

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
April 6, 2015 at 6:30 PM**

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**Present:** Chairman Justine Courtemanche; Vice Chairman Fred Kline; Selectman David Sheldon;  
Selectman Michael Crockwell

**Staff:** David Jodoin, Town Administrator

**Excused:** Selectman Vincent Greco

**1. CALL TO ORDER**

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

**2. CITIZENS COMMENT**

None

**3. SCHEDULED MEETINGS**

**Dwayne Gilman – Suncook Little League Request to Waive Fees**

Dwayne Gilman is the current president of Suncook Little League. He provided an update on the league stating that enrollment has decreased recently however, more out of town teams are requesting to play on the field. He is requesting that the Board of Selectmen waive the \$300 fee for use of the field for three years. He explained that during the season, Suncook Little League pays for water, electric, mowing, and takes care of the bathroom facilities. They intend to mow more than has been done in prior years, plan to add fertilizer and grass, and they would like to have more control over electricity usage as they foresee more night games.

**Action:** Selectman Kline moved to approve waiving the \$300 fee for Suncook Little League for the upcoming season only. Selectman Sheldon seconded. Motion passed 4-0.

**Chief Gilman – Highway Safety Grant**

Chief Gilman explained that the first Highway Safety Grant is for a new radar system for one cruiser. The cost for the system is approximately \$1,050 and is a 50/50 match. There are funds in the police budget to cover this expense. The second grant is for speed enforcement and is covered at 100% reimbursed. This grant covers officers 11-15 days throughout the year, twice per day at average commuting hours.

**Action:** Selectman Sheldon moved to authorize the Chair and the Town Administrator to sign the necessary Highway Safety Grant documents. Selectman Crockwell seconded. Motion passed 4-0.

The documents were signed.

### **Union Street Parking**

The Selectmen and Chief Gilman discussed parking in the downtown area as well as the memorandum of understanding between the Town and the Methodist Church for the spaces on Union Street. Chief Gilman is concerned with enforceability as the Town does not own the spaces. He would like the spaces to be classified as municipal parking in order to enforce time constraints. Several options were discussed and it was agreed to table the item so that Legal could review the agreement and advise the Board on the best course of action. Chief Gilman is also concerned with the fact that there is little consistency with parking regulations in the downtown area.

**Action:** Selectman Kline moved to table this item until Legal has reviewed the agreement. Selectman Sheldon seconded. Motion passed 4-0.

### **Peter Labonte – Tax Issue**

Peter Labonte, Epoch Homes, was present to discuss Epoch Homes' back property taxes. He provided an update on the company stating that they have had some financial difficulty over the past few years. He further explained that they hope to expand the business over the next three years which would provide approximately 50 or more jobs. He indicated that they have filed for tax abatement for 2014 and are requesting that the Board approve further tax relief for 2014 and 2013. Various options were discussed including possible lower interest on the balance. Mr. Jodoin provided Mr. Labonte with some contact information for organizations that could possibly help including CRDC, and CNHRPC. No decision was made however the Selectmen agreed to discuss the interest and will address the issue further once the pending abatement is complete.

### **Mike Vignale – Pembroke Hill Bids**

Mr. Vignale provided the Selectmen with the bids received for the Pembroke Hill Road project and recommended that the Town award the bid to Merrill Construction in the amount of \$1,100,505 which includes water system improvements. Merrill Construction provided a clean bid, is a reputable company, and was the lowest bidder. Mr. Jodoin received notification from Pembroke Water Works, dated March 30, 2015, stating that they agree to also use Merrill Construction and will pay them directly for the water line work that will be performed in accordance with the contract.

**Action:** Selectman Sheldon moved to award the contract for the Pembroke Hill Road project to F.L. Merrill Construction in the amount of \$1,100,500 with \$242,402.50 to be paid by Pembroke Water Works. Selectman Kline seconded. Motion passed 4-0.

Mr. Vignale provided an update on the easements that are still needed and indicated that there will be no decision on the School easements until the School Board meets in May.

The option of hiring a Clerk of the Works and the associated costs were discussed. Mr. Vignale explained that the cost will be significantly lower than the costs incurred for the Broadway project and estimates the cost to run \$78,000 which covers 20 hours per week for 30 weeks. This is based on an hourly rate therefore the total will be lower if the project is complete in less than 30 weeks and he does not foresee it taking longer. If this amount is added to the total project cost, it is still within the total project budgeted amount.

**Action:** Selectman Kline moved to approve the contract with KV Partners to act as Clerk of the Works pending review. Selectman Crockwell seconded. Motion passed 4-0.

Mr. Vignale will prepare contracts then begin pre-construction meetings. Work will not begin until all easements are in place. Mr. Jodoin will follow up and contact Mr. Vignale when the easements have been received.

#### **4. OLD BUSINESS**

##### **Safe Routes to School**

There was a detailed discussion on the Safe Routes to School portion of the project. It is unknown at this time if this project can be done simultaneously with the Pembroke Hill Road project or if it will need to be done separately. Mr. Vignale will continue to follow up and will keep the Board informed.

#### **5. NEW BUSINESS**

##### **4 Union Street Lease**

The Board briefly reviewed and approved the lease agreement with Power Plus Electrical.

**Action:** Selectman Sheldon moved to approve the Lease agreement with Power Plus Electrical for Unit E at 4 Union Street as presented. Selectman Kline seconded. Motion passed 4-0.

### **Pole Licenses Eversource**

Pole license agreements were briefly discussed including assessed values and the fact that the poles are installed with prior permission. Mr. Jodoin stated that the poles installed several months ago need to be approved. Chairman Courtemanche would like applications to install poles submitted to the Town prior to installation.

**Action:** Selectman Kline moved to approve the following Eversource pole licenses: 22/41Y, 123/1, 123/2, 123/4, 123//4PB, 123/5, 123/6, 123/6PB, 123/7, and 123/8. Selectman Sheldon seconded. Motion passed 4-0.

The Selectmen signed the agreements.

### **Appointments**

**Action:** Selectman Kline moved to approve the following appointments as presented: Bryan Christiansen, CIP; Dan Crean, Energy; Tom Hebert, Zoning; Mark Johanson, Zoning; Brent Edmonds, Planning; Kathy Cruson, Planning; Robert Bourque, Planning; David Richards, Cemetery; Burton Curley, Roads Committee; Karen Meisenheimer, Recreation Commission; Christopher Henderson, Recreation Commission; Drew Drummond, TIF Committee; Steve Creed, TIF Committee; Dana Carlucci, TIF Committee; Alex Vailas ,TIF Committee; and Gordon Welch, TIF Committee. Selectman Sheldon seconded. Motion passed 4-0.

### **Manifest/Abatements**

**Action:** Selectman Kline moved to approve the Manifest and Abatements as presented. Selectman Crockwell seconded. Motion passed 4-0.

### **Minutes 3/16/2015**

**Action:** Selectman Sheldon moved to approve the minutes of 3/16/2015 as presented. Selectman Crockwell seconded. Motion passed 3-0. Chairman Courtemanche abstained as she was not present at the meeting.

## **6. TOWN ADMINISTRATOR REPORT**

Mr. Jodoin stated that he submitted the notice to all tax collectors that the final tax bills have been sent out.

Mr. Jodoin met with the labor Board to review their findings. The Fire payroll will now need to be done bi-weekly.

Mr. Jodoin informed the Board of the upcoming State auction at the White Farm.

The Town has been noticed for a site plan review near Village Lane.

Mr. Jodoin informed the Board that the Welcome to Pembroke sign at RT 3 North was destroyed during the winter. The insurance paid \$689.35 after the Town satisfied the \$1,000 deductible. Options for a new sign were briefly discussed. No decision was made. Mr. Jodoin will obtain more information on what type of materials are available for the sign i.e. wood, high density urethane, etc.

The purchase of a new recycling truck was discussed. The option of purchasing the entire truck as a complete unit from one company versus purchasing the truck from one vendor and the compactor from another was discussed. Further, Mr. Jodoin indicated that the Town was approached by Clean Energy of possibly "going green" which will be an additional cost to the truck. The Selectmen agreed that the bids should go out to include all options; the bids will be sealed.

Mr. Jodoin provided an update on the assessed value for Clean Energy.

There was a brief discussion regarding drainage at property in the downtown area.

## **7. COMMITTEE REPORTS**

Selectman Kline reported that there have been updates on the web for CEDS however there have been no updates on Pembroke.

Selectman Kline informed the Board that the School Board intends to change the Headmaster's title to Principal at Pembroke Academy. A petition against this change has been started and currently has well over 700 signatures.

Selectman Kline spoke to a road project on Main Street in Concord which will directly affect traffic flow on RT 106. He asked if the Town was ever contacted as Pembroke will be impacted. Mr. Jodoin has not received any notification.

## **8. OTHER/CITIZEN COMMENT**

None

## **9. NON PUBLIC 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 Crockwell moved, and seconded by Selectman Sheldon, to enter into non-public session in accordance with RSA 91-A: 3 II (c) at 8:19 PM.

Roll Call Vote  
Chairman Justine Courtemanche (yes)  
Vice Chairman Fred Kline (yes)  
Selectman David Sheldon (yes)  
Selectman Michael Crockwell (yes)  
Vote: Unanimous

The Selectmen came out of non-public session at 8:39 PM.

## **10. ADJOURNMENT**

**Action:** Selectman Sheldon moved to adjourn the meeting at 8:40 PM. Selectman Crockwell seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

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Justine Courtemanche, Chair