

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
September 21, 2015 at 6:30 PM**

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

Staff: David Jodoin, Town Administrator

Excused: Selectman David Sheldon

1. CALL TO ORDER

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

2. CITIZENS COMMENT

Ed and Barbara Girard, 539 Pembroke Street, were present to request approval to keep their existing mailbox which is on a granite post. Mr. Girard stated that he will move his post to the edge of the curb and turn the mailbox so the opening is facing south. This will add an inch of walking surface which is at least as much and possibly more than will be gained by putting in the post the Town intends to install. He feels that the Pembroke Street sidewalks, even with the replacement of mailboxes and posts, will not meet ADA requirements and once the location and direction of his is moved, it will be the same as the new mailboxes and posts that the Town is installing.

Mrs. Girard asked if the main issue was plowing the sidewalks versus ADA requirements. Chairman Courtemanche replied that it is a combination of both plowing and ADA requirements. Selectman Greco added that there are handicapped residents who require the use of the sidewalks with a wheelchair.

Action: Selectman Kline moved to allow Mr. Girard to retain his current mailbox and granite post providing that he moves it to the edge of the curb and faces the opening south. Selectman Greco seconded. Motion passed 4-0.

Mr. Girard explained that his neighbor intended to be present at this meeting as he too would like approval to retain his granite post and mailbox.

At this time Mr. Boisvert provided a demonstration of the new mailboxes and posts that will be installed. They consist of a 6" post and 6" mailbox. If the post or mailbox is damaged in the winter, it can easily be replaced. In the past, the State has replaced mailboxes temporarily using buckets. The cost is \$67 for each post and \$10 for each mailbox; 47 of each are needed. He estimated that a replacement pole will cost approximately \$4.

Chairman Courtemanche confirmed that the Town will pay for the installation of new posts and mailboxes along a specified portion of Pembroke Street and the State will be responsible to maintain and/or replace them if damaged.

Action: Selectman Kline moved to authorize Mr. Boisvert to proceed with the installation of new mailboxes and posts with the exception of 539 Pembroke Street and the property directly south of 539 Pembroke Street. Selectman Greco seconded. Motion passed 4-0.

Mr. Boisvert inquired as to whether the Town or the State will be responsible for replacing a mailbox if damaged by a State vehicle. Further, he would like to discontinue the practice of the Town reimbursing residents \$25 for damaged mailboxes unless they are damaged by a Town vehicle. This would omit reimbursement for damage caused by a State vehicle, accidents, weather, etc.

3. SCHEDULED MEETINGS

Jim Boisvert – Discussion of Potential Changes to the Snow Removal Policy

The Snow and Ice Control Policy was reviewed in detail including suggested changes. The following items were discussed in more detail.

Mr. Boisvert stated that the Department of Public Works would like to go back to the old policy. No parking on any streets between November 15th and April 15th between the hours of 10:00 PM and 6:00 AM. When a snow emergency is called there will be no parking at any time except for Main Street to Glass Street, Glass Street to the Post Office, Main Street from the bridge to Broadway, and Union Street from Perry Eaton to Main Street between the hours of 6:00 AM to 10:00 PM. When asked why he prefers this policy, Mr. Boisvert explained that he feels this will be easier for the Department of Public Works.

The Selectmen, discussed several concerns with changing the policy. A public hearing will be required if the decision is made to change the policy.

Chief Gilman was also present for this discussion. He indicated that the Police Department makes every effort to locate the owner of a vehicle before towing, including going door to door. When asked his opinion on changing the parking policy in the winter, he indicated that he has no preference. Further, he has not received any complaints with the current policy.

Action: Selectman Greco moved to leave the Snow Emergency Parking Ban as is. Selectman Crockwell seconded. Motion passed 4-0.

Manpower was briefly discussed. It was suggested that Pembroke businesses be called first to help with clearing snow then move on to contacting others.

Snow being dumped at Memorial Field by contractors and others was discussed. It was agreed that no one, other than the Town of Pembroke, will be authorized to dump snow at Memorial Field. Mr. Jodoin will add this to the Snow Removal Policy.

Mr. Jodoin will make the changes to the policy as discussed.

Chief Gilman – Parking Issues

This item was tabled until the survey of Village Lane is complete.

4. NEW BUSINESS (continued on page 5)

DPW – Traffic Line Bids

The Selectmen discussed the traffic line bids.

Action: Selectman Kline moved to award the striping bid to Industrial Traffic Designs for the years 2016, 2017, and 2018 in the amount of \$12,381.70 per year. Selectman Crockwell seconded. Motion passed 4-0.

At this time Mr. Boisvert indicated that the new trash truck will be received in 7 days. He requested that the Department of Public Works be allowed to retain the Sterling until December 31st so that the Selectmen can review the operation at the transfer station. The trade-in value of the Sterling is approximately \$2,500. Chairman Courtemanche reminded the Board that the Selectmen agreed, at Town Meeting, to trade in one trash vehicle.

Action: Selectman Kline moved to approve delaying disposition of the extra trash vehicle pending additional information to be presented by the Director of Public Works to the Selectmen on or before December 1st; all trash vehicles are to be evaluated and possible values obtained from potential buyers. Selectman Greco seconded. Motion passed 4-0.

5. NON PUBLIC SESSION

RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Action: Selectman Kline moved, seconded by Selectman Crockwell, to enter into non-public session in accordance with RSA 91-A:2 (a) at 8:07 PM.

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

The Selectmen came out of non-public session at 8:11 PM.

Action: Selectman Kline moved to promote Officer Mike Foster to the position of Detective and to increase his salary from \$21.02 to \$22.75 per hour. Selectman Crockwell seconded. Motion passed 4-0.

RSA 91-A: 3 II (b) Hiring Public Personnel

Action: Selectman Kline moved, seconded by Selectman Greco, to enter into non-public session in accordance with RSA (b) at 8:12 PM.

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

The Selectmen came out of non-public session at 8:19 PM, and Chairman Courtemanche reconvened the public meeting at 8:22 PM.

6. OLD BUSINESS

Town Owned Property – Ricker Road Offer

The Selectmen discussed an offer in the amount of \$12,500 received from Continental Paving for the purchase of the 814 Ricker Road was deeded by the Town. The parcel is 1.44 acres and was assessed at \$54,600. Mr. Jodoin indicated that there is some wetness on the property.

Action: Selectman Greco moved to sell the property located at 814 Ricker Road to Continental Paving in the amount of \$12,500 and to authorize the Town Administrator to execute all necessary documents. Selectman Crockwell seconded. Motion passed 3-1. Selectman Crockwell voted no.

Also reviewed was an offer in the amount of \$6,000 that was received from Cooke Eames for the purchase of a parcel of land located on 7th Range Road, also deeded by the Town. This property is approximately 6 acres and is assessed at \$49,500.

At this time, Selectman Greco stepped out of the room.

Action: Selectman Kline moved to table the offer from Cooke Eames. Selectman Crockwell seconded. Motion passed 3-0.

NEW BUSINESS (cont.)

At this time, Selectman Greco returned to the meeting.

Manifest/Abatements

Chairman Courtemanche asked about an invoice from Grappone at the time the F550 was brought in for repair. Her concern is that the invoice states that a multipoint inspection was completed and that the customer (*referring to Pembroke*) indicated they perform their own repairs. The invoice further states that there are many lights out on the vehicle. This led to a discussion regarding the amount of vehicles being repaired at the Department of Public Works (including cruisers). Chairman Courtemanche suggested that if there is an issue with the amount of vehicles being serviced/repared at the Town garage, it should be brought before the Board of Selectmen for review. Also discussed was the need to implement a policy for a daily vehicle inspection e.g. lights, tires, etc. and the use of pre-maintenance check off sheets.

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

Minutes 9/8/2015

Action: Selectman Kline moved to approve the minutes of 9/8/2015 as amended. Selectman Crockwell seconded. Motion passed 3-0. Selectman Greco abstained as he was not present at the meeting.

7. TOWN ADMINISTRATOR REPORT

The Selectmen briefly discussed the erosion of the dirt section of Whittemore Drive, a Class VI road, which is impassable. An email from Chief Paulsen states that he drove the distance from Whittemore/Woodlawn to the railroad tracks. He noted deep ditch erosion at the intersection of the dirt road. He suggested that some coarse fill would resolve the problem. Selectman Crockwell is concerned that this would be only a temporary fix. It was agreed to evaluate the situation further and to contact Mike Vignale, KV Partners, for input. Mr. Jodoin will contact Mr. Vignale.

Mr. Jodoin indicated that the survey of 6 Union Street is complete including the large scale drawings.

Mr. Jodoin informed that Board that the request for additional Federal funds for the Safe Routes to School sidewalk project was denied. He stated that the Town needs to complete the Perley and Rowe area before winter. The Selectmen discussed options which include funding the remainder of the project or re-send it out to bid next year. Mr. Vignale, KV Partners, indicated to Mr. Jodoin that it will cost \$8,500 to prepare the area for winter which includes grading, paving driveways, resetting mailboxes, etc. There are enough funds available in the project budget to cover this expense.

Action: Selectman Kline move to authorize up to \$8,500 for work to the Rowe and Perley area to prepare it for winter, but to first verify with Mr. Vignale, KV Partners, that this work will be the quality of work that could remain permanent. Selectman Crockwell seconded. Motion passed 4-0.

The Board agreed to rebid the sidewalk portion of the project next year and will then decide how to proceed.

The HealthTrust agreements were briefly discussed.

Action: Selectman Kline moved to authorize the Town Administrator to sign all HealthTrust documents as stated below. Selectman Greco seconded. Motion passed 4-0.

Resolved: That the Town of Pembroke shall participate as a member of the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the application and membership agreement and NH RSA 5-B.

Resolved: That David M. Jodoin, Town Administrator, is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of the Town of Pembroke, the application and membership agreement in substantially the form presented to this meeting.

Resolved: That the Town of Pembroke shall participate in the combined rating arrangement for medical coverage offered by HealthTrust to BCEP Solid Waste, Town of Allenstown, Town of Barnstead, Town of Chichester, Town of Epsom, Town of Pembroke, Town of Pittsfield and Town of Strafford. Further, that the "Agreement Regarding Combination of Members for Rating Purposes" between the Town of Pembroke, HealthTrust, and the other combining HealthTrust Member(s) (the "Combination Agreement") is hereby approved in the form presented to this meeting and that David M. Jodoin, Town Administrator, is hereby authorized and directed to execute and deliver the HealthTrust (i) an acknowledgement of the terms and (ii) a certificate of this resolution.

The retaining wall behind 4 Union Street was briefly discussed.

Replacement of the front doors at Town Hall was discussed. Mr. Jodoin asked if the Selectmen wished to replace the front doors with budgeted funds from the Town Building Capital Reserve Fund or process the request through the budget process. The cost for replacement doors is approximately \$8,000 however he will obtain firm pricing and report back to the Board. The Selectmen agreed that they wish to maintain the integrity of the doors. Selectman Crockwell suggested a camera system at Town Hall entryways. The use of a buzzer system was discussed. It was agreed that ADA regulations for entry doors be researched. Mr. Jodoin will follow up.

Mr. Jodoin reviewed the potential modifications to the parking lot of the fire side of the Safety Center. The School owns a small strip of land that abuts the Safety Center and they have offered to lease the land to the Town. If the Town is able to obtain this strip, the parking lot will be expanded on the south side of the building which will fix the snow issue in which snow comes off the roof and ices up. Mr. Vignale, KV Partners, quoted a price of \$20,900 to extend the lot including moving light poles. This does not include removing the snow breaks from the roof or any roof repair. The Board agreed that they would prefer ownership versus lease and will wait until next year before a decision is made. No roof work will be done in 2015 as it may be possible to combine projects.

Action: Selectman Kline moved to authorize the Town Administrator to contact School Administration to request the purchase, versus lease, of the small strip of land located on the south side of the Safety Center. Selectman Greco seconded. Motion passed 4-0.

8. COMMITTEE REPORTS

Chairman Courtemanche reported that the Budget Committee held their first meeting. Mark LePage was elected as Chair and Gerry Fleury as Vice Chair.

Selectman Kline indicated that he will be attending the next School Board meeting to discuss operational guidelines for the school's sign. He will also discuss the strip of land on the south side of the Safety Center that the town wishes to purchase versus lease.

Selectman Kline spoke on the TIF Committee. He has been in contact with several State agencies and has requested a 60 day extension for a response to correspondence from Bill Thomas, DES Wetlands Division, requesting information on various items including engineering, wetlands, design, etc. Selectman Kline has advised CLD Engineering to complete this request in 30 days. There has been no decision on the permits and the grant was denied due to financial thresholds.

9. OTHER/CITIZEN COMMENT

Dick Bertolami, 541 Pembroke Street, was present to request approval to retain his current mailbox and granite post. Selectman Kline reviewed the agreement made with Mr. Girard earlier in this meeting. Mr. Bertolami would like the same agreement.

Action: Selectman Kline moved to grant a waiver from a Town mailbox and post for 541 Pembroke Street providing the granite post is moved to the edge of the curb and the opening faces south. Selectman Crockwell seconded. Motion passed 4-0.

Action: Selectman Kline moved to clarify the motion regarding Mr. Girard's mailbox that the additional property included in the motion is the property north of Mr. Girard's property, not south. Selectman Crockwell seconded. Motion passed 4-0.

10. ADJOURNMENT

Action: Selectman Kline moved to adjourn the meeting at 9:31 PM. Selectman Greco seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

Justine Courtemanche, Chair