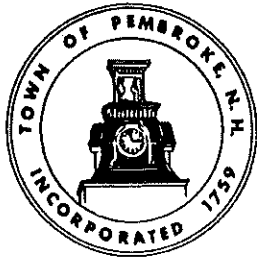


AGENDA
BOARD OF SELECTMEN
May 1, 2024 AT 6:00 PM
Pembroke Town Hall, Paulsen Room

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Cemetery Commission - Chapter 160 -5 Request to update Cemetery Fees
- IV. OLD BUSINESS:
 - a. 2024 Tax Deeds
 - b. 2024 Tax Deed Waivers
- V. NEW BUSINESS:
 - a. Manifest/Abatements
 - b. Minutes 4/10/24
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN



TOWN OF PEMBROKE

TOWN HALL • 311 PEMBROKE STREET • PEMBROKE, NH 03275

April 12, 2024

Board of Selectmen
Town of Pembroke
Town Hall—311 Pembroke Street
Pembroke, New Hampshire, 03275

Re : Burial fees, Pembroke Cemeteries

Ladies and gentlemen:

Dignified Cemetery Services, the contractor that offers burial services for public cemeteries in the Town of Pembroke, again raised their rates on March 1, 2024. The new Dignified Cemetery Services rates are higher than those presently charged by the Town of Pembroke under Chapters 155 and 160 of the Pembroke Town Code, resulting in a potential deficit to the town for every future burial. Current town rates, new Dignified Cemetery Services rates, and proposed new town rates are as follows:

Current Town Rates (Amended by Selectmen 6/7/2023)		New Dignified Cemetery Services Rates, Mar. 1, 2023		Proposed new Town Rates	
<u>Regular grave openings</u>					
Weekdays	\$650	Weekdays	\$700	Weekdays	\$700
Weekends/ holidays	\$950	Saturdays	\$950	Weekends/ holidays	\$1,000
		Sundays	\$975		
		Holidays	\$1,000		
<u>Cremation grave openings</u>					
Weekdays	\$325	Weekdays	\$350	Weekdays	\$350
Weekends/ holidays	\$575	Saturdays	\$450	Weekends/ holidays	\$600
		Sundays	\$550		
		Holidays	\$600		

At its meeting on April 11, 2024, the Pembroke Cemetery Commission voted to recommend to the Board of Selectmen that the town adopt the proposed new rates shown in the right-hand column above.

Cc: Ellen Paulsen, Chair
Victor J. Ranfos, Public Works Director

Respectfully submitted,
James L. Garvin, Secretary
Pembroke Cemetery Commission

CHAPTER 160

FEES

[HISTORY: Adopted by the Board of Selectmen 11-24-2003 by Ordinance No. 03-07. Amended February 19, 2013]

GENERAL REFERENCES

Taxation — See Ch. 138.

Zoning — See Ch. 143.

Site plan review — See Ch. 203.

Subdivision of land — See Ch. 205.

§ 160-1 Town Administration Department fees.

Town Administration Department fees are set as follows:

- A. Notarize documents: no charge (residents); \$5 (nonresidents).
- B. Copies: \$0.50 per page.
- C. Voter checklist printout: \$25.
- D. Voter checklist printout and computer disk: \$30.
- E. Voter checklist mailing label format printout & computer disk: \$30.

§ 160-2 Planning and Land Use Department fees.

Planning and Land Use Department fees are set as follows:

- A. Site plan regulations: \$15.
- B. Zoning regulations: \$20.
- C. Subdivision regulations: \$15.
- D. Copy of assessment card: \$1.
- E. Assessment Tax File \$50.

§ 160-2.1 Zoning Board of Adjustment fees.

[Added 12-20-2006 by Ordinance No. 2006-01; Updated 5/5/2014 Board of Selectmen]

The Zoning Board of Adjustment fees are set as follows:

- A. Application fee: \$100.
- B. Certified notice fee: \$10 per abutter.
- C. Newspaper legal notice fee: \$120 per notice.
- D. Certified Notice of Decision Fee: \$10 per notice.

§ 160-3 Tax Collector fees.

Tax Collector fees are set as follows:

- A. Copy of tax bill: \$1.

§ 160-4 Town Clerk fees.

Town Clerk fees are set as follows:

- A. Notarize documents: no charge (residents); \$5 (nonresidents).
- B. Municipal Agent fee: \$3.00 per transaction.

§ 160-4.1 Police Department fees.

[Added 6-14-2004 by Ordinance No. 04-03; Amended 8-2-2010 by Board of Selectmen]

Police Department fees are set as follows:

- A. Notarize documents: no charge (residents); \$10 (nonresidents).
- B. Police report copy: \$15 (10 pages or under); \$1 per page over 10.

C. Daily log copy; twenty-four-hour period: \$10 (five pages or under); \$1 per page over five.

D. Letter of conduct/record check: no charge (residents); \$10 (nonresidents).

E. Written request to research traffic studies, criminal statistics: \$25. (five pages or under); \$1 per page over five

F. Copies of statistics compiled monthly/yearly: \$10 each.

G. Motor vehicle accident report copy: \$15 (up to 10 pages); \$1 per page over 10.

H. Motor vehicle accident photograph copy: \$10 each photo.

I. Pistol permit: \$10.

J. Fingerprint service: no charge (residents); \$15 (nonresidents).

K. Dog kennel fee for dogs housed at police station: \$20 per day.

§ 160-5 Cemetery fees.

[Amended 10-4-2010 Board of Selectmen; Amended 6/24/21; 4/20/22; 6/7/23; 5/1/24; 5/1/24 Board of Selectmen]

As provided for in Chapter **155**, Cemeteries, of the Code of the Town of Pembroke, the following cemetery fees are hereby established:

A. Sale of single burial plot: \$400.

B. Sale of double burial lot: \$700.

C. Regular grave openings: ~~\$700~~^{\$650}, weekdays; weekends and holidays ~~\$1,000~~^{\$950}.

D. Cremation grave openings: ~~\$350~~^{\$325}, weekends and holidays ~~\$600~~^{\$575}.

§ 160-6 Building, electrical, plumbing and mechanical fees.

[Amended 2-20-2008 Board of Selectmen]

As provided for in § 143-124, Building permit fees, of the Code of the Town of Pembroke, the following building, electrical, plumbing and mechanical permit fees are hereby established. If work requiring a permit under this section is undertaken prior to the issuance of a permit, the fee shall be increased by 100%.

A. Construction.

- (1) Application: residential, \$25 each; commercial, \$50 each.
- (2) Plan review: residential over 2,500 square feet and all commercial: actual cost incurred.
- (3) New construction - Inspections:
 - (a) Residential:
 - [1] (Living), \$0.30 per square foot.
 - [2] (Storage), \$0.20 per square foot.
 - [3] Detached accessory buildings over 100 square foot, \$0.20 per square foot
 - (b) Commercial: **[Amended 7-26-2004 Ordinance No. 04-04]**
 - [1] (Finished), \$0.25 per square foot.
 - [2] (Unfinished/Open Area), \$0.15 per square foot
- (4) Renovations/alterations - Inspections:
 - (a) Residential: \$0.30 per square foot.
 - (b) Commercial: \$0.25 per square foot.

B. Flat Permit fees.

- (1) Application Fee: \$25 each.

(2) Includes:

- (a) Decks
- (b) Detached outbuildings; 100 square foot or less
- (c) Fences
- (d) Chimneys/fireplaces
- (e) Pools
- (f) Septic systems; plus \$50
- (g) Siding/windows
- (h) Roofing
- (i) Moving and demolition
- (j) Signs
- (k) Wood/pellet stoves

C. Residential electrical permit fees.

- (1) Electrical Application: \$25 each.
- (2) Outlets under 130 volts (Ceiling, switches, receptacles thermostats, smoke detectors, etc.): \$0.30 each.
- (3) Outlets over 130 volts (ranges, dryers, hairs dryers, welding equipment, water heaters, etc.): \$5 each.
- (4) Motors: \$2. per horsepower.
- (5) Distribution panels (main, sub, etc.): \$0.10 per amp.
- (6) Special systems (fire alarms, security, help call, etc.): \$25.
- (7) Temporary service: \$25.
- (8) Service upgrade: \$25.
- (9) Swimming pools: \$25.

(10) Signs: \$25.

(11) Generators \$25.

D. Residential plumbing permit fees.

(1) Plumbing application: \$25 each.

(2) Fixtures (water closets, sinks, lavatories, tubs, etc.): \$4 each.

(3) Appliances (pumps, washer machines, sewer ejectors, etc.): \$6 each.

(4) Drains pipes under eight inches (sanitary, rainwater leaders): \$0.05 per foot.

(5) Drains pipes over eight inches (sanitary, rainwater leaders): \$0.08 per foot.

(6) Water distribution system, less than two inches: \$0.05 per foot.

(7) Water distribution system, over two inches: \$0.08 per foot.

(8) Special systems (roof drains, floor drains, etc.): \$25 each.

E. Residential mechanical permit fees.

(1) Mechanical application: \$25 each.

(2) Systems (heating, air condition, ventilation, etc.): \$25 per unit.

(3) Piping systems over two inches (gas, sprinkler, air, etc.): \$0.10 per foot.

(4) Piping systems under two inches (gas, sprinkler, air, etc.): \$0.05 per foot.

(5) Air ducts: \$0.10 per foot.

(6) LP Tank set \$25 per tank.

(7) Water heater \$25 per unit.

F. Commercial electrical permit fees.

(1) Electrical application: \$50 each.

(2) Outlets under 130 volts (Ceiling, switches, receptacles thermostats, smoke detectors, etc.): \$0.30 each.

(3) Outlets over 130 volts (ranges, dryers, hairs dryers, welding equipment, water heaters, etc.): \$5 each.

(4) Motors: \$4 per horsepower.

(5) Distribution panels (main, sub, etc.): \$0.20 per amp.

(6) Special systems (fire alarms, security, nurse call, etc): \$35.

(7) Temporary service: \$25.

(8) Service upgrade: \$25.

(9) Signs: \$25.

G. Commercial plumbing permit fees.

(1) Plumbing application: \$50 each.

(2) Fixtures (water closets, sinks, lavatories, tubs, etc.): \$10 each.

(3) Appliances (pumps, washer machines, sewer ejectors, etc.): \$20 each.

(4) Drains pipes under eight inches (sanitary, rainwater leaders): \$0.10 per foot.

(5) Drains pipes over eight inches (sanitary, rainwater leaders): \$0.15 per foot.

(6) Water distribution system, less than two inches: \$0.10 per foot.

(7) Water distribution system, over two inches: \$0.15 per foot.

(8) Special systems (roof drains, floor drains, etc.): \$25 each.

H. Commercial mechanical permit fees.

(1) Mechanical application: \$50 each.

(2) Systems (heating, air condition, ventilation, etc.): \$50 per unit.

(3) Piping systems over two inches (gas, sprinkler, air, etc.): \$0.15 per foot.

(4) Piping systems under two inches (gas, sprinkler, air, etc.): \$0.10 per foot.

(5) Air ducts: \$0.10 per foot.

I. Reinspection fees. After two failed inspections: \$25.

§ 160-7 License fees.

Rescinded [2-20-2008 Board of Selectmen]

§ 160-8 Temporary license fees.

Rescinded [2-20-2008 Board of Selectmen]

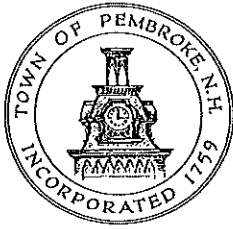
Updated 6/7/23

<u>Tax Deed date is May 3, 2024</u>	<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>MAILING ADDRESS</u>	<u>AMOUNT DUE THROUGH 5/3/2024</u>	<u>MAP/LOT</u>
	Stacy Amyot/Jodi Boisvert (3)(4)	78-19 Sheep Davis Road Pembroke, NH 03275	78-19 Sheep Davis Road Pembroke, NH 03275	554.55	632-11-119
	William Boutillier (3)	235-4 Dearborn Road Pembroke, NH 03275	235-4 Dearborn Road Pembroke, NH 03275	142.21	266-76-104
	Daniel and Kristen Brien (4)	308 Pembroke Street Pembroke, NH 03275	308 Pembroke Street Pembroke, NH 03275	2,800.71	565-4
	Raylene Cable (3)	663-4 Thompson Road Pembroke, NH 03275	663-4 Thompson Road Pembroke, NH 03275	659.09	870-26-A-4
	Zachary & Elise Dumas	563 Pembroke Street Pembroke, NH 03275	563 Pembroke Street Pembroke, NH 03275	3,182.07	563-16
	Jose Herrera (2)	615-40 Route 28 Pembroke, NH 03275	128 Brooks Street #2 West Boston, MA 02128-1648	153.67	870-20-L40
	Nicholas Julian (3)	235-3 Dearborn Road Pembroke NH 03275	235-3 Dearborn Road Pembroke NH 03275	709.65	266-76-103
	Richard Mabie	408 Elm Street Pembroke, NH 03275	408 Elm Street Pembroke, NH 03275	40.43	565-113
	Bruce and Katherine Mcalister	41 Donna Drive Pembroke, NH 03275	41 Donna Drive Pembroke, NH 03275	8,922.54	565-81-8
	Owners Unknown (1)	Broadway Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	203.23	VE-15-1
	Owners Unknown (1)	Pembroke Street	311 Pembroke Street Pembroke, NH 03275	247.62	266-27-2

Owners Unknown (1)	Main Street Pembroke, NH 03275	311 Pembroke Street Pembroke, NH 03275	145.84	VW-114-1
THC Realty Trust (1) Elliot Konner Trustee	Main Street Pembroke, NH 03275	PO Box 10545 Bedford, NH 03110-0545	2,135.24	VE-179-2
Webster Falls Inc (1)	Mills Fall Off Pembroke, NH 03275	116 So River Road Bldg A Bedford, NH 03110	223.81	VE-179-1

- (1) Deed issues or potential contaminated land
- (2) Campers on Rt 28 across from Buck Street
- (3) Mobile Homes
- (4) Payment Agreement on file

4/23/2024



TOWN OF PEMBROKE
TOWN ADMINISTRATOR'S OFFICE
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

April 17, 2024
Bruce and Katherine Mcalister
41 Donna Drive
Pembroke, NH 03275

Dear Mr. and Mrs. Mcalister,

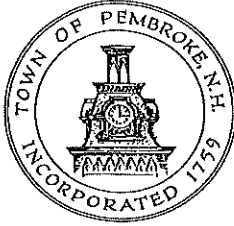
This letter is to remind you that your property is up for deeding on May 3, 2024 for non-payment of 2021 taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2024, and all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 3rd is \$8,922.54. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal or business check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE
TOWN ADMINISTRATOR'S OFFICE**
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

April 17, 2024

Nicholas Julian
235-3 Dearborn Road
Pembroke, NH 03275

Dear Mr. Julian,

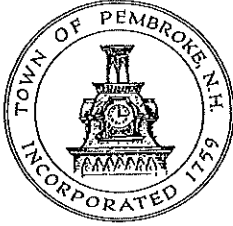
This letter is to remind you that your property is up for deeding on May 3, 2024 for non-payment of 2021 property taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2024, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 3rd is \$709.65. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal or business check.**

Sincerely,

Pembroke Board of Selectmen



TOWN OF PEMBROKE
TOWN ADMINISTRATOR'S OFFICE
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

April 17, 2024

Zachary and Elise Dumas
563 Pembroke Street
Pembroke, NH 03275

Dear Mr and Mrs. Dumas,

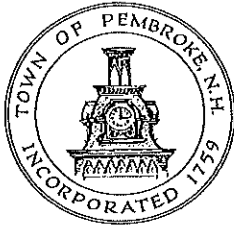
This letter is to remind you that your property is up for deeding on May 3rd, 2024 for non-payment of taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2024, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 3rd is \$3,182.07. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal or business check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE
TOWN ADMINISTRATOR'S OFFICE**
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

April 17, 2024

Raylene Cable
663-4 Thompson Road
Pembroke, NH 03275

Dear Ms. Cable,

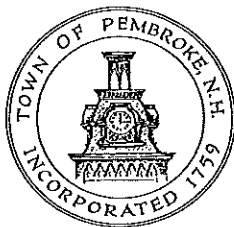
This letter is to remind you that your property is up for deeding on May 3rd, 2024 for non-payment of taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2024, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 3rd is \$659.09. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal or business check.**

Sincerely,

Pembroke Board of Selectmen



**TOWN OF PEMBROKE
TOWN ADMINISTRATOR'S OFFICE**
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

April 17, 2024

William Boutilier
235-4 Dearborn Road
Pembroke, NH 03275

Dear Mr. Boutilier,

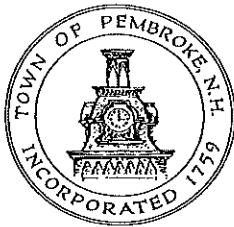
This letter is to remind you that your property is up for deeding on May 3, 2024 for non-payment of 2021 property taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2024, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 3rd is \$142.21. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal or business check.**

Sincerely,

Pembroke Board of Selectmen



TOWN OF PEMBROKE
TOWN ADMINISTRATOR'S OFFICE
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

April 17, 2024

Richard Mabie
408 Elm Street
Pembroke, NH 03275

Dear Mr. Mabie,

This letter is to remind you that your property is up for deeding on May 3rd, 2024 for non-payment of taxes.

If the Town executes a tax deed on your property that will in effect mean that the Town now will take ownership of your property. The next process for the Town is to offer you the right to repurchase the home for all taxes due up to and including 2024, all interests, costs, penalties and fees associated with the deed. Also during this process, the Town will start the eviction process which would be cancelled if payment in full is made.

The balance due by May 3rd is \$40.43. **Payments must be made in either cash, bank check or money order. We cannot at this time take a personal or business check.**

Sincerely,

Pembroke Board of Selectmen



TOWN OF PEMBROKE
TAX COLLECTORS OFFICE
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

DEED WAIVER

The property located at tax map VE-179-2 (THC Realty Trust) is due to be tax deeded to the Town of Pembroke, NH for non payment of 2021 taxes.

The Town of Pembroke, Board of Selectmen hereby notifies the Tax Collector that they will not accept the Tax Collectors deed because "in its judgement acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 80:38 II-a.

Board of Selectmen

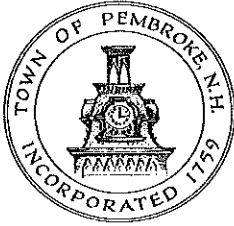
Karen Yeaton, Chairman

Sandy Goulet, Vice Chairman

Richard Bean

Richard Frederickson

Matthew Miller



**TOWN OF PEMBROKE
TAX COLLECTORS OFFICE**
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

DEED WAIVER

The property located at tax map VE-179-1 (Webster Falls Inc) is due to be tax deeded to the Town of Pembroke, NH for non payment of 2021 taxes.

The Town of Pembroke, Board of Selectmen hereby notifies the Tax Collector that they will not accept the Tax Collectors deed because "in its judgement acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 80:38 II-a.

Board of Selectmen

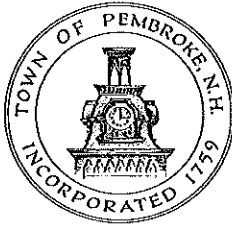
Karen Yeaton, Chairman

Sandy Goulet, Vice Chairman

Richard Bean

Richard Frederickson

Matthew Miller



**TOWN OF PEMBROKE
TAX COLLECTORS OFFICE**
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

DEED WAIVER

The property located at tax map VW-114-1 (Main Street/Unknown) is due to be tax deeded to the Town of Pembroke, NH for non payment of 2021 taxes.

The Town of Pembroke, Board of Selectmen hereby notifies the Tax Collector that they will not accept the Tax Collectors deed because "in its judgement acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 80:38 II-a.

Board of Selectmen

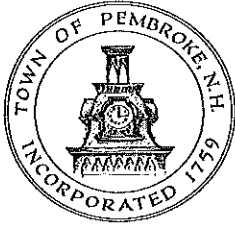
Karen Yeaton, Chairman

Sandy Goulet, Vice Chairman

Richard Bean

Richard Frederickson

Matthew Miller



**TOWN OF PEMBROKE
TAX COLLECTORS OFFICE**
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

DEED WAIVER

The property located at tax map VE-15-1 (Broadway/Unknown) is due to be tax deeded to the Town of Pembroke, NH for non payment of 2021 taxes.

The Town of Pembroke, Board of Selectmen hereby notifies the Tax Collector that they will not accept the Tax Collectors deed because "in its judgement acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 80:38 II-a.

Board of Selectmen

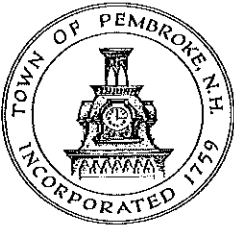
Karen Yeaton, Chairman

Sandy Goulet, Vice Chairman

Richard Bean

Richard Frederickson

Matthew Miller



**TOWN OF PEMBROKE
TAX COLLECTORS OFFICE**
311 Pembroke Street, Pembroke, NH 03275
Tel: 603-485-4747 Fax: 603-485-3967

DEED WAIVER

The property located at tax map 266-27-2 (Off Pembroke Street) is due to be tax deeded to the Town of Pembroke, NH for non payment of 2021 taxes. The Town of Pembroke, Board of Selectmen hereby notifies the Tax Collector that they will not accept the Tax Collectors deed because "in its judgement acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" per RSA 80:38 II-a.

Board of Selectmen

Karen Yeaton, Chairman

Sandy Goulet, Vice Chairman

Richard Bean

Richard Frederickson

Matthew Miller

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
April 10, 2024 at 6:30 PM**

DRAFT,

Present: Selectman Karen Yeaton, Selectman Richard Bean, Selectman Rick Frederickson,
Selectman Sandy Goulet, Selectman Matt Miller

Staff: Town Administrator David Jodoin

I. Call to Order:

Chairman Yeaton called the meeting to order at 6:00pm.

II. Citizens Comment

None

III. Scheduled Meetings

Chief Gagnon – Turnout Gear

Fire Chief Paul Gagnon proposed a 3-year plan to phase out the current turn out gear. The Chief would like to take \$28,000 out of the Small Equipment Capital Reserve to replace 8 sets and then use money left in the current budget to purchase an additional 3 sets. If there is any additional money left in the budget, he would replace 1-2 more sets. Next year, there will be money added to the personal equipment budget line to purchase 12 sets of gear. Then do the same thing the following year. This year, Chief Gagnon would replace the most active fire fighters and then use that metric as a guide for replacement in the next two phases. They are continuing to look at grants to see if there is anything that can help with the cost. Globe is the only manufacturer with PFAS free gear. The Board agrees with this plan.

VJ Ranfos – Paving Bids

VJ explained the bid for the culvert on Cross Country Road was put out and 6 companies bid on it. Hall Excavation was the lowest bidder. Mike Vignale the Town Engineer has had a positive experience working with them in the past. The road will be closed for 5 days to complete the project.

Selectman Goulet made a motion to award the Cross Country Road Culvert bid to Hall Excavation in the amount of \$95,185. Selectman Bean seconded the motion. Motion passed 5-0.

Selectman Goulet made a motion to authorize the Town Administrator to sign the memorandum of understanding for the temporary construction easements on Cross Country Road. Selectman Frederickson seconded the motion. Motion passed 5-0.

The Roads Committee is recommending awarding the 2024 road paving bid to Advanced Excavating. Even though they are not the lowest bid they are also recommended by the public Works Department because they have had a higher quality product in the past.

Selectman Goulet made a motion to award the 2024 road paving to Advanced Excavating & Paving. Selectman Miller seconded the motion. Motion passed 5-0.

VJ Ranfos – Electric Trash Truck

Selectman Goulet made a motion to authorize the Town Administrator and Public Works Director to sign the grant agreement with the State of New Hampshire for the electric trash truck. Selectman Miller seconded the motion. Motion passed 5-0.

IV. Old Business

2024 Tax Deeds – Nonpayment of 2021 Taxes

The decision will need to be made in May as to what to do with the properties.

2024 Tax Liens – Nonpayment of 2023 Property/Sewer Bills

The liens have already been placed. Notices are being mailed to the mortgagees.

V. New Business

Manifest/Abatements

Selectman Goulet made a motion to accept the manifest and abatements as presented. Selectman Frederickson seconded the motion. Motion passed 5-0.

Minutes 3/20/24

Selectman Goulet made a motion to approve the minutes of March 20, 2024 as presented. Selectman Frederickson seconded the motion. Motion passed 5-0.

VI. Town Administrator Report

Police Chief Gaskell is requesting authorization to order a 2024/2025 Dodge Durango for no more than \$42,000. It will replace the 2011 Crowne Victoria. David asked what the cost for the outfitting the car will be. Chief Gaskell stated there is \$54,850 in

the budget so they cannot go above that but they are unsure of the exact cost at this moment.

Selectman Goulet made a motion to authorize the Chief to proceed with the purchase of the Dodge Durango and to expend the funds from the Police Department Capital Reserve Fund. Selectman Frederickson seconded the motion. Motion passed 5-0.

Approval for the sludge spreading at Hillman Property from NHDES came through.

NHDES sent a letter confirming the ARPA grant is now closed and all funds have been disbursed.

The State of New Hampshire sent a municipal work zone agreement to resurface sections of Rt 28 and Rt 3. Selectman Goulet made a motion to authorize the Chairman to sign the municipal work zone agreement with the State of New Hampshire. Selectman Frederickson seconded the motion. Motion passed 5-0.

At the end of the month, the Police Department will have the tax deed list to notify those who have not paid. They will make final delivery reminders.

Contract negotiations with the Public Works Union will begin soon.

Paperwork was filed with the insurance company for NE Flower Farms. There is no insurance on the current claim.

Selectman Goulet made a motion to reappoint Andrew Yonchak to the Capital Improvement Program Committee until 4/20/27, Ellen Paulsen to the Cemetery Commission until 4/30/27, Brent Edmonds to the Planning Board until 4/20/27, Jackie Wengenroth to the Energy Commission until 4/30/27, Tom Gallo to the Conservation Commission until 4/30/26, and Burton Curly to the Roads Committee until 4/30/27. Selectman Bean seconded the motion, Motion passed 5-0.

VII. Committee Reports

Selectman Bean – None

Selectman Miller – Energy Committee met. They are beginning to work with surrounding towns on an energy expo. They are looking at an October timeframe. The Committee is proposing the Town add a small line item for the Committee to pay for their dues, subscriptions, and printing. David explained their expenses are currently in the Town Administration budget lines for dues and subscription, education, and printing budget line. It will be easier to keep it that way since they only expend a couple hundred dollars a year. The Committee has ideas for upgrading lighting at the Library and will look to grants and create a proposal.

Selectman Frederickson – Planning Board held a workshop and elected the officers. Brian Seaworth was re-elected as Chair and Bob Bourque was reelected as Vice-Chair. The Board had a discussion on the tearing up of Range Roads. Police have received complaints about dirt bikes.

Selectman Goulet – None

Selectman Yeaton – Conservation Commission met and discussed the Pembroke Pines Conservation land, there are questions about the configuration. Abutters across from the Heiser Property have sent in complaints about beaver activity and the water levels rising. There are concerns the water will soon cross Academy Road. Monitoring day will be held April 13th for the 22 properties. The Committee as discussed the Cross Country Road culvert, disappearing green signs, and printing more brochures.

VIII. Other/Citizen Comment

None

IX. Non-Public

Selectman Goulet made a motion to enter into non-public session in accordance with RSA 91-A:3 II (b) the hiring of any public person. Motion seconded by Selectman Frederickson at 7:26pm

Roll Call Vote:

Selectman Miller	Yes
Selectman Bean	Yes
Selectman Yeaton	Yes
Selectman Frederickson	Yes
Selectman Goulet	Yes

The Board came out of non-public session at 7:38 pm.

Motion by Selectman Goulet to hire David Spinney as a new [police officer at the rate of \$24.49 with a start date of April 22nd, Seconded by Selectman Bean. Motion passed 5-0

X. Adjourn

Selectman Goulet made a motion to adjourn at 7:40 PM. Selectman Bean seconded the motion, and it was approved unanimously.

Karen Yeaton, 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.

**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
SUPERIOR COURT**

Hillsborough County

Hillsborough Superior Court Northern District

New England Flower Farms, LLC v Town of Pembroke, New Hampshire

217-2024-CV-00189

ORDER

A scheduling conference was held in this case on April 18, 2024, at 8:45 A.M. at which time counsel for the Town (Atty. Driscoll filling in for Atty. Spector-Morgan, who will be arguing the hearing on the merits) appeared via WebEx. Counsel for the Plaintiff did not appear when the case was called.

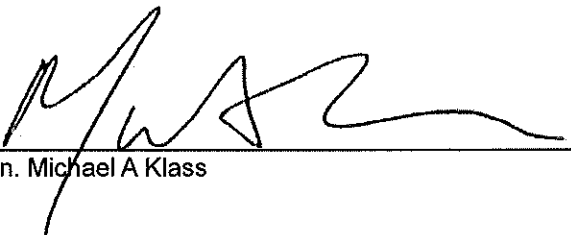
The deadline for the Town's Answer and the Certified Record was set for May 13, 2024.

A hearing on the merits is scheduled for July 8, 2024, at 10:00 A.M.

Pre-hearing memos are due on or before July 3, 2024.

April 18, 2024

Date


Hon. Michael A Klass

Clerk's Notice of Decision
Document Sent to Parties
on 04/19/2024

**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
SUPERIOR COURT**

Hillsborough Superior Court Northern District
300 Chestnut Street
Manchester NH 03101

Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
<http://www.courts.state.nh.us>

NOTICE OF HEARING

FILE COPY

Case Name: **New England Flower Farms, LLC v Town of Pembroke, New Hampshire**
Case Number: **217-2024-CV-00189**

The above referenced case(s) has/have been scheduled for: **Hearing on the Merits**

Date: July 08, 2024	300 Chestnut Street
Time: 10:00 AM	Manchester, NH 03101
Time Allotted: 1 Hour	Location: Courtroom 5 - Hillsborough Superior - North

If you do not appear at this hearing, the Court may consider you to be in default and may make orders against you without your input. If you are the defendant and do not appear, the Court may find for the plaintiff(s) and proceed immediately to the assessment of damages or a hearing on the relief sought. If you are the plaintiff and do not appear, the Court may dismiss the case.

Multiple cases are scheduled during this session. Please notify the court immediately if your hearing is expected to last longer than the allotted time, as the Court cannot guarantee that additional time will be available.

If you will need an interpreter or other accommodations for this hearing, please contact the Court immediately.

Please be advised (and/or advise clients, witnesses, and others) that it is a Class B felony to carry a firearm or other deadly weapon as defined in RSA 625:11, V in a courtroom or area used by a court.

April 19, 2024

W. Michael Scanlon
Clerk of Court

(923)

C: John L. Arnold, ESQ; Laura Spector-Morgan, ESQ; Joseph H. Driscoll, IV, ESQ

THE STATE OF NEW HAMPSHIRE

HILLSBOROUGH- NORTH, S.S.

SUPERIOR COURT

New England Flower Farms, LLC

v.

Town of Pembroke

Docket No. 217-2024-CV-00189

CERTIFICATION OF TOWN'S RECORD

I, Carolyn Cronin, Town Planner, hereby certify that, to the best of my knowledge and belief, the attached is a complete and accurate copy of the Town of Pembroke Planning Board's file in the above captioned matter.

Respectfully submitted,

Date: _____

By: _____
Carolyn Cronin
Town of Pembroke



April 18, 2024

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

RECEIVED

APR 19 2024

TOWN OF
PEMBROKE, NH

Dear Members of the Board:

We are committed to keeping you and our customers informed about changes to Xfinity services. Please note the following:

- *Starting 6/15/24, the Late Fee charge of \$10.00 will now be assessed 30 days from the customers' billing date.*

Customers are receiving notice of this information in their bill.

Please do not hesitate to contact me should you have any questions. For your convenience I can be reached at Bryan_Christiansen@comcast.com.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Director
Government & Regulatory Affairs

David Jodoin

From: Joe Driscoll <joe@mitchellmunigroup.com>
Sent: Monday, April 22, 2024 11:52 AM
To: kristen@brooklinenh.us; townadministrator@dunbartonnh.org; Brigitte Codling; Brigitte Codling; Dina Cutting; Karen Clement; townofbridgewaternh@gmail.com; Todd Selig; selectmen@townofgrafftonnh.com; Town Admin; sgiovannucci@northfieldnh.gov; 'David Jodoin'; salisburyadmin@tds.net; townadministrator@sanborntonnh.org; Courtney Delaney; Angela Racine; townofstewartstown@hotmail.com; Selectmen; Naomi Bolton; Naomi Bolton; Karey Miner; Chris Sterndale
Cc: Candace Davis
Subject: PSNH tax abatement litigation

Good morning everyone,

You are all our clients in the pending Eversource tax abatement litigation, and I wanted to get you all an update on where the case stands.

I have spoken with many of you at various points and, as you may recall, we have a designated 3-day block for mediations to occur between the municipalities and Eversource. I have had many discussions with defense counsel for the other municipalities in an effort to respond uniformly to discovery requests and to arrive at the best format for mediation. In addition, we as defense counsel had a videoconference with Eversource's counsel as well as the mediator, Judge Morrill, so see if we could establish a process by which to accomplish this mediation. Although no perfect solution has presented itself, it appears that the best path forward is to allocate specific portions of the 3-day session to specific defense counsel and their clients. As such, our mediation session will be the afternoon of May 21, beginning at 1. In preparation for that mediation, we will receive a valuation from Eversource, and should also have their expert report, which will show the differences in their opinion versus the assessed value. At that time, I will reach out to each of you individually to get you up to speed on what liability you each have in this case, and we can discuss what benefit there may or may not be in resolving this matter at mediation. Each community will be making the decision for itself, this is not a global effort to get everyone to settle or to move to trial. You all have different assets and amounts in dispute, so there is no one-size-fits-all resolution here. You have all retained the Sansoucy office as your expert, and members of their team will be there at the mediation with us to help assess the viability of any offers of compromise.

Presently, we are getting the discovery information to Eversource's counsel, with the most important parts having already been produced. To the extent that you have any documentation or answers still outstanding, please get that to us by Wednesday at the latest.

Thank you all for your time and please feel free to reach out with any questions.

Best regards,

Joseph H. Driscoll IV, Esq.
Mitchell Municipal Group, P.A.
25 Beacon Street East
Laconia, NH 03246
(603) 524-3885
Fax (603) 524-0745
www.mitchellmunicipalgroup.com



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



WETLANDS AND NON-SITE SPECIFIC PERMIT 2023-03239

NOTE CONDITIONS

PERMITTEE: TOWN OF PEMBROKE
311 PEMBROKE STREET
PEMBROKE NH 03275

PROJECT LOCATION: WHITTEMORE ROAD, PEMBROKE
TAX MAP #624, LOT #23

WATERBODY: UNNAMED WETLAND

APPROVAL DATE: APRIL 11, 2024

EXPIRATION DATE: APRIL 11, 2029

Based upon review of permit application 2023-03239 in accordance with RSA 482-A and RSA 485-A:17, the New Hampshire Department of Environmental Services (NHDES) hereby issues this Wetlands and Non-Site Specific Permit. To validate this Permit, signatures of the Permittee and the Principal Contractor are required.

PERMIT DESCRIPTION:

Dredge and fill 2,708 square feet (SF) of scrub-shrub/emergent wetlands and 163 linear feet (LF) of intermittent stream channel with flow returned to a historic channel for the construction of a sidewalk and improved drainage and stormwater treatment along Whittemore Road.

THIS PERMIT IS SUBJECT TO THE FOLLOWING PROJECT-SPECIFIC CONDITIONS:

1. In accordance with Env-Wt 307.16, all work shall be done in accordance with the revised plans dated March 8, 2024 by Atlantic Civil Engineering, PLLC and the revised application materials dated March 15, 2024 by West Environmental, Inc, as received by the NH Department of Environmental Services (NHDES) on March 18, 2024.
2. In accordance with Env-Wt 307.10(b), construction shall be performed during low flow or dry conditions.
3. In accordance with Env-Wt 307.11(b), limits of fill shall be clearly identified prior to commencement of work and controlled in accordance with Env-Wt 307.03 to ensure that fill does not spill over or erode into any area where filling is not authorized.
4. In accordance with Env-Wt 307.03(b), all work, including management of soil stockpiles, shall be conducted so as to minimize erosion, minimize sediment transfer to surface waters or wetlands, and minimize turbidity in surface waters and wetlands using the techniques described in Env-Wq 1505.02, Env-Wq 1505.04, Env-Wq 1506, and Env-Wq 1508; the applicable BMP manual; or a combination thereof, if the BMP manual provides less protection to jurisdictional areas than the provisions of Env-Wq 1500.
5. In accordance with Env-Wt 307.03(c)(3), water quality control measures shall be installed prior to start of work and in accordance with the manufacturer's recommended specifications or, if none, the applicable requirements of Env-Wq 1506 or Env-Wq 1508.
6. In accordance with Env-Wt 307.03(c)(4), water quality control measures shall be capable of minimizing erosion; collecting sediment and suspended and floating materials; and filtering fine sediment.
7. In accordance with Env-Wt 307.03(d), any sediment collected by water quality control measures shall be removed with sufficient frequency to prevent the discharge of sediment; and placed in an upland location in a manner that prevents its erosion into a surface water or wetland.

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095

NHDES Main Line: (603) 271-3503 • Subsurface Fax: (603) 271-6683 • Wetlands Fax: (603) 271-6588

TDD Access: Relay NH 1 (800) 735-2964

8. In accordance with Env-Wt 307.03(c)(5), water quality control measures shall be maintained so as to ensure continued effectiveness in minimizing erosion and retaining sediment on-site during and after construction.
9. In accordance with Env-Wt 307.03(c)(7), temporary water quality control methods shall be removed upon completion of work when compliance with Env-Wt 307.03(c)(6) is achieved.
10. In accordance with Env-Wt 307.03(e), all exposed soils and other fills shall be permanently stabilized within 3 days following final grading.
11. In accordance with Env-Wt 307.11(c), slopes shall be immediately stabilized by a method specified in Env-Wq 1506 or Env-Wq 1508, as applicable, to prevent erosion into adjacent wetlands or surface waters.
12. In accordance with Env-Wt 307.11(a), fill shall be clean sand, gravel, rock, or other material that meets the project's specifications for its use; and does not contain any material that could contaminate surface or groundwater or otherwise adversely affect the ecosystem in which it is used.
13. In accordance with Env-Wt 307.03(g)(1), the person in charge of construction equipment shall inspect such equipment for leaking fuel, oil, and hydraulic fluid each day prior to entering surface waters or wetlands or operating in an area where such fluids could reach groundwater, surface waters, or wetlands.
14. In accordance with Env-Wt 307.03(g)(3) and (4), the person in charge of construction equipment shall maintain oil spill kits and diesel fuel spill kits, as applicable to the type(s) and amount(s) of oil and diesel fuel used, on site so as to be readily accessible at all times during construction; and train each equipment operator in the use of the spill kits.
15. In accordance with Env-Wt 307.03(g)(2), the person in charge of construction equipment shall repair any leaks prior to using the equipment in an area where such fluids could reach groundwater, surface waters, or wetlands.

THIS PERMIT IS SUBJECT TO THE FOLLOWING GENERAL CONDITIONS:

1. Pursuant to RSA 482-A:12, a copy of this permit shall be posted in a secure manner in a prominent place at the site of the approved project.
2. In accordance with Env-Wt 313.01(a)(5), and as required by RSA 482-A:11, II, work shall not infringe on the property rights or unreasonably affect the value or enjoyment of property of abutting owners.
3. In accordance with Env-Wt 314.01, a standard permit shall be signed by the permittee, and the principal contractor who will build or install the project prior to start of construction and will not be valid until signed.
4. In accordance with Env-Wt 314.03(a), the permittee shall notify the department in writing at least one week prior to commencing any work under this permit.
5. In accordance with Env-Wt 314.08(a), the permittee shall file a completed notice of completion of work and certificate of compliance with the department within 10 working days of completing the work authorized by this permit.
6. In accordance with Env-Wt 314.06, transfer of this permit to a new owner shall require notification to, and approval of, the NHDES.
7. The permit holder shall ensure that work is done in a way that protects water quality per Env-Wt 307.03; protects fisheries and breeding areas per Env-Wt 307.04; protects against invasive species per Env-Wt 307.05; meets dredging activity conditions in Env-Wt 307.10; and meets filling activity conditions in Env-Wt 307.11.
8. This project has been screened for potential impact to known occurrences of protected species and exemplary natural communities in the immediate area. Since many areas have never been surveyed, or only cursory surveys have been performed, unidentified sensitive species or communities may be present. This permit does not absolve the permittee from due diligence in regard to state, local or federal laws regarding such communities or species. This permit does not authorize in any way the take of threatened or endangered species, as defined by RSA 212-A:2, or of any protected species or exemplary natural communities, as defined in RSA 217-A:3.
9. In accordance with Env-Wt 307.06(a) through (c), no activity shall jeopardize the continued existence of a threatened or endangered species, a species proposed for listing as threatened or endangered, or a designated or proposed critical habitat under the Federal Endangered Species Act, 16 U.S.C. §1531 et seq.; State Endangered Species Conservation Act, RSA 212-A; or New Hampshire Native Plant Protection Act, RSA 217-A.

10. In accordance with Env-Wt 307.02, and in accordance with federal requirements, all work in areas under the jurisdiction of the U.S. Army Corps of Engineers (USACE) shall comply with all conditions of the applicable state general permit.

APPROVED:



Mary Ann Tilton
Assistant Bureau Administrator, Wetlands Bureau
Land Resources Management, Water Division

THE SIGNATURES BELOW ARE REQUIRED TO VALIDATE THIS PERMIT (Env-Wt 314.01).

PERMITTEE SIGNATURE (required)

PRINCIPAL CONTRACTOR SIGNATURE (required)