

Town of Pembroke Roads Committee

311 Pembroke Street, Pembroke, NH 03275

MINUTES

Tuesday, May 7, 2019

Meeting called to order at 6:09 P.M.

1. Attendance: Present: Jay Menard, Tim Goldthwaite, Victor Ranfos, Paulette Malo
Unavailable: Buddy Curley, Richard Bean

2. Old Business:

- a. Culvert Inventory
- b. Review Trench Permit Application and Rules (Chapter 186)
- c. 3,5 & 10 Year Road Improvement Plan
- d. Update 2018-2019 Road Projects
- e. Update Culvert Replacement

a. VJ reported that there is no update on the culvert inventory. We are trying to get catch basin inventory done before we get the culvert inventory done.

b. Tim brought in Rochester's Trench Permit to review. Includes diagrams with measurements and is very much like the state permit. They discussed the differences and what changes might benefit the Town records and requirements. They decided to take information with them to completely read over the details to be ready to make change suggestions at the next meeting. It will also give the Public Works director time to review and make suggestions. The permit application sample spells out phases of a project, license requirements, verification that the company is registered with the State of New Hampshire. Inspections are also required and if repairs are needed the contractor must do a satisfactory job or they will not be allowed to work in town in the future. Must correct deficient conditions or town license would not be renewed. The licensing process is similar to requiring a bond which is what Pembroke is doing now. Requiring the land owner to bond a temporary driveway permit.

c. VJ is meeting with Dean this Friday at 10:00 a.m. to go over the 3, 5 & 10 Year Road Improvement schedule. Paulette would like to get that set up for CIP with a list of projects.

d. VJ said the top coats were done on Eastview and East Meadow. Paulette said Mr. Bergeron at 412 East Meadow was questioning when they would come back to do his driveway. Paulette sent an email to Mike noting that the top coat had not been done at his driveway as promised. Jim Boisvert was also notified of this in an email. VJ also said that part of the crack sealing list has been done, about half of the funds have been expended. Of the 2018 funds of \$30,000.00 about \$15-17,000.00 has been used. The 2019 crack sealing has not been started due to the weather. As soon as possible, they will work on that list. Cross Country Road patching has been done. Shimming on Borough Road will be done tomorrow.

e. The culverts on Nadine Road, Pembroke Hill Road and Deerpath Lane have been completed.

Culvert question had been brought up on Nadine culvert. Why did the Public Works Department bring up two telephone poles? Why didn't the contractor come in with the equipment to do that? VJ did not have an answer to that. The question is why is town equipment being used when the project went out to bid? Need to scrutinize what is in the bid in the future since this was not addressed in the bid. Repair was done on a quote not on a bid. The committee discussed other times the town was involved in some aspect of a project that should have been covered by the bid specifications.

The Scope of Work for Nadine Road culvert reviewed and there was nothing in it saying that Water and Sewer had to be held up. Paulette read a message from David Jodoin that in order to avoid any questions, any future bids over the \$5,000.00 should be brought first to the Roads Committee. David felt that at the end of paving season, the committee should know what funds are left over to be encumbered. He wants to avoid any last minute, rush agreements to hold these funds over. So the Committee needs to make sure all aspects of a bid cover all items needed to complete a project. Discussion continued about specifications and additional work on a second culvert on Nadine Road.

3. Any Old Business:

4. New Business:

a. Drainage issue Broadway and Fairview

a. David wants the Committee to compare the 2 warranty deeds for the drainage easements on the Donna Drive deeds as examples for other drainage easements. There were major ice issues on Fairview this winter caused by surface water coming from the yard at 80 Broadway. Pictures were provided to the Committee to show how the existing drainage has failed causing the water to run on the surface and not stay in the pipes and culvert originally installed. Reviewing this is to determine who 'owns' the pipes. If the Town needs to replace or if the landowner is responsible for repair and/or replacement to allow for proper drainage. The drainage must be fixed to avoid further ice problems in the future. After reviewing the lot line adjustment plan provided, it was suggested that they go back to Planning since several dates were on the plan. It would be necessary to see those plans in order to clarify all the changes made to the warranty deeds. Donna Drive, Melissa Drive are also areas with drainage problems due to owners filling in swales and drainage right of ways. It would be good to see the plans for Donna Drive area too. The Committee needs more information in order to address this issue.

The Committee had suggested that letters be sent from the Board of Selectmen to the residents of Nixon Road for input on paving that road. Paulette has not seen where that was done.

They discussed how the town could make the landowners own up to maintaining drainage easements and how they could enforce this. If they have filled swales, they need to open them back up. Town needs to check all swales and drainage easements throughout town. This will eventually be required by MS4 regulations.

5. Any New Business:

6. Accept Minutes:

a. April 2, 2019

Motion: Tim Goldthwaite approve as written

Seconded: Jay Menard

Vote: All in favor

Next meeting will be June 4, 2019 at 6:00 p.m. at Public Works Building

7. Adjourn: Motion: Paulette Malo

Seconded: Tim Goldthwaite

Vote: All in favor

Adjourned: 7:18 pm