

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
September 18, 2017 at 6:30 PM**

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Present: Chairman Tina Courtemanche, Selectman Vincent Greco, Selectman Michael Crockwell,  
Selectman Sandy Goulet, Selectman David Sheldon

Staff: Town Administrator David Jodoin

**I. Call to Order:**

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

**II. Citizen Comment:**

None

**III. Scheduled Meetings:**

**a. Tammy Webb-2016 Audit Report**

Tammy Webb the lead auditor from Vachon and Clukay was present to discuss this year's findings. The Town of Pembroke was given an unmodified opinion for the 2016 Fiscal Year. Revenue for the General Fund exceeded budget by 4.3% while expenditures were under budget by 8%. The Key Communication Requirements were met (Conducted Audit, Satisfied Estimates and Listings of Adjustments) and no management letter was issued. Overall a good year for the Town of Pembroke.

**b. Gerry Fleury-2018 CIP Presentation**

Gerry Fleury Chair of the CIP Committee for 2017 was present to present the ratings and requests for the 2018 budget. Ratings were presented and most requests received medium to high priority. Selectman Greco asked how the ratings effect the requests. Per Gerry Fleury the ratings are just a guideline when presenting to the Budget Committee at this stage no final decisions are made. A presentation of the CIP Requests will be presented to the Budget Committee on October 5<sup>th</sup>.

**c. Energy Committee-Street Light Discussion**

Dan Crean from the Energy Committee was present to discuss an update on the street light conversion. At this time the grant money for 2017 was used up therefore the energy committee is requesting to encumber the funds to next year. In the meantime the committee will review the current lights in the town as it is thought some can be removed. In addition Mr. Crean stated the energy committee will be looking into Solar or Wind Power Conversions for their next projects.

**d. John Rokeh-Flagg/Robinson Road Discussion**

John Rokeh with Ken, Sandy and Ken Lehtmenon were present to discuss the conversion of Flagg Rd/Robinson Property. The Board of Selectman listened to the proposal of a new subdivision on the property. The Board of Selectman recommended that they meet with the Planning Board and the Roads Committee to discuss the proposal.

#### **IV. Old Business:**

##### **a. Meadowlark Lane Property:**

Update: Public Works is working with the homeowner to see if they will cut back some of the limbs and brush.

#### **V. New Business:**

##### **a. Emergency Operations plan approval:**

D. Jodoin read the promulgation: The publication of the Town of Pembroke, NH Local Emergency Operations Plan (hereinafter referred to as the EOP) represents a concerted effort on the part of Pembroke to provide a mechanism for effectively responding to and recovering from the impact of natural human caused disasters or emergencies.

The stated purpose of this plan and associated supporting documents is to facilitate the delivery of local government, community and mutual aid resources, and to provide needed assistance and relief disaster victims and the community, at large. This plan represents the community's best intentions to manage emergencies/disasters within the framework of community-wide cooperation and coordination.

Selectman Sheldon moved to approve the update Emergency operations manual and to authorize the chairman to sign the promulgation. Selectman Goulet seconded the motion. Motion passed 5-0.

##### **b. Appointments:**

Selectman Sheldon made a motion to appoint Shelly Fowler as Library Trustee and Wendy Weisiger as a Conservation Committee Alternate. Motion seconded by Selectman Goulet. Motion passed 5-0.

##### **c. Winter Sand Bids:**

Selectman Sheldon moved to approve the winter sand bids as follows: Sand delivered to the DPW shed for 6.50 from Plourde Sand and Gravel and picked up at Merrill Construction for 4.75. Motion seconded by Selectman Greco. Motion passed 5-0.

##### **d. Catch Basin Cleaning Bids:**

Selectman Sheldon moved to award the catch basin cleaning to Eastern Pipe service for the years 2018-2020 at a price of \$20,000 per year. Motion seconded by Selectman Goulet. Motion passed 5-0.

##### **e. Resignation:**

Selectman Sheldon moved to accept the Resignation of Amelia Ladd from the DPW. Motion seconded by Selectman Goulet. Motion passed 5-0.

##### **f. Paving Discussion:**

Currently the paving of Kline Way and 106 is scheduled for October 2<sup>nd</sup>. Discussion amongst the board was whether to have this done during the day or not. Estimates show a significant savings if done during the day time. There is a no school day planned for October 6<sup>th</sup>, David Jodoin to request that paving be this day as it would decrease traffic slightly.

**g. Manifest/Abatements:**

Selectman Sheldon moved to approve the manifest and abatements as presented. Motion seconded by Selectman Greco. Motion passed 5-0.

**h. Minutes 9/5/17, Non Public 8/21/17 and 9/5/17**

Selectman Greco moved to approve the minutes of 9/5/17. Selectman Goulet seconded the motion. Discussion: Spelling of Selectman Courtemanche needs to be checked throughout document, Union St paragraph shall read patrons not customers.

Motion approved as amended 4-0-1 (Selectman Sheldon abstained)

Selectman Goulet moved to approve the nonpublic minutes of 8/21/17. Selectman Crockwell seconded the motion. Motion passed 5-0.

Selectman Goulet moved to approve the nonpublic minutes of 9/5/17. Selectman Crockwell seconded the motion. Motion passed 4-0-1 (Selectman Sheldon abstained)

**VI. Town Administrators Report:**

**a. State MS Form 1**

Selectman Goulet moved to sign the State MS Form 1. Selectman Crockwell seconded the motion. Motion passed 5-0.

**b. Survey at cemetery in process**

**c. State Auction coming up, all departments were notified.**

**VII. Committee Reports:**

Selectman Goulet-No Report

Selectman Crockwell-No Report

Selectman Sheldon-No Report

Selectman Courtemanche-No Report

Selectman Greco-No Report

**VIII. Other/Citizen Comments:**

None

**IX.** Non Public

*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.*

Motion to enter non public session at 8:20 PM in accordance with RSA 91-A:3 II (c) made by Selectmen Sheldon, seconded by Selectmen Goulet.

Roll Call Vote:

Chairman Courtemanche	Yes
Selectmen Greco	Yes
Selectmen Sheldon	Yes
Selectmen Crockwell	Yes
Selectmen Goulet	Yes

The Board came out of non public session at 8:25 PM.

Motion by Selectmen Sheldon to adjourn at 8:26 PM seconded by Selectmen Greco. Motion passed 5-0.

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Justine M. Courtemanche, Chairman