

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
December 4, 2017 at 6:30 PM**

Present: Selectman Vincent Greco, Selectman Michael Crockwell, Selectman Sandy Goulet,
Chairperson Tina Courtemanche

Excused: Selectmen 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. Trail Dawgs- Annual Permit

Kevin Gagne, Mike Poulin, and Ed Kinney were present to request the annual permit for the trails.

Concerns were expressed with condition of the road from the trail by Thompson Road. It was affirmed that the club would ensure that this will be addressed.

Action: Selectman Crockwell moved to approve the annual permit for the Trail Dawgs and authorize David Jodoin to sign on the town's behalf. Motion seconded by Selectman Goulet. Motion passed 4-0.

B. Jocelyn Carlucci-4 Union St

Jocelyn and Dana Carlucci were present to discuss the application for the vacant office at 4 Union St. Ms. Carlucci brought forth a proposal for monthly rent of \$600 per month with a 3% annual increase for 5 years.

Action: Selectman Goulet moved to approve the lease and authorize David Jodoin to sign on the Selectman's behalf. Motion seconded by Selectman Crockwell. Motion passed 4-0.

C. Roads Committee/Emerson Mills retaining wall discussion

Paulette Malo, Oscar Plourde, James Boisvert from the Roads Committee were present to discuss their recommendations in regards to the retaining wall. Also present was Doug

Thomson from Emerson Mills and Steve Height from Civil Works Engineering to represent the Emerson Mills Community. Discussion ensued between all parties in regards to what could have caused the boulders to shift. The Roads Committee's recommendation was to not do anything about the wall as they feel it is not the town's responsibility. Mr. Height stated that at this point Emerson Mills has decided not to do anything about the wall as well. However does want to have the town aware if the wall fails, then there is a high probability that Front St will fail.

IV. Old Business:

None

V. New Business:

A. Approve Mechanics Job Description:

Action: Selectman Goulet moved to approve the job description for the Fleet Mechanic position. Motion seconded by Selectman Greco.

Motion approved as amended 4-0.

B. Manifest and Abatements:

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

C. Minutes 10/16/17 and 11/20/17 and non public minutes

Action: Selectman Greco moved to approve the minutes from 10/16/17. Motion seconded by Selectman Goulet. Motion passed 4-0.

Action: Selectman Greco moved to approve the minutes from 11/20/17. Motion seconded by Selectman Goulet.

Discussion-Typo under TA Report Mills should be Mills

Motion passed as amended 4-0.

Action: Selectman Goulet moved to approve the non public minutes from 10/23/17 and 11/6/17. Motion seconded by Selectman Crockwell. Motion passed 4-0.

VI. Town Administrators Report:

1. Meeting Schedule Calendar 2018
2. Letter from Taylor Caron/Application for use of the backboards for the 2017-2018 season

3. Pat Manseau will not be returning as a supervisor of the checklist
4. I will be meeting with the Engineer in Concord about the Bridge. The engineer previously working on the project is leaving. There was a discussion about the boring work that is currently underway. D. Jodoin request that the fees be waived.

Action: Selectman Goulet moved to waive the fees with HDR for the borings. Motion seconded by Selectman Crockwell. Motion passed 4-0.

5. Attorney Dunn has completed the deeds for Village Lane. There could be an issue with the purchase of the property on the homeowners side. D Jodoin will reach out the land owner and see what they would like to do.
6. There was a meeting with the Department of Revenue concerning how the TIF District had been reported since it was created. D. Jodoin explained that for the last 11 plus years, DRA has approved the reports and this year they are claiming that it should be reported another way. This will not affect the Town portion of the Tax rate but changing the process will impact the school and county. It is my recommendation that after the project is completed that the district be dissolved.

Action: Selectman Goulet moved to request at Town Meeting that the TIF Fund be dissolved. Motion seconded by Selectman Crockwell. Motion passed 4-0.

7. Action: Selectman Greco moved to remove the Stop Sign at the bottom of Kline Way. Motion seconded by Selectman Crockwell. Motion passed 4-0.

VII. Committee Reports:

- Selectman Goulet-Pembroke Pines presented a survey to the Planning Board that was completed in August. The numbers presented were deemed not accurate and it was requested they be redone and submitted to the board.
- Selectman Crockwell-Not at the Conservation Meeting
- Selectman Greco-No Report
- Selectman Courtemanche-Budget of the town is in the process of being reviewed. A lot of questions are being asked. It was found that the Tax Impact Sheet was done incorrectly. The school did not include their warrant articles for 2017.

VIII. General Citizen Comment:

None

Motion to enter non public session in accordance with 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, made by Selectmen Greco seconded by Selectmen Goulet.

Roll Call Vote

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

The Board came out of non public session at 8:09 PM.

Motion by Selectmen Goulet to enter into non public session in Accordance with RSA 91-A: 3 II (b) Hiring Public Personnel.

Roll Call Vote

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

The Board came out of non public session at 8:16 PM.

Motion by Selectmen Goulet to enter into non public session in Accordance with 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.

Roll Call Vote

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

The Board came out of non public session at 8:21 PM.

Motion by Selectmen Goulet to give the Town Administrator a 2.5% lump sum pay increase for a successful performance review for 2017, seconded by Selectmen Crockwell. Vote 4-0.

Motion to adjourn by Selectmen Goulet, seconded by Selectmen Greco at 8:25

Justine M. Courtemanche, Chairman