

AGENDA
BOARD OF SELECTMEN
July 16, 2018 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Continued Public Hearing – Proposed change in Municipal Code Chapter 191-1 B Parking Lot B (4 Union Street)
 - b. Continued Public Hearing – Energy Committee Report and discussion on street light removal and conversion
 - c. Chief Paulsen – Radio purchase
 - d. Chief Gilman – Body Armor purchase
- IV. OLD BUSINESS:
 - a. Center Road
- V. NEW BUSINESS:
 - a. Manifest/Abatements
 - b. Minutes 7/2/18
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. NON PUBLIC SESSION

RSA 91-A:3 II (c) Matters of which, if discussed in public, would likely effect the reputation of any person, other than a members of the public body itself, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver fee, fine or other levy, if based on inability to pay or poverty of the applicant.
- X. ADJOURN

CHAPTER 191

VEHICLES AND TRAFFIC

[HISTORY: Adopted by the Board of Selectmen of the Town of Pembroke 9-16-1991. Amendments noted where applicable.]

GENERAL REFERENCES

Bicycles — See Ch. 150.

ARTICLE I General Provisions

§ 191-1 Definitions

For the purpose of this chapter, the words and phrases used herein shall have the following meanings:

BUSINESS DISTRICT — The territory contiguous to a highway when 50% or more of the frontage thereon for a distance of 300 feet or more is mainly occupied by dwellings or by dwellings and buildings in use for business (RSA 259:8). [Added 7-11-1994 by Ordinance No. 94-2]

CROSSWALK — That portion of a roadway ordinarily included within the prolongation or connection of curb lines and property lines at intersections, or any portion of a roadway clearly indicated for pedestrian crossing by lines on a road surface or by other markings or signs.

MUNICIPAL PARKING LOT — [Amended 12-20-2004; 12-5-2005; Amended BOS Public Hearing 5/7/2012]

A. **PARKING LOT A** — Town-owned land bordered on the north by Central Street, on the east by Crescent Street, on the south by property line of abutters on Glass Street and on the west by property line of abutters on Main Street and a section of Town-owned land that provides street level parking at the intersection of Main Street and Central Street.

B. **PARKING LOT B** — Town-owned land located at 4 Union Street, also known as "The Perry L. Eaton Building". The upper parking lot shall provide spaces for municipal parking. The above lot area is designated as tenant/patron parking for the hours 6AM to 10PM Monday through Friday. The lower parking lot shall be restricted to tenant, currently the Pembroke Sewer Department's use only and shall not be considered part of the municipal parking lot.

David Jodoin

From: CARLUCCI MECHANICAL CONTRACTING, INC. <carlucci@comcast.net>
Sent: Tuesday, June 19, 2018 5:17 PM
To: David Jodoin
Cc: Tina Courtemanche; taihi@comcast.net; Jim Boisvert; Crockwell, Michael; Tom Hebert; Young, Rick
Subject: Re: 4 Union Street

Hi David,

The center room is a designated community meeting room which, like all other meeting rooms, has tables and chairs for obvious reasons which seat approximately 12-15 people. Jenn already has upholstered chairs with a table and lamp in the room. My concern is the damage to the carpet and walls when the furniture is moved to accommodate a meeting. Also, I am concerned about the difficulty for some community members to move the furniture back in place after each meeting.

With regard to painting, the entire building is painted the same color and same finish to standardize it when any room needs to be repainted or touched up. The neutral color goes with everything. My experience with painting is to leave it to a professional painter with the expertise to "cut in" and protect items that should not be painted such as trim, ceiling grids, floors, etc. Also, painters will properly prepare the surfaces for painting to guarantee adhesion to the walls.

I would suggest that the Building and Maintenance Committee look at this before painting or any other work is done.

Dana

PS Please send all other correspondence to taihi@comcast.net.

On June 19, 2018 at 3:31 PM David Jodoin <djodoin@pembroke-nh.com> wrote:

Good Afternoon,

I wanted to let you know that the Selectmen agreed to a request from the tenants to spruce up the open area a little bit by refreshing it with some new paint (Supplied by the tenants) for that and Jenn's office. They have been made aware that the stained trim is not to be touched. They have also discussed making that into a more relaxed area to meet by installing some chairs or a couch .

The continued discussion on the parking will take place when they have a full board again and that will be July 16th and it will be first on the agenda.

I have also reached out to Mike Tardiff at CNHRPC and suggested that he look at the meeting on the website and offer up comments and suggestions.

Thanks

David

David Jodoin

From: Dan Crean, Pembroke email <pbcdcc@comcast.net>
Sent: Thursday, May 24, 2018 8:46 AM
To: 'Robert Samson'; 'DavidJodoin'
Cc: 'Pentti J. Aalto'; rong@lightec.net; 'Michael Crockwell'; 'JJ Smith'
Subject: Energy Committee Recommendation

Here is my take on the Committee action last evening, following discussion on the initial motion:

The Energy Committee recommends to the Selectmen that the following actions be taken for street lighting:

1. All overhead street lights that are not recommended for removal be replaced by LED lights.
2. Overhead lights on Route 106 be removed except for one light at the intersection with Borough Road.
3. On Pembroke Street, lights be retained only at Intersections and at the following additional locations: near the elderly housing complex, near the Town Hall and Library, and Safety Center. Additionally, the light at the intersection of either Church Road or Riverview be removed.
4. On and near Buck Street remove: one or more of the lights at the end of the Double Decker bridge, lights not located at an intersection, the light on Nixon Drive, and the light at Dudley Hill Road and East Meadow intersection.

These recommendations should be presented at a public hearing with the final decision made based on input at the hearing.

If anyone has a different view please respond ASAP.

Thanks,

Dan
Dan Crean
Pembroke

David Jodoin

From: Kevin M. Foss <kevin.foss@comcast.net>
Sent: Tuesday, June 19, 2018 8:47 AM
To: DJodoin@pembroke-nh.com
Subject: Street Lighting Removal

Is there a list of the specific lights recommended for removal? Is this part of the Energy Committee's charge?

I recall the CIP committee looking at removal of street lighting back in 2005 or 2006 and the Police Chief at the time (Wayne Cheney) and the DPW had significant reservations.

a lot of our roads are rural and curvy, and ditching makes it impossible for pedestrians to get off of the roadways. While I will give Dan Crean the pat on the back he is seeking for wearing his own lighting while walking his dog, the reality is many people do not take those precautions.

I agree that there are some lights that could be removed (think Pembroke Hill Rd that now has 3 or 4 lamp heads at the intersection with Pembroke Street since the installation of the signal), but removing all lamps not at an intersection is penny-wise, pound foolish; not to mention dangerous.

Kevin M. Foss
603.799.1770 (m)

David Jodoin

From: Dan's email <ddcrean@comcast.net>
Sent: Friday, June 15, 2018 8:36 AM
To: 'Samaras, George J'
Cc: rong@lightec.net; 'David Jodoin'
Subject: RE: Town of Pembroke Rebate Incentive Offer for Street Lighting

Thanks,

The Selectmen have scheduled a hearing for Monday evening at which time we likely will finalize our plans. I will contact you then.

Thanks.

Sincerely,
Dan Crean

From: Samaras, George J [mailto:george.samaras@eversource.com]
Sent: Thursday, June 14, 2018 3:26 PM
To: Dan's email
Cc: rong@lightec.net
Subject: Town of Pembroke Rebate Incentive Offer for Street Lighting

Hi Dan,

I spoke with my Energy Efficiency team today following their review of the street light conversion project for the town of Pembroke.

The total rebate amount offered (if all lights on the ledger are converted) is **\$24,500**.

With your approval, I will put together the paperwork to finalize the offer which I will then send to you to sign.

Note – If fixtures listed as being planned to be converted are not changed, this may reduce the incentive offer.

Please let me know if you would like to proceed with this project, and I will put together the incentive form.

Regards,
George

George Samaras
Account Executive
EVERSOURCE
603-634-3665
George.Samaras@eversource.com

For emergencies or outage reporting, please call 1-800-468-0034 - 24 hours a day, 7 days a week.

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David Jodoin

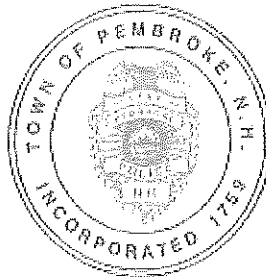
From: Dwayne Gilman <dgilman@pembroke-nh.com>
Sent: Wednesday, June 20, 2018 11:05 AM
To: Dave Jodoin; Ann Bond; David Sheldon; 'Justine (tina) Courtemanche'; Mike Crockwell; Vincent Greco
Subject: cruiser vests

Just to clarify the discussion about vests.. We bought the tactical vests in 2014.. they expire next June.. I want to replace the ceramic plates by the end of the year and not wait to order them after town meeting. This will help us not have a lapse in expiration of these plates. Plates expire every five years. All vests expire every five years. Dave has the invoice of when we purchased them..

Thank you for considering the purchase

***Chief Dwayne Gilman
Pembroke Police Department
247 Pembroke Street
Pembroke New Hampshire
03275***

(603)-485-9173 ext 2204





Town of Pembroke Police

Vendor: **BODY ARMOR OUTLET, LLC**

No: _____
(Finance Office Use)

Payment Disposition

X Mail

Pickup

Other

Invoice No.	Date	Account No. / Desc.	Description	Amount
20052-1	07/03/14	1000-490-22-00054	(8) MP-1200 ZIPPER BAG; (8) HELMETS;	\$ 5,879.76
		MINOR CAPITAL EQUIP - PD	(8) PB-ACTIVE SHOOTER-CARRIER-019	
			POINT BLANK ACTIVER SHOOT PLATE	
			CARRIER; (16) BAO 4400L LEVEL IV HARD	
			ARMOR PLATES	
ONLY WANT APPROVAL TO BUY @ END OF				
YEAR. THEY EXPIRE NEXT JULY. WE HAVE TO				
ORDER THEM.				
PLATES ONLY - NOT VESTS OR HELMETS				

Vendor Total: \$ 5,879.76

Department Authorization

Purchasing Director (if required)

7/3/2014

Date

Date

Pembroke Police Department

Memo

To: Board of Selectman
From: Chief Dwayne Gilman
CC: Dave Jodoin Town Administrator
Date: June 18, 2015
Re: Small Equipment Purchase

Please consider this as a formal request to purchase the following equipment necessary to provide safe tactical equipment for our officers when needed.

16 ceramic tactical plates for 8 tactical vests (2 plates per vest)

Quoted Price from Body Armor Outlet @ \$ 4,784.80

**** Original Vest carriers purchased from Body Armor Outlet. Dimensions on file****



Quote

Body Armor Outlet, LLC
Body Armor Outlet
26 Ermer Road
Salem, NH 03079
United States
sales@bodyarmoroutlet.com
888-884-2427

Quote# QT0335
Issue Date: Jun 04 2018
Expiry Date: Jul 04 2018

Customer:

Pembroke NH PD
Contact Name: Maryann Riccotti
Work Phone: 603-485-9173
Email: mricciotti@pembroke-nh.com

Ship To:

Pembroke NH PD
247 Pembroke St
Pembroke, New Hampshire 03275
United States

Bill To:

Pembroke NH PD
247 Pembroke St
Pembroke, New Hampshire 03275
United States

Product / Description	Qty	Cost	Discount(%)	Tax(%)	Line Total
BAO 4400SH-SC-L Hard Armor Plate - IV, SA, 10x12, Shooters Cut, Single Curve Code: BAOT-THAP4400-SH-SC-L	16.00 ea	\$ 164.65	0	0	\$ 2634.40
BAO Tactical ACH / MICH IIIA Full Cut Helmet w/ 7 Pad Suspension - Large, Black Code: BAOT-TBHIIIA01-019-L	8.00 ea	\$ 268.80	0	0	\$ 2150.40
Store Pick-Up Code: Will Call	1.00 ea	\$ 0.00	0	0	\$ 0.00

Order Notes:

Sub Total \$ 4784.80

Tax \$ 0.00

Total \$ 4784.80

David Jodoin

From: Paulette Malo <Pembroke.NH-Sewer@hotmail.com>
Sent: Friday, July 06, 2018 12:49 PM
To: David Jodoin
Subject: Re: Suit

We are meeting with Allentown on July 17th and should have answers for them. The TIF has the original capacity for that property.

I will talk to you when I get back from vacation.

Paulette sent from my iPhone

On Jul 6, 2018, at 11:33 AM, David Jodoin <djodoin@pembroke-nh.com> wrote:

Good Morning,

With the recent lawsuit the Board would like to know how that impacts the TIF District and the letter that the Board has saying that they have capacity. It probably would be good to have the Commission think about meeting with the Board at their August 6th meeting

Thanks

David

Memorandum

To: David Jodoin, Town of Pembroke
From: Mike Vignale, KVPartners
Date: July 2, 2018
Re: Weekly Construction Meeting – Roadway Improvement Project
Cc: Attendees and Jim Boisvert (DPW)

A weekly construction meeting was held at the site (East View) on June 26, 2018. In attendance were John Barnes (Advanced), Paulette Malo (Roads Committee), Brent Edmunds and Mike Vignale. Following is a summary of the discussions:

- Drainage work was nearly completed when we met (base paving now completed) on East View. Paving was planned for Friday (now completed). Work will continue on the East View loop including grading, loaming and seeding, and general clean up and then the crews will begin to install the detention basin and drainage on Beacon Hill Road.
- There were concerns expressed by one resident on Beacon Hill Road about rocks in or near the roadway. This was a result of clearing operations and has since been cleaned up.
- The existing catch basin at Sta.43+20 LT was replaced with a precast concrete structure with minimal sump and a flat top. The existing grate was reused. The grate was set a few inches lower to provide improved drainage in that area.
- Mike V explained to John that the existing grades in the area of the stormwater basin on Beacon Hill Road were approximate and once the basin was located in the field Mike V will review proposed grades and make grade adjustments if necessary.
- John asked if he could use Very Coarse Crushed Stone (304.6) in place of the Gravel Base Course. Mike V explained that the difference in aggregate size between the Very Course (304.6) and Fine Crushed Stone (304.4) or Crushed Gravel (304.3) was too large he was concerned that some of the fine material may travel to the voids in the Very Coarse material so asked that the Coarse Crushed Stone (304.5) be used instead. Mike V did agree that the Very Course material could be used under the Coarse material where extra depth of aggregate base is required. John decided it would be easier to just use one material and agreed not to use Very Coarse Crushed stone on the project.

KVPartners LLC

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

(603) 413-6650

- All material testing was completed and results acceptable.
- As previously noted, Jim explained that one resident expressed concerns about their granite post mailbox (#314 Beacon Hill Road). It is understood that all mailboxes will be reset to their original condition.
- Next meeting will be held at 9:00 AM at East View on Tuesday July 3rd.

Memorandum

To: David Jodoin, Town of Pembroke
From: Mike Vignale, KVPartners
Date: July 9, 2018
Re: Weekly Construction Meeting – Roadway Improvement Project
Cc: Attendees and Jim Boisvert (DPW), Paulette Malo (Roads Committee),

A weekly construction meeting was held at the site (East View) on July 3, 2018. In attendance were John Barnes (Advanced), Brent Edmunds and Mike Vignale. Following is a summary of the discussions:

- The roadway base course paving was completed and catch basins were being adjusted to grade. Advanced will not be working on this project on July 4th through July 6th. Next week work will continue on the East View loop including grading, loaming and seeding, and general clean up and then the crews will begin to install the detention basin and drainage on Beacon Hill Road.
- We discussed driveway grading and reviewed driveways where some additional grading is required to appropriately match grades. Grading limits were defined at that time.
- We discussed leaving manholes below base grade until next year when the top course will be applied (saves additional adjustment costs). Mike V will check with Jim to see if this is acceptable.
- We discussed that one pole on Beacon Hill Road had a guy wire attached to it and the tree must be removed for construction. Mike V will check with Eversource about relocation of the guy.
- As previously noted, Mike V explained to John that the existing grades in the area of the stormwater basin on Beacon Hill Road were approximate and once the basin was located in the field Mike V will review proposed grades and make grade adjustments if necessary.
- As previously noted, Jim explained that one resident expressed concerns about their granite post mailbox (#314 Beacon Hill Road). It is understood that all mailboxes will be reset to their original condition.
- Next meeting will be held at 9:00 AM at East View on Tuesday July 10th.

DRAFT

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
July 2, 2018 at 6:30 PM**

Present: Chairman Tina Courtemanche, Selectman Vincent Greco, Selectman Michael Crockwell,
Selectman Ann Bond

Excused: Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

I. Call to Order:

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

II. Citizen Comment:

None

III. Scheduled Meetings:

a. Beth McClure – Strong Foundations:

Ms. McClure was in attendance to ask for the Town's support with the USDA for funding for an expansion at the school. In order to show support the Town is required to fill out paperwork for the USDA.

Selectman Greco motioned to approve the Strong Foundation application, seconded by Selectmen Crockwell. Motion passes 4-0.

Selectman Crockwell moved to approve Chapter 133 Solid Waste Management as presented. Motion seconded by Selectman Greco. Motion passed 4-0

IV. Old Business:

Energy Committee – Dan Crean was in attendance to discuss with the Board the street light conversion. D. Jodoin stated that the Police and Fire have not weighed in yet and they would be at the next meeting on July 16th.

Selectmen Bond asked if they could get a listing of the lights. D. Jodoin will send the selectmen the list that the Committee worked from.

Dan Crean commented that the Committee formed a consensus to remove lights that were not at intersections. The Committee would also like to see the street signs relocated for better viewing.

Dan explained that if you do not replace the current light with an LED light you do not get the rebate but you will save on the cost of electricity. Currently Eversource owns the lights but once we convert to LED, the Town will own the lights.

A general discussion ensued and it was decided that this issue would be placed on the July 16th agenda.

Center Road Update – There have been emails back and forth from the land owner and the Town Attorney concerning the conservation land purchase. They are working on the language that the Town will not have any responsibility for any damage to the roadway. The Town Attorney has suggested that the land owner return to the Selectmen to discuss in more detail.

V. Manifest and abatements:

a. Minutes of 8/21/17

Action: Selectman Greco moved to approve the manifest and abatements, seconded by Selectman Crockwell. Motion passed 4-0.

b. Minutes of 6/18/18

Action: Selectman Greco moved to approve the minutes from 6/18/18, seconded by Selectman Crockwell. Motion passed 4-0.

VI. Town Administrators Report

a. PA 28 Summary of Inventory form. The consensus of the Board was that we would not be using this form.

Action: Selectman Crockwell moved deny the usage of the PA 28 form and to authorize the Town Administrator to sign the document, seconded by Selectmen Greco. Motion passed 4-0.

b. Amoskeag Rowing Club annual regatta large gathering ordinance. The paperwork has been signed off by the Respective departments and now it just needs Selectmen signatures and approval. The Regatta is scheduled for October 14th. Motion by Selectmen Greco to approve the Regatta, seconded by Selectmen Bond. Motion passed 4-0.

c. D. Jodoin informed the Board that Officer Hanson was resigning to accept a position with Auburn PD.

VII. Committee Reports:

Selectman Bond: The Planning Board discussed a request that went before the Zoning Board in an R-3 zone. The Board also had a presentation from the National Guard on their expansion.

Selectman Greco: Roads Meeting is next week. Recreation Committee; The concerts have started. The Committee is putting led motion lights in the bathroom. The Eagle Scout project he will be looking to put up no smoking signs at memorial Field. The employee/volunteer appreciation day was approved for August 18th. Chairman Courtemanche asked Selectmen Greco about the no smoking issue. Selectmen Greco explained that the recreation Commission is waiting for the selectmen. There was a general discussion as to how this would be enforced and that no signs could go up until the matter was discussed in more detail with the Police.

DRAFT

Chairman Courtemanche; Nothing to report.

Selectman Crockwell: Meeting Next Week

VIII. Other/Citizen Comment:

None

IX. Adjourn:

Motion by Selectmen Greco to adjourn at 7:08 PM, seconded by Selectmen Bond. Motion passed.

Justine M. Courtemanche, Chairman