

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
June 15, 2015 at 6:30 PM**

Present: Chairman Justine Courtemanche; Vice Chairman Fred Kline; Selectman David Sheldon;
Selectman Vincent Greco; Selectman Michael Crockwell

Staff: David Jodoin, Town Administrator

1. CALL TO ORDER

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

2. CITIZENS COMMENT

None

3. SCHEDULED MEETINGS

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.

Action: Selectman Kline moved, and seconded by Selectman Sheldon, to enter into non-public session in accordance with RSA 91-A: 3 II (c) at 6:33 PM.

Roll Call Vote

Chairman Justine Courtemanche (yes)

Vice Chairman Fred Kline (yes)

Selectman David Sheldon (yes)

Selectman Vincent Greco (yes)

Selectman Michael Crockwell (yes)

Vote: Unanimous

The Selectmen came out of non-public session at 7:48 PM and noted that the minutes had been sealed.

Chairman Courtemanche re-opened the public meeting at 7:48 PM and called a brief recess. The meeting reconvened at 7:55 PM.

SCHEDULED MEETINGS CONTINUED

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.

Action: Selectman Sheldon moved, and seconded by Selectman Greco, to enter into non-public session in accordance with RSA 91-A: 3 II (c) at 7:56 PM.

Roll Call Vote

Chairman Justine Courtemanche (yes)

Vice Chairman Fred Kline (yes)

Selectman David Sheldon (yes)

Selectman Vincent Greco (yes)

Selectman Michael Crockwell (yes)

Vote: Unanimous

The Selectmen came out of non-public session at 8:09 PM and noted that the minutes had been sealed.

Chairman Courtemanche re-opened the public meeting at 8:10 PM.

Chief Gilman – Detail Fund

Chief Gilman stated that there is a balance of \$25,352.19 in the Police Cruiser Detail Account and he is requesting that these funds be used to purchase the equipment for the new cruiser that he will be requesting through the Department's 2016 CIP requests. He explained that the Police Cruiser Detail Account accumulates money over time from the detail money earned.

Action: Selectman Sheldon moved to approve the expenditure from the Police Cruiser Detail Account to purchase equipment for the new cruiser to be purchased for 2016. Selectman Greco seconded. Motion passed 5-0.

4. OLD BUSINESS

Tax Deeds

The Selectmen reviewed the upcoming tax deeds. Mr. Jodoin explained that the deeding date is July 13, 2015. Property owners have until July 10, 2015 at 10:00 AM to pay their back taxes in order to stop the deeding process. No personal checks will be accepted after July 2, 2015.

Town Owned Land

The Selectmen discussed Town owned properties that they intend to sell through a realtor. Mr. Jodoin explained that when he contacted the realtor the Town has used in the past, Lee Johansen, he learned that Mr. Johansen had retired. Mr. Johansen however recommended, Paul Sargeant, Keller Williams, to handle the sale of Town properties. Mr. Jodoin is in the process of preparing the appropriate documentation to forward to Mr. Sargeant. He indicated that all Town departments have been notified of the properties being sold including the Conservation Commission, Department of Public Works, Police, Fire, etc.

At this time, the Selectmen heard Mr. Roger Bilodeau, 5 Howard Street, who expressed his displeasure of not being informed in advance of the Selectmen's intention to sell the property through a realtor as he intended on purchasing at least two of the parcels. He stated that he was under the impression that the issue was tabled until July based on information given to him at the Board of Selectmen meeting held on March 2, 2015. Mr. Bilodeau stated that he was prepared with a letter of intent and funds to purchase the parcels at the March 2nd meeting. He stated that he was upset because he was under the impression that the Town has sold properties to individuals in the past without using a realtor. Mr. Jodoin responded that the Selectmen agreed to table the issue until July however discussions would begin in June to address how the property sales would be handled e.g. sealed bid, listing with a realtor, or sale by an auctioneer. Further Mr. Jodoin stated that the Town has consistently used a realtor for the sale of Town owned land or if a purchase is being made by the Conservation Commission, it is brought to Town Meeting for approval. Mr. Jodoin reminded Mr. Bilodeau that the Selectmen suggested in March that Mr. Bilodeau monitor the Town website for information regarding when this issue would be on the agenda. He explained that the Selectmen agreed to list the properties with a realtor. Selectmen Kline stated that it was discussed at the meetings attended by Mr. Bilodeau that he felt it was the Selectmen's obligation to sell the properties through the proper channels to ensure that the residents were receiving the most money they could get for the parcels. Selectman Kline further stated that this was made very clear by him and the Board of Selectmen at the meetings Mr. Bilodeau attended.

5. NEW BUSINESS

Application for Payment Trust Funds

This request is to cover the cost of the HVAC system that was recently installed at the Safety Center, Fire side.

Action: Selectman Kline moved to authorize the withdrawal of \$32,190 from the Town Building Capital Reserve Fund to cover the cost of the HVAC installation at the Safety Center, Fire side. Selectman Greco seconded. Motion passed 5-0.

Request from Recreation to Change Facilities Form

Rose Galligan, Chair, Recreation Commission, has requested that changes be made to the Facilities Form for use of Memorial Field and is asking for input from the Selectmen.

This request is to implement a policy regarding regulations for the rental of the pavilion and to add allowed/disallowed activities e.g., laser tag, petting zoos, paint ball, etc. at Memorial Field. Mr. Jodoin contacted the Town's insurance company due to the recent issue in the news regarding inflatable equipment, and was told that Primex is adamant that bounce houses should not be allowed as they will not cover any incidents/accidents involving them. The Selectmen will review this issue further at a future Board of Selectmen meeting. Old Home Day was discussed as it pertains to insurance and Selectman Kline agreed to follow up with them.

Manifest/Abatements

Action: Selectman Kline moved to approve the Manifest and Abatements as presented. Selectman Crockwell seconded. Motion passed 5-0.

Minutes 6/1/2015

Action: Selectman Greco moved to approve the minutes of 6/1/2015 as presented. Selectman Crockwell seconded. Motion passed 4-0. Selectman Sheldon abstained as he was not present at the meeting.

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin informed the Board that there may be an increase in motor vehicle fees based on House Bill 258.

Mr. Jodoin informed the Board that he has received the contract from Cartographics (CAI) for GIS internet services.

Action: Selectman Greco moved to authorize the Town Administrator to sign the GIS Internet Service Maintenance Contract with Cartographics. Selectman Kline seconded. Motion passed 5-0.

The Selectmen briefly discussed large parcels of land (130) acres owned by DHB Homes, Pembroke Meadows. Mr. Jodoin received a call from an attorney confirming a meeting on June 22, 2015 to discuss a road that has a warranty deed for a subdivision that was never built. The land was approved by the Planning Board in the 1980's then later revoked in 1992. Mr. Jodoin requested that the Town Attorney handle this issue; the Selectmen agreed.

A public notice has been posted for a meeting being held by the Hazard Mitigation Committee for review of the Suncook and Soucook River assessments of fluvial geomorphic data and their resulting fluvial erosion hazard areas in Pembroke. The meeting will be held June 18th at 6:30 PM at the Pembroke Safety Center Training Room. There will also be a meeting held regarding the Hazard Mitigation Program on June 24th at 6:30 PM at the Pembroke Safety Center Training Room.

At the last Board of Selectmen meeting, Mr. Vignale informed the Board that there is a large tree in the Pembroke Hill Road project area in which the property owner has requested that the tree be removed. Mr. Vignale noted at that time that the utility company does not feel it will be damaged to the extent that it needs to be removed. There is also a pole near the tree that will be moved by the utility company. The Selectmen had asked Mr. Vignale to obtain additional estimates for tree removal. Mr. Jodoin indicated that Collins Tree Service can remove the tree at a cost of \$2,000 plus \$100 for stump removal. The following motion from the Board of Selectmen meeting on June 1, 2015 stands as stated below.

“Action: Selectman Kline moved to deny removal of the tree in question however the Town will provide a two year warrantee that should the tree sustain damage during construction or from construction for two years following the project, the Town will then remove the tree. Selectman Greco seconded. Motion passed 5-0”.

Mr. Jodoin contacted school officials regarding the strip of land 25' x 258' at the Safety Center which is owned by the School. Chief Paulsen has expressed interest in using this parcel of land to extend the parking lot. This will be discussed at the next School Board meeting.

Mr. Jodoin received a request from Jane Bates to place a Geocache gaming device on Town Hall property near the pine trees. The Selectmen agreed.

Mr. Jodoin asked the Board if they wished to implement use of the Department of Revenue's PA 28 Inventory Form.

Action: Selectman Kline moved to *not* utilize the Department of Revenue's PA 28 Inventory Form. Selectman Sheldon seconded. Motion passed 5-0.

The Board reviewed a report provided by Steffensen Engineering regarding load issues on the second floor of Town Hall. Mr. Jodoin explained that based on their report, several files needed to be moved out of Planning and Building. These files have been moved however their new location causes heat sources to be covered by the cabinets. He indicated that the Town now needs to concentrate on the filing room above the Town Clerk as that also is experiencing load issues. The Selectmen discussed other options for storage including having the files digitized or stored off-site e.g., 4 Union Street. The Board also discussed the possibility of using tablets in an effort to reduce paper; Mr. Jodoin will obtain costs. Mr. Jodoin suggested that a CIP Plan be put in place for a Town Technology Fund; and Selectman Sheldon suggested that only a portion of the files be digitized each year until complete in order to save annual costs. This issue will be discussed further at a future Board of Selectmen meeting.

Mr. Jodoin continues to work on the copier issue as the contract will end July 31st. He reviewed several bids which range from \$387-\$196 monthly. Additionally, he is looking into a document retention system. Mr. Jodoin will verify the bids.

Action: Selectman Crockwell moved to authorize the Town Administrator to proceed with the purchase of two copy machines providing the cost is equal to what was reviewed at this meeting. Selectman Sheldon seconded. Motion passed 5-0.

The CIP Committee will begin meeting on July 1st at 6:00 PM.

Mr. Jodoin will be on vacation from August 24th through August 28th.

The next Selectmen Meeting will be held July 6, 2015 at 6:30 PM.

7. COMMITTEE REPORTS

Selectman Greco reported that the concert series will begin at Memorial Field on June 20th. Recreation intends to purchase a compressor to clean the gardening equipment. The Roads Committee discussed road paving bids as well as two issues pertaining to road paving on North Pembroke Road (length of road and crossing wetlands); and Dudley Hill Road at Fifth Range Road (Class V or VI). These issues will go before the Zoning Board of Adjustment on June 29th.

Selectman Kline reported that the TIF Committee completed the grant application and the result should be available in 45 days. Should the application be denied, they intend to reapply. If the grant is approved, it will be a 50/50 split with possible funds totaling \$108 million. The TIF Committee has also applied for DES permits however Fish and Game apparently has issues due to a section of road that will run along the river. Selectman Kline noted that the Conservation Commission is in agreement with this road project and he has requested their agreement in writing. He asked for Board of Selectmen authorization to meet with the State on behalf of the Board of Selectmen in support of the project.

Action: Selectman Crockwell moved to authorize Selectman Kline to speak to State representatives, on behalf of the Board of Selectmen, regarding the loop road project. Selectman Greco seconded. Motion passed 5-0.

Selectman Kline indicated that he cannot attend the Planning Board meeting on June 23rd. Selectman Greco agreed to attend.

8. OTHER/CITIZEN COMMENT

The Selectmen discussed the employee/volunteer appreciation picnic which will be held August 8th at Memorial Field from 11:00 AM – 2:00 PM. Selectman Sheldon agreed to prepare a flyer to be emailed and included with paychecks.

Selectman Crockwell brought up for discussion, volunteer/employee acknowledgment for years of service. Several options were discussed; no decision was made.

Action: Selectman Sheldon moved to proceed with consideration of volunteer/employee recognition options and to add this item to the agenda for the next Board of Selectmen meeting scheduled for July 6, 2015. Selectman Greco seconded. Motion passed 5-0.

9. 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.

Action: Selectman Crockwell moved, and seconded by Selectman Sheldon, to enter into non-public session in accordance with RSA 91-A: 3 II (c) at 9:29 PM.

Roll Call Vote
Chairman Justine Courtemanche (yes)
Vice Chairman Fred Kline (yes)
Selectman David Sheldon (yes)
Selectman Vincent Greco (yes)
Selectman Michael Crockwell (yes)
Vote: Unanimous

The Selectmen came out of non-public session at 10:15 PM and noted that the minutes had been sealed

10. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 10:16 PM. Selectman Greco seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Justine Courtemanche, Chair