

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
April 4, 2016 at 6:30 PM**

Approved _____

Present: Chairman Tina Courtemanche, Vice Chairman Fred Kline, Selectman Michael Crockwell

Staff: Town Administrator David Jodoin

Excused: Selectman Vincent Greco and Selectman David Sheldon

I CALL TO ORDER:

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

II CITIZENS COMMENT: N/A

III SCHEDULED MEETINGS:

a. Adrian Morales-35 Broadway

Mr. Adrian Morales came before the Board of Selectman to request an object (a tree or rock) be placed in front of the gas meter on his house. Previous to the Broadway project being completed there were trees to deter any damage to his house in the case there was an accident. It was determined that Mr. Morales would be able to place an object on his property at his own cost as long as this object was not in the right of way. In addition Mr. Morales was encouraged to speak with both the Police Department and the Highway Department if he had concerns with the speed on the road and how they are maintained.

b. Chief Gilman-Proposed changes/updates to Town Code

Postponed to a future meeting where more information can be gathered.

c. Chief Gilman-Request to purchase Cameras/Safety Center

Action: Selectman Kline moved to authorize the Chief of Police to proceed with camera purchase and upgrades and to authorize the removal of a sum not to exceed \$4000 from the Town Building Capital Reserve Fund. Motion seconded by Selectman Crockwell/ Motion passed 3-0.

d. Richard Berube-Town Bonding requirements.

Mr. Richard Berube came in front of the Board of Selectman to request that the \$40,000 road bond be waived due to the road being completed as soon as the weather becomes warm enough. Through discussion it was determined that there was about \$15,000 worth of work left to complete for the Top Coat as the Base Coat was applied approximately 1.5 years ago. This project has been managed by both Mike Vignale and

the Public Works Director.

Action: Selectman Kline moved to release the remaining balance from escrow to Mr. Berube pending the determination that all invoices have been submitted and paid. Motion seconded by Selectman Crockwell. Motion passed 3-0.

Action: Selectman Kline moved to waive the final bonding requirement for the Berube property. Motion seconded by Selectman Crockwell. Motion passed 3-0.

It was agreed that the Public Works Director would review the road prior to final pavement and insure that any item not to his satisfaction would be fixed before final pavement. It was also determined that he would monitor final paving.

IV. OLD BUSINESS

- a. Safe Routes-No News yet
- b. Tax Deeds-payments are coming in slowly. There is one property that may prove difficult due to not being able to locate the current owner. David Jodoin will continue to reach out to try to locate before the deadline. Letters are slated to be sent April 19, 2016.

V. NEW BUSINESS

- a. Manifest/Abatements

Action: Selectman Kline moved to approve the Manifest and Abatements as presented. Motion seconded by Selectman Crockwell. Motion passed 3-0.

- b. Minutes 3/21/16, Non Public 3/21/16

Action: Selectman Kline moved to approve the minutes from 3/21/16 and the minutes from the nonpublic session on 3/21/16. Motion seconded by Selectman Crockwell. Motion passed 3-0.

VI. TOWN ADMINISTRATOR REPORT

- a. Sewer Dept. - In the attached packet are the bills/invoices from the Olivier property. These have been submitted to Merrill Construction and are for informational purposes at this point.
- b. David Jodoin met with a potential new website design company. Members from the Police, Fire, Highway, Sewer, Library and Water Works were present. The presentation was very informative and user friendly and it was agreed upon this would be very helpful for the town.

Action: Selectman Kline moved to authorize David Jodoin to move forward and hire Virtual Towns and Schools and to find the funding in the current budget or defer payments. Motion seconded by Selectman Crockwell. Motion passed 3-0.

- c. Safety Center Survey is still in process but the estimated cost of all of the work is approximately \$30,000.

VII. COMMITTEE REPORTS

Selectman Kline: Planning Board meets 4/5/16 and TIF proposals are due soon.

Selectman Courtemanche: Budget Committee met last Thursday. Budget committee was pleased with detail submitted by David Jodoin. There were comments directed at the School Board that their budgets needed to be submitted earlier and with better detail.

Selectman Crockwell: Walked the property by Broadway. There were less wetlands than were anticipated and the appropriate samples were taken when necessary.

VIII. OTHER/CITIZEN COMMENT

N/A

X. RSA 91-A:3 II (b) Hiring

Action: Selectman Kline moved, seconded by Selectman Crockwell, to enter in non-public session in accordance with RSA 91-A: 3 II(c) at 8:06pm.

The Board came out of non public session at 8:06 PM.

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.

Action: Selectman Kline moved, seconded by Selectman Crockwell, to enter in non-public session in accordance with RSA 91-A: 3 II(c) at 8:06 PM.

The Board came out of non public session at 8:16 PM.

XI. ADJOURNMENT

Action: Selectman Kline moved to adjourn at 8:17 PM, seconded by Selectman Crockwell, Vote 3-0

Justine M. Courtemanche, Chair