

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
November 7, 2016 at 6:30 PM**

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Present: Chairman Tina Courtemanche, Selectman Michael Crockwell, Selectman Vincent Greco,  
Selectman David Sheldon, Selectman Bob Samson

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. Introduction of new firefighter:**

Chief Paulson of the Fire Department was present to introduce Chris Gagnon as the new Full Time Firefighter for the Town of Pembroke.

**B. Kevin Gagne-Trail Dawgs Snowmobile Club:**  
Not Present

**C. Emerson Mills-Front St:**

Steven Height a representative for Emerson Mills was present to discuss concern in regards the retaining wall on Front St. Over the course of the last year the rocks have moved causing concern. This wall is on Emerson Mill Property however if it does fail it cause great damage to Front St. Mr. Height is present before the board to get the approval of a study that might impact the town if something is found or fails during the inspection. In addition Travis Carpenter (GeoTech Engineer) was present to discuss what they were proposing to do to determine the reason for the rocks shifting. Public Works, Sewer and Water Department have all inspected the area and determined that it is not from any of their departments. Mr. Height will be in contact in the near future for the board's decision.

**D. Jesse Mertz-Village Lane Fire Lane**

Mr. Mertz was present to request that Village Lane be changed back to a road and not a fire lane and to read a letter he drafted to the board. A copy of this letter is attached.

**IV. Old Business:**

**A. Village Lane Survey:**

An Agreement has been made with the owner of the property and paperwork is moving forward to finalize.

B. Salary Survey:

The board agreed the salary survey would be completed for the Police Department only this year.

Action: Motion made by Selectman Sheldon to accept the contract with Thornton and Associated and allow David Jodoin to sign all necessary documents. Motion seconded by Selectman Crockwell. Motion passed 5-0.

V. New Business:

A. CLD Change Order:

Action: Selectman Samson moved to authorize the Town Administrator to sign the change order with American Excavating. Motion seconded by Selectman Greco. Motion passed 5-0.

B. 2017 Health Insurance rates:

Action: Selectman Greco moved to authorize the Town Administrator to sign all necessary documents with HealthTrust for the 2017 Health and Dental Plans. Motion seconded by Selectman Samson. Motion passed 5-0.

C. Sansoucy Contract/Northern Pass

Contract was sign by the board.

D. Energy Committee request for Funding:

Dan Crean submitted a written request for an appropriation for the 2017 Street Light Conversion. This would be submitted in the form of a warrant article and include the wording to allow them applying for grants and state funding.

E. Finalize the 2017 Budget Capital Expenditures

After reviewing all expenditures the board approved all requests to submit the Budget Committee.

F. 2017 Selectman Calendar

In packet

G. Additional Heating Work

Action: Motion made by Selectman Greco to approve the additional cost of \$400-\$500 to fix the aqua stat and combustion air on the heater at 4 Union St. Motion seconded by Selectman Crockwell. Motion passed 5-0.

H. Manifest/Abatements:

Action: Selectman Samson moved to approve the manifest and abatements as presented. Motion

seconded by Selectman Sheldon. Motion passed 5-0.

- I. Minutes 10/11/16 and 10/17/16 Action: Selectman Greco moved to approve the minutes for 10/11/16 and 10/17/16 as presented. Motion seconded by Selectman Sheldon.

Discussion: Selectman Courtemanche would like the wording adjusted from the 10/17/16 minutes in the other section. Statement should state that Selectman Sheldon would not decrease the Salary line of the Police Department decreased by 5% in fact an increase of 5% should be given.

Motion passed as amended 5-0.

#### VI. Town Administrator's Report:

- A. Action. Selectman Sheldon moved to authorize the payment from the following trust funds:  
\$1673.76 Police Department Small Equipment Fund  
\$27,262.50 Town Building Capital Reserve Fund-Parking Lot at the Safety Center  
\$7113.00 Town Building Capital Reserve Fund-Security at the Safety Center  
\$13,500 Town Building Capital Reserve Fund-AC Work at the Library  
Motion seconded by Selectman Samson. Motion passed 5-0
- B. Concerns were brought to the Town by residents of Littlefield Condominium with the parking as it is hard to get around cars and see in certain areas. A letter was also received from the Condo Association disputing the concerns. Residents/Board of the Condo will be present at a future meeting to discuss further.
- C. Mail Received from:
- City of Franklin-School Funding  
Liberty Utilities  
Xfinity  
Assessors concerning ratio

#### VII. Committee Reports:

Selectman Samson: Meeting/Hearings tabled until November 22  
Selectman Crockwell: Nothing New  
Selectman Sheldon: Nothing New  
Selectman Courtemanche: Nothing New  
Selectman Greco: FD Drill was interesting and very informative for the town, nicely done.  
Rec Committee: Bench for Eric will be put in the spring, Boat Launch will  
Only be for non-motorized boats from now on.

#### VIII: Other/Citizen Comments:

Dana Carlucci wanted to thank the Board of Selectman for their Service.

Adjourn:

Action: Motion made by Selectman Sheldon to adjourn the meeting. Motion seconded by Selectman Samson. Motion approved 5-0.

Meeting adjourned at 8:14pm

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Justine M Courtemanche-Chairman of the Board