

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
May 2, 2016 at 6:30 PM**

Draft \_\_\_\_\_

**Present:** Chairman Tina Courtemanche, Vice Chairman Fred Kline, Selectman Michael Crockwell, Selectman Vincent Greco, Selectman David Sheldon

**Staff:** Town Administrator David Jodoin

**I CALL TO ORDER:**

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

**II CITIZENS COMMENT:**

No Citizen Comments

**III SCHEDULED MEETINGS:**

**A. Chief Paulsen/Jim Boisvert-Work at Safety Center**

The survey was completed on the property with temporary boundary markers set with the permanent markers to be set in the near future. A plan to adjust the layout of the side entry way to reduce ice buildup in the winter was also presented. A quote for this work was submitted by Advanced Excavation for approximately \$25,000.

Action: Selectman Sheldon made a motion to move forward with plans presented and to waive the bid requirements and offer the project to Advanced Excavating, and to request that the funds be removed from the Town Building Capital Reserve Fund. Motion seconded by Selectman Greco. Motion Passed 5-0.

**B. Jim Boisvert-Truck Bids**

Action: Selectman Sheldon made a motion to approve the purchase of a new six wheeled truck from Liberty International for the sum of \$87,810.00 and to also authorize the purchase of the new body and equipment from HP Fairfield in the amount of \$76,580.00. Motion seconded by Selectman Greco. Costs include a trade-in. Motion Passed 5-0.

**C. Mike Vignale-Safe Routes to School**

The Safe Route to Schools grant was accepted with a 100% reimbursement. American Excavating was the authorized contractor given by the NH Department of Transportation.

Action: Motion made by Selectman Kline to award the bid to American Excavating for the amount of \$169,230.00. Motion seconded by Selectman Crockwell. Motion Passed 5-0.

**D. Sewer Issue-Rowe and Perley Ave.**

All parties of the ongoing Sewer problems on Rowe and Perley were invited to the meeting to discuss the next steps in correcting the problem. Present to discuss the issues were Mr. and Mrs. Olivier (property owner), Harold Thompson (Sewer Commission), Dan Driscoll (Sewer Commission), Paulette Malo (Sewer Department), and Terry McCormack (Merrill Construction). Much discussion was had on the replacement of piping that was already completed, the problems that still exists, and who would be responsible for the costs associated. A decision was made to replace the pipe with a new pipe. Pembroke Sewer Commission agreed to pay 1/3 of the price of this replacement. Merrill Construction has also agreed to pay 1/3 of the price of the replacement, and the Town will pay the other 1/3.

Action: Motion made by Selectman Sheldon to appropriate 1/3 of the cost of the replacement pipe on the property in discussion. Motion Seconded by Selectman Kline. Motion Passed 5-0. Merrill Construction will be performing the work in the next couple of days.

**IV. OLD BUSINESS**

**a. Tax Deeds:**

An updated listing was presented to the board and discussed in detail

Action: Motion made by Selectman Sheldon to Deed the following two properties. 870-20-L26 and 632-11-107. Motion seconded by Selectman Crockwell. Motion Passed 5-0.

Promissory Notes were made with property number 266-131 and 266-18.

Property number 563-63 and 563-115-2 has agreed to pay by Friday 5/6/16.

Action: Motion made by Selectman Sheldon to allow the patrons listed above to pay outstanding balance by 5/6/16 or deed the property, and to approve the promissory notes as these residents will have their balances cleaned up by the next deed. Motion seconded by Selectman Kline. Motion Passed 5-0.

**b. Village Lane Survey**

An updated map was presented to the board. After discussion on where the lines currently lie versus what adjustments would be made it was decided to move forward with meeting with the property abutters.

**V. NEW BUSINESS**

**a. Trust Fund Requests**

Action: Motion made by Selectman Kline to authorize the withdrawal of \$7,499.66 from the Town Building Capital Reserve Fund for the new front door and to further authorize the request to remove \$13,217.98 from the Police Small Equipment Capital Reserve Fund for Tasers. Motion seconded by Selectman Crockwell. Motion Passed 5-0.

b. Job Descriptions:

Action: Motion made by Selectman Sheldon to approve the job descriptions for the Treasurer and Deputy Treasurer. Motion seconded by Selectman Kline. Motion passed 5-0.

c. Manifest and Abatements

Action: Selectman Kline moved to approve the manifest and abatements. Action seconded by Selectman Sheldon. Motion Passed 5-0

d. Minutes 4/18/16

Action: Selectman Crockwell moved to approve the minutes for 4/18/16. Motion seconded by Selectman Kline. Motion Passed 5-0;

Action: Selectman Kline moved to approve the non-public minutes of 4/4/16. Motion seconded by Selectman Sheldon. Motion passed 3-0. Selectman Sheldon and Selectman Greco abstain.

**VI. Town Administers Report:**

- a. Town has received payment for the issue that had occurred on Deerpath Lane last winter. The house has been sold.
- b. Paul Gagnon-Deputy Fire Chief has agreed the clean out the shed located on the 6 Union Street property.
- c. Letter received from Dan Crean about the closing of his practice. Town will need to look into new representation for the upcoming negotiation cycle.

**VII. Committee Reports:**

Selectman Kline: TIF update-Committee meeting was earlier in the day and discussion of possible next steps were reviewed. Committee requesting the possibility of a Bond Anticipation Note to start the project this year versus next. David Jodoin was requested to start getting numbers for this as the Board will have further discussions at upcoming meetings. Fred also commented that Rose is also looking into costs for the bench

Selectman Greco: Missed the Roads Committee Meeting 5/3/16. Recreation Committee has moved their meeting dates to the third Wednesday of the month now. Recreation has also purchased a portable scoreboard for the baseball/softball fields. Portable gates are being constructed as an Eagle Scout Project.

Selectman Crockwell: No Report

Selectman Courtemanche: No Report

Selectman Sheldon: Energy Committee-Looking to get solar lights at the end of the Town Hall Parking Lot.

**VIII. OTHER/CITIZEN COMMENT**

Dana Carlucci commented that there would be a 2 day Charrette in Allentown to discuss new development. This could include Condos and Businesses.

**XI. RSA 91-A: 3 II (b) HIRING PUBLIC PERSONNEL**

Motion by Selectmen Kline to enter nonpublic session in accordance with RSA 91-A: 3 II (b), seconded by Selectmen Sheldon at 8:38 PM.

Roll Call Vote:

|                       |     |
|-----------------------|-----|
| Chairman Courtemanche | Yes |
| Selectmen Kline       | Yes |
| Selectmen Sheldon     | Yes |
| Selectmen Greco       | Yes |
| Selectmen Crockwell   | Yes |

Motion Passed 5-0.

The Selectmen came out of non-public session at 8:42 PM.

Motion by Selectmen Sheldon, seconded by Selectmen Kline to authorized the Town Administrator to proceed with the hiring process for Ralph McClellan as the new custodian. Motion passed 5-0.

**XI. Adjournment**

Motion by Selectmen Sheldon to adjourn at 8:44 PM, seconded by Selectmen Kline. Motion passed 5-0.

  
Justine M. Courtemanche, Chair