

# Town of Pembroke Roads Committee

311 Pembroke Street, Pembroke, NH 03275

## MINUTES

Tuesday, July 9, 2019

Meeting called to order at 6:02 P.M.

1. Attendance: Present: Buddy Curley, Jay Menard, Tim Goldthwaite, Paulette Malo, Jim Boisvert, Vincent Greco  
Unavailable: Brian Seaworth, 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
- f. Drainage Issues (Broadway/Fairview)

a. Still being worked on. We should know by the middle of August if our MS4 grant application has been approved.

b. Any changes to the trench permit will have to have a public hearing before approved. The gas company project (Donna Drive area) has not come to the town for any permits. If they come back within the next month or so or before any changes are made to the code, the current rules would apply to their project. 'Departments to be notified 186-7' currently lists Public Works Director, Police Department and DIG SAFE be notified 'in writing' at least 72 hours prior to excavation. 'In writing' could be removed since 'verbal' notifications are the acceptable. Sewer is not on DIG SAFE so they do need to be included on the list. Public Works does call Water Works and Sewer if they need to know about work to be done. Trench permits are only given to those projects in the Town's Right Of Way. Permits for any work on State Roads are not issued by the town. The last sentence of Section 186-4 was requested to put in BOLD: **"The bond or cash deposit shall be held by the Town of Pembroke for a period of one (1) year following the acceptance of the project by the Public Works Director."** Discussion of "acceptance" determined that it should be defined to mean after the final paving is done that year begins. After the year, the Public Works Director may release the bond. The amount of any bond is determined by the Public Works Director, who gets input from the Town engineer for an appropriate value. The bonds go to Town Hall, but they should not be released without the Public Works Director's approval. If a cash deposit is used, the paperwork for an escrow account would go to the Town Hall finance department. The records for escrows were handled years ago at Public Works and were then moved to Town Hall finance department. There is no documentation in Public Works. Get the pdf file from Rochester to work on this. Final suggestions will be tabled until next meeting.

c. Next meeting for an update. Before the next meeting, the suggested roads for next year will be

submitted for CIP. For years 1, 3 and 5 data is needed for the Roads Committee. VJ and Dean have the data and VJ will be at the next meeting.

d. All done except Glass Street and a few punch list items. Glass Street will not be done until third week in August, pending completion of Water Works project scheduled for the second week of August in which they will be doing night work to change hydrants and will close the road. They are planning on 48 hours to complete their work. The Crack Sealing is done using the \$20,000.00 and was applied to Borough Road. It took them two days to complete. We still have encumbered crack sealing funds which should be used in August. Jim was pleased with crack sealing work done. There is about \$61,000.00 left in the roads budget. In addition to Glass Street, Sixth Range Road shoulders need to be done.

e. Complete.

f. Three sets of deeds are in the packets for the roads committee to review. In the past all easements not properly labeled belonged to the town. Question raised: Do we fix the drainage and then turn it over to the land owners to maintain? That can be done but the deeds would have to be amended to reflect the new 'ownership' of the easement to show that the land owner is responsible for future maintenance of that drainage. Discussion continued on this since the town engineer told Jim that if pipes on a project involve drainage, the ownership of maintenance remains the Towns responsibility even if the drainage is on private property. As for the Broadway/Fairview drainage issue, Jim got an estimate of \$4300.00 for a fabric wrapped, stone, and solid pipe installation. There is more water in that project coming from DI (drop in catch basin). Currently the pipe is above ground and not draining the water properly. In any event somebody has to do something, whether the town or the property owners. The Roads Committee needs to make a recommendation to the Board of Selectmen to address this issue so that there are no future ice problems due to this broken drainage system.

**Motion:** Jay made the motion to recommend to the Board of Selectmen to fix the drainage only with the agreement of the property owners, that they would own their easements and be responsible for all future maintenance of the drainage after the fix.

**Seconded:** Vincent

**Vote:** Three in favor

3. Any Old Business:

a. Response to Mr. Albee's request for paving of Plausawa Hill Road

**Motion:** Paulette motioned for Buddy to sign the letter to Mr. Albee for Plausawa Hill Road after the date on the letter is changed to current date.

**Seconded:** Tim

**Vote:** All in favor

4. New Business:

a. Coring North Pembroke Road

a. VJ was unable to attend but will explain the procedure at the next meeting. This method apparently holds up longer than reclaiming and should be better in certain areas.

5. Any New Business:

6. Accept Minutes: June 4, 2019

**Motion:** Paulette accept minutes as written

**Seconded:** Buddy

**Vote:** All in favor

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

7. **Adjourn:** **Motion:** Buddy

**Seconded:** Vincent

**Vote:** All in favor    Adjourned: 7:00 pm