

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
March 2, 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

Mr. Jay Bilodeau expressed interest in purchasing Town owned land. The Selectmen asked that he discuss this later in the meeting under the agenda item listed for this topic.

3. SCHEDULED MEETINGS

Tom Petit – Town Meeting Discussion

The Selectmen and Mr. Petit, Town Moderator, discussed the logistics of Town Meeting and reviewed the Warrant. There was a lengthy discussion regarding Warrant Article 3 which relates to the building of the loop road at Cooperative way, and Warrant Article 4 which is to modify language in the TIF document to increase the contribution to TIF District to 35% from 10%; this increase, if approved, will fund the bond. Selectmen Kline provided a brief overview of the articles. Warrant Article 3 requires a 2/3 ballot vote in which the ballot must remain open for one hour. Warrant Article 4 does not require a ballot vote. Various options were reviewed and it was decided that Mr. Petit will explain the situation regarding the two articles. Article 3 will be acted upon first and the ballot box opened. Article 4 will be skipped and subsequent articles will be discussed until such time as the ballot closes for Article 3. Once the vote on Article 3 is announced, Mr. Petit will complete the Article under discussion at that time then return to Article 4. When Article 4 is complete, he will resume the articles in order from the point he left off.

Mr. Jodoin stated that the DRA has reviewed the Warrant and it's now being reviewed by Legal.

Mr. Petit inquired if the Department of Public Works will go over budget due to the amount of salt and sand usage this winter. Mr. Jodoin will review however he believes that they will not go over budget.

Selectman Kline asked Mr. Petit if he is the contact person for residents if they wish to set up an informational table at Town Meeting. Mr. Petit replied that people can contact him and he indicated that he will not have any issues provided the tables are not blocking isles, entrances or exits.

4. OLD BUSINESS

Town Owned Land

Selectman Kline feels that any Town owned asset should go out to bid. Mr. Jodoin agreed and added that there could be timber value on the properties and the Board should consider if they wish to harvest the timber before listing the properties. Further, two more parcels of land will be available to act on in June of this year. Three options for selling the land were briefly discussed which include sealed bid, listing with a realtor, or sale by an auctioneer. Mr. Jodoin suggested that the Selectmen wait until June then address all the properties at once.

Action: Selectman Kline moved to table the issue until July, 2015. Selectman Greco seconded. Motion passed 5-0.

Mr. Bilodeau stated that he will return in July to discuss his interest in possibly purchasing Town owned land.

Noise Committee

Selectman Crockwell explained that the committee is still in the process of being formed. He noted that he is not in favor of two people from the same residence sitting on the committee. The Selectmen agreed.

5. NEW BUSINESS

Approve Updated Welfare Guidelines

Action: Selectman Sheldon moved to approve the 2015 Welfare guidelines as presented. Selectman Greco seconded. Motion passed 5-0.

2015 Data Collection

A data collection request was received from CNHRPC with a return date of April 18th. Mr. Jodoin has forwarded this to the Roads Committee and the Department of Public Works. Selectman Kline will add this item to the agenda for the next Roads Committee meeting scheduled for April 7th.

CNHRPC Transportation Improvement Program (TIP) 2017-2026

CNHRPC has requested feedback for the Regional TIP program to reaffirm support for already programmed transportation projects or to nominate new projects to be considered for inclusion in the State of New Hampshire's 10-Year Transportation Improvement Program. Three projects were briefly reviewed including the installation of bicycle lanes (SRTS), Heritage Trail, and Rails to Trails. The Selectmen agreed to further evaluate the projects.

Manifest/Abatements

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

Minutes 2/17/2015

Action: Selectman Greco moved to approve the Minutes of 2/17/2015 as presented. Selectman Kline seconded. Motion passed 4-0. Selectman Sheldon abstained as he was not present at the meeting.

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin stated that the Inter-municipal document, which has been approved by the Selectmen and finalized by Allenstown, is complete and ready for Board signatures.

Action: Selectman Sheldon moved to sign the updated 2015 Inter-municipal Agreement. Selectman Greco seconded. Motion passed 5-0.

The Department of Transportation will be holding a pre-construction conference on Thursday, March 19, 2015 at 8:30 AM at Town Hall regarding the Pembroke Hill Road project.

Mr. Jodoin is in receipt of the 2015 assessing contract with Corcoran Consulting which requires Board of Selectmen approval and signature.

Action: Selectman Sheldon moved to approve and sign the 2015 Assessing Contract with Corcoran Consulting. Selectman Kline seconded. Motion passed 5-0.

Mr. Jodoin stated that Department of Public Works has filed their groundwater management permit and are now in compliance.

Mr. Jodoin explained that according to a representative from the State, there may be funding available from the State to assist with the removal of the gas tank at DPW, which is to be removed in May. The Town's approved contractor will send information to the State to begin the process.

The Board discussed the HVAC installation at the Fire Department. An estimate in the amount of \$1,400 was received from R A Desmarais and Son to bore three new holes as part of this project. The Board agreed to instead hire L&S Concrete Cutting to perform this work in the amount of \$450.

Action: Selectman Crockwell moved to approve L&S Concrete Cutting to bore three holes at the safety center for the HVAC installation. Selectman Greco seconded. Motion passed 5-0.

The Board discussed correspondence received from Police Chief Gilman regarding parking spots in front of the United Methodist Church. The Board agreed that the Memorandum of Understanding with the church prohibits putting restrictions on parking during daytime hours however overnight parking is not permitted. Installing signage to mark these spots as "no overnight parking" was discussed.

Action: Selectman Kline moved to install "no overnight parking" signs in front of the United Methodist Church where appropriate. Selectman Sheldon seconded. Motion passed 4-0. Selectman Kline voted no.

The Selectmen discussed the warrant article pertaining to the new trash/recycling truck and what will be done with the current truck and other older model trucks in the fleet. Various options were reviewed.

Action: Selectman Sheldon moved to keep the current split-body truck to use at the Transfer Station and as a back-up truck; and to take out of service either the Sterling or the Peterbilt depending upon which one is least efficient. Motion passed 5-0.

Selectman Sheldon asked if purchasing compacters has been considered. Selectman Kline indicated that this was reviewed approximately six years ago and it was determined that Pembroke did not have enough volume to warrant the purchase.

The School District Meeting is scheduled for Saturday March 7th, Town Meeting for March 14th, and voting is March 10th.

The snow removal policy was briefly reviewed. The Selectmen will review at a later date to consider possible updates to the policy.

7. COMMITTEE REPORTS

Selectman Kline stated that a representative from CLD Engineering as well as Associated Grocers will be available at Town Meeting to answer any questions.

Selectman Kline reported that at the most recent Planning Board meeting, there was discussion regarding the Concord Monitor misquoting him regarding the TIF project. He was quoted as stating that the project received unanimous support from all Boards and Committees. However, Selectmen Kline actually stated that the Board of Selectmen and the Budget Committee were unanimously in support of the project and that he made a presentation to the Planning Board in which he heard nothing negative.

8. OTHER/CITIZEN COMMENT

The Selectmen and Fire Chief Paulsen met to discuss the recent Audit by the Department of Labor and the issues that arose from their inspection. The Selectmen asked Mr. Jodoin to obtain input from Legal and if appropriate, to appeal the decision and schedule a formal hearing with the Department of Labor.

9. NON PUBLIC

None

10. ADJOURNMENT

Action: Selectman Kline moved to adjourn the meeting at 8:14 PM. Selectman Greco seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Justine M. Courtemanche, Chair