

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
November 17, 2021 at 6:30 PM**

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Present: Selectman Karen Yeaton, Selectman Ann Bond, Selectman Sandy Goulet, Selectman Peter Gagyi

Excused Selectman Richard Bean

Staff: Town Administrator David Jodoin

**I. Call to Order:**

Chairman Ann Bond called the meeting to order at 6:31pm.

**II. Citizens Comment:**

None

**III. Scheduled Meetings**

Solid Waste Committee – Trash/Recycling Collection RFP

Gerry Fleury, Solid Waste Committee, reviewed the RFP that went out for bid. Bidders were asked to bid on three courses of action; continuing operations as is, picking up one route, and taking over all operations. Casella, Waste Management, and Zero Waste submitted bids. After carefully reviewing all the bids, the Committee is recommending continuing with Casella for another 5 years. The tonnage rate come in at \$99/ ton which is more than we are paying now but less than what was expected. Construction and debris costs are currently under a separate contract but the Committee asked for bids on C&D and would recommend putting it all into the new contract with Casella. The Committee is also looking for guidance as to what could be their purpose going forward. The last two months the Town has gotten paid for their recycling and the Committee would like to look into ways to make the program more robust.

Selectman Gagyi asked if they know what Casella is charging other Towns because other bids tonnage rates came in lower and they could have come in higher knowing that the driving distance would be a factor. Gerry explained the bids were all very close and one of the deciding factors was employee drive time to the facility and wear and tear on the vehicles while driving to and from. That could have been a factor Casella weighed when they made their bid but there is no way to know that for sure. The Committee did ask for a favored nations clause in that if anyone entered into a contract that is relatively the same tonnage as Pembroke, they would need to offer that deal to Pembroke. None of the companies were willing to do that. Bob

Fanny, Pembroke DPW, stated that the Town is currently getting revenue from Casella for recyclables and would likely never see that from the other companies.

Selectman Bond asked when the new contract would start. Gerry Fleury answered the existing contract expires August of 2022. The bidders submitted bids knowing the expiration date.

Selectman Goulet made a motion to accept the Solid Waste Committee's recommendation to award the bid to Casella. Selectman Yeaton seconded the motion. Motion passed 4-0.

The Board and the Committee discussed next possible steps such as education materials at Town Meeting, education in schools, and composting.

#### Attorney Cleary Public Hearing Road Acceptance – Nadine & Birdie Circle

Attorney Cleary stated Birdie Circle has been completed and is ready to connect to Nadine Drive. The Town Engineer has reviewed it along with the Planning Board and Legal Counsel. There were concerns for the gazebo but language was put into the easement that removes it from any town liability. There were also concerns for the sprinklers and those were classified as cul-de-sac enhancements and also removed from any town liability in the easement.

Selectman Bond asked if the Town does damage a sprinkler head and there is flooding associated, how would that be handled. Attorney Cleary stated Public Works could call them and they would remedy the situation as fast as possible at no cost to the Town.

David Jodoin stated there are no street lights on any of the intersecting roads and there have been some complaints that it is dark and dangerous. Attorney Cleary stated it is well light with exterior lights on all off the buildings. There is a light on the intersection with Whittemore and they will put one on the corner of Nadine Drive and Birdie Circle. The cost and responsibility of the light will be absorbed by Bob MacCormack.

Selectman Bond asked if they are picking up garbage. VJ Ranfos, Director DPW, explained they are not picking up from any of the condos in this development. Sidewalks, plowing, and the catch basins are the only responsibility of the Town. VJ would like the catch basins to be cleaned before the Town takes it over so they can start with a clean slate. Attorney Cleary stated they will do that.

Selectman Bond shared concerns for the lack of a stop sign between Bow Lane and Birdie Circle. Police Chief Gilman had originally suggested putting a stop sign at the end of Donna Drive. VJ Ranfos stated that Mike Vignale, Town Engineer, suggested waiting and monitoring traffic patterns before putting up any additional signage and

Chief Gilman agreed. David Jodoin explained they would need to have a public hearing before adding any stop signs.

Selectman Bond opened the public hearing at 7:09pm.

Selectman Bond closed the public hearing at 7:10pm

Selectman Goulet made a motion to accept the extension of Nadine Road and Birdie Circle as town roads and authorize the Town Administrator to sign the necessary easement contingent upon the cleaning of the catch basins. Selectman Yeaton seconded the motion. Motion passed 3-0. Selectman Bond abstained.

#### Public Works Striping Bid

VJ Ranfos explained they put the RFP out and two bids came back. The request was for 3-years and one of the companies came back with a single year bid. Therefore, there is only one bid to consider from K5 Corporation. The cost of striping has gone up as materials have been harder to get. VJ called the City of Dover for a reference and they said K5 does a good job.

Selectman Goulet made a motion to award the striping bid to K5 Corporation for the years 2022-2024 for a total three-year sum on \$63,394.20. Selectman Yeaton seconded the motion. Motion passed 4-0.

#### **IV. Non-Public:**

Selectman Bond made a motion to enter into non-public session in accordance with RSA 91-A:3 II (b) The hiring of any person as a public employee, seconded by Selectman Yeaton at 7:24pm

Roll Call Vote:

Selectman Yeaton Yes

Selectman Goulet Yes

Selectman Gagyi Yes

Selectman Bond Yes

The Board came out of non-public session at 8:01pm

Selectman Goulet made a motion to continue with applicants for the two vacant public works positions. Selectman Yeaton seconded. Motion passed 4-0.

## **New Business Continued**

### Hazard Mitigation Plan

The Town receives grant money and funding based on having this plan. The Hazard Mitigation Plan Committee was comprised of Town Departments, Board Members, School Volunteers, and staff from Central New Hampshire Regional Planning Commission. The goal of the Committee was to update the previous hazard mitigation plan that was developed in 2017. The original plan was approved in 2004. The Federal Emergency Management Agency requires the program to be updated every five years to reflect current state and federal standards. The re-approval is reviewed by Homeland Security and Emergency Management as well as FEMA to ensure Pembroke remains eligible for mitigation grants. It is funded through the Hazard Mitigation Program and the grants are a 75/25 split. The plan describes in detail any declared disaster in Pembroke since 1973 and a vulnerability assessment of various areas the Town. The plan will be submitted to NH Homeland Security and Emergency Management for review then the Board of Selectman will have to have a meeting to officially adopt the plan.

Selectman Gagy asked for the reasoning behind listing private businesses. David explained the Town needs to be prepared for any disaster that could happen to any business. For instance, the Buck Street Soccer Facility, if there are games, they need to be prepared to get people out of the area. They had to look at critical spots in Town that would either need to be evacuated quickly or be problematic in the event of an emergency.

## **V. Old Business:**

### Helpsy Textile Agreement

Town Counsel reviewed the agreement and made the change from an auto renewal to language that states that no later than 90 days prior to the expiration of the contract the two parties will renegotiate.

Selectman Goulet made a motion to approve the agreement between the Town of Pembroke and Helpsy New England and authorize the Board of Selectman to sign the document. Selectman Yeaton seconded the motion. Motion passed 4-0.

## **VI. New Business**

### Manifests/Abatements

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

Minutes 11/3/21

Selectman Goulet made a motion to accept the minutes of November 3, 2021 as presented. Selectman Yeaton seconded the motion. Motion passed 3-0. Selectman Bond abstained.

**VII. Town Administrator Report:**

The Cemetery Commission received an email from a resident who purchased a lot at the Pembroke Hill Cemetery and also prepaid for two cremations. The resident was wondering if their payment would be honored since the Town has since adopted higher rates for cremations and full burials. The Commission did not know whether or not the Town honors pre-payments for Town burial fees. VJ Ranfos answered that if someone pays for a plot and then prices go up, they honor the payment for the plot but they haven't had a prepayment for burials. It is currently \$550 for a full burial, \$200 for a cremation, and an additional \$250 on a weekend. Selectman Yeaton stated there is no benefit for the Town to allow pre-payment for burials but there would be a future taxpayer burden if costs increased between time of payment and time of death. Selectman Goulet asked what the costs were 10 years ago. VJ answered the burial was around \$150. Since then, the costs have doubled. The Board decided to continue to accept pre-payments for plots but not to accept pre-payments for burials and refund the resident.

As of last Thursday, the North Pembroke Road Bridge finished construction with the exception of the railings. The rail bolts are in short supply. They cannot open it until the bolts are all installed. The approach to the bridge will be worked on for the next two weeks and paving and striping will be weather dependent. It is still looking like a mid-December opening.

There have been discussions between Police Chief Gilman, Lt. Gaskell, and VJ Ranfos to change from one permit for parking and the transfer station to two separate permits. If a resident does not pay late fees or parking fines, they can revoke the parking permit. The permit would be for overnight parking in the municipal lots and not day time parking. It would have to be renewed yearly with an active vehicle registration through the Police Department. They are looking into costs between a sticker and a hanging mirror placard. They are also discussing a fee. Parking at White Sands and other town areas would still be covered under the transfer station sticker. This change only effects parking in the municipal lots in the Village.

At the last meeting there was discussions about San-Ken not complying with what was approved for the width of roads in the development. The current subdivision regulation called for a 20-foot paved travel way plus a 4-foot paved shoulder. The approved plan shows the 20-foot paved travel way and a 4-foot crushed gravel shoulder. The only change was the shoulder going from paved to crushed gravel. VJ Ranfos stated the confusion may have been that there was an original proposed plan

that showed a wider road with a 16-foot right of way and when the plans changed from a public town owned road to a private subdivision, the road shrunk.

Eversource sent a letter notifying the Town they will be performing a required maintenance outage on December 1, 2021 from 8:00-10:00am. David will contact for clarification if it the whole town or certain locations.

**VIII. Committee Reports:**

Selectman Yeaton – Conservation is waiting on legal review of the OHRV signs. The Commission reviewed the land being donated by Bob MacCormack and they will be looking to see if they can use that land to connect to the rail trail project. They are also scheduling monitoring walks on the conservation properties.

Selectman Bond – None

Selectman Gagyi – Planning Board’s last meeting was a work session. They discussed the unsafe sites in Town and a time limit for occupancy of recreational vehicles.

**IX. Other Citizens Comment:**

None

**X. Adjourn:**

Selectman Bond made a motion to adjourn at 9:00PM. Selectman Goulet seconded the motion and it was approved unanimously.

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Ann Bond, 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.