

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

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- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
- IV. OLD BUSINESS:
  - a. 2016 Tax Deeds
  - b. Street Light Update
  - c. Future street light pole regulations
  - d. Eversource energy costs
- V. NEW BUSINESS:
  - a. Appointments
  - b. Sign Town Warrant
  - c. Accept State MS-737 for posting
  - d. Manifest/Abatements
  - e. Minutes 2/4/19
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. NON PUBLIC SESSION
- X. ADJOURN

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>MAILING ADDRESS</u>	<u>AMOUNT DUE THROUGH 5/9/2019</u>	<u>MAP/LOT</u>
<u>Tax Deed date is May 9, 2019</u>				
Shari Baranski	235-10 Dearborn Road Pembroke NH 03275	235-10 Dearborn Road Pembroke NH 03275	299.30	266-76-110
Eric Baron	221 Friendship Ave Pembroke, NH 03275	221 Friendship Ave Pembroke, NH 03275	774.12	870-32-U10
Linda Beaudoin	190 Main Street Pembroke, NH 03275	190 Main Street Pembroke, NH 03275	2,984.28	VE-67
William Boutillier	1235-4 Dearborn Road Pembroke, NH 03275	1235-4 Dearborn Road Pembroke, NH 03275	649.41	266-76-104
Debra Carter	5 Kimball Street Pembroke, NH 03275	19 Level Street Merrimack, NH 03054	1,638.18	VE-147
George and Jillian Charlton*****	465 Sixth Range Road Pembroke NH 03275	465 Sixth Range Road Pembroke NH 03275	130.79	260-6
George and Jillian Charlton*****	465 Sixth Range Road Pembroke NH 03275	465 Sixth Range Road Pembroke NH 03275	8,496.54	260-6
George and Jillian Charlton*****	465 Sixth Range Road Pembroke NH 03275	465 Sixth Range Road Pembroke NH 03275	7,489.95	260-6
Burton and Fernande Curley	761 Robinson Road Pembroke, NH 03275	755 Robinson Road Pembroke, NH 03275	399.23	256-3-3
Christopher Drouin	457 Carrie Ave Pembroke, NH 03275	455 Carrie Ave Pembroke, NH 03275	1630.99	563-79
Raylene Halen Cable	663-4 Thompson Road Pembroke NH 03275	663-4 Thompson Road Pembroke NH 03275	715.91	870-26-A-4

Todd Heger	2-4 Prospect Street Pembroke, NH 03275	225A Belknap Drive Pembroke, NH 03275	9894.14	VW-97
Nicholas Julian	235-3 Dearborn Road Pembroke NH 03275	235-3 Dearborn Road Pembroke NH 03275	710.77	266-76-103
<b>John and Judith Mader</b>	24 Kimball Street Pembroke, NH 03275	24 Kimball Street Pembroke, NH 03275	7058.11	VE-111
<b>Louis Marcoux</b>	6 Howard Street Pembroke, NH 03275	17 Oaks Drive Bedford, NH 03110-6031	2,490.52	VE-34
Bruce and Katherine Mcalister	41 Donna Drive Pembroke, NH 03275	41 Donna Drive Pembroke, NH 03275	2884.95	565-81-8
Owners Unknown *	Pembroke Street	311 Pembroke Street Pembroke, NH 03275	274.33	266-27-2
Owners Unknown *	Main Street Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	136.44	VW-114-1
Owners Unknown *	Broadway Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	209.91	VE-15-1
Kemberley Pelkey	212 Buck Street Pembroke, NH 03275	203 Loudon Road #823 Concord, NH 03301	464.58	266-129
Heather Shepley Trustee Leonard D Shepley Living Trust	807 Route 28 Pembroke, NH 03275	18297 E Baker Place Aurora, CO 80013	9,264.53	868-16
Ronald and Ralph Stweart	132 Tina Drive Pembroke, NH 03275	132 Tina Drive Pembroke, NH 03275	3,077.04	266-85-27
THC Realty Trust * Elliot Konner Trustee	Main Street Pembroke, NH 03275	PO Box 10545 Bedford, NH 03110-0545	2,023.26	VE-179-2

Lance Tremblay	307-2 Dearborn Road Pembroke, NH 03275	34 Dover Street Manchester, NH 03102	2,935.28	266-73
Webster Falls Inc *	Mills Fall Off Pembroke, NH 03275	116 So River Road Bldg A Bedford, NH 03110	225.90	VE-179-1

\*\*\*\*\* Bankruptcy was just terminated

\* Deed issues or contaminated land

2/11/2019

February 11, 2019

To: Town of Pembroke Select Board

Re: Deborah and William Burritt

RECEIVED

FEB 13 2019

TOWN OF  
PEMBROKE, NH

*Pd int due*

*\$ 46.36*

*OK 5/2*

*Past Due Balance PIF*

We are asking that the interest on our tax payment please be waived. We purchased the property at 68 Sheep Davis Rd in Pembroke on 10/5/18. We were told at closing we would receive a tax bill in the mail. We never received a tax bill. We did receive a letter from our bank stating our taxes were past due during the week of February 4, 2019. After contacting the town, we noticed that the address was incorrect on the bill and was not that of our current address of 68 Sheep Davis Rd. We never received any mail from the town in regards to our current or past due taxes. Moving forward we are not ones to pay our taxes late. Please take this into consideration and waive the interest fee.

Thank you,

Deborah and William Burritt

James Boisvert  
Director of Public Works

2/6/2019

PAID

FEB - 8 2019

RECEIVED

FEB - 8 2019

PEMBROKE, NH  
TAX DEPARTMENT

TOWN OF  
PEMBROKE, NH

Jim,

Over the last few weeks, I have twice experienced excess water drainage into my driveway. The levels exceed that we have seen in the last twenty years. If this continues it could erode the house foundation requiring significant damage and repair costs.

A view of the neighborhood shows the same excess water over large areas of land. If we get greater snow fall or rain, I worry about our survival.

This being a new happening I noticed a new drainage pipe egressing the old stone wall, south of 7 Old Bear Brook Rd. This drainage was originally north of the property but, as I understand it, it was on property owned by the Augapants of 5 Old Bear Brook Rd. and it was forced to move to its present location.

I therefore request your immediate attention and subsequent action.

It is noted that approximately a 50 foot right of way exists leading to the western Bucks St. dam, now removed. This area could provide land for drainage as it is now redundant.

Please advise soon

Dave Richards  
Dave Richards

CELL: 389-8632

cc: Selectman

## David Jodoin

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**From:** Wickens, Sharon <SWICKENS@manchesternh.gov>  
**Sent:** Friday, February 08, 2019 11:35 AM  
**To:** 'Gerard Fleury'  
**Cc:** David Jodoin  
**Subject:** RE: Opportunity knocks.

I will just sit tight and stay tuned.

Have a great weekend!

Sharon

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**From:** Gerard Fleury [<mailto:gfleury@manchesterretirement.org>]  
**Sent:** Friday, February 08, 2019 11:25 AM  
**To:** Wickens, Sharon  
**Cc:** David Jodoin  
**Subject:** RE: Opportunity knocks.

Sharon,

I will relay your interest to Town Administrator David Jodoin with my recommendation. I believe at that point the Selectmen will appoint you. Your term will begin in March and run for one year. If you like the post after the year is up. Your name will go on the ballot to complete the balance of a three year term.

Gerry

**From:** Wickens, Sharon <SWICKENS@manchesternh.gov>  
**Sent:** Friday, February 8, 2019 11:12 AM  
**To:** Gerard Fleury <[gfleury@manchesterretirement.org](mailto:gfleury@manchesterretirement.org)>  
**Subject:** RE: Opportunity knocks.

Hello Gerry,

Sure, I would be happy to serve as a trustee for the town of Pembroke. What do I need to do?

Sharon

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**From:** Gerard Fleury [<mailto:gfleury@manchesterretirement.org>]  
**Sent:** Friday, February 08, 2019 10:15 AM  
**To:** Wickens, Sharon  
**Subject:** Opportunity knocks.

Hello Sharon,

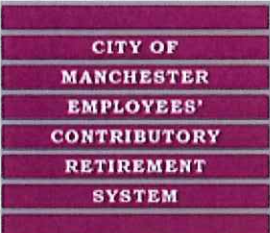
As you may be aware, outside of my life as the Executive Director for MECRS, I am also Chair of the Pembroke Trustees of Trust Funds. One of our trustees decided not to seek re-election after many year in that office and nobody has filed to be on the ballot this coming March to fill the vacancy. As a fellow resident of Pembroke, would you consider accepting an appointment by the Selectman as a trustee for the town?



Gerard E. Fleury - Executive Director

Manchester Employees' Contributory Retirement System  
1045 Elm Street - Suite 403  
Manchester, NH 03101-1824

Tel. 603-624-6506

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*The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees and City volunteers regarding the business of the City of Manchester, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.*

*Town of Pembroke*  
*Roads Committee*

8 Exchange Street, Pembroke, NH 03275

**To:** Board of Selectmen  
**CC:** David Jodoin  
**CC:** Planning Board  
**From:** Roads Committee  
**Date:** February 6, 2019  
**Re:** Robinson/Fourth Range Road project

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The Roads Committee recommends to the Board of Selectmen that it appears that all of the road and drainage conditions required by the Roads Committee are being addressed in the subdivision plan and that they can move forward.

***KV Partners LLC***

P.O. Box 432, New Boston, NH 03070

(603) 413-6650

**BID TAB****Project: 4 and 6 Union Street Project - Pembroke, NH****Bid Date: January 30, 2019**

	Advanced Excavating and Paving, LLC	Jeremy Hiltz Excavating, Inc.	Greene and Russell, Inc.
Lump Sum Item 1 - Parking Lot 6 Union Street	\$107,220	\$137,320	\$176,000
Lump Sum Item 2 - Retaining Wall Construction 4 Union Street	\$177,800	\$174,210	\$189,000
<b>TOTAL</b>	<b>\$285,020</b>	<b>\$311,530</b>	<b>\$365,000</b>

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
JANUARY 22, 2019 at 6:30 PM**

**DRAFT**

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Present: Chairperson Tina Courtemanche, Selectman Ann Bond, Selectmen Vincent Greco, Selectmen Sandy Goulet

Staff: Town Administrator David Jodoin, Recording Secretary Jillian McNeil

Excused: Selectman Michael Crockwell

**I. Call to Order:**

Chairman Tina Courtemanche called the meeting to order at 6:30pm.

**II. Citizen Comment:**

None

**III. Scheduled Meetings:**

Chris Arrigo, Michael Arbo, and Jesse Hall were present to discuss the request of the SNH Off-Road ATV/UTV group to organize and use the town's Range Roads. Chris gave an overview of what the ATV group is looking to accomplish. They would like to organize a club to properly sign the roads, maintain the roads, and enforce the rules of the roads. Michael stated some of the issues they have found are riders riding on private property and discharging weapons. Chris stated that once the club gets the permission from the Town to organize, they would go to the state and begin the process of officially becoming a recognized club and that would bring the state's insurance policy to the trail network. This would change the Town's liabilities.

Selectman Greco made a statement that he feels that when there is club member presence on the trails, the trails become safer and cleaner. He also stated that is a big issue when people bring Jeeps and trucks out "mudding" on the roads and the destruction it causes. Chris stated there wouldn't be much the club could do to curtail that since the roads are currently class 6 town roads. David Jodoin stated that there are seasonal weight limits of 1,800 lbs. David asked for the typical weight of a side by side. Chris stated around 1,200-1,500. David asked what the clubs version of "Patrol" was. Chris stated that clubs typically have trail patrol and they would mark their ATV's trail patrol. He feels that the majority of riders will naturally slow down when they see people coming the other way, especially on a marked machine. The club members have pledged to have someone out there almost daily.

Selectman Greco asked about the 4-wheelers on the snow mobile trails. Chris stated they are open to having the Range Roads open year-round but that would require further discussion. Jesse stated that in the southern part of the state, the snow is not year-round which allows for riding most of the year.

Michael stated that the speed limit on trails is 25 -35 mph. Lieutenant Adam Cheney, NH Fish & Game, stated that regardless if the trail is posted or not, the maximum speed for an OHRV on a class 6 road is 35 mph. A 4-wheeler can only go as fast as it is reasonable and prudent for existing conditions. Michel stated without signage, there is no perceived speed limit.

Selectman Bond asked if the club is aware of the proposed development that will extend onto 4<sup>th</sup> Range Road. They stated that they were aware but there is plenty more land out there. Jesse stated that they plan to go trail by trail and look for ways to manage water diversion, add culverts, and manage the trails. David Jodoin stated that the Town cannot provide any funding for the roads and that the roads would have to be passable for emergency vehicles. Jesse stated that they are aware of that and once they have the permissions to go ahead with the project, they will apply for grants from the state to assist in these projects. Jesse stated that the goal is make the majority of the roads passable by removing the swamps and brooks that go through the trails.

Selectman Courtemanche asked for clarification on the statement of not having swamps and brooks out there. Jesse clarified that he meant in the middle of the trail. They are not touching any of the wetlands or going beyond the trails themselves. The trails have eroded over the years and they want to rebuild them. They want to control the silt and sediment running off the roads. They plan to build ditches along the sides of the roads.

Pembroke Police Chief Dwayne Gilman and Fish & Game Lieutenant Adam Cheney discussed their concerns for the Town allowing the club to open the Range Roads. Chief Gilman expressed that there is enforcement out on the Range Roads but what happens on the main roads of the Town takes priority with the Department. Opening the roads brings more people which will add to the local economy but more people will also mean an increase in any safety issues. The Chief has concerns for the noise level of the machines. Parking will be an issue at any entrance point to the Range Roads. At any given point, there is only room for 1-2 trailers. Chief Gilman spoke to the State of New Hampshire about parking at the lot near maple grove campground. The State stated they are unaware of the amount of people currently using that parking lot and they are discussing now if they are going to continue to allow the people who currently use the lot to continue never mind any additional parking. This will add enforcement issues to the Pembroke Police Department if the State says they cannot use the lot. They cannot park at Bear Brook if they have to travel in a public road way to get to the Range Roads. ATV's are not allowed on public roadways. David asked if side by sides are allowed on the public road ways. Lt. Cheney states that right now, Rt. 28 is not a legal crossing. The State would need

to come out and survey the road, do a traffic study, and then they would need to sign it at the official crossing point. It is a liability for the Town and the State to make these crossings.

Lt. Cheney discussed his experiences with the opening of the trails in Pittsburg and Colebrook. He stated that he covers District 5 which covers 44 towns and around 600,000 people. He has a total of 3 officers to cover all of the search and rescues and other fish and game responsibilities. There will not be more enforcement for the Range Roads if the roads are opened up. There has been an increase in complaints along the power lines and Cross Country Road from riding. He does not recommend allowing night time riding. He recommends that the club joins the New Hampshire Off Highway Vehicle Association (NHOVA). Fish & Game currently gives out grants to local law enforcement for aid in enforcing the trail systems. There are concerns for EMS and the town will likely have to buy some sort of rescue vehicle for injuries that require spine stabilizations. Lt. Cheney stated that side by sides are noisy and there will be a lot of complaints.

Brian Lemoine, Resident, asked if it is advantageous for the Town to grant this club permission. Lt. Cheney stated that it is. He just wants to make sure there is a complete picture of what Fish & Game is capable of in regards to enforcement.

Lt Cheney reiterated that the club should get in touch with NHOVA and not have riding after dark. They will also need to get permissions from land abutters to use the trail system. This created an issue up North where permission wasn't granted and they opened up Town roads so people could go around the private property. When Town roads are opened up, per the State RSAs, it wipes any liability from the Fish & Game and puts it on the Town. This also means that there can be a 14-year-old riding on a Town Road which can be a liability.

Justin Colvin, Trail Master SNH Off-Road ATV Club, stated that since there cannot be anyone out there patrolling, wouldn't it be helpful to have the club presence. Lt. Cheney said definitely and he would recommend getting matching vests that say trail patrol as well as marking the machines.

Selectman Bond and Selectman Courtemanche asked if the Town could post signs and time limits for night riding. David said that the Town can set a local ordinance. Lt. Cheney said that they would recommend either a half hour after sunset or no riding after dark. The club can make the rules as well and would recommend getting help from NHOVA on that. Chris Arrigo stated that once they become an official club, they will get in touch with NHOVA but since they do not have an official trail network, they haven't taken that step.

David Jodoin asked if they believe the Range Roads would draw a large crowd. Lt. Cheney stated that he thinks they will. Michael Arbo stated that the riding is already happening and there isn't any structure and organization to it. That is what the club is hoping to accomplish.

Selectman Bond asked if having a club puts any limits on the Town's authority. Lt. Cheney stated that any law enforcement can enforce the Fish & Game laws and vice versa. The only laws that Fish & Game cannot enforce and the local police can, are town or city ordinances.

Selectman Bond asked if even with a club, if an issue presents itself in a year or so, can the Range Roads be closed back down. Lt. Cheney stated they can put a probationary period on the club to see if it is working or not. He recommends at a minimum, a probationary period should not be less than one year and maybe even two years since it will take a while for the club to get up and running.

Chief Gilman asked how many abutters have been notified. David stated that the hearing notice went out as a public hearing in the paper and on the website but not individual notices. Lt. Cheney suggested also discussing it at Town Meeting.

Public hearing opened at 7:17 p.m.

Bill Conn, Resident, expressed concerns for placing the trails on maps leading to the town being overwhelmed with machines and parking issues being created.

Ed Kenny, Resident, stated that the Snowmobile Club has spent \$10,000 in the last two years fixing up the Range Roads for their club. He worries about further damage to the roads when trucks are already causing so much. He also states that snowmobiles go away after 8-10 weeks, ATVs will be a year-round. He also noted that he is constantly applying for grants to put in culverts and they are consistently denied. Lt. Cheney recommended setting a season to avoid having activity on the roads during mud season. Memorial Day – Labor Day is a common season.

Wendy Weisiger, Resident and Conservation Commission Member, stated her support for the club and their intentions but that she also concerns. Wetland permits are being reviewed and it is not going to get simpler to get them. The majority of the roads are on wetlands which means getting the permits for the culverts will likely be very difficult. While there has been a boom lately in people getting outside and using side-by-sides and OHRVs, the old road beds that are commonly found in New Hampshire are not designed, maintained, or built to withstand the kind of abuse they are taking. Wendy recognizes that the roads are already out on the internet and people can already find them and the club is doing a great job of recognizing the need for protection and being proactive in cleaning up trash but it is only going to get harder with an influx of use. There is an inability of Fish & Game to enforce the area. This is going to fall on the backs of the Pembroke Police Force and the Town Hall to field resident complaints. The Town will have to work with the club to ensure everything is executed properly. The Town should outline expectations, what the town wants for outcomes, an appropriate timeline, and how the club can successfully reach those outcomes. They will need oversight from various Town Departments.

Public hearing closed 7:28 p.m.

It was the decision of the Board to notify the abutters and anyone effected by the trail system and have another public hearing.

**IV. Old Business:**

None

**V. New Business:**

Selectman Bond made a motion to appoint Timothy Goldthwaite as a full-time member to the Planning Board to replace Richard Bean. Selectman Goulet seconded the motion. Motion passed 4-0

Selectman Bond made a motion to appoint David Baril Jr. as an alternate to the Conservation Commission. Selectman Goulet seconded the motion. Motion passed 4-0

Selectman Greco moved a motion to accept the donation of \$5,000 from Continental Paving on behalf of the Recreation Commission in accordance with RSA 31:95-b. Selectman Bond seconded the motion. Motion passed 4-0

Selectman Goulet moved to approve the Manifest/Abatements as presented. Selectman Greco seconded the motion. Motion passed 4-0.

Selectman Greco moved to approve the minutes of January 7, 2019 as presented. Selectman Bond seconded the motion. Motion passed 3-0. Selectman Goulet abstained.

**VI. Town Administrator Report:**

Carol Bertsimas, Vice Chair Conservation Commission, in 2012 the Town acquired lot #260-41 on 6<sup>th</sup> Range Road through donation from owner. The abutting lot 260-42 became property of the town by tax collectors deed. Back in 2015, the Conservation Commission made an offer to purchase the property. Last March, the Town adopted an article that the Board is required to offer property like this to the Conservation Commission before trying to sell it. Selectman Goulet asked if this piece of property would qualify for that since the town acquired the property in 2015. David stated that the piece was deeded in 2012 but they held it for three years because if they town holds any property for three years; the town retains any profit at the sale. If it sells the property before that, the last known owner gets the difference. Selectman Goulet asked what the offer was. Carol answered it was \$5,000 for 5.6 acres which covered expenses. David stated it is on a class 6 road, not near an entrance, and is not developable unless the road is brought up to town specifications. Selectman



Bond asked what the total acreage that the Conservation Commission currently has. Carol answered it is 3-4% of total town land but is not sure what the exact acreage is. Carol and the Commission are looking to see if there is anything that can be done to push the project forward. Selectman Goulet requested additional time to research. Selectman Courtemanche asked if there was any additional interest in the property. David answered that there is not. Selectman Courtemanche stated that they will grant Selectman Goulet the time to research and will revisit this at the February 4<sup>th</sup> meeting and if needed, then they will carry it to the February 19<sup>th</sup> meeting. Carol agreed to come back with the exact acreage the Commission currently has.

Selectman Goulet suggested pushing the ATV club meeting to March 4<sup>th</sup> meeting to allow enough time for the abutters to be notified and so there is a full Select Board available.

David stated that he received an email to dedicate the Town Annual Report to Patricia Crafts who passed away last year. Selectman Greco made a motion to dedicate the Town Annual Report to Patricia Crafts, Selectman Goulet seconded the motion. Motion passed 4-0

David received a letter from the State of New Hampshire stating that the engineer review study for the North Pembroke Road Bridge is found to be acceptable. Total estimate of the project is \$2,056,055. The state will cover 80% and the remainder will be \$30,000 for Concord and the balance will be Pembroke's because the City of Concord will be managing the project with their staff. Pembroke's portion is roughly \$385,000 and there is currently enough money to cover the project from encumbered funds over the last two years.

David stated that the Barrington letters went out and the deeding letters went out to the property owners and mortgage companies. There are 26 people on the deeding list. Selectman Goulet asked if that amount is common. David stated that it is and 6 out of the 26 are new to the list this year. They will have until May 9<sup>th</sup> to pay. The Board will receive annual updates.

## **VII. Committee Reports:**

Selectman Bond – For the street light conversion project, there are still no costs from Eversource on the corrections they need to make. Ann stated that the Meadows View development is proposing a Mason's Way and the Town already has a Masons Avenue. David stated it was brought up at the TRC meeting and they were told they would need to change the name. Ann asked if there was an ordinance for driveway size when there is a shared driveway. The development is proposing a few shared driveways. David stated that the Police and TRC Board are not in favor of the shared driveways but that will be a discussion to have with the Planning Board. Ann stated that the other concern is they want to do open drainage. David stated that it is being discussed with the Roads Committee and the Planning Board. The developers are requesting to be on the agenda for February 4<sup>th</sup> to discuss the opening of the road and

the subdivision. Selectman Bond stated another concern is the four retention ponds. David answered that historically retention ponds have ended up the Town's responsibility. She also stated that there is a request to the Selectmen to adopt a standard for street lights by the Planning Board.

Selectman Greco – None

Selectman Courtemanche – The Budget Committee went over more of the School Budget. Dan Crean presented a list of \$212,000 worth of cuts. The next meeting is Thursday, January 24<sup>th</sup> to go over the Town and School warrant articles.

Selectman Goulet – None

The Next Selectmen's meeting will be February 4, 2019 at 6:30 at the Town Hall.

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

None

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

Motion by Selectman Goulet to enter non-public session in accordance with RSA 91-A:3 II (c). Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant, at 7:58 PM. Seconded by Selectman Bond.

Roll Call Vote

Chairman Courtemanche	Yes
Selectmen Greco	Yes
Selectmen Goulet	Yes
Selectmen Bond	Yes

The Board came out of non public session at 8:10 PM.

Motion by Selectman Goulet to enter non-public session in accordance with RSA91-A:3 II b Hiring, seconded by Selectmen Bond.

Roll Call Vote

Chairman Courtemanche	Yes
Selectmen Greco	Yes
Selectmen Goulet	Yes

Selectmen Bond

Yes

The Board came out of non public session at 8:18 PM.

**X. Adjourn:**

Motion by Selectmen Goulet to adjourn at 8:19 PM seconded by Selectmen Bond.  
Motion passed.

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Justine M. Courtemanche, Chairman

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

Project name	Pembroke Village Demo 1-2
Estimator	RBurke
Labor rate table	NH
Job size	34183 sf
Duration	6 wks
Bid date	1/23/2018
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Group	Phase	Description	Takeoff Quantity	Labor Cost/Unit	Labor Amount	Material Cost/Unit	Material Amount	Sub Price	Sub Amount	Sub Name	Total Cost/Unit	Total Amount
1000		<b>GENERAL CONDITIONS</b>										
	1100	Superintendent										
		Superintendent	6.00 wk	3,200.00	19,200	-	-	-	-		3,200.00	19,200
	1110	Layout Engineer										
		Layout Engineer	1.00 wk	2,000.00	2,000	-	-	-	-		2,000.00	2,000
	1140	Proj. Management										
		Project Manager	1.00 wk	3,200.00	3,200	-	-	-	-		3,200.00	3,200
		Asst. Project Manager	1.00 wk	2,000.00	2,000	-	-	-	-		2,000.00	2,000
	1158	Laborer Foreman										
		Laborer Foreman	2.00 wk	2,320.00	4,640	-	-	-	-		2,320.00	4,640
	1310	Temp. Fences										
		Temp. Fences	1,000.00 lft	-	-	-	-	6.00	6,000		6.00	6,000
		Gates in Temp Fence	2.00 each	-	-	-	-	500.00	1,000		500.00	1,000
	1320	Safety										
		Safety Inspections	10.00 hrs	-	-	-	-	125.00	1,250		125.00	1,250
		First Aid Kit	1.00 ls	-	-	-	-	500.00	500		500.00	500
		First Aid Kit Refills	2.00 mnth	-	-	-	-	50.00	100		50.00	100
2000		<b>EXISTING CONDITIONS</b>										
	2030	Demolition										
		Demolition	34,183.00 sf					5.15	176,042		5.15	176,042
	2035	Asbestos Removal										
		Asbestos Removal	1.00 ls	-	-	-	-	40,000.00	40,000	Allowance	40,000.00	40,000
220000		<b>PLUMBING</b>										
	220100	Plumbing										
		Plumbing - make safe	1.00 ls	-	-	-	-	2,500.00	2,500		2,500.00	2,500
230000		<b>HVAC</b>										
	230100	HVAC										
		HVAC - make Safe	1.00 ls	-	-	-	-	3,500.00	3,500		3,500.00	3,500
260000		<b>ELECTRICAL</b>										
	260100	Electrical										
		Electrical make safe/temp electric	1.00 ls	-	-	-	-	5,000.00	5,000		5,000.00	5,000
310000		<b>EARTHWORK</b>										
	312200	Grading										
		Rough Grading	24,088.00 sf	-	-	-	-	1.25	30,110		1.25	30,110
		Import Common Borrow for Rough Grade (vasement 2972 x10/27 x 1.25 = 1,321 cy	1,321.00 cy	-	-	-	-	18.50	24,439		18.50	24,439
	312500	Erosion and Sedimentation Controls										
		Hay Bales & Silt Fence	1,000.00 lf	-	-	-	-	5.00	5,000		5.00	5,000

Estimate Totals

Performance & Payment Bond	2.907			B	0.085 /sf	0.82%
Builders Risk Insurance	528	1.500 \$ /	1.000	T	0.015 /sf	0.15%
General Liability & Umbrella P	2.449	0.695 %		T	0.072 /sf	0.69%
CM Fee %	19.942	6.000 %		T	0.583 /sf	5.66%
Total	352,307				10.306 /sf	

# CODE REVIEW

Pembroke Village School  
30 High St  
Pembroke, NH 03275  
October 24, 2017

## Current New Hampshire Building Code

Administration of Minimum Standards in PUBLIC SCHOOLS - Chapter 300  
International Building Code 2009 except for egress which is NFPA 101 2015  
International Existing Building Code 2009  
International Plumbing Code 2009  
International Mechanical Code 2009  
International Energy Conservation Code 2009  
National Electric Code 2014  
State Fire Code SAF-C 6000

## GENERAL BUILDING INFORMATION

LEVEL	EXISTING (SF)
1 <sup>st</sup> Level (1951 basement)	3,113
2 <sup>nd</sup> Level (main / ground)	24,010
3 <sup>rd</sup> Level (1907 second Fl.)	3,697
4 <sup>th</sup> Level (1907 third Fl.)	3,697
TOTAL	34,517

Existing Height: 55 feet, 4 story ( 3 above grade)

Existing Construction:

- 1951 and 1957 wings: Type IIIB Masonry Exterior, combustible interior and roof framing, unsprinklered,
- 1907 building: Type IIIA Masonry Exterior, combustible interior and roof framing, sprinklered

IEBC Level 2 Alteration (Level 3 Alteration -50%+ work area - requires fire sprinkler)

Current School Population:

Staff: 38

Students: 126

TOPIC	IBC / IEBC	NFPA 101 / NH 300 Ed. Spec.	Description	Compliance
<b>USE / OCCUPANCY</b>				
IBC 305.1	101: 6.1.3.1	E Education	Classrooms (sf) Shop/Lab/Vocation rooms (sf)	K - G1 public school, preschool 8,820 3,437
IBC 303.1, except 4		Assembly use in Education is an accessory use (Gym (sf))		3,400
IBC 410.1		Stage (sf)		1,300
IBC 311.3		S-2 Storage (sf) on 1st Level (NOT Accessory)		1,785
IBC 508.2	101:6.1.14.1.3 (1)	Accessory Occupancies: Non-separated; less than 10% of story area		
		2nd Level (10% = 2,401 sf)		
		S-2 Storage (sf)		390
		B Business (sf)		1,098
		TOTAL (sf)		1,488
		3rd Level (10% = 370 sf)		
		S-2 Storage (sf)		213
		B Business (sf)		0
		TOTAL (sf)		213
		4th Level (10% = 370 sf)		
		S-2 Storage (sf)		0
		B Business (sf)		132
		TOTAL (sf)		132
IBC 1004.11	101:7.3.1.2	Occupant Load:		Occupants:
		Classroom (sf per occupant)	20	441
		Shop/Lab/Vocation room (sf per occupant)	50	69
		Gym (sf per occupant)	7	486
		Stage (sf per occupant)	15	87
		S-2 Storage - Accessory (sf per occupant)	500	1
		S-2 Storage - Non Accessory (sf per occupant)	n/a (max probable)	5
		B Business (sf per occupant)	100	12
		Library (reading) (sf per occupant)	50	15
	NH Ed. Spec. 321.09	Classroom size		
		Kindergarten	1000 sf or 50 sf/child (which ever is greater)	Not compliant but If Switch K and first grade: 850 sf with max class size of 17
		Elementary	900 sf or 36 sf/child (which ever is greater)	Not compliant but If Switch K and first grade: 612 sf with max class size of 17
<b>HEIGHT &amp; AREA LIMITATIONS</b>				
IBC 503		Allowable Height: 2 Stories and 55 ft above grade		55 ft in height, SEE 504.2 stories above grade
IBC 504.2		At: Allowable area per story: 14,500 sf Increase for sprinkler: +1 story, +20 ft in height Area Increase: $A_a = \{A_t \times [1] + [A_t \times 1s]\}$ ( $A_a$ = Allowable building area per story (square feet). At= Tabular building area per story in accordance with Table 503 (square feet): 14,500 sf If = Area increase factor due to frontage as calculated in accordance with Section 506.2. Is= Area increase factor due to sprinkler protection as calculated in accordance with Section 506.3.	2+1	see 506.1 for area per story 3 stories above ground (1907 wing: sprinkler protected)
IBC 506.1			51,777	all stories are less than this allowed increased area, BUT Automatic sprinkler system required through out 1





TOPIC	IBC / IEBC	NFPA 101 / NH 300 Ed. Spec.	Description	Compliance
			80" min headroom (on max 1/3 of egress ceiling area) 27" lowest edge of obstruction 4" max horizontal projection	
	IBC 1003.3	101:7.1.5.1	Protruding Objects	Pb in the 1951 wing classroom corridor
Doors	IBC 1008	101:7.2.1 (101:14.2.2.2, 101:15.2.2.2 )	Doors	
		101:7.2.1.2	Door leaf width: 32" min opening unless allowed 48" max for swinging doors Same elevation on both sides (+/- 1/2"). In existing building: 1 step lower outside not more than 8" ext. landing slope 2% max Swing in the direction of egress when serving more than 50 occupants or high hazard area or as enclosed exit (except into existing corridor less than 6' wide 101:7.2.4.3.8.2) Swing encroachment less than 1/2 of corridor, Door projection less than 7"	OK
	IBC 1008.1.5	101:7.2.1.3	Floor Level:	leveling required at both exit doors on wing 1907 wing first level (granite stairs and metal stairs)
	IBC 1005.2 IBC 1005.3 IBC 1008.1.10	101:7.2.1.4 101:15.2.2.2 101:7.2.2 (101:14.2.2.3, 101:15.2.2.3)	Swing and Force to Open: Panic H/W H/W mounted between 34" and 48" above fl required for occupant load >50 (IBC)	Swing of boiler room door to Outdoor Many doors to update
Stairs			Stairs Existing Min width 36" Max riser height 8" Min tread depth 9" Min headroom 6'-8" Max height between landings 12' Landing no decrease in width on both sides, 30" to 38" from tread, extend past the bottom and top risers Handrail 30" min, 4" sphere rule, 6" sphere rule Guards 30" min, 4" sphere rule, 6" sphere rule Usable space Prohibited within exit enclosure including under stairs	
	IBC 1009		New Min width 36" for < 50 pers., 44" for 50<pers.<2000, 56" for >2000 pers. Max riser height 7" Min riser height 4" Min tread depth 11" Min headroom 6'-8" Max height between landings 12' Landing no decrease in width, dimension of travel=stair width (but no more than 48" if straight run) Handrail on both sides, continuous, 34" to 30" from tread, extend past the bottom and top risers Guards 42" min, 4" sphere rule, 6" sphere rule Usable space Prohibited within exit enclosure including under stairs	OK A couple of stairs aren't compliant with this but would comply per code for existing OK A couple of stairs aren't compliant with this but would comply per code for existing
	IBC 1009.2	101:7.1.5.3	Stair ceiling height	Fire marshal will make mentions
Horizontal Ex	IBC 1026	101:7.2.4	Horizontal Exits	OK N/A
Ramps		101:7.2.5	Ramps New Min width 44" Max slope 1 in 12 Max cross slope 1 in 48 Max rise for single run 30" at top, at bottom, at door leaves opening onto ramp, at change of travel direction, landing slope less than 1 in 48, width no less than ramp, 60" min in direction of travel (48" if not accessible route) Landing see stairs, required on both side for rise greater than 6" Handrail and Guards	Ramp in 1951 wing into 1907 wing reduced at door opening, but width complies with code for existing OK OK OK
			Existing Min width 30" Max slope 1 in 8 (1 in 6 if permitted) Max height between landings 12' (no landing for slope 1 in 10 or less) at top, at bottom, at door leaves opening onto ramp, at change of travel direction, landing slope less than 1 in 48, width no less than ramp, 60" min in direction of travel (48" if not accessible route), unless approved existing ramp Landing see stairs, required on both side for rise greater than 6" Handrail and Guards	Ramp in 1951 wing into 1907 wing reduced at door opening, but width complies with code for existing Ramp in 1951 wing into 1907 wing needs handrails
Egress Capacity		101:7.3.3.1	Egress Capacity	
	IBC 1005.1		Capacity Exit Doors, Corridors	OK
	IBC 1005.1		Capacity Exit Stairs	OK
		101:7.3.4	Egress Min Width	OK
		101:14.2.3.2	Corridor width (education NEW)	OK
		101:15.2.3.2	Corridor width (education Existing)	OK
		101:12.2.3.6	Corridor width (assembly NEW)	OK
		101:12.3.6	Main entrance / exit	accommodates 1/2 of occupant load, other exits = 1/2 of load
Number of Means of Egress		101:7.4	Number of Means of Egress	Min 2 exits on each story OK
		101:7.4.1.2	Occupancy load between 500-1000 for each story	3 exits required or more OK
Arrangement of Means of Egress		101:7.5.1.3.2 & .3	Exit separation	1/2 diagonal of area served, 1/3 if sprinklered OK
		101:7.5.1.3.5	Exit separation (Existing building) with 2 or less exits	exempt but remotely located
		101:7.5.1.3.6	Exit separation (Existing building) with 3 or more exits	1/2 diagonal of area served, 1/3 if sprinklered
		101:14.2.5.1.2	Dead end corridor (NEW)	< 20' for non-sprinklered, 50' with sprinklers OK
		101:15.2.5.2	Dead end corridor (existing)	< 20' for non-sprinklered, 50' with sprinklers
		101:14.2.5.3.1 & .2	Common path of travel (NEW)	< 100ft with sprinkler, 75 without
		101:15.2.5.3.1 & .2	Common path of travel (Existing)	< 100ft with sprinkler, 75 without 2 exit doors min access to separate exits (even thru common corridor if exits in opposite directions) OK
		101:14.2.5.4	Space larger than 1000 sqft or with more than 50 persons	2 exit doors min access to separate exits (even thru common corridor) OK
		101:15.2.5.4	Space larger than 1000 sqft or with more than 50 persons	2 exit doors min access to separate exits (even thru common corridor)

TOPIC	IBC / IEBC	NFPA 101 / NH 300 Ed. Spec.	Description	Compliance
Accessible means of egress		101:14.2.5.5	Classroom requirements: min 1 exit access door leading directly to exit corridor, to exit or to outside exit access door leading to other room OK if path to exit corridor < 75' and room protected with fire detection and/or sprinkler, and/or hazardous material in room protected in metal locker	OK
		101:15.2.5.5	Classroom requirements: Travel distance to exits Travel distance to exits	OK
		101:14.2.6	Travel distance to exits	OK
		101:15.2.6	Travel distance to exits	OK
			Accessible means of egress	
		101:7.5.4	Accessible means of egress in Existing buildings	Not compliant in 1907 Wing
	IBC 1007		Accessible means of egress	Not compliant in 1907 Wing
		IBC 1007.2.1, IBC 1007.4	Elevator	Needs to be added
	IBC 1007.3		Stairs	n/a if elevator
	IBC 1007.5		Platform lifts	n/a if elevator
Illumination and Marking of Egress			Areas of Refuge	n/a if elevator
			Area of Refuge Size	n/a if elevator
			Signage & Instructions	Not compliant
	IBC 1007.9, IBC 1007.10, IBC 1007.11			
	IBC 1006	101:7.8, 101:7.9 and 101:7.10	Illumination of Means of Egress, Emergency Lighting, Marking of Means of Egress	see Reno Engineering & Light Design Report
PLUMBING FIXTURES				
Minimum plumbing facilities	IBC 2902.1	NH Ed Spec 321.19	Min number of fixtures for Assembly A3 GYM + STAGE WC Male - 1/125 WC Female - 1/65 Lav. - 1/200 Fountain - 1/500 Other: service sink - 1 LIBRARY WC Male - 1/125 WC Female - 1/65 Lav. - 1/200 Fountain - 1/500 Other: service sink - 1 Min number of fixtures for Education CLASSROOM + VOCATIONAL WC Male - 1/30 WC Female - 1/30 Lav. - 1/40 Fountain 1/50 Other: service sink - 1 Min number of fixtures for Business OFFICES WC Male - 1/25 WC Female - 1/25 Lav. - 1/200 Fountain - 1/500 Other: service sink - 1 Min number of fixtures for Storage STORAGE Accessory WC Male - 1/100 WC Female - 1/100 Lav. - 1/100 Fountain - 1/1000 Other: service sink - 1 STORAGE NON Accessory WC Male - 1/100 WC Female - 1/100 Lav. - 1/100 Fountain - 1/1000 Other: service sink - 1	GYM + STAGE 5 OK 9 Not compliant 3 OK 2 Not compliant 1 OK LIBRARY 1 OK 1 OK 1 OK 1 OK 1 OK CLASSROOM + VOCATIONAL 17 Not compliant 17 Not compliant 13 OK 11 OK if counting classroom sinks 1 OK OFFICES 1 OK 1 OK 1 OK 1 OK 1 OK STORAGE Accessory 1 OK 1 OK 1 OK 1 OK 1 OK STORAGE NON Accessory 1 OK 1 OK 1 OK 1 OK 1 OK
	IBC 2902.2		Separate facilities	separate facilities required for each sex, unless occupant load less than 15 OK separate or combined with employees facilities. combined accessible when building occupied accessible when building occupied
	IBC 2902.3		Required public toilet facilities	Path of travel < 500'

TOPIC	IBC / IEBC	NFPA 101 / NH 300 Ed. Spec.	Description	Compliance
Toilet room requirements IBC 2903			WC Enclosed for privacy Urinal partitioned for privacy Smooth, hard, nonabsorbent surface (4"x4 vertically) + 4" min baseboard	Not compliant
<b>ACCESSIBILITY</b>				
Accessible route	IBC 1104.1 IBC 1104.2 IBC 1104.3 IBC 1104.4 IBC 1104.5		Site arrival points Within site Connected spaces Multilevel buildings and facilities Location Access to each level	OK OK OK Need and elevator Need vestibule for elevator to connect to rest of interior circulation
Accessible entrances	IBC 1105.1		Public entrances	Restricted entrances: main entrance accessible. Gym entrance accessible too.
Accessible Parking	IBC 1106.1 IBC 1106.5 IBC 1106.6 IBC 1106.7		Accessible parking spaces Accessible van spaces Location Passenger loading zones	3 accessible provided 1 van accessible provided OK OK
Other features and facilities				
Toilets and bathing facilities	IBC 1109.2 IBC 1109.2.1 IBC 1109.2.2 IBC 1109.2.3 IBC 1109.3 IBC 1109.5 IBC 1110		Toilets and bathing facilities Exception if intended for use by single occupant Family or assisted-use facility (Assembly only) (also called single user or unisex) Wheelchair and ambulatory compartments Lavatories Sinks Water fountains Signs	Each toilet rm to be accessible and on accessible route. At least one type of fixture to be accessible in each toilet rm. Where multiple single-user toilet rm clustered: 50% accessible Where scattered: each needs to be accessible If aggregate of 6 or more WC (M and F): one accessible family toilet rm required At least one wheelchair compartment per bank If 6 or more compartments, at least one ambulatory compartment in addition. at least one accessible (or 5%) If 6 or more, one needs to be enhanced reach ranges (no more than 11") at least one accessible (or 5%) in accessible spaces one for standing person and one for wheelchair person

#### ENERGY CODE

TOPIC	IECC	Description	Compliance
CLIMATE ZONE		MERRIMACK COUNTY, NH 6A	
METHOD OF ENERGY CODE ANALYSIS		Envelope Prescriptive Path / Whole building / Trade-off approach ?	Envelope Prescriptive Path
<b>ENVELOPE COMPONENTS DESCRIPTION</b>			
R-Value	IECC 502.2	Roof - 1907 wing - Attic and other R-38 Roof - 1951 wing - Insulation entirely above deck R-20 ci Roof - 1957 wing - Insulation entirely above deck R-20 ci Exterior wall - 1907 wing - Brick load bearing R-13.3 ci Exterior wall - 1951 wing - CMU load bearing veneered with brick R-13.3 ci Exterior wall - 1957 wing - CMU load bearing veneered with brick R-13.3 ci Exterior wall below grade - 1907 wing - masonry R-7.5 ci Slab on grade - 1907 wing - unheated R-10 for 24" below Slab on grade - 1951 wing - unheated R-10 for 24" below Slab on grade - 1957 wing - unheated R-10 for 24" below Max % of fenestration 40% of above grade wall Metal framing Doors U-factor=.88, air leakage < 7 air change per hour Metal Framing Windows U-factor=.55, air leakage < 7 air change per hour	unknown OK, 2 layers of 3" Polyiso above classrooms, unknown above gym OK, 2 layers of 3" Polyiso probably not complying probably not complying - cavity not insulated probably not complying - 1/2" cavity not insulated probably not complying Not complying (4" concrete, no insulation) Not complying Not complying (4" concrete, no insulation)
BUILDING MECHANICAL SYSTEMS	IECC 503		See DESIGN DAY MECHANICALS INC report
ELECTRICAL POWER AND LIGHTING	IECC 504		See RENO ENGINEERING report



## Village School - April 24, 2018

Josh Coughlin - Facilities Director, Pembroke School District

### Option 1: Retain Village School

1. Addressable fire panel with ADA horns and ADA strobes: \$80,000
2. Install elevator (not including construction to area and removal of lifts): \$150,000
3. Sprinkler system in 1957 wing: \$60,000
4. Renovation of 1957 bathrooms per ADA: \$100,000
5. Unit ventilation heaters throughout classrooms: \$460,000
6. New Doorway 1907: \$15,000
7. Stair enclosure 1907 building: \$100,000
8. Fire rating the wood paneling in 1907 building: \$175,000
9. New Windows in 1951 wing, basement and 1907 wing: \$225,000
10. Rearrange sprinkler heads to meet NFPA Requirements in 1907 building: \$8,000
11. Insulate heating pumps: \$4,000
12. Air conditioning for server room: \$10,000
13. Renovate 1951 bathrooms per ADA: \$100,000
14. Sprinkle 1951 addition: \$110,000
15. New heating system in gymnasium: \$270,000
16. Gymnasium roof: \$40,000
17. New doorway 1951 wing: \$8,000
18. Electrical wiring, distribution panels, raceway systems: \$1,750,000
19. New heating unit in basement: \$9,000
20. New foundation wall and fence: \$3,000
21. Reclaim pavement in courtyard: \$25,000

*Total Estimate: \$3,702,000*

### Cost Unknown Throughout Entire Building:

1. New flooring throughout.
2. Masonry repair and pointing throughout.
3. Update and add where needed emergency lighting and exit.
4. Paint eve of 1907 building.
5. Lead paint removal in 1907 building.
6. Asbestos abatement throughout (floors, ceilings, insulation, and heating systems)
7. Bogen intercom system.
8. Handrails in 1907, 1951 and 1957 buildings.
9. Exit stairs in 1907 building.

**Key:** #      ^      \*



PEMBROKE HILL SCHOOL  
& VILLAGE SCHOOL  
PEMBROKE, NH