

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
July 20, 2015 at 6:30 PM**

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**Present:** Chairman Justine Courtemanche; Selectman Vincent Greco; Selectman Michael Crockwell

**Staff:** David Jodoin, Town Administrator

**Excused:** Vice Chairman Fred Kline; Selectman David Sheldon

**1. CALL TO ORDER**

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

**2. CITIZENS COMMENT**

None

**3. SCHEDULED MEETINGS**

**David, Kelly, and Ashley Gladu – Pembroke Hill Construction**

Mr. and Mrs. Gladu, Pembroke Hill Road, were present to discuss issues concerning the state of their property due to the Pembroke Hill project. Their main concern is trees that have been damaged during construction and they are requesting that the Town remove the four remaining trees that they believe have been compromised. They are concerned that the trees or large branches will fall during high wind and damage their property e.g., cars, etc.; and Mr. Gladu stated that he has no intention of incurring the cost if this should occur. Further, the remaining trees at the location in question are not aesthetically pleasing and this could impact their property value. Mrs. Gladu stated that it appeared in the project plans that their property would not be disturbed. She stated that the four remaining trees are an eye sore and look ridiculous. Additionally, they have lost their privacy on that side of their property. Should the Town agree to remove the trees, they intend to replace the tree line with bushes/shrubs. Mr. Gladu provided before/after photos of the area for the Selectmen to review and requested a resolution as soon as possible.

Mike Vignale, KV Partners, was present and indicated that it is the policy of KV Partners not to remove trees that are not damaged due to construction. He believes that only one of the trees in question should be removed as the roots were exposed during construction.

*At 6:42 PM, Chairman Courtemanche called a brief recess so that the Selectmen and Mr. Vignale could review the area. The meeting reconvened at 7:07 PM.*

The Selectmen discussed waiting for a full board before a decision is made however timing is an issue due to the possibility of delaying completion of the project.

**Action:** Selectman Greco moved to authorize the removal of the four trees discussed above at the Gladu property. Selectman Crockwell seconded. Motion passed 3-0.

Mr. Vignale informed the Selectmen that there are four trees on Girard Avenue, in a Town right of Way, that sustained damage during construction and should be removed. He has spoken to property abutters who were in favor of their removal. Mr. Vignale will obtain pricing.

**Action:** Selectman Crockwell moved to authorize the removal of four trees on Girard Avenue as part of the Pembroke Hill Road project. Selectman Greco seconded. Motion passed 3-0.

A separate issue concerning a tree at a different location on their property was briefly discussed as there are electrical wires running up through the tree branches. At a prior meeting, the Selectmen voted not to remove the tree however they would warrantee the tree for two years in the event it begins to deteriorate as a result of construction from this project. Should this tree be determined to have deteriorated due to construction within the two year period, the Town will remove it.

Also discussed was a permanent easement document that requires Mr. Gladu notarized signature. Mr. Gladu had previously signed an easement for entry to the property during the project however the Town's attorney has determined that he must also sign a permanent easement document. Mr. Gladu signed the document and Alane Rapazza, Recording Secretary and Notary Public, notarized his signature.

#### **4. OLD BUSINESS**

##### **Deed Waivers**

**Action:** Selectman Crockwell moved to approve and sign the following deed waivers as presented: 632-11-107, 266-76-112, 266-85-6, VE-34, VE-179-2, VE-15-1, 264-15, VW-114-1, 266-27-2. Selectman Greco seconded. Motion passed 3-0.

The Selectmen signed the deed waivers.

##### **Quitclaim Deed**

The Selectmen approved and signed a quit claim deed at their last meeting for a subdivision that was never built.

Mr. Jodoin informed the Selectmen that according to Legal, he must first bring this matter to the Conservation Commission and the Planning Board before the Selectmen can act. Mr. Jodoin met with Conservation on July 13<sup>th</sup> and will meet with Planning on July 28<sup>th</sup>. Once the meetings are complete, the Board is required to hold two public hearings.

**Action:** Selectman Greco moved to rescind the July 6<sup>th</sup> quit claim deed approval for Whitehouse Place/DHB Homes. Selectman Crockwell seconded. Motion passed 3-0.

### **Pembroke Street Mailboxes**

Mailboxes and other items blocking clear passage on sidewalks on Pembroke Street were discussed. Jim Boisvert, Public Works' Director, provided a list of all mailboxes on Pembroke Street which specifies those that impede passage. Mr. Jodoin was advised by Legal that although they have permission from the Suncook Postmaster, the Attorney is questioning if the Town has the legal authority to move the mailboxes. Further, some mailboxes were recently installed by the State. Mr. Jodoin was advised by Legal to obtain information from the State that shows the Town's responsibility to maintain the boxes and if they meet ADA requirements. Mr. Jodoin has contacted the State and will delay sending letters to residents with mailboxes or other items located within the sidewalk. He suggested that a policy be put in place regarding future mailbox placement. This item will be added to the agenda for the next Board of Selectmen meeting.

### **Broadway Issue**

After a brief discussion, this issue was tabled and will be added to the agenda for the next Board of Selectmen meeting.

## **5. NEW BUSINESS**

### **Appointments**

**Action:** Selectman Greco moved to appoint Ashley Gladu as a member of the Recreation Commission. Selectman Crockwell seconded. Motion passed 3-0.

### **Approve State MS-535**

**Action:** Selectman Greco moved to approve and sign the State MS-535. Selectman Crockwell seconded. Motion passed 3-0.

The Selectmen signed the document.

### **Manifest/Abatelements**

**Action:** Selectman Greco moved to approve the Manifest and Abatelements as presented. Selectman Crockwell seconded. Motion passed 3-0.

### **Minutes 7/6/2015**

**Action:** Selectman Greco moved to approve the minutes of 7/6/2015 as presented. Selectman Crockwell seconded. Motion passed 3-0.

## **6. TOWN ADMINISTRATOR REPORT**

The Amoskeag Rowing Club has submitted a large gathering permit for the Regatta being held on October 11<sup>th</sup> from 6:00 AM to 6:00 PM. This item will be on a future agenda after all the signatures have been received.

## **7. COMMITTEE REPORTS**

Selectman Greco indicated that the concert series at Memorial Field is well attended.

Selectman Greco reported that road paving is on schedule.

Selectman Crockwell stated that the Conservation Commission is looking into purchasing Town owned land. They intend to contact the realtor for more information.

Selectman Crockwell reported that the CIP Committee met with Recreation, Public Works, and Cemetery.

Recreation is requesting to install fencing around the basketball court, and the replacement of a section of fence at the softball field, playground surface replacement, and bathroom renovations. After discussion, Selectman Greco agreed to speak with Rose Galligan, Chair, Recreation, regarding other possible options for bathroom renovations.

The Cemetery Commission is requesting landscaping at Pembroke Hill Cemetery, including tree removal, and monument repairs at Pembroke Street Cemetery. They are also looking at the possible purchase of additional land and are requesting to create a capital reserve fund.

The Roads Committee and the Department of Public Works each submitted paving requests.

The Department of Public Works is requesting a new heating system for the garage, and a 6 wheeled truck. Further, Jim Boisvert indicated at the meeting that the building has sustained no further movement.

Mr. Jodoin reported on the TIF Committee. He has received a document from DES containing nine questions regarding the Loop Road project. He will forward the document to Gove Engineering for review. Fish and Game has requested information pertaining to what, other than the road, will be built in the project area. Selectman Kline has stressed to Fish and Game that Pembroke is building the road only and it is unknown at this time what businesses will be built in the area or when. Fish and Game has requested to be invited to all meetings that involve potential businesses in the project area.

**Action:** Selectman Greco moved to authorize Selectman Kline to send a letter to Fish and Game, on behalf of the Board of Selectmen, indicating that they will be invited to all committee/board meetings that involve the loop road project area. Selectman Crockwell seconded. Motion passed 3-0.

## **8. OTHER/CITIZEN COMMENT**

None

## **9. NON PUBLIC 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:** Selectman Greco moved, seconded by Selectman Crockwell, to enter into non-public session in accordance with RSA 91-A: 3 II (a) at 7:57 PM.

Roll Call Vote  
Chairman Justine Courtemanche (yes)  
Selectman Vincent Greco (yes)  
Selectman Michael Crockwell (yes)  
Vote: Unanimous

The Selectmen came out of non-public session at 8:03 PM.

**Action:** Selectman Greco moved, seconded by Selectman Crockwell, to accept the resignation of Officer Robert Buchanan with regrets. Motion passed 3-0.

**Action:** Selectman Crockwell moved, seconded by Selectman Greco, to approve the non-public minutes of 7/6. Motion passed 3-0.

## **10. ADJOURNMENT**

**Action:** Selectman Greco moved to adjourn the meeting at 8:04 PM. Selectman Crockwell seconded. Motion passed 3-0.

Accepted by the Board of Selectmen

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Justine Courtemanche, Chair