

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
September 19, 2016 at 6:30 PM**

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

Staff: Town Administrator David Jodoin

I. Call to Order:

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

II. Citizens Comments:

No Citizen Comments

III. Scheduled Meetings:

A. Kelly Gladu-214 Pembroke Hill Construction Issues

Ms. Gladu was not present at the meeting however she met with Mike Vignale to review the potential change in her front yard. An estimate was received from Merrill Construction in the amount of \$4450.00 to make the repairs as presented.

Action: Selectman Kline moved to spend no more than \$4500.00 as presented by Merrill Construction although other bids shall be obtained as well. Motion seconded by Selectman Sheldon. Motion passed 5-0.

B. Tammy Webb-Vachon and Clukay 2015 Audit Report

Ms. Webb was present to present the findings of the 2015 Audit Report. The Town of Pembroke received one of the highest ratings a town can receive with only a few findings, one related to the Library and one for the Water Department. These issues have been addressed and resolved.

C. Gerry Fleury-Presentation of the 2017 CIP Requests

The CIP Report was presented to the Board of Selectman. After reviewing line by line there were a few questions and comments from the Board. They are as follows:

1. Selectman Greco wanted to know if a lease was discussed as an option when purchasing the new fire truck. Mr. Fleury did not believe this was discussed.
2. Selectman Kline stated that a property evaluation has to be completed as the town is bound by the constitution therefore he was confused to why the CIP Committee didn't believe this was a priority.

3. Selectman Kline stated that the Town has decided to stay with the Ford Cruisers due to replacement parts and being able to reuse parts from previous models.
4. Selectman Kline wanted clarification to whether it was just the Trackless machine or the attachments as well. Per Gerry Fleury it is just the Trackless Machine.
5. Selectman Kline has concerns with the new bathrooms at Memorial Field. Septic Tank may not be able to hold up to increased usage even if they are remodeled.
6. Selectman Kline brought to Gerry Fleury's attention that the school previously approved \$10,000 for a feasibility study on the Village School therefore \$50,000 is now a duplicate request.

#### D. Chief Gilman-Parking Issues

Chief Gilman was present to discuss concerns with parking in various areas of the town. One area of concern included that of Pembroke St during yard sales and other events. Town to discuss at a later date whether permits should be required for those sales being held on Pembroke St for safety concerns. Parking at the BP Gas Station close to the sidewalk proves to be an ongoing issue as well. Chief Gilman will call the State of NH DOT to determine whether the area in front of the BP Gas Station is an actual sidewalk or just a right of way given to the town.

#### IV. Old Business:

##### A. Village Lane Survey:

A letter was received from the land owner states that they do not agree with the town's evaluation of the property or survey. Options were discussed to clear this up were to possibly make the street a dead-end at the end of the town owned property. Prior to a final decision being made it was requested that Selectman Kline and David Jodoin meet with the Land Owner to discuss other options.

##### B. Salary Survey:

Information was placed in the packet. Please review as answers will be needed by Budget Season.

#### V. New Business:

##### A. Sweeping Bids:

Action: Motion made by Selectman Sheldon to waive the bid requirements and to approve the Street sweeping bid with Mike Rabbitt Enterprises for a three year agreement for \$7500. Motion seconded by Selectman Greco. Motion passed 5-0.

##### B. Winter Sand Bids:

Action: Motion made by Selectman Kline to approve the sand bid as follows: FL Merrill 3.75 picked up at their location in Pembroke and Plourde Sand and Gravel for 5.25 delivered to the Town garage. Motion seconded by Selectman Greco. Motion passed 5-0.

##### C. Health Officer/Deputy Health Officer Appointment

Action: Selectman Kline motioned to appoint Selectman Greco as the Health Officer and Larry Young as the Deputy Health Officer. Motion seconded by Selectman Crockwell. Motion passed 5-0.

D. Manifest/Abatements:

Action: Selectman Kline moved to approve the manifest and abatements. Motion seconded by Selectman Crockwell.

Question: Who owns the 2007 Crown Victoria at the Police Department-This is the unmarked cruiser used by the Chief.

Motion passed 5-0.

E. Minutes:

Action: Selectman Sheldon moved to approve the minutes from 9/6/16. Motion seconded by Selectman Crockwell. Motion passed 5-0.

VI. Town Administrators Report:

1. MS1 presented to be signed

Action: Selectman Kline made a motion to sign the MS1 for DRA. Motion seconded by Selectman Greco. Motion passed 5-0.

2. Selectman Kline moved to waive the bid requirements and authorize \$1500 for two 5x8 granite fillers from Brickett Hill Landscaping. Motion seconded by Selectman Sheldon. Motion passed 5-0.

3. Zoning Board meeting will be held on September 26 to discuss John's Trucking Service and renting out the back of the building on 106.

4. Dirt Complaint-TIF Road project is producing a lot of dirt. Construction Company working on getting permission to access the fire hydrant to fill the water truck.

5. Lien at registry of deeds that has not been released.

Action: Motion made by Selectman Kline to release and waive the welfare loan for Simone Lavoie in the amount of \$3389.20 plus accrued interest. Motion seconded by Selectman Greco. Motion passed 5-0.

6. Letters were received and placed in packet from TF Moran and James St Jean auction.

7. Town Clerk Hours changed to only being open late on the first and last Thursday of the month.

8. Time Off Requests:

Selectman Kline moved to approve the time off requests submitted by David Jodoin. Motion seconded by Selectman Sheldon. Motion passed 5-0.

## VII. Committee Reports:

Selectman Crockwell: Tom Hebert and Dana Carlucci looked at the 4 Union Street property and determined the pitch isn't right for the drainage. Requesting Jim to have this relooked at.

Selectman Greco: No Report

Selectman Sheldon: Energy Committee meets 9/7/16

Selectman Courtemanche-No Report

Selectman Kline: Concerns with Supervisor of the Checklist. David Jodoin to get in contact with current supervisor to ensure all basis are covered with the upcoming elections. Rose getting information on the Bench for Eric. Planning Board working on special use permits.

## VIII. Other/Citizen Comment:

Dana Carlucci was present to discuss the repair on the Sewer Department heating. This repair was authorized in October of 2015 however Mr. Carlucci was present to request instead of being repaired if a new unit could be installed to replace and get rid of the oil burner.

Action: Motion made by Selectman Kline to change the scope of work with no additional price. Selectman Crockwell seconded the motion. Motion passed 5-0.

Motion made to go into nonpublic in accordance with RSA 91-A:3 II (e) at 9:14 pm by Selectmen Kline, seconded by Selectmen Sheldon.

### Roll Call Vote:

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

The Board came out of nonpublic session at 9:16 PM.

Motion by Selectmen Kline, seconded by Selectmen Sheldon to enter nonpublic session in accordance with RSA 91-A: 2 I (a).

### Roll Call Vote:

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

The Board came of nonpublic session at 9:43 PM.

Motion to adjourn at 9:44 PM made by Selectmen Kline, seconded by Selectmen Sheldon. Vote Unanimous.

  
Justine M. Courtemanche, Chairman Board of Selectmen