tel 603.431.7636 Fax 603.431.7115 mail@sansoucy.com
419 SE Main Street, Suite 201, Simpsonville, SC 29681 Tel 864.757.9575 msansoucy@sansoucy.com
Remittance Address 86 Reed Rd., Lancaster, NH 03584

AGREEMENT

SUBJECT: A Contract to provide valuation, engineering and consulting services to the Town of Pembroke, New Hampshire to value, as of April 1, 2021 for *ad valorem* taxation purposes, the public utility and special purpose property located in the Town of Pembroke.

The Town of Pembroke, hereinafter called the Town, and George E. Sansoucy, P.E., LLC, a Certified General Appraiser and Professional Engineer having a principal place of business at 7 Greenleaf Woods Drive, Unit 102, Portsmouth, New Hampshire 03801 in the County of Rockingham, State of New Hampshire, hereinafter called Sansoucy, hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION

1.1 Client: Town of Pembroke

1.1.1 Name: David Jodoin, Town Administrator
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275

1.1.2 Contracting Official: David Jodoin, Town Administrator

1.1.3 Authorized Contact: David Jodoin, Town Administrator

1.2 Consultant: George E. Sansoucy, P.E., LLC

1.2.1 Name: George E. Sansoucy, P.E., LLC
Address: 148 Main Street, Lancaster, NH 03584
Tel: (603) 788-4000
E-mail: gsansoucy@sansoucy.com

Remittance Address: 86 Reed Road, Lancaster, NH 03584

2. GENERAL SERVICES TO BE PERFORMED BY SANSOUCY

2.1 Scope of Work:

We propose an Agreement, which includes an update of the values prepared for 2019 of the properties listed below, for *ad valorem* tax assessment purposes in the Town of Pembroke as of April 1, 2021.

HB 700 UTILITIES	
PSNH d/b/a Eversource Energy – Distribution Property 70% of PSNH	
EnergyNorth Natural Gas / Liberty Utilities – Distribution Property	
Unitil Energy Systems, Inc.	
Use of Public Rights-of-Way	
NON-HB 700 UTILITIES	
PSNH d/b/a Eversource Energy – Transmission Property 30% of PSNH	
China Mill Dam	
EUA Energy Investment Corp. c/o Liberty Utilities	
Tennessee Gas Pipeline – Transmission Property	
Comcast Cable TV – Public Rights-of-Way Only – Cable TV	
Eagle Creek Renewable Energy d/b/a Pembroke Hydro Associates LP	
Consolidated Communications – Poles and Conduit – Telephone	
Freedom Ring Communications, LLC	
New Hampshire Optical Systems, LLC	
MetroCast – Public Rights-of-Way only – Cable TV	
segTEL, Inc. – Poles and Conduit – Telephone	
Electric and/or Gas Transmission and Distribution Easements/Rights-of-Way (Off Street)	
Use of Public Rights-of-Way (On Street) – Non-HB700 Companies	

The annual valuations will be developed based on the new House Bill 700 legally required methodology for valuation of the distribution utilities (70% of electric value) and the conventional valuation for the non-distribution FERC regulated transmission (30% of electric value) utilities comprising that portion of the utility which is excluded from House Bill 700 and is FERC regulated high-voltage transmission property. About 30% of Pembroke's public utilities are FERC regulated and do not come under House Bill 700. Approximately 70% do. For those utilities which are not under House Bill 700 and are FERC regulated transmission utilities, these will be valued based on the normal mass revaluation cost new less depreciation approach with consideration for market sales and income, where applicable, if any, in accordance with USPAP.

The land and land rights, including the easements and use of any public rights-of-way, will be valued based on the current 2019 revaluation land schedules provided to Sansoucy by the Town's revaluation contractor. Additions and deletions will be

sought and valued for all of the FERC regulated utilities as part of the updates on an annual basis. The Town will also provide Sansoucy with the fee parcel values based on the CAMA system.

This second section of this scope is intended to address the non-House Bill 700 properties and the non-regulated telecommunication properties, namely China Mill Dam, EUA Energy Investment Corp., Tennessee Gas Pipeline, Eagle Creek Renewable Energy, Comcast, Consolidated Communications, Freedom Ring Communications, New Hampshire Optical Systems, MetroCast, and segTEL, and use of the public rights-of-way.

The first part of the scope will be to build the valuation model and convert the regulated distribution utilities, namely Energy North Natural Gas, Eversource Energy, and Unitil Energy Systems at the retail distribution level into their House Bill 700 valuations and requirements. This will include modeling and developing the 2018 base year glide path for 2021, under the law, for any reductions over the mandated five-year glide path period, plus the value of additions and deletions, construction work in progress (CWIP), and the separation and valuation of contributions in aid of construction (CIAC). This scope also will seek to sort out and make certain that undistributed plant constructed by the utilities but not yet booked to plant, and CWIP is sought after, added to, and valued for each of the utilities. The goal is to have the entire system remodeled, including the reporting forms by the utilities to the Town of Pembroke, by the completion of the next Town-wide revaluation and the end of the phase-down period.

As part of the House Bill 700 phase-down, a portion of the land and land rights, namely the use of the public right-of-way for the distribution utilities will be valued based on House Bill 700 and phased-down, while the remaining transmission utilities will continue to have their easements and fee land valued at full and true fair market value. Buildings, office buildings, warehouses, service centers, etc. are excluded from House Bill 700 and are to be valued separately, either as part of the utility property or utilizing the CAMA system. We will guide that breakup as part of the modeling and value the buildings in their appropriate categories of property, either House Bill 700, non-House Bill 700, and non-utility buildings.

Sansoucy will provide a USPAP-compliant valuation summary sheet and transmittal letter for 2021 that includes improvement values, any estimated economic depreciation, equalized improvement values, land/site values, use of public rights-of-way values, and the total overall recommended assessment, including equalization for the non-House Bill 700 properties. Work papers will be retained in our files but made available to the Town upon request due to the confidential nature of some of the information derived from the utilities.

For the House Bill 700 properties, Sansoucy will prepare phase-down valuation procedures and calculation sheets for each of the utilities for each of the House Bill

700 phase-down models. At the end of the phase-down in 2024, the revaluation report will include the going forward phased-down single model for House Bill 700.

Other assignments that may be added to this Agreement include such items as cell towers, if any. Cell towers are priced at \$2,500 each for the first-time value, and then \$1,000 per year for each subsequent year. Updates for cell towers are not required each year, and are elective.

2.1.1 Scope of the Work Products:

Sansoucy will provide valuation services for the properties listed above for the tax year of April 1, 2021. The values will be provided in a USPAP-compliant format and will include our recommendation for equalization on the MS-1 form. This report will include summary facts, figures and calculations to support our recommendations.

2.1.2 Services to be Provided by the Town:

The Town will provide access to Town records, tax maps, and information provided by the companies, and will request that the companies provide information directly to Sansoucy in electronic format, if possible.

The Town will provide, where applicable, the following information to the best of its ability:

- Each company's 2020 tax cards, including cell tower host sites, and tax bills;
- Any company's 2021 Inventory of Taxable Property Form PA-28;
- The 2020 MS-1;
- Copy of, or authorized access to, the most recent tax maps;
- Any recent building permits;
- Any current settlement agreements;
- Any PILOTS for the companies;
- Any leases for cell towers or cellular carriers;
- Any cell tower current use / land use change tax forms;
- Any municipal GIS mapping indicating utility location and data;
- Pole license / franchise agreements (cable/telephone/fiber optic/attachers); and
- Most recent land valuation schedules.

2.1.3 Services to be Provided by Sansoucy:

Sansoucy will provide valuation services for special purpose utility property using accepted appraisal standards for utility valuations.

2.2 Completion of Work:

Valuations are to be completed by September 1, 2021 and the report will be provided no later than 30 days after the Town files its MS-1.

Sansoucy will not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances which are either outside Sansoucy's scope of services, beyond Sansoucy's control, or as a result of non-performance of any other party, person, or entity affecting this contract.

2.3 Personnel:

All work will be overseen and reviewed by a DRA-certified Assessor or Assessor Supervisor.

All personnel and necessary field assistants employed by Sansoucy will be competent to perform the work they are called upon to do in a good and workmanlike manner and in accordance with all applicable laws and rules in effect at the time of the agreement. Sansoucy shall not compensate, in any way, a municipal official, employee or any immediate family member of such official or employee in the performance of any work under the contract unless previously disclosed and a prior full-time employee of Sansoucy (New Hampshire DRA required language).

All personnel performing *ad valorem* valuation tasks will be approved by the State of New Hampshire Department of Revenue Administration at an approval level commensurate with their level of appraisal involvement. The Assessor Supervisor is George Sansoucy, and the manager of field listings and assessor assistant is Charelle Lucas.

2.4 Public Relations:

The Town and Sansoucy, during the progress of the work, will use their best efforts and that of their agents and employees to promote full cooperation and amiable relations with the utilities. All publicity and news releases, if any, will be sent out only by the Town, or its authorized representative(s), and not Sansoucy.

2.5 Confidentiality:

The work file for this assignment will contain confidential information from the utility company(s). The towns and cities do not have a mechanism to confidentially retain this information. The work file will be retained by Sansoucy, but will be made available to the Town in the event that an appropriate request is made and the utility agrees to the release of the confidential information.

Sansoucy agrees to not disclose to anyone except to the Town or its authorized representative(s) or a court of law or tribunal, any information discovered for any purpose, or to permit anyone to use or peruse any of the data on file in connection with the report, unless disclosure is specifically authorized by the Town.

2.6 Compensation and Terms:

The Town of Pembroke, in consideration of the services hereunder to be performed by Sansoucy, agrees to pay Sansoucy a fixed fee of \$14,400. Invoices are due and payable net 30.

Should a taxpayer file for an abatement of taxes, as part of this contract Sansoucy will defend its values through the local abatement process. Any assistance at BTLA or Superior Court hearings as well as litigation support in the future related to these valuations will be charged on a time and material basis per the attached rate sheet.

3. INSURANCE

3.1 Sansoucy will maintain general liability insurance, with an endorsement for hired and non-owned automobile liability.

3.1.1 The liability insurance will be in the form of commercial general liability with limits of \$2,000,000 per occurrence/person for bodily injury and \$4,000,000 general aggregate for the life of the policy.

3.1.2 The hired and non-owned automobile liability endorsement will have a limit of \$2,000,000 each accident.

3.2 Sansoucy will provide a certificate of insurance confirming the above insurance coverages. All insurance will be valid in the State of New Hampshire.

4. ASSIGNMENT

This Contract and the duties of Sansoucy hereunder will not be assigned.

5. AMENDMENTS

This Agreement will not be amended, waived or discharged, unless by mutual written consent of both parties.

Date: _____

In witness thereof, the Town of Pembroke has caused these presents to be signed by its Town Administrator, thereunto lawfully authorized and caused its corporate (if appropriate) seal to be affixed and George E. Sansoucy, P.E., LLC has caused the same to be signed by his lawfully authorized representative on the date and year first above written.

In the presence of:

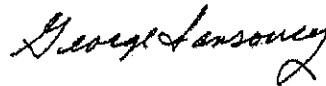
Town of Pembroke, New Hampshire

Witness

by: _____
David Jodoin, Town Administrator

In the presence of:

George E. Sansoucy, P.E., LLC



Linda Thomas

Witness

by: _____
George E. Sansoucy, P.E.
Certified General Real Estate Appraiser
NH License Number: NHCG-774



George E. Sansoucy, PE, LLC
Engineers & Appraisers

2020

ENGINEERING AND APPRAISAL RATE SCHEDULE*

Principal engineers, senior appraisers, MBAs,
including court testimony and deposition attendance\$290.00/hour

Research engineers, associates, appraisers\$225.00/hour

Technical personnel\$175.00/hour

Clerical personnel\$125.00/hour

- * All rates are portal to portal from Lancaster, N.H. or Portsmouth, N.H. Rates include general office expenses, such as: non-specific in-house copies, meals, non-specific mileage, office supplies, non-specific postage, telecommunications charges, and tolls.

Job-specific and identifiable expenses are billed at cost in addition to the rates shown, including but not limited to: transportation (air fare, car rental, taxi fare, specific parking, specific mileage, etc.), lodging, document printing and reproduction, research materials such as publications, subscriptions, and database purchases.

Rev. 9/10/2019



CORCORAN CONSULTING ASSOCIATES, INC.

PO Box 1175, Wolfeboro Falls, NH 03896-1175
603-630-8575 or Cell: 603-396-3268

Prepared for:
Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275

603-485-4747
603-485-3967 fax

**Agreement for Assessing Services
&
Cycle Inspections**

January 1, 2021 – December 31, 2021

**Contractual Agreement Between the Town of Pembroke, NH
and
Corcoran Consulting Associates, Inc.**

Section 1. Functions/Responsibilities:

The Town of Pembroke agrees to retain Corcoran Consulting Associates, Inc. (Contractor) of Wolfeboro Falls, NH to perform the duties and functions of Assessors Agent and Supervising Town Assessor as provided for in this Agreement.

Section 2. Term:

The term of this Agreement shall be for a period of one year, from January 1, 2021 through December 31, 2021.

Section 3. Termination/Resignation:

Nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate this Agreement subject to the terminating party giving ninety (90) days written notice to the other party, prior to the effective date of separation.

The Selectmen retain the right to dismiss unsuitable personnel employed by the Contractor in connection with the services under this Agreement for any reason. The Contractor shall replace any dismissed employees of the firm with a professional of commensurate qualifications and experience of the dismissed employee.

In the event that any person assigned to the Pembroke project is convicted of any act resulting in personal gain, then the Town shall have no obligation of prior notice, and may immediately terminate this Agreement.

Section 4. Compensation:

The Contractor shall be compensated as an independent contractor under this Agreement. As such, the Contractor shall be responsible for providing F.I.C.A., Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to the Pembroke project. The Contractor shall file appropriate Certificates of Insurance with the Town and the Department of Revenue Administration.

This contract is for January 1, 2021 through December 31, 2021.

The total amount of the contract is for: \$67,000 (plus) \$22,000 a statistical update if needed.

Total potential cost: \$89,000.

The details of a statistical update will be presented and covered under a separate contract.

Assessing Services: \$42,000

Cyclical Inspections-Measure and List Year 1: \$25,000

Statistical Update if approved: \$22,000

Compensation is paid based on an hourly rate plus expenses.

To be paid out as stated below:

Position	2021 Rates
Director	\$88.00 per hour
Sr. Assessor/Sr. Appraiser	\$80.00 per hour
Appraiser	\$70.00 per hour
Sr. Data Collector	\$56.00 per hour
Data Collector	\$54.00 per hour
Data Entry/Office	\$54 to \$56 per hour
Clerical Researcher	\$40.00 per hour

Travel allowance will be billed @ .58 per mile, portal to portal, (one direction), plus mileage incurred while on the job site.

The Contractor shall submit invoices on a monthly basis according to the foregoing rate schedule and terms. The Town shall issue payment no later than ten (15) days after receipt of invoices from the previous month's activities.

Section 5. Work Schedule/Key Personnel Assignment:

All personnel assigned to the Pembroke project shall be certified by the Department of Revenue Administration for the function(s) assigned to each company employee. By mutual agreement between the Contractor and the Town the following personnel and work schedule is hereby established:

Director: Marybeth Walker - will assume general responsibility of all company employees assigned to Pembroke. The directors' hours will remain flexible according to the immediate needs of the department, but will follow general patterns of 4 hours per year for assessing and consultations.

Assessor's Agent: Monica Hurley will assume general oversight of all functions and projects occurring as a result of this agreement. Ms. Hurley's schedule will be three (3) to four (4) days a month and she will remain in communication with the department and management on an ongoing basis to ensure that all

projects and tasks are proceeding in a timely and workmanlike manner. Ms. Hurley will also assume all routine and day-to-day supervision of company employees assigned to the Pembroke project.

Data Collectors: Catherine Walker, Brian Hathorn, Jared Hynes and Susan Henderson and/or similarly qualified individuals will assist the Assessor's Agent in the collection of data during annual 'pick-up' work, cycled inspections or similar routine data collections.

Appraisers: Appraisers assigned to Pembroke will include Monica Hurley as supervising appraiser, with Jay Ferreria and/or Ron Doyon assisting as required over the course of the year.

It is understood by both parties that the hours worked by the personnel cited in this Agreement are sufficient to complete the following services:

SCOPE OF SERVICES

Section 6.1. Assessing Supervision:

1. The Assessor's Agent shall be responsible for the general supervision of company employees throughout the course of this Agreement.
2. The Assessor's Agent will review all work completed by company employees to ensure accuracy and completeness of all work product.
3. Assessor's Agent will review all values, regardless of the source, prior to presentation to the Board of Selectmen for authorization through tax warrants;

Section 6.2. Assessing\Appraisals:

The Contractor shall:

Sub-section A - Assessing

1. Adequately manage and with the Town's assistance maintain exemptions and credits, current use management, timber and gravel yield taxes, and other statutory assessing obligations;
2. Perform field inspections to collect data for all new construction and properties with active building permits. This will include a measure and list whenever possible;
3. Perform a measure and inspection process on all properties which have transferred during the contract period, verify the circumstances surrounding all sales;
4. Perform field inspections and other investigations to review all abatement requests,
5. The contractor will update the visit history on all properties visited to reflect the personnel that performed the visit, the reason for the visit and the result of the visit.
6. Develop disposition recommendations to the Selectmen upon all timely filed requests for abatements;
7. Meet with taxpayers wishing to discuss their assessments,
8. Timely produce the MS1 report at year-end.

9. Meet with State officials as required;
10. Meet with the Selectmen upon request.
11. Produce and input the data required for the equalization report for the DRA.
12. MS1: the MS1 will be delivered no later than September 1, 2021. Unless a statistical update is agreed upon and performed then the deadline will be extended to no later than October 15, 2021.

Sub-section B – Cycled Inspections Data Collections –

Cyclical inspection process as defined under Asb 301.17 and Rev601.15.

1. Perform cycled inspections on a minimum of 733 properties in 2021 including any commercial and industrial properties if required, ensuring no duplication of visits for new construction, active building permits or sales verifications (such properties are included in the total count for visitations).
2. The Contractor shall identify the parcels to be inspected; the City may either mail notices of impending visits to identified taxpayers or use other means of notification.
3. Collectors will measure and list all properties identified for the cycle inspection process and will attempt entry to all properties where an adult is present at the time of arrival.
4. Where entry to buildings is not possible or permitted upon arrival, letters requesting appointments for interior inspection shall be developed to request appointments for interior inspections.
5. The contractor shall produce the letter and the City shall mail the notices and receive calls to schedule appointments.
6. Calls from taxpayers responding to interior inspection request shall be handled by the Town.
7. The Contractor shall provide the City with schedules for call-back inspection visits.
8. The Contractor shall conduct all scheduled 'call-back' appointments and verify or correct all interior data.
9. The Contractor shall provide reports to the New Hampshire department of revenue when requested.
10. The contractor will update the visit history on all properties visited to reflect the personnel that performed the visit, the reason for the visit and the result of the visit.

Due to the Covid-19 pandemic each municipality has set up its own expectations as to exterior/interior inspections. If we are unable to perform an interior inspection of the property the contractor will do our best to verify building attributes by other means such as multiple listing service and questionnaires.

Assessing Update:

The Town completed a revaluation creating "values anew" for the 2019 tax year. 2021 is the 5 year mark for Assessment review under RSA 21-J:11-a. I. There are statistical benchmarks that must be met in order to pass the review process.

The Contractor shall provide an analysis indicating the status of emerging assessments as they relate to the sales occurring throughout 2021. The contractor will inform the Town if the emerging statistics indicate that the Town will not pass the assessing review process as outlined by the Assessing Standards Board.

The New Hampshire Department of Revenue would like it to be noted that even though statistical standards measuring assessment level and proportionality may not meet the 2021 Assessment Review standards, a revaluation will not be required by the Department. Should an update be contemplated by the town and the assessor's agent in 2021, an additional contract detailing those services shall be provided to the department. (Letter dated 11/06/2020 from Sam Greene).

If a partial or cyclical update is considered and approved, with a date of value of 04/01/2021, by the Board of Selectmen the cost for the update is not to exceed \$22,000.

Section 6.3 Litigation:

Appraisal/expert support in the event of formal filings before the Superior Court or NH Board of Tax & Land Appeals will be addressed on a time and materials basis. **Such costs are not included in this contract.** In the event of receipt of appeals through July 1st 2021, the Contractor shall consult with the Town Administrator to inform whether the costs of defense can or cannot be absorbed into the current contract.

Section 7. Town Responsibilities:

The Town shall be responsible for the costs of labor and for all mailings and scheduling of appointments;

The Town shall be responsible for assessing clerical support including:

1. Recordation of transfers in into the CAMA system and Tax Billing systems,
2. Subdivision tracking and organization,
3. Town to create new parcels in CAMA and forward records to appraisal staff.
4. Permit tracking and organization, forward records to appraisal staff;
5. Logging and preparing elderly exemptions, veteran credits, and other exemption applications for appraisal staff review,
6. Mailings of notices to institutionally exempt properties and follow-up notices as required,
7. Recordation of changes in assessed value into the Tax Billing system,
8. Running MS1 reports and other billing account information reports as required,
9. Reconciliations of CAMA and tax billing system,
10. Running and producing spring and fall warrants,
11. Maintenance of all incoming abatement applications including tracking logs and development of abatement file systems,
12. Calculating recommended abatements as well as statutory interest as required;
13. Preparing abatement authorization forms for Selectmen execution.

14. Recordation of any current use land changes, keypunching data or changed data into the CAMA system,
15. Timely forwarding of all applications and taxpayer requests to the appraisal staff, and, forward all appraisal related questions to the appraisal staff.
16. The Town shall provide access at all times to the Town's CAMA files and shall acquire and keep current any ancillary programs required of the CAMA system;
17. The Town shall ensure that CAMA and/or data files are backed up on a regular basis and will be responsible for the restoration of any 'lost' or corrupted data resulting from system malfunction;
18. The Town shall maintain all licensing required to keep the CAMA and digital imagery software current and up to date;
19. The Town shall provide access to a copy machine for duplicating relevant documents at no cost to the Contractor;
20. The Town shall timely notify the project director of all notifications from the BTLA and/or superior court and will notify the project director immediately upon receipt of any pre-hearing and/or hearing notices, pleadings, deposition scheduling, interrogatories and requests for the production of documents generated from any active appellant;
21. The Town will track all dates of schedules and pertinent dates relating to active appeals and will keep the project director timely advised of any impending dates and/or schedules relating to any hearings, appointments and/or requests by appellants for information or the production of documents.
22. The Town will advise the Contractor immediately upon receipt of any request under the 91-A (Right to Know) law where the Contractor's assistance is required.

Section 8. Compensation Schedule:

The costs for the services delineated above will be billed on a monthly basis according to the work produced during the billing period. Invoices shall define the personnel assigned during the pay period and will describe the nature of work provided.

Total costs for the above 2021 described services will be billed on a cost-not-to-exceed basis as outlined in this contract. The projected cost is:

Assessing: \$42,000
Cycled Inspections: \$25,000
Statistical Update to the Assessed values: \$22,000
Total as outlined in the contract Not to Exceed: \$89,000

Section 9. Indemnification:

The Contractor will provide certificates of insurance, with the Town as a named party, for the following occurrences:

Comprehensive General Liability: \$1,000,000 each occurrence, \$2,000,000 aggregate

Automobile Liability: \$1,000,000 combined single limit, \$500,000 Bodily

Errors & Omissions: \$2,000,000 aggregate limit; \$1,000,000 single

Workers Compensation: NH Statutory Limits

The Town shall be notified immediately upon any potential cancellation of any of the above referenced coverage.

Section 10. Signatories:

Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275

603-485-4747
603-485-3967 fax

David Jodoin
TOWN ADMINISTRATOR

BY THE CONTRACTOR:

Marybeth Walker, President
Corcoran Consulting Associates, Inc
PO Box 1175, Wolfeboro Falls, NH 03896-1175
603-630-8575 (office)/ 603-396-3268 (cell)

DATE: _____

Section 9. Indemnification:

The Contractor will provide certificates of insurance, with the Town as a named party, for the following occurrences:

Comprehensive General Liability: \$1,000,000 each occurrence, \$2,000,000 aggregate
Automobile Liability: \$1,000,000 combined single limit, \$500,000 Bodily
Errors & Omissions: \$2,000,000 aggregate limit; \$1,000,000 single
Workers Compensation: NH Statutory Limits

The Town shall be notified immediately upon any potential cancellation of any of the above referenced coverage.

Section 10. Signatories:

Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275

603-485-4747
603-485-3967 fax

David Jodoin
TOWN ADMINISTRATOR

BY THE CONTRACTOR:

Marybeth G. Walker
Marybeth Walker, President

Corcoran Consulting Associates, Inc

PO Box 1175, Wolfeboro Falls, NH 03896-1175

603-630-8575 (office)/ 603-396-3268 (cell)

DATE: Dec 2, 2020

2021 Pembroke Curbside Pickup Holiday Schedule

Regular Pickup Date	Holiday	Holiday Pickup Date
MON 01/18/21	MLK Jr./Civil Rights Day	TUES 01/19/21
MON 02/15/21	President's Day	TUES 02/16/21
MON 05/31/21	Memorial Day	TUES 06/01/21
MON 07/05/21	Independence Day (Observed)	TUES 07/06/21
MON 09/06/21	Labor Day	TUES 09/07/21
MON 10/11/21	Columbus Day	TUES 10/12/21
THUR 11/11/21	Veteran's Day	FRI 11/12/21 (Double – THUR & FRI)
THUR 11/25/21	Thanksgiving Day	FRI 11/26/21
FRI 11/26/21	Day After Thanksgiving	FRI 11/26/21 (Double – THUR & FRI)
FRI 12/24/21	Christmas Day	THUR 12/23/21 (Double – THUR & FRI)
FRI 12/31/21	New Year's Day	THUR 12/30/21 (Double – THUR & FRI)
MON 01/17/22	MLK Jr./Civil Rights Day	TUES 01/18/22
MON 02/21/22	President's Day	TUES 02/22/22



2021 Pembroke Spring Cleanup Schedule

Your Trash Pickup Day	Your Spring Cleanup Week
Monday	April 19 through April 23
Wednesday	April 19 through April 23
Thursday	April 26 through April 30
Friday	April 26 through April 30

*Please have yard waste out at the beginning of your week
 *Feel free to cut this schedule out and keep for your reference

HAZARDOUS WASTE COLLECTION DAY
September 11, 2021(TBD)

2021 Pembroke Transfer Station Closings

Old Home Day (August 28, 2021)
 Transfer Station (December 25, 2021)
 Transfer Station (January 1, 2022)
Transfer Station's Normal Hours are:
Tuesdays & Saturdays 7:30 am – 3:30 pm

David Jodoin

From: Don Zeaman <dzeaman@yahoo.com>
Sent: Tuesday, December 1, 2020 7:04 PM
To: anbondpembrokeselectmen@gmail.com; djodoin@pembroke-nh.com
Subject: San-Ken Homes Subdivision
Attachments: Letter to Board of Selectmen.pdf; Planning Board, San-Ken Homes.pdf

Dear Ann:

Please see the attached letter regarding our concerns relative to our well and the San-Ken Homes subdivision. Please also see the attached letter that was previously sent to the Planning Board. We appreciate you bringing this matter forward and sharing this email with the Board of Selectmen.

Thank you for your consideration and we look forward to your reply.

Thanks, Donald & Jacqueline Zeaman

December 1, 2020

Ann Bond, Chair
David Jodin, Staff
Pembroke Board of Selectmen
311 Pembroke Street
Pembroke, NH. 03275

Subject: San-Ken Homes Subdivision, 4th Range Road

Dear Chair Bond & Board of Selectmen:

As you are aware, the Planning Board has conditionally approved the San-Ken Homes major subdivision with 56 homes and 56 individual wells.

We have lived at 406 4th Range Road for 38 years (original owners) and our home is across the street from this project. The San-Ken Homes project will have a major impact on our property and the Town (schools, increased taxes, traffic, roads, etc.) as has been discussed in many Planning Board and Selectmen meetings.

Our drilled well is in close proximity (approximately 500 feet) to the San-Ken Homes property line. Our major concern is the effect that drilling 56 wells in the subdivision will have on our individual well both in terms of water quantity (yield) and quality. We currently have a water treatment system (acid neutralizer, sediment filters, water softener/iron removal system). While our well has not gone dry for 38 years, we are concerned that drilling 56 wells will cause it to go dry or adversely affect our water quality. We have attached a letter to this email that was submitted to the Planning Board dated November 16, 2020 which fully expresses our concerns. The letter also provides information from NHDES that supports our request below.

It is the Town's responsibility to protect and serve its citizens. We have paid our taxes for 38 years. We request that the Town assure us in writing that if within five (5) years of the installation of wells in this subdivision, our well goes dry, we don't have sufficient water for our needs or our water quality is adversely impacted, that the Town will financially compensate us to drill a new well.

We appreciate your consideration and look forward to your reply.

Sincerely,

Donald Zeaman & Jacqueline Zeaman
406 4th Range Road
Pembroke, NH. 03275

**Please see attached letter to the Planning Board.

November 16, 2020

Mr. Brian Seaworth, Chairman & Planning Board Members
Pembroke Planning Board
Town of Pembroke
311 Pembroke Street
Pembroke, NH. 03275

Subject: Major Subdivision Approval - San-Ken Homes

Dear Chairman Seaworth & Planning Board Members:

We have lived at 406 4th Range Road for 38 years (original owners) and our home is across the street from the San-Ken Homes project. Our drilled water well is within 500 feet of San-Ken Homes property line. We feel that we should have been notified of all public Planning Board meetings relating to this project. We attended two meetings in 2019 regarding this project and expressed our concerns at that time. We would have attended the past two meetings and expressed our additional concerns if we had been notified and also would have written a letter before any approval was granted.

The San-Ken project has a major impact on our property and the town. It will impact the schools in Pembroke (increase our taxes to educate new students), increase traffic on 4th Range Road, Pembroke Hill Road and Brickett Hill Road. Many other concerns were expressed by townspeople and more specifically by Board Member Crean, Vice Chairman Bourque and by Chairman Seaworth at the September 22nd meeting. The Board has essentially approved an R1 type project in an R3 Zone without town water and town sewer. This is not in the best interest of the town and destroys the rural nature of this area of Pembroke. Why would the Board approve this without available town water and sewer?

Our major concern is the effect that drilling 56 wells in this subdivision will have on our individual well both in terms of quantity (yield) and quality. We currently have a water treatment system (acid neutralizer, sediment filters, water softener/iron removal system). While our well has not gone dry for 38 years, we are concerned that drilling 56 wells will cause it to go dry and affect our water quality. Will San-Ken Homes or the town pay to drill a new well for us? Or will the town or San-Ken Homes bring town water up to 4th Range Road if our well or our neighbors wells dry up or if the water quality is impacted? Item 16 of the conditions requires a baseline survey of existing water wells within approximately 200 feet of the proposed development. We understand that there was discussion by the Board to possibly change this to 1,000 feet. Why didn't the Board look at the tax map and see the number of wells within 1,000 feet instead of leaving the condition at 200 feet? We request that our well be included in the baseline survey since our well is approximately 500 feet from this subdivision.

We also request that San-Ken Homes or the Town of Pembroke provide us with a letter stating that if our well is impacted (yield or quality) by the subdivision that the Town or San-Ken Homes will pay to drill a new well for us.

Furthermore, who is responsible for well installation and septic system installation in this subdivision? (San-Ken Homes? Or is it up to the individual homeowner?) Also, who will be building these homes? This may have an impact on the value of our home.

With regard to Item 17 of the conditions, the applicant should be responsible to test the well water to include metals analysis (iron, manganese, arsenic, lead) as well as radiological analysis including uranium, gross alpha and radon. Also the applicant should be required to

test for water yield and assure all homeowners continue to have adequate water capacity as buildout of the subdivision takes place.

Are homes to be constructed with full foundations? If so, then the applicant should be required to conduct radon in air testing prior to occupancy. Many homes in this area have high levels of radon in the air and water.

We agree with a neighbor's statement in the September 22nd planning board meeting that a bond should be provided to ensure that public water and public sewer will be extended to this project and neighboring properties should there be wells without sufficient capacity of water and septic system failures in the area of this project.

We appreciate your consideration of our comments. We respectfully ask for a reply to our above request for a letter that the Town or San-Ken Homes will pay to drill a new well for us if our present well is impacted by this subdivision.

Sincerely,
Donald & Jacqueline Zeaman

** We spoke with two people at NHDES Water Supply Division and they provided us with a document that was developed which can be used by municipalities to address similar subdivisions as proposed by San-Ken Homes. It addresses water yields where a large subdivision plans to install individual wells in close proximity and also its effect on neighboring wells. This document supports our request stated above.

See highlights below. The full document has been sent in a separate email. This document was developed in 2010 and other towns may have implemented regulations since that time.

Appendix B

Model Municipal Regulations to Require Water Supply Studies and Well Yield Testing

The Development of Private On-Lot Water Supply Wells for Subdivisions: Issues Related to Groundwater Availability

I. Introduction

A. Purpose

This document provides local governments with guidance on measures to ensure that new development projects that will extract groundwater from a large number of wells not regulated by the State (such as a new

housing subdivision with private on-lot wells) will have an adequate supply of groundwater and not adversely impact existing water users and water-dependent natural resources. This document includes:

B.

- 1) A summary of regulations related to the subdivision of land and development of groundwater supply wells; and
- 2) Suggested measures, including model regulations, which may be implemented by municipalities for increased oversight of the development of water supply wells for subdivisions and other types of land development projects to ensure sustainable water supply development.

Overview and Background

Historically, concerns about the relationship between land development and groundwater resources in New Hampshire have focused on the impacts of development on groundwater quality. These concerns have given rise to improved land use practices through implementation of smart-growth principles and development of wastewater and stormwater management ordinances. With an increase in development throughout the state, interest has grown around the issue of groundwater availability.

New land development projects typically obtain water supply in one of three ways: 1) A connection to an existing public water system; 2) A stand-alone, centralized water system created to exclusively serve the development; or 3) Private on-lot wells. In many instances, the geographic area is not served by a larger public water system and the proponent of a new project is left with the option of developing a stand-alone water system (i.e., community water supply wells and infrastructure) or private on-lot water supply wells. Often a land developer finds that developing a community water system is costly and time consuming because state regulations require that studies be completed to demonstrate that the water system will have a water supply

with adequate quantity and quality. Similar state regulations do not exist if the developer avoids developing a community water system by subdividing land and constructing on-lot private water supply wells. This means it is often quicker and economically beneficial to develop private on-lot water supply wells. NHDES is aware of two large residential subdivision projects that have recently amended their proposals to use private on-lot wells for water supply as opposed to public water supplies. It is NHDES' understanding that the proponents of the projects chose to

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Municipal Water Supply and Well Yield Testing Model Regulation

revise their development plans due to the cost and length of time required to meet state regulatory requirements for public water supplies.

Although individual groundwater withdrawals from private on-lot wells are relatively small when considered separately, it is the concentration of multiple wells and the effects of their 'cumulative withdrawal' that give rise to concerns relating to:

- **1) Overall Availability of Groundwater in Local Geologic Settings** - Groundwater withdrawals from wells, when considered collectively, may deplete aquifer storage and exceed the rate of recharge. This scenario is more likely to occur during times of limited precipitation and during periods of peak water use such as when summer outdoor watering occurs. This scenario is also more likely to occur in certain geologic units that store and transmit limited amounts of groundwater or in hilltop settings where the volume of subsurface water stored and recharged can be less than other physical settings.
- **2) Localized Well Interference Issues** - There is the potential for on-lot wells to interfere with each other, thereby potentially limiting a lot owner's access to a reliable water supply. Private

water supply wells installed for lots in new developments (particularly when installed by the same well contractor) are often drilled to the same or similar depths, and often extract water from the same or hydraulically connected water-bearing zones. The construction characteristics, close spacing, and pumping interference effects of wells in subdivisions often make them more susceptible to declining yields over time or failure during periods of drought or high water use. These problems are more prevalent in areas with a low-yielding bedrock aquifer during times of peak water use such as a weekend summer day.

- **3) Adequate Well Construction to Ensure an Adequate Water Supply** - Private water supply wells drilled for new homes sometimes lack sufficient yield (capacity). NHDES' Water Well Program commonly receives inquiries or complaints from homeowners whose new homes are served by private wells with marginal or insufficient yields. In some instances, the well yields are insufficient to meet indoor water use needs. Other times, the well yield is insufficient to meet extensive outdoor watering needs established by the developer or homeowner. NHDES is also aware that many municipalities receive complaints from homeowners in newly created subdivisions with inadequate water supply or water pressure through their town planners, planning boards, and code enforcement and public health officials. State regulations only require that licensed well drillers accurately estimate water use from new wells. The regulations do not mandate water supply yield or storage requirements for new homes.

Often, the three concerns listed above arise after the developer has completed work and transfers or vacates a new land development project. This leaves the responsibility of addressing any groundwater-quantity-deficit issues solely to the owners of the subdivided lots.

Over the past several years, NHDES has received inquiries from town planning officials relating to the above concerns and requesting guidance on the local regulation of the development of private on-lot water supply wells for housing subdivisions and other types of land development

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Municipal Water Supply and Well Yield Testing Model Regulation

projects.² There have also been ongoing discussions on these issues on the New Hampshire Office of Energy and Planning's internet discussion forum, Plan-link Listserv (<http://www.nh.gov/oep/programs/MRPA/PlanLink.htm>). Current state regulations do not address these concerns and with the exception of a few New Hampshire towns, municipal subdivision and site plan review regulations rarely contain provisions, or require the type of information necessary, for these concerns to be adequately addressed through local approval processes. Consequently, subdivision plans that propose private on-lot wells often receive state and local approval without the applicant ever having to address concerns relating to the viability of groundwater resources for the new land use or nearby existing land uses.

An example of one of the few towns that address groundwater availability through their regulations is the town of Wakefield. The town's subdivision regulations³ require the applicant to present evidence of suitable water supply to the code enforcement officer including evidence presented by a licensed hydrologist indicating adequate potable water to supply the foreseeable needs of the subdivision prior to a building permit being issued for the construction of any principal structure in a subdivision. Wakefield's subdivision plan impact assessment form² (required to be submitted with major subdivision applications) also requires written answers to various questions regarding the hydrogeologic impact of the proposed development including "How will the withdrawal of water from new wells, the construction and water diversion affect the groundwater table?" The

town of Bedford also has broad authority through their site plan review process⁴ to require an applicant to perform studies to demonstrate that an adequate water supply can be developed for any proposed development and that the groundwater withdrawals from any proposed wells will not adversely affect pre-existing neighboring wells. When a study is required, the scope of the study must be coordinated and approved by the planning board. These regulations, however, do not contain language on the specific types of information necessary to meet these requirements, nor do they establish criteria against which the effects of the withdrawals will be gauged once they are assessed.

II. Current Regulatory Framework and Notable Shortcomings

The following is a summary of current regulations related to the subdivision of land and the development of groundwater supply wells and a discussion of their shortcomings in the context of the above concerns.

A. State Regulation of the Subdivision of Land

RSA 485-A, “Water Pollution and Waste Disposal” authorizes NHDES to regulate the subdivision of land and the design of individual sewage disposal systems. NHDES Administrative Rules Env-Wq 1000, “Subdivision and Individual Sewage Disposal System Design Rules” have been adopted to implement this statute. The purpose of these regulations as

² Towns that have contacted NHDES or asked for input on the issue of multiple private wells include Bedford, Danville, Hollis, North Hampton, Pelham, Plaistow, Salem, and Windham.

³ Town of Wakefield, New Hampshire – “Subdivision Regulations” and “Subdivision Plan Application” <http://www.wakefieldnh.com/Forms.htm>

⁴ Town of Bedford, New Hampshire – “Land Development Control Regulations”

http://www.bedfordnh.org/pages/BedfordNH_Planning/ord

November 25, 2020

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

Dear Board Members,

I would like to request that the Board of Selectmen ask the Budget Committee to create a Capital Reserve Fund for the Pembroke Town Clock.

As we are all aware, the Town Clock, created in 1879, has always been the symbol of our Town.

In order to preserve this historic timepiece, it periodically needs maintenance. Rather than appealing to the Pembroke residents every 5 or 10 years for an amount of money that may seem overwhelming to some, it would make sense to be prepared for its maintenance by appropriating an amount that would not greatly affect the Town's overall budget but allow for the Clock's repair.

This request is not new. On July 23, 2012 Jim Garvin addressed a memo to David Jodoin pertaining to an LCHIP Grant. In that memo, he requested that a CIP fund be established for the Town Clock. He said, at that time, that approximately \$36,000 would be needed every 10 years.

Not being aware of all the technicalities associated with developing such a fund, I leave it to your knowledge and capable hands. If a minimum of \$5,000 is what is needed to establish a Town Clock Capital Reserve Fund, then that is what I would like to request. Thereafter, an annual amount of \$5,000 could be added to the fund without overburdening the taxpayers. This small but important request would relieve the stress at Town meeting when an improvement to the Clock is needed and guarantee that this beautiful clock is preserved for generations to come.

Thank you,



Jocelyn Carlucci

Vice Chair of Meet Me In Suncook

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
NOVEMBER 9, 2020 at 6:30 PM**

Present: Chairperson Ann Bond, Selectman Richard Bean, Selectman Karen Yeaton

Excused: Selectman Sandy Goulet; Selectmen Michael Crockwell

Tierney

I. Call to Order:

Chairman Ann Bond called the meeting to order at 6:30 PM.

Motion by Selectmen Bean, seconded by Chairman Bond to enter non public session in accordance with RSA 91-A:3 II (b) Hiring

Roll Call

Chairman Bond	YES
Selectmen Bean	YES
Selectmen Yeaton	YES

II. Adjourn:

Selectman Bean made a motion to adjourn at 9:01 PM, Selectman Yeaton seconded the motion and it was approved unanimously.

Ann Bond, Chairman

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
NOVEMBER 14, 2020 at 10 AM**

Present: Chairperson Ann Bond, Selectman Michael Crockwell, Selectman Karen Yeaton

Excused: Selectman Sandy Goulet; Selectmen Richard Bean

Staff: Town Administrator David Jodoin; VJ Ranfos (DPW Director)

Residents/Abutters: William and Mary Lou Evans (Property owners); Carol Bertsimas, Ayn Whytemnare, Ammy Heiser, Tina Parris, Rosemarie Michaud, Dan Boyer, Peter Correy, Patrick Tierney

I. Call to Order:

Chairman Ann Bond called the meeting to order at 10:02 AM and opened the Public Hearing. The purpose of this meeting is to hear a presentation from Mr. Evans on his proposed elderly housing project.

The Board walked the site and the roadway on Beacon Hill while Mr. Evans explained the project.

Motion to continue the hearing by Selectmen Crockwell, seconded by Selectmen Yeaton.

The Board continued the public hearing to Monday November 16th at 6:30 PM at Town Hall. Residents are encouraged to attend or to send comments to the Chairman of the Board of Selectmen.

II. Adjourn:

Selectman Crockwell made a motion to adjourn at 11:00 AM. Selectman Yeaton seconded the motion and it was approved unanimously.

Ann Bond, Chairman

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
NOVEMBER 16, 2020 at 5:00 PM**

DRAFT,

Present: Chairperson Ann Bond, Selectman Michael Crockwell, Selectman Karen Yeaton

Excused: Selectman Sandy Goulet. Selectman Bean

Staff: Town Administrator David Jodoin

I. Call to Order:

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

II. Citizens Comment:

Kara Maynard is interested in creating town committee to handle events and activities for the community. David explained that they would need to come up with an outline for the group and decide if they are going to be town sponsored or on their own. Selectman Bond will discuss it further with Kara to come up with a plan.

III. Scheduled Meetings

Continued Public Hearing – Road Opening Upper Beacon Hill Road

Selectman Bond opened the public hearing at 6:34.

Bill Evans is requesting to open 300 feet of Beacon Hill Road to do a limited development on a portion of his 45-acre plot for an age restricted housing development. There was a site-walk on the November 14th at 10am. There wasn't a recorder available so Selectman Bond so a question from that day:

- Will the project have access to water and sewer? Bill answered that he has an application in for a sewer connection. Water would require a boost station but there is a water main at the end of Beacon Hill that he could connect into. He is still working that out with the Town and Water/Sewer Commission.

Dan Boyer, 223 Beacon Hill Road, stated that in order to get water to the project, they would need to tear up the road from Lower Beacon and he is concerned for the ability to make that connection. The road washes away very easily. He also shared concerns that the road is not up to Town Specifications. David explained that if they were required to finish the road, they would need to do it according to current town specs. Which could mean widening and shoulders.

Mark Dumas, 318 Beacon Hill Road, stated that the fire department and emergency services have not weighed in but he believes they will need to open the whole road

for access and if approved, the road then becomes a tax payer expense to maintain for perpetuity.

Amanda Boisvert, 311 Beacon Hill Road, expressed concerns for the road becoming a cut through road which will change the nature of the area.

Stacey Kallelis, 254 Beacon Hill Road, shared concerns for an increase in traffic, safety of walkers, destruction of the new road, impact on conservation and wetlands, impact on tax payers, and impacts on emergency services.

Robert Bowden, 214 Beacon Hill Road, shared frustrations for the lack of notification of the site walk. He felt there was an invasion of privacy and safety.

Stephen Smith, 561 Pembroke Street, shared concerns that the road will have to be opened all the way to route 3 and the lower part of Lower Beacon will also have to be widened to accommodate traffic from Fourth Range Road trying to get to the traffic light.

Mark Dumas 318 Beacon Hill Road, expressed frustrations that the land is not zoned for this kind of housing project and he should not be granted a variance. Mark commented that there is no access to public transportation, water and sewer will be added at tax payer expense, Pembroke already has low income housing and fixed income housing, the project abuts conservation and wetlands which will be impacted, there will be 6-10 years of construction, the State will have issues with where traffic comes out at the intersection, and there is no direct benefit to Pembroke. Mark submitted a summary sheet of his comments to the Board for the record as well as Bill Evans.

Peter Corey, 562 Third Range Road, expressed concerns for an increase in traffic. Would like to know what the traffic study revealed and what the procedure is going forward to approve or deny.

Gordon Bult, 202 Beacon Hill Road, lives very close to the road and is concerned if they have to expand it that they will be on his doorstep.

Rosemarie Michaud, 340 Beacon Hill Road, expressed concerns for the increase in traffic and the inability to enjoy walking on the road.

Ayn Whytemare, 439 Pembroke Street, acting as a spokesperson for the Conservation Commission, the Commission would like to point out that the opening of Flagg Robinson/4th Range Road was recently declined. It sets a precedent if it is opened. If they do not receive sewer capacity, they would need to do a septic system and that area is in the Aquafer protection district. Since the other development on the other end of 4th Range Road was approved, there are concerns the aquafer will not be able to handle the additional load of this project. Ayn also explained that she owns a

parcel in that area that has recently been sub-divided and there is concern from potential buyers that this project will not fit in within the neighborhood.

Holly Blow, 315 Beacon Hill Road, shared concerns for safety on the road and the destruction of their quiet neighborhood.

Marianne Tierney, 243 Beacon Hill Road, expressed concerns for property values dropping.

Bill Evans explained that there is a shortage of affordable housing and he wants to develop a small portion of the property. These are not people commuting to work so while there will be an increase in traffic, it will not be to the extent the residents would expect. Steve Lewis, project developer, explained that the project will pay property taxes. This project will not impact the school district and raise taxes that way since no one can live in the project that is under 62 years old. The remaining 35 acres will be set up as dedicated open space. It cannot be changed after the fact and developed. These projects are typically made up of elderly woman with 1.2 average people per unit. The traffic count is typically low. Impact on morning traffic is typically very low.

Selectman Bond asked what the income restrictions are. Steve explains it is established every year by the federal government and the State of New Hampshire. They take the area's median income and calculate 60%. 80% of the people who reside in the building will have to make 60% or less and 20% will make 50% or less.

Amanda Boisvert, 311 Beacon Hill Road, explained that she understands that the project will not be the main cause for the increase in traffic. She is concerned for the amount of people who will use the road as a cut through.

Robert Bowden, 214 Beacon Hill Road, requests more facts and figures.

Mark Dumas, 318 Beacon Hill Road, traffic will be impacted and the cut through traffic will be an issue. He also does not believe that the left-over acres will be turned over to the Town after the fact.

Peter Corey, 562 Third Range Road, suggested looking at alternative routes through a piece of property to make a road down to Route 106. Ayn Whytemare answered that it is her property he is talking about it was just subdivided and sold so that is not an option.

Bob Best, Attorney at Sulloway and Hollis PLLC, explained that when a piece of property is committed to an open space development, it is permanent. It is a residential zone and this kind of development is appropriate for that area. The opening of the road all the way is not something Bill Evans is requesting but it is something the Fire Department will likely require but that isn't Bill Evans making the argument to open it. Bob Best also explained that while he understands there are

concerns for people driving fast down the road, it is not the land owner's responsibility to determine whether people will be lawful or not lawful. If the capacity for the sewer is not awarded, nothing will happen with the project. If they don't have it, he can't build. Same with water. If they Town votes to open the 300 feet of road but he doesn't get capacity, nothing happens. The project still has to go through Planning Board who will look at some of the concerns of residents such as traffic. Any use of this property will require the opening of some portion of the road and he has the legal right to be able to use his property whether it is for one house or this development.

Selectman Bond asked how many years they would expect this project would take to build. Bill Evans explained that it would likely be a year.

Holly Blow, 315 Beacon Hill Road, expressed extreme frustration for the choice to make it a development rather than a house or two. Current homeowner rights should be protected and considered.

Mark Dumas, 318 Beacon Hill Road, explained that he commented on the project taking 6-7 years because at a meeting in March, it was discussed as phased building project. The area is zoned as an R3 which is residential agriculture, if his project does not qualify as R3 then it is not appropriate for the area.

Rosemarie Michaud, 340 Beacon Hill Road, stated that the current situation of working from home may skew the traffic counts.

Robert Bowden, 214 Beacon Hill Road, commented that being 62 years old does not mean people are retired. Robert would like to know the next steps of the process. Selectman Bond explained that the Selectmen have the authority to open the roads and after that it goes to Zoning. Once approved at Zoning, it will have to move through Planning.

Ayn Whytemare, 439 Pembroke Street, asked if the road is not opened then will the land stay in current use. David Jodoin explained that right now the road is a class 6 and he cannot build on a class 6. Bill stated that right now the land is in current use.

Bob Best stated that the land is in an R1 area which mean this project is appropriate. The impact of COVID and people working from home will not impact the traffic study. Traffic studies are done taking schools being in session into account and all kind of scenarios.

Ayn Whytemare 439 Pembroke Street, requested that the traffic study include the traffic that will come from the new development on 4th Range Road.

Bill Evans wants to make it clear that he is not opening a Range Road. He wants to open a portion of Beacon Hill Road.

Peter Corey, 563 Third Range Road, suggested opening the portion of Upper Beacon so the road is not completed through.

Selectman Bond closed the public hearing at 7:46pm and explained that the Board will discuss this at a future date and that residents should monitor the Towns website.

The Board recessed at 7:47pm.

The Board came out of recess at 7:53pm

Rick Mulcahy – 419 Ross Road

Rick Mulcahy, 17 Melissa Drive, authorized representative of Russell Leighton, Executor for the Estate of Frederick Leighton, is looking for approval for a variance to occupy a recreational vehicle by someone other than the owner of 419 Ross Road for 120 days. The property had a fire in 2019 and the owner started work on the property but has since passed away. There is a care taker on the property overseeing the rebuild and watching over it. The property is currently working its way through probate. Rick explained that the brother of the deceased is the Executer of the Estate but lives a few hours away in Maine. The house is being left to the deceased wife's sister who lives in Albuquerque, New Mexico.

Selectman Bond asked if the RV is hooked up to city sewer and city water. Rick answered that it is.

Selectman Yeaton asked what the plans for reconstruction are. Rick stated that as of now there is a shell built with rough electrical, rough plumbing, framing, a roof, doors and some windows are in, the building is wrapped, and siding had begun on the front. Once it is out of probate and under the ownership of the wife's sister, Rick cannot speak to what she will do.

Selectman Yeaton asked who is living on the property. Rick explained that his name Jim Carey who was the deceased's friend and partner.

Selectman Yeaton asked if there was an opportunity to get cameras installed to watch the property. Rick explained that there currently isn't any Wi-Fi on the property and the cameras would have to be monitored in Maine.

Selectman Bond explained that the property is down the street from her home and she feels safer with someone being on the property keeping an eye on it since it has already been broken into by neighborhood kids and there is the concern that it will happen again and they will destroy more since there is not on-going construction and it appears to be vacant.

Amy Manzelli submitted a letter to the Zoning Board expressing concerns for lack of progress on construction, noises, flash lights at night, and loud cars. Selectman Bond explained that the cars are not coming from the property but coming down the street from other homes. Rick explained that the caretaker does not have a license and does not have loud cars. The construction cannot move forward until the property makes its way through probate. The rest of the abutters do not appear to have an issue.

Selectman Crockwell supports approval of the variance as long as it does not become permanent.

David explained the Zoning Board did not want to approve the variance because it would attach it to the property which is why they sent it to the Selectman.

Selectman Crockwell made a motion to approve the agreement between the Town of Pembroke and Russell Leighton. Selectman Yeaton seconded the motion. Motion passed 3-0.

Acceptance of the Donation for the Suncook Little League

Selectman Yeaton made a motion to accept the donation of loam to help with the renovation of the little league field from FL Merrill in the amount of \$1,905.60. Selectman Crockwell seconded the motion. Motion passed 3-0.

IV. Old Business:

Signage Memorial Field

The Board is happy with the new sign at Memorial Field and considers with agenda item closed.

COVID-19 Travel and Quarantine Policy

Selectman Yeaton re-worked the policy from the last meeting. The policy has links to the State of NH DHHS and CDC for current information on travel and quarantining. There is a section added that employees monitor their symptom health everyday before going into work. Selectman Bean had suggested adding a log of temperatures as they walk into work to Selectman Yeaton and she added that to the policy. David explained that he would rather have them monitor at home rather than having someone come to work and then having to go home because they are over the limit.

David shared concerns for the honor system if people travel outside of New Hampshire.

VJ Ranfos, Public Works Director explained that he attended a webinar and they mentioned that once things start being documented, there is the possibility of

running into HIPAA issues which is why they are not having people documenting their temperatures at DPW and self-monitoring.

David is going to send a copy of the policy to the Chief of Police and VJ and get some feedback. They can finalize the policy at the next meeting.

V. New Business

Manifests/Abatements

Selectman Yeaton made a motion to accept the manifests and abatements as presented. Selectman Crockwell seconded the motion. Motion passed 3-0.

Minutes 11/2/20

Approval moved to next week.

VI. Town Administrator Report:

David received an email from Holly Germain regarding the parking issues in the Village. Holly would like the Board to reconsider keeping the parking ban. David stated that the Police Chief would like to come and discuss the ticketing aspect of parking in the Village. They can open the conversation back up about whether or not to keep the ban at that point.

Selectman Yeaton shared that she feels the Town cannot meet their obligation to fully plow the roads without a parking ban. An alternative has to be found before they could lift the ban.

VJ Ranfos, Public Works Director, explained that he would like to keep the ban because the weather is unreliable and it is difficult to clean up a surprise snow storm when cars are there.

Selectman Yeaton would like to encourage citizens to get together and talk to businesses regarding using their lots.

David stated the Town will be receiving \$15,244.46 in reimbursements for costs related to the election from the CARES Act Grant.

Susan Gifford has resigned as the Recording Secretary for the Planning Board. The Board will put it out on Facebook that they are hiring for those positions and look at restructuring the pay for the Town Recording Secretaries.

VII. Committee Reports:

Selectman Yeaton – Selectman Yeaton was unable to attend but VJ Ranfos gave the update. The Dudley Hill project has finished. They are working to update the 10-year paving plan and numbers are being updated for 2021 projects to be ready for the next meeting. Selectman Bond stated that it has come up in the past that there are no radios for the flaggers on road projects. VJ answered that they have the ability to purchase those now if they would like.

Selectman Bond – Planning met to go over the warrant articles.

Selectman Crockwell – None

VIII. Other Citizens Comment:

Solid Waste and Budget Committee will both be remote meetings this week.

IX. Non-Public Session:

Selectman Yeaton made a motion to enter into non-public session in accordance with RSA 91-A:3 II (b) Hiring Public Personnel, seconded by Selectman Crockwell at 9:01pm

Roll Call Vote:

Selectman Yeaton	Yes
Selectman Bond	Yes
Selectman Crockwell	Yes

The Board came out of non-public session at 10:08 PM

X. Adjourn:

Selectman Crockwell made a motion to adjourn at 10:08 PM. Selectman Yeaton 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.

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
NOVEMBER 23, 2020 at 6:30 PM**

DRAFT,

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

Excused: Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

I. Call to Order:

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

II. Discussion on advertising another Public Hearing for the Upper Beacon project:

D. Jodoin explained to the Board that after the hearing on November 16th, he received email communications from some residents concerned that they were not allowed to give public input because they felt unsafe attending a meeting due to the increased numbers with COVID. In discussions with Town legal, he suggested that I speak with the applicant to arrange another meeting for bot in person and remote.

The Board discussed the issue. Selectmen Yeaton felt that residents had the time and that she was not in favor of another meeting.

D. Jodoin stated that during discussions with the applicant, he felt comfortable holding another one so as to remove any possibility of people contesting the matter.

Selectmen Crockwell motioned to hold another public hearing to take new testimony on the opening of Beacon Hill Road on January 4, 2021. Meeting will be set up for in person and remote. Selectmen Bean seconded the motion.

Vote 3-1 with Selectmen Yeaton voting no.

III. Adjourn:

Selectman Crockwell made a motion to adjourn at 7:00 PM. Selectman Yeaton seconded the motion and it was approved unanimously.

Ann Bond, Chairman

David Jodoin

From: Harold Paulsen <hpaulsen@pembroke-nh.com>
Sent: Monday, November 30, 2020 9:42 AM
To: 'David Jodoin'
Subject: Xmas Tour
Attachments: Santa Roue.xlsx

Good Morning David,

As I told you last week the FD was approached about whether we might bring Santa to the village area on a fire truck since Xmas in the Village had been cancelled.

I thought it was a great idea but a better one would be if we could bring Santa to all of the Town..

We would be using our ladder truck with Santa in the bucket (secured safely), a PD unit as an escort and our utility vehicle as a trailing vehicle. We have driven the town and it will cover almost all neighborhoods and lasts just over 2 hours in length. We hope to provide seasonal music on the truck and perhaps some truck 'bells'.

The planned date is 12/19 starting at 1 pm from the Safety Center and ending back at the Safety Center. We will use the 20th as a weather date. Attached is a worksheet showing the route as well as anticipated arrival times.

Rob Farley and Bill Clark are in charge of publicizing the event but any help you can give us with the town website would be appreciated.

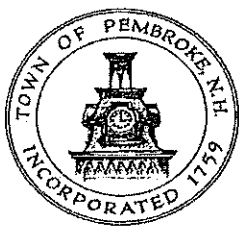
I have not written to the Board as I assume you will be bringing them up to date on this.

Thanks,

Harold.

<u>Estimated Time</u>	<u>From</u>	<u>To</u>	<u>Comments</u>
1:00	Fire Station	Pembroke St	
1:00	Pembroke St	Pembroke Hill Rd	
1:03	Pembroke Hill Rd	Perley Ave	
1:04	Perley Ave	Rowe Ave	
1:05	Rowe Ave	Grandview Ave	
1:06	Grandview Ave	Elm St	
1:06	Elm St	Pembroke Hill Rd	
1:07	Pembroke Hill Rd	Bow Lane	
1:00	Bow Lane	Nadine Dr	
1:11	Nadine Dr	Donna Dr	
1:11	Donna Dr	Terrie Dr (Upper)	
1:13	Terrie Dr	Melissa Dr	
1:14	Melissa Dr	Nadine Dr	
1:16	Nadine Dr	Whittemore Rd	Move & Replace Cones
1:20	Whittemore Rd	Woodlawn Ridge Rd	
1:21	Woodlawn Ridge Rd	Whittemore Rd	
1:23	Whittemore Rd	Fairway Dr	
1:25	Fairway Dr	Whittemore Rd	
1:26	Whittemore Rd	Pembroke St	
1:27	Pembroke St	Brickett Hill Rd	
1:28	Brickett Hill Rd	Ashley Dr	
1:29	Ashley Dr	Brickett Hill Rd	
1:30	Brickett Hill Rd	Jacks Dr	
1:31	Jacks Dr	Brickett Hill Rd	
1:32	Brickett Hill Rd	Fourth Range Rd	
1:34	Fourth Range Rd	Beacon Rd	
1:35	Beacon Rd	Fourth Range Rd	
1:40	Fourth Range Rd	Borough Rd	
1:42	Borough Rd	Eley Lane	
1:44	Eley Lane	Borough Rd	
1:47	Borough Rd	No Pembroke Rd	
1:49	No Pembroke Rd	Cross Country Rd	
1:54	Cross Country Rd	Rebecca Way	
1:57	Rebecca Way	Cross Country Rd	
1:59	Cross Country Rd	Fourth Range Rd	
2:02	Fourth Range Rd	Pembroke Hill Rd	
2:05	Pembroke Hill Rd	Deerpath Lane	
2:07	Deerpath Lane	Pembroke Hill Rd	
2:09	Pembroke Hill Rd	Pembroke St	
2:10	Pembroke St	Peaslee Dr	
2:12	Peaslee Dr	Pembroke St	
2:14	Pembroke St	Sherwood Mds	
2:17	Sherwood Mds	Pembroke St	
2:19	Pembroke St	Broadway	
2:20	Broadway	Fairview Ave	
2:21	Fairview Ave	Colonial Dr	

<u>Estimated Time</u>	<u>From</u>	<u>To</u>	<u>Comments</u>
2:22	Colonial Dr	Donald Ave	
2:22	Donald Ave	Mason Ave	
2:24	Mason Ave	Brittany Circle	
2:26	Brittany Circle	Fairview Ave	
2:02	Fairview Ave	Broadway	
2:29	Broadway	Pine St	
2:29	Pine St	High St	
2:30	High St	Maple St	
2:30	Maple St	Broadway	
2:31	Broadway	Main St	
2:32	Main St	Front St	
2:34	Front St	Exchange St	
2:36	Exchange St	Pleasant St	
2:36	Pleasant St	Broadway	
2:37	Broadway	Main St	
2:37	Main St	Glass St	
2:38	Glass St	Buck St	
2:39	Buck St	Smith Ave	
2:40	Smith Ave	Chickering Court	
2:42	Chickering Court	Tina Dr	
2:44	Tina Dr	Buck St	
2:47	Buck St	Dudley Hill Rd	
2:50	Dudley Hill Rd	East Meadow Lane	
2:52	East Meadow Lane	Buck St	
2:55	Buck St	Academy Rd	
2:57	Academy Rd	Alexander Dr	
3:01	Alexander Dr	Academy Rd	
3:02	Academy Rd	Cross Rd	
3:03	Cross Rd	Church Rd	
3:04	Church Rd	Belfry Court	
3:05	Belfry Court	Church Rd	
3:06	Church Rd	Taylor Circle	
3:07	Taylor Circle	Church Rd	
3:09	Church Rd	Riverview Way	
3:12	END		



TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275 Tel: 603-485-4747

To: Board of Selectmen
From: Carolyn Cronin, Town Planner
Date: December 1, 2020
Re: Zoning Ordinance Code Review

I was asked to solicit some estimates for a consultant review of the Zoning Ordinance.

Since the ordinance has been piecemealed together over the years, there are a number of issues with the document as a cohesive whole. Issues fall into two categories: formatting issues and substantial edits.

Formatting Issues

- Table are difficult to read and interpret.
- Number sequencing is inaccurate in some areas.
- Random callout boxes have no code reference.

Substantial Edits

- Inconsistencies and contradictions throughout the ordinance. (ex. A 6 foot high fence limit in one section and 7 feet in another; terms in the Definitions section that have no reference anywhere else in the document, etc.)
- Compliance with State and Federal Law. (ex. the Sign Ordinance is not compliant with a recent Supreme Court Ruling, which leaves us vulnerable to lawsuit and potentially unable to enforce the ordinance)

The overall result is that, at best, the ordinance is not user-friendly for the public or even other professionals in the field and, at worse, becomes difficult and (in some areas impossible) to enforce.

A consultant who does this type of work would be able to look at our Zoning with fresh eyes and an experienced perspective of what works and what does not. I solicited three estimates for this consultant work. The estimates ranged from **\$3,500 to \$10,000**.

Firm	Estimate
Central New Hampshire Regional Planning (CNHRPC)	\$3,750
Fougere Planning	\$10,000
General Code	\$3,500 - \$6,995

David Jodoin

From: Robert L. Best <rbest@suloway.com>
Sent: Friday, November 20, 2020 2:04 PM
To: David Jodoin (djodoin@pembroke-nh.com)
Cc: William Evans; Steve Lewis (stevenlewis95@comcast.net)
Subject: Beacon Hill Road Petition

Good Afternoon David,

Thank you for the e-mail. Bill Evans asked me to reply on his behalf to the e-mail you sent about holding a public hearing on January 4th, both by remote and in person, to make sure everyone has a chance to speak. Please feel free to share this e-mail with the Selectmen. We're glad to be reasonably accommodating. Are you proposing a hearing to receive new testimony and for individuals who had not already had a chance to speak? Fairness would tend to dictate that (to the extent possible) a second hearing shouldn't simply be a replay of the first one.

Although you indicated deliberations might take place at a subsequent meeting, we hope and expect that the selectmen should be able to deliberate and vote on the 4th, unless there is some compelling reason not to do so. It would seem that extending the matter to a third selectmen's meeting not only elongates the process unnecessarily, but also runs the risk that a quorum isn't present for either or both meetings. As I mentioned at the hearing on Monday, this project is at an early stage with a lot of regulatory review yet to come, and timing is important.

On a related note, the testimony received on Monday seemed to include a wide range of thoughts from abutters and interested citizens, including many items that are part of later review by other boards or agencies. For example, traffic, water, sewer, open space, appropriateness of zoning and the like are all matters that are within the jurisdiction of the planning board, zoning board, department of environmental services, and the like. As you know, presentation of such matters to the various land use boards and agencies is typically supported by formal professional engineering designs, reports, and data. Such information is not typically available at this stage of a project's development, and it would seem that the applicant should be tasked to address those items as they come up before the regulatory body charged with reviewing those aspects of the project. It would seem that the principle question before the selectmen ought to be whether the extension of the roadway is reasonably necessary in order for the petitioner to have access to and make reasonable use of his land. Please let me know if you agree with this thought process, or if not, please let me know what criteria (if any) the selectmen would use to guide their decision.

Before concluding this e-mail, I wanted to take a moment to comment on one narrow aspect of the hearing on Monday. You may have noticed the testimony offered by the chair of the Pembroke Conservation Committee, which she offered both in her personal capacity and as chairman on behalf of the Conservation Committee. This testimony was troubling in two respects.

First, the committee chair sought to draw parallels between her choices for the use of her own property and what, in her view, the applicant ought to be allowed to do with his property. Obviously, that is not a legally viable standard for reviewing the petition to open the roadway and such testimony ought to be disregarded by the selectmen. Mr. Evans is not in any way obligated to use his property exclusively in the manner that another person chose to use their property.

The second, and much more significant concern is that, to my knowledge, the conservation committee has not had occasion to receive an application or hold a public hearing on this project. Accordingly, I don't know how the conservation committee could have developed an official position, as the chair stated to the selectmen. This certainly complicates my client's right to a fair process before the conservation committee in the future. For now, it is enough to note how extraordinarily inappropriate the testimony from the Conservation Committee Chair was. We hope that such testimony is not received by the selectmen in the future.

Thank you for your attention to this matter. We are glad to consent to scheduling a second hearing on January 4th, provided the selectmen try in good faith to deliberate on that day, if at all possible. We also would like to continue to refine our mutual understanding of the criteria that guide the selectmen's decision, we hope that testimony will not be redundant, and we expect that the testimony will not include the kind of unusual testimony offered by the Conservation Committee Chair. Let me know if you would like to discuss this further.

Best Regards,
Bob

**Sulloway
& Hollis**

New Hampshire | Maine | Massachusetts | Rhode Island | Vermont

Robert L. Best, Attorney

Sulloway & Hollis, P.L.L.C.

9 Capitol Street, Concord, NH 03301-6310

Phone: 603-223-2812 | Fax: 603-226-2404 | rbest@sulloway.com

[Web](#) | [Bio](#) | [vCard](#) | [LinkedIn](#)

SULLOWAY & HOLLIS, P.L.L.C.: This message is a PRIVATE communication which may contain attorney / client privileged material. If you are not the intended recipient, please do not read, copy, use, or disclose to others. If you have received this message in error, please reply to sender and delete this message from your system. Thank you.

ARTICLE #7 To see if the Town will vote to discontinue subject to gates and bars and make Class VI Plausawa Hill Road beginning 2700 feet from North Pembroke Road and terminating at the Chichester Town Line, pursuant to RSA 231:45.


MOVED TO DISMISS: Floyd Smith

SECONDED: Chester Martel

Vote to Dismiss

YES

ARTICLE #7 DISMISSED

 **ARTICLE #8** To see if the Town will vote to discontinue subject to gates and bars and make Class VI Beacon Hill Road beginning 800 feet from Pembroke Street (Rte. 3) and terminating 1,900 feet from Pembroke Street (Rte. 3), pursuant to RSA 231:45.

MOVED TO ACCEPT: Floyd Smith

SECONDED: Chester Martel

Richard Chase questioned the reason for this article and how it will affect the Pembroke Fire Department using that section as access to any fires that may occur in that area.

Constance Holmes and Laurie Nelson both spoke in favor of the article citing traffic problems from people already using that unfinished section as a shortcut to Pembroke Street (Rte. #3).

Vote on Article #8

YES

ARTICLE #8 ACCEPTED

ARTICLE #9 To see if the Town will vote to adopt the Solid Waste Management Ordinance. (copies of proposed Ordinance will be available at Meeting).

MOVED TO ACCEPT: Paulette Malo

SECONDED: Steve Lundahl

John Goff explains what the ordinance is and what it is for.
There was a motion made to table Article #9.

MOVED: Harold Paulsen

SECONDED: Erik Paulsen

Vote to table Article #9

YES

ARTICLE #9 TABLED

ARTICLE #10 To see if the Town will vote to accept the provisions of RSA 41:9-a ESTABLISHMENT OF FEES to authorize the Board of Selectmen to establish or amend fees or charges for the following purposes: (a) The issuance of any license or permit which is part of a regulatory program which has been established by a vote of the Town, and (b) The use or occupancy of any public revenue-producing facility, as defined by RSA 33-B:1, VI the establishment of which has been authorized by vote of the Town.

MOVED TO ACCEPT: Chester Martel

SECONDED: Charles Hamilton

Chester Martel and John Goff explain the article.

Vote on Article #10

YES

ARTICLE #10 ACCEPTED



November 18, 2020

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

RECEIVED

NOV 19 2020

TOWN OF
PEMBROKE, NH

Re: Important Information – Price Changes

Dear Chairman and Members of the Board:

At Comcast, we are always committed to delivering the entertainment and services that matter most to our customers in your community, as well as exciting experiences they won't find anywhere else. We are also focused on making our network stronger in order to meet our customers' current needs and future demands.

As we continue to invest in our network, products, and services, the cost of doing business rises. Rising programming costs, most notably for broadcast TV and sports, continue to be the biggest factors driving price increases. While we absorb some of these costs, these fee increases affect service pricing. As a result, starting December 20, 2020, prices for certain services and fees will be increasing, including the Broadcast TV Fee and the Regional Sports Network Fee. Please see the enclosed customer notification for more information.

This information is being provided to customers via bill message. Should you have any questions please do not hesitate to contact me at **Bryan_Christiansen@cable.comcast.com**.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government Affairs

Important Information Regarding Your Xfinity Services and Pricing

Effective December 20, 2020

Dear Xfinity Customer,

Thank you for trusting us to keep your home connected. We know how important reliable service is to you now more than ever, and are grateful that you've chosen Xfinity to support you during this time. Therefore, we are writing to let you know about an **upcoming price change**.

We're focused on making our network stronger, while maintaining access to great content, in order to meet our customers' current needs and future demands. Our efforts have allowed us to meet the challenges of 2020 head on—particularly in terms of supporting the increased demand for Internet connectivity. This has required **investment in our high-capacity network**, which is costly and impacts our pricing. In addition, TV networks charge us fees to bring their content like sports and entertainment to you, and those **programming costs continue to rise**.

The **price of your service will increase** starting with your next bill so we can continue to provide the best-performing, most reliable services in the country, including:

- **The ultimate entertainment experience**, with live TV, sports, streaming, and music together—and you can search across everything instantly with our award-winning Voice Remote
- **The fastest, most reliable Internet** on the largest Gig-speed network available
- **Peace of mind** that your personal information is safe, private, and secure—we do not monitor, track, or sell any information about your Internet usage
- **Strong WiFi coverage** in your home with the xFi Gateway and access to 20 million secure Xfinity WiFi hotspots nationwide
- **Protection from online threats** with Advanced Security, now free with your xFi Gateway (a \$72 per year value)
- **Great streaming** included with access to all your favorite streaming apps, plus hundreds of awesome TV shows, movies, documentaries, sports, and news from Peacock Premium (a \$4.99 per month value)

Additional details on these price changes are enclosed in this bill. If you currently have a promotional offer or minimum term agreement with your services, those prices will stay the same throughout your promotional period or contract term. However, equipment charges, charges for additional features, taxes, and other fees (including the Regional Sports Network Fee and Broadcast TV Fee) may change. When your promotional offer or contract term ends, your bill will reflect our new package prices. For additional information, go to **xfinity.com/pricechange**.

Thank you for your trust and for choosing Xfinity.

Sincerely,

Your Xfinity Team

Important Information Regarding Xfinity Services and Pricing

Effective December 20, 2020

TRIPLE PLAY PACKAGES

	Current	New
Standard+ More	\$129.99	\$130.99
with Xfinity Mobile save	n/a	\$10.00

DOUBLE PLAY PACKAGES

	Current	New
Standard+	\$109.99	\$110.99

XFINITY® TV

	Current	New
Broadcast TV Fee	\$14.95	\$19.45
Franchise Costs		
Concord	\$.31	\$.33
Hampstead	\$.90	\$.95
Nashua	\$.14	\$.15
Plaistow	\$.68	\$.71
Regional Sports Fee	\$8.75	\$10.75
Choice TV	\$25.00	\$30.00
Sports & News	\$28.25	\$30.00
Deportes	\$7.00	\$5.00
TV Box Limited Basic	\$4.60	\$7.10
TV Box	\$4.60	\$7.10
Service to Additional TV	\$9.95	\$7.50
Service to Additional TV - with DVR Service	\$19.95	\$17.50
Service to Additional TV - with CableCARD or compatible customer owned device	\$4.95	\$0.00

PAY-PER-VIEW AND ON DEMAND SUBSCRIPTION SERVICES

	Current	New
Gaiam TV Fit & Yoga On Demand	\$6.99	\$7.99
UP Faith and Family On Demand	\$4.99	\$5.99
Gaia On Demand	\$9.99	\$11.99
AMC + On Demand	\$4.99	\$6.99
WE tv + On Demand	\$4.99	\$5.99
Docurama On Demand	\$2.99	\$4.99

INSTALLATION (Effective 1/1/2021)

	Current	New
Professional Installation - Initial Installation of Service	\$79.99	\$100.00
In-Home Service Visit - After Initial Installation of Service	\$40.00	\$70.00

XFINITY® Internet

	Current	New
Performance Starter - Xfinity Internet Service Only	\$49.95	\$54.95
Performance - Xfinity Internet Service Only	\$77.95	\$80.95
Performance Pro - Xfinity Internet Service Only	\$92.95	\$95.95
Blast! - Xfinity Internet Service Only	\$97.95	\$100.95
Extreme Pro - Xfinity Internet Service Only	\$102.95	\$105.95
Gigabit - Xfinity Internet Service Only	\$107.95	\$110.95

Allenstown, Concord, Exeter, Goffstown, Hampstead, Manchester, Nashua, Pembroke, Plaistow, Salem, Seabrook, Somersworth & Stratham, NH

Important Information – Price Changes
November 18, 2020
Additional Information

In addition to the price changes listed in the enclosed general **Important Information Regarding Xfinity Services and Pricing**, customers receiving the services below will receive a bill message regarding the pricing change to their service.

Bill Message Text:

“Pricing Update: In addition to the price changes listed in Important Information Regarding Xfinity Services and Pricing, on December 20, 2020, the price of [package or service name from below] will increase/decrease from \$XX.XX to \$XX.XX per month plus taxes and fees. You can find more information at xfinity.com/pricechange”

XFINITY® TV	Current	New
Choice TV with TV Box	\$30.00	\$37.50

SERVICES NO LONGER AVAILABLE FOR NEW SUBSCRIPTIONS	Current	New
Double Play Bundle with Blast! Internet	\$124.90	\$129.90
Total Premium Package	\$59.95	\$64.95
Economy Double Play	\$85.22	\$89.90

Addendum to Important Information – Price Changes

Please find below, in yellow, information which was inadvertently omitted from the Important Information – Price Changes document enclosed. This change is effective on December 20, 2020.

XFINITY® TV	Current	New
Choice TV with TV Box	\$30.00	\$37.50
Service to Additional TV with TV Adapter	\$6.99	\$7.50