

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
December 5, 2016 at 6:30 PM**

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

Excused: 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:

Rose Galligan and Karen Pomeroy were present to discuss the concerns that they had with parking at Littlefield Condominium. Currently there are cars parked in the circle on a consistent basis not allowing the emergency vehicles enough room to get through. The request of the two residents present is to have no parking in the circle on Riverview Way. The Selectman will hold a Public Hearing to discuss possible options to resolving this issue.

III. Scheduled Meetings:

None

IV. Old Business:

None

V. New Business:

- a. Approve Trust Fund application for payment:

Action: Selectman Samson moved to approve the Trust Fund request in the amount of \$8360.00 for Cemetery Repairs, and for \$4656.57 from the Town Building Capital Reserve Fund, seconded by Selectmen Sheldon. Motion passed 4-0.

- b. Review Warrant Articles – The Board reviewed the proposed 2017 Warrant articles and agreed to move them to the budget committee.
- c. Approve 2016 Encumbrance

Action: Selectman Samson moved to approve the encumbrances as presented. Motion seconded by Selectman Crockwell. Motion passed 4-0.

- d. Manifest and Abatements

Action: Selectman Samson moved to approve the manifest and abatements. Motion seconded by Selectman Crockwell. Motion passed 4-0.

e. Minutes

Action: Selectman Samson moved to approve the minutes from 11/21/16. Motion seconded by Selectman Crockwell. Motion passed 4-0.

Action: Selectman Sheldon moved to approve the nonpublic minutes from 10/24/16 and 11/21/16. Motion seconded by Selectman Crockwell. Motion passed 4-0.

VI. Town Administrators Report:

- a. Email received from Emerson Mills. After looking at the letter and at this point it does not appear to be a town issue.
- b. Notice to the abutters for John's Wrecker Service was sent out. Public Hearing 12/13/16 at the Town Hall
- c. Approximate County Tax increase is 4.84%. A more definitive number will come in the near future.

VII. Committee Reports:

Selectman Crockwell-No Report

Selectman Sheldon- No Report

Selectman Samson-No Report

Selectman Courtemanche- Budget Reviewed Police, Fire and Recreation budget this past week.

VIII. General Citizen Comments:

None

IX. Non public Session per 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: Selectmen Sheldon moved to enter non public session in accordance with RSA 91-A:3 II (a), seconded by Selectmen Samson.

Roll Call Vote:

Chairman Courtemanche	Yes
Selectmen Sheldon	Yes
Selectmen Crockwell	Yes
Selectmen Samson	Yes

Motion Approved 4-0.

The Board came out of non public session at 7:22 PM and made a statement that they do not approve the Town's Clerk wages increases, Town meeting does.

Action: Selectmen Sheldon moved to enter non public session in accordance with RSA 91-A:3 II (a), seconded by Selectmen Samson at 7:22 PM.

Roll Call Vote:

Chairman Courtemanche	Yes
Selectmen Sheldon	Yes
Selectmen Crockwell	Yes
Selectmen Samson	Yes

The Board came out of non public session at 7:37 PM.

Action: Selectmen Sheldon moved to give the Town Administrator a 2% lump sum increase due to a successful performance review and to move his pay rate from Grade 21 on the pay scale to Grade 22, seconded by Selectmen Crockwell.

Motion approved 4-0.

Motion by Selectmen Sheldon to adjourn at 7:38 PM, seconded by Selectmen Samson.

Motion approved 4-0.

Justine M. Courtemanche, Chairman