

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
October 19, 2015 at 6:30 PM**

---

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

**Staff:** David Jodoin, Town Administrator

**1. CALL TO ORDER**

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

**2. CITIZENS COMMENT**

None

**3. SCHEDULED MEETINGS**

**Vachon & Clukay – 2014 Audit Report**

Ms. Tammy Webb, Auditor, Vachon & Clukay, provided an in depth overview of the 2014 audit. She stated that the Town has received an unmodified opinion which is the highest opinion an entity can receive. She reported on the Town's financial highlights of its governmental activities and general fund budget, and stated that the Town has maintained a healthy financial position. She explained that the Sewer Department no longer has issues with segregation of duties. One notation in the management letter included an issue with an incorrect pay amount in one employee's file, one seasonal employee's file not containing a pay card, and there was no clear documentation on approved pay rates for Water Department employees.

Ms. Webb thanked the Town for allowing Vachon and Clukay to serve as their auditors.

Following Ms. Webb's review, there was a brief discussion of the Town's Fund Balance.

Mr. Jodoin indicated that the issues with the two Town employees have been resolved.

**Pembroke Sewer Commission – Bow Lane Pump Station**

Present for this discussion included John Jackman, Engineer, Hoyle Tanner, and Sewer Commission representatives: Harold Thompson, Dan Driscoll, Andy Pellerin, and Paulette Malo.

Mr. Driscoll stated that the Sewer Commission is looking to bond the Bow Lane pump station project and are required to go through the Selectmen as they are not authorized for this procedure. The cost has increased to \$800,000 from \$750,000 due to shoring and legal fees. The cost includes removal of the current pump station, fence relocation, and the installation of a man gate.

Mr. Jackman reviewed the current pump station and explained the importance of building the new station due to health and safety issues as well as deterioration. He provided a preliminary design memorandum and preliminary plans for review. The impact to users is as follows: 10 year payback at 1.89% interest - \$42.97 per year, per user; and 15 year payback at 2.97% interest - \$32 per year, per user. The interest rate for a 5 year bond would be .99%. There will be \$30,000 in principal forgiveness through the DES loan fund. The new station would be built prior to decommissioning the current station therefore there will be no shutdown during the transition. The project is expected to take nine months from start to finish.

The use of barbed wire and potential liability was discussed. Mr. Jackman agreed to follow up with Primex.

Chairman Courtemanche asked if the Sewer Department had any funds put aside for the project. Ms. Malo replied that there is \$225,000 in their repair/replacement fund. Chairman Courtemanche suggested that the Sewer Commission begin setting funds aside for these projects. She also believes that the numbers regarding the impact to users stated above will be higher. Selectman Sheldon asked what the interest rate and impact to users would be on the bond less the \$225,000 that is available.

User fee billing was briefly discussed. Ms. Malo indicated that they intend to insert a separate line on the bills depicting what part of the bill will be allocated to the upgrade. Once the bond is paid in full, the line will be removed.

Mr. Pellerin spoke to potential liability and the danger "when" the current pump station fails. He stated that the pump station was designed and engineered to last 20 years and it was built at least 40 years ago. Selectman Sheldon noted that funds should have begun being set aside long ago. Mr. Pellerin responded that they have worked to keep user fees as low as possible. Mr. Pellerin further explained that the Sewer Commission has performed many studies and has looked into all available grants to make the project as cost efficient as possible. Chairman Courtemanche replied that she does not believe the Board disagrees that the station needs to be replaced but rather planning for replacement should have been done long ago so that more funds would be available. Mr. Driscoll noted that they will begin planning for upgrades to other stations which will also affect user fees.

Selectman Kline inquired what will be done with the current generator. There was no response however Ms. Malo stated that the generator is in excellent condition.

Selectman Greco asked about potential savings from the new station to which Mr. Jackman replied that there would be some electrical savings as it will be more efficient.

The Selectmen requested that Mr. Jackman follow up with Primex regarding the use of barbed wire. Further they requested that the Sewer Commission come back with a warrant article, further information on the bond or note (whichever will be used) and its terms, as well as rates if the \$225,000 from the Sewer Department's repair/replacement fund is utilized. Selectman Kline requested more information on what grants were applied for and subsequently denied.

#### **Dana Carlucci – 4 Union Street**

Mr. Carlucci and Mr. Hebert were present to requested funds in the amount of \$10,000 for various projects at 4 Union Street including; install gas heat in the building (approximately \$500 plus paving), install heater in Sewer Department to secure gas (approximately \$3,500), and complete roof drainage (approximately \$5,000). Mr. Carlucci believes that a cost savings will be realized once the gas is installed even though oil will still be used on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. There is approximately \$2,900 available that was left over from prior projects which can be used for initial outlay and/or repairs to the retaining wall.

Mr. Jodoin stated that there is approximately \$175,000 in the Town Building Capital Reserve Fund however the roof at the Safety Center has not been completed and the elevator at Town Hall needs repair/replacement.

The deterioration of the retaining wall at 4 Union Street is getting worse and Mr. Carlucci believes that the rock salt is contributing to the deterioration. Mr. Hebert added that it looks worse than it is and that getting the drainage under control will help slow deterioration.

**Action:** Selectman Kline moved to approve an amount not to exceed \$10,000 for repairs at 4 Union Street as described above with the funds being withdrawn from the Town Building Capital Reserve Fund. Selectman Greco seconded. Motion passed 5-0.

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

##### **Town Owned Property – 7<sup>th</sup> Range Road**

An offer was received in the amount of \$6,000 for the 6 acre parcel of land on 7<sup>th</sup> Range Road. The Town currently has the land listed for sale in the amount of \$49,500. The Selectmen discussed a counter offer.

**Action:** Selectman Sheldon moved to counter the \$6,000 offer with \$18,000. Selectman Crockwell seconded. Motion passed 5-0.

Mr. Jodoin will follow up.

The Board also discussed a parcel of Town owned land on Borough Road that abuts Epoch Homes. The Selectmen agreed to market the land with the realtor.

## **5. NEW BUSINESS**

### **Mowing Bids**

The Selectmen briefly discussed the mowing bids.

**Action:** Selectman Sheldon moved to authorize awarding the mowing bid to Saint's Lawn Care for a period of two years, 2016 and 2017, in the amount of \$15,750 per year. Selectman Kline seconded. Motion passed 5-0.

### **Audit Contract 2015-2017**

The Selectmen reviewed the audit contract for 2015-2017. It is an increase over prior years due mostly in part to a new pronouncement from GASB that will require more time being spent looking over the records.

**Action:** Selectman Sheldon moved to award the audit contract to Vachon and Clukay for the years 2015 through 2017, and authorize the Town Administrator to sign the contract. Selectman Greco seconded. Motion passed 5-0.

### **Postage Meter Renewal**

Mr. Jodoin indicated that the contract for the Pitney Bowes postage meter needs to be renewed as the current contract has expired. By entering into this contract, the Town will save \$20 per month.

**Action:** Selectman Greco moved authorize the Town Administrator to sign the lease agreement with Northeast Mailing Systems for the postage meter in the amount of \$104.49 for 63 months to be billed quarterly. Selectman Kline seconded. Motion passed 5-0.

### **Trust Fund Withdrawal Request**

Mr. Jodoin indicated that this request is for withdrawal from the Recreation Capital Reserve Fund and the Municipal Facilities Capital Reserve Fund.

**Action:** Selectman Sheldon moved to authorize the application for payment request from the Trustee of Trust Funds as follows: \$13,143.25 from the Recreation Capital Reserve Fund, and \$33,923.50 from the Municipal Facilities Capital Reserve Fund. Selectman Crockwell seconded. Motion passed 5-0.

### **Proposed Changes/Updates to Town Code**

The Selectmen discussed and agreed to potential changes to the Town Code for Welfare guidelines and Article III section 186-16 and 186-17 depositing debris on sidewalks or rights of way. Mr. Jodoin will schedule a public hearing to address the changes.

### **Appointment Cemetery Commission**

**Action:** Selectman Kline moved to appoint Ellen Paulsen as a member of the Cemetery Commission. Selectman Sheldon seconded. Motion passed 5-0.

### **Letter from Meet Me in Suncook (MMIS)**

A letter from MMIS regarding the lights being out in the clock tower was discussed. Mr. Jodoin will invite Jim Garvin to provide input/options at the next regularly scheduled Board of Selectmen meeting. Further, Mr. Jodoin will contact the Department of Public Works and request that they determine if it's an electrical issue or just bulbs.

### **Manifest/Abatelements**

**Action:** Selectman Kline moved to approve the Manifest and Abatelements as presented. Selectman Crockwell seconded. Motion passed 5-0.

### **Minutes 9/21/2015; 10/12/2015**

**Action:** Selectman Kline moved to approve the minutes of 9/21/2015 as presented. Selectman Crockwell seconded. Motion passed 4-0. Selectman Sheldon abstained as he was not present at the meeting.

**Action:** Selectman Greco moved to approve the minutes of 10/12/2015 as presented. Selectman Sheldon seconded. Motion passed 4-0. Selectman Crockwell abstained as he was not present at the meeting.

#### **Non-Public Minutes 9/21/2015**

**Action:** Selectman Kline moved to approve the non-public minutes of 9/21/2015, parts A and B, as presented. Selectman Greco seconded. Motion passed 4-0. Selectman Sheldon abstained as he was not present at the meeting.

### **6. TOWN ADMINISTRATOR REPORT**

Mr. Jodoin stated that the front door at Town Hall is in extreme disrepair. The item is included in the 2016 CIP plan however it may need to be replaced in a more expedient manner. Mr. Jodoin has received an approximate cost of \$6,000 for a single door with side windows. The inner doors will remain as is.

**Action:** Selectman Sheldon moved to authorize an amount not to exceed \$7,000 for the replacement of the front door at Town Hall with the funding to be taken from the Town Building Capital Reserve Fund; and to authorize the Town Administrator to award the bid. Selectman Crockwell seconded. Motion passed 5-0.

Selectmen Sheldon requested an update on mailbox installation along Pembroke Street. Mr. Jodoin stated that installation has begun, and the two homeowners with granite posts have moved them and turned them parallel to the road. He does not believe that all mailboxes will be installed by winter.

Snow removal was discussed as well as sidewalk plowing/snow blowing.

An abatement for a property at Maple Grove was discussed.

**Action:** Selectman Sheldon moved to authorize the Town Administrator to proceed with the abatement process for the property at Maple Grove. Selectman Kline seconded. Motion passed 5-0.

Liberty Utilities versus the Town of Pembroke was briefly discussed. Mr. Jodoin will invite Mr. Sansoucy and the Town Attorney to an upcoming Board of Selectmen meeting for a more detailed explanation.

The Selectmen reviewed health insurance rates which have increased to 17.2%.

Mr. Jodoin received a request from Wonderland Preschool to utilize the Library in case of an emergency evacuation; there would be approximately 25 children. After discussion, the Board agreed that they were in favor of the Library being used for this purpose.

Mr. Jodoin informed the Board that the Town has received an Abutter Notice for Design Review Application for Pembroke Meadows will be held at the Pembroke Academy Cafeteria on October 27<sup>th</sup> at 7:00 PM.

Eversource will be in attendance at the next Board of Selectmen meeting scheduled for November 2<sup>nd</sup>. Due to the potential amount of people expected, this meeting may need to be moved to a larger location.

The Selectmen agreed to hold budget workshops on November 9<sup>th</sup> and November 16<sup>th</sup>.

Mr. Jodoin indicated that the tax rate cannot be set due to the school district not filing their tax forms with DRA by September 1<sup>st</sup>.

The Selectmen discussed a memorial bench to be installed at Memorial Field.

**Action:** Selectman Kline moved to authorize the following vacation days for Mr. Jodoin: 11/12, 11/13, 11/23, 11/24, 11/25, 12/24, and 12/30. Selectman Sheldon seconded. Motion passed 5-0.

## **7. COMMITTEE REPORTS**

Selectman Greco reported on the most recent Roads Committee meeting. Due to the deterioration of Beacon Hill Road (upper section) and the fact that plowing could be affected because of its condition, the Roads Committee recommends that Rosedale Lane be moved to the 2016 schedule and utilize those funds to add Beacon Hill Road to the 2015 schedule.

**Action:** Selectman Kline moved to authorize the reallocation of funds for road repair from Rosedale Lane to Beacon Hill Road (upper section). Selectman Crockwell seconded. Motion passed 5-0.

Selectman Kline reported that he attended the most recent School Board meeting at which time he inquired about the operating procedure for the digital sign at Pembroke Academy, and strip of land at the Safety Center that the Town is interested in acquiring.

He was informed that no decision was made on sale versus lease of the land, and the School Board agreed to provide the operating procedures for the sign for the Selectmen to review. Selectman Kline informed the Selectmen that the School questioned him regarding the Loop Road and why there has been no progress. Selectman Kline informed them that the permit application has not yet been approved and the grant application was denied. He further explained that the TIF Committee intends to reapply for the grant.

**8. OTHER/CITIZEN COMMENT**

Ann Bond, 433 Micol Road, was present to discuss the issue of burying the lines for the Northern Pass project and what the process is to submit a petition.

Mr. Jodoin explained that the exact route is unknown however the application of the project consists of 20,000 pages and is available to all communities on disc. Pembroke has requested that the lines be buried. Further, representatives from Northern Pass will present information at the Board of Selectmen meeting scheduled for November 2<sup>nd</sup>. The petition could be presented at this meeting. Ms. Bond stated that she believes many residents will be attending this meeting.

**9. NON PUBLIC SESSION**

None

**10. ADJOURNMENT**

**Action:** Selectman Kline moved to adjourn the meeting at 9:35 PM. Selectman Greco seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

---

Justine Courtemanche, Chair