

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
December 7, 2015 at 6:30 PM**

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

Staff: David Jodoin, Town Administrator

Excused: Selectman David Sheldon, Selectman Michael Crockwell;

The Board did not have a quorum at 6:30 so they waited for Selectmen Greco to arrive.

1. CALL TO ORDER

Chairman Courtemanche called the meeting to order at 7:15 PM.

2. NEW HIRE

Chief Paulsen introduced a new call firefighter Nicholas Digiovanni.

3. CITIZENS COMMENT

Lisa Rocheford of 722 Bachelder Road was in to talk with the Board to discuss a check that was mailed by her bank for the first half taxes that was never received by the Town. Lisa stated that she noticed on her second half bill an asterisk stating that there was a balance unpaid from the first half. So she reviewed her account and contacted the credit union and they verified that they had mailed a check to the Town. Ms. Rocheford stated that she did not get a good explanation from the bank as to why their check was marked void after 90 days when they stated that they only reconcile after 6 months.

D. Jodoin explained that there is a balance on the account of \$123.18.

Action: Selectman Kline moved to abate the interest of \$123.18 on Ms. Rochefords property tax. Selectman Greco seconded. Motion passed 3-0.

4. Motion by Selectmen Kline to enter into non public session in accordance with RSA 91-A:3 II (b) Hiring public personnel at 7:25 PM.

Roll Call Vote:

Chairman Courtemanche	Yes
Selectmen Kline	Yes
Selectmen Greco	Yes

The Board came out of Non public session at 7:32 PM.

Action: Selectman Kline moved to approve the hiring of Robert Welch for the Police Department at a rate of \$17.97/HR, Selectman Greco seconded. Motion passed 3-0.

5. OLD BUSINESS

Noise Study

S. Verdile, Town Planner submitted to the Board a listing of concerns with the proposed changes to the noise ordinance. D. Jodoin read the memo into the record.

Section 171-3 C Business operations letter B. I have concerns over this section as it will be forcing existing business and some of the largest taxpayers to be in violation of the ordinance. Will the Town be contacting all the businesses in Town and informing them that they are in violation and must now comply or come in for relief. There is already enforcement provisions in the ordinance under section 171-6, I also caution the Town with paying any costs associated with an investigation.

The other item of concern was the section for relief. S. Verdile questioned if this was to be done before site plan approval and will it be for any zone.

Fred asked if we get back to the original discussion, do we want to make this Town code or zoning? We have a noise ordinance for residential issues in the Town code and if we change Town code it affects everyone retro. If we were to do a business noise ordinance in zoning, then it would only affect new business.

The Board discussed the proposed ordinance in detail.

Action: Selectman Kline moved to send the ordinance back to the Planning Board and to have them put it in as a zoning ordinance, Selectman Greco seconded. Motion passed 3-0.

Sewer response

The Board discussed briefly the letter from the sewer department that discussed the bond for Bow Lane's pump station. There is still a question as to how much money if any will be used from the Capital Reserve Fund to offset the cost.

Village Lane

The survey is complete the Board did not have a chance to see if the markers were in. D. Jodoin will follow up with the surveyors and the Board can then set up a time to meet to walk the site.

Personnel Plan

Tabled

6. NEW BUSINESS

DPW Uniforms

D. Jodoin explained to the Board that the current vendor (Unifirst) has submitted a proposal to keep the rates the same as in prior years. Normally this goes out to bid every 3 years. If the Board decides to go with the proposal, they should waive the bid requirements.

Action: Selectman Greco moved to approve the clothing contract with Unifirst and to waive the bid requirements, Selectman Kline seconded. Motion passed 3-0.

Approve Assessing Contract

D. Jodoin presented the contract for the 2016 utility contract to the Board.

Action: Selectman Kline moved to approve the Assessing Contract with George E. Sansoucy for 2016. Selectman Greco seconded. Motion passed 3-0.

The Selectman signed the contract.

Sewer Lease

The Board reviewed the lease agreement for the 4 Union street property. Dana Carlucci was asked to review the agreement also.

The Board agreed to forward the agreement to Sewer for their review.

2016 Meeting Schedule

Action: Selectman Kline moved to approve the 2016 meeting schedule, Selectman Greco seconded. Motion passed 3-0.

Manifest/Abatements

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

Minutes 11/9/2015; 11/16/2015; Non-Public 11/16/2015

Action: Selectman Greco moved to approve the minutes of 11/16/2015 as presented. Selectman Kline seconded. Motion passed 3-0.

Action: Selectman Greco moved to approve the minutes of 11/9/2015 as presented. Selectman Kline seconded. Motion passed 3-0.

Action: Selectman Kline moved to approve the non-public minutes of 11/16/2015 as presented. Selectman Greco seconded. Motion passed 3-0.

7. TOWN ADMINISTRATOR REPORT

I have several requests for transfers that need to be approved for the Trust fund transfers that are as follows:

Action: Selectman Greco moved to approve the transfer of trust fund requests as follows: \$4,884.81 coming from the Property Revaluation Fund, \$2,568.13 coming from the Town Facilities Capital Reserve Fund, \$4,964.21 from the Police Small Equipment Capital Reserve Fund, \$9,547.48 from the Town Facilities Capital Reserve Fund, \$291,579 from the Town Equipment Capital Reserve Fund, and \$16,231 from the Energy Efficiency Capital Reserve Fund. Selectman Kline seconded. Motion passed 3-0.

D. Jodoin read from memos prepared by the Chief of Police. Stop sign request at Renarl Ave, and Parking on Riverwood Drive. The Chief is citing that both issues are a safety matter. Since this will be a change to Town Code, this will require a public hearing.

The Selectmen will meet with the Allenstown Selectmen on December 21st at the Pembroke Town Hall for their annual Holiday gathering.

D. Jodoin discussed the proposed County budget for 2016.

Trash Truck at DPW

DPW Director did get the cost information for a roll off. The monthly rental would be \$125 a month and to come and pick up the container and dump it would be \$125. The Director also put the truck on the Public Works network to see what we could receive for bids. The options are keep it until the spring when the State has their auction, or to sell it through the bid process.

8. COMMITTEE REPORTS

Selectman Greco reported that the Roads Committee met and they are finishing up Kimball Street and upper Beacon Hill Road project. They also discussed the projects for next year and the encumbrances. Roads will meet again in April. There was no Recreation meeting. He also informed the Board that he inspected all the Schools for the health department.

Selectman Kline stated that he missed the last Planning Board meeting.

9. OTHER/CITIZEN COMMENT

None

10. *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 Greco, to enter into non-public session in accordance with RSA 91-A: 3 II (c) at 8:41 PM.

Roll Call Vote

Chairman Justine Courtemanche (yes)

Vice Chairman Fred Kline (yes)

Selectman Vincent Greco (yes)

Vote: Unanimous

The Selectmen came out of non-public session at 8:45 PM and noted that the minutes had been sealed.

Action: Selectman Kline moved, seconded by Selectman Greco, to enter into non-public session in accordance with RSA 91-A: 3 II (e) at 8:46 PM.

Roll Call Vote

Chairman Justine Courtemanche (yes)

Vice Chairman Fred Kline (yes)

Selectman Vincent Greco (yes)

Vote: Unanimous

The selectmen came out of non public session at 8:58 PM and noted that the minutes had been sealed.

11. ADJOURNMENT

Action: Selectman Kline moved to adjourn the meeting at 8:58 PM. Selectman Greco seconded. Motion passed 3-0.

Accepted by the Board of Selectmen

Justine Courtemanche, Chair