

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
March 7, 2016 at 6:30 PM**

Approved _____

Present: Chairman Tina Courtemanche, Vice Chairman Fred Kline, Selectman Michael Crockwell, Selectman David Sheldon

Staff: Town Administrator David Jodoin

Excused: Selectman Vincent Greco

I CALL TO ORDER:

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

II CITIZENS COMMENT: None

III SCHEDULED MEETINGS:

a. Tom Petit, Jim Goff-Elections/Town Meeting

Tom Petit and Jim Goff were present to discuss the Primary Presidential Election and the plan for the upcoming elections. The turnout for the Primary Election was larger than what was anticipated however not the largest in town history. Suggestions were made to be able to streamline the registration process and allow for a more organized traffic pattern. Thoughts were to have the new voter registration table in the cafeteria or to the side of the gymnasium. A suggestion to have a shuttle from Pembroke Academy to Three Rivers School for additional parking was also made. These suggestions will be looked into for the Presidential election as the other elections are not anticipated to be as large.

b. Mike Vignale-Safe Routes to School bids

Mike Vignale was present to discuss updates and the proposal to finish the Safe Routes to School project. After comparing all bids to the engineering bid it was found that there would be a shortfall of \$8510.00 or \$22510 if you include the alert sign. A request was made to write a letter to the Department of Transportation to fund the remainder of the project. Board to await the response before determining what the next steps will be.

IV. OLD BUSINESS

Northern Pass

Per the request from the Board of Selectman David Jodoin reached out the Intervention Platform Group for additional information. There are currently 13-14 towns participating in the

intervention group per the email received on 02/18/2016. The cost to participate in this intervention group is \$20,000 a year. Objections have already been submitted formally by the Town to the site evaluation committee in regards to the Northern Pass Project and how it would affect Pembroke.

Action: Selectman Sheldon moved to decline the invitation to participate in the Intervention Platform Group. Motion seconded by Selectman Crockwell. Motion passed 4-0.

V. NEW BUSINESS

a. Tax Deeds 2016

Tax Deed amounts were presented. These will be updated from now until May 2, 2016 at which time the selectmen will need to decide which properties to deed. Deeding date will be on May 5, 2016.

b. Sewer Hookups

Action: Selectman Kline moved to move forward with Unit Pricing on the Town bids for the loop road. Motion seconded by Selectman Sheldon. Motion passed 4-0.

Action: Selectman Kline moved to request permission to fill out the application for the reservation of sewerage space in the amount of 35,000. Motion seconded by Selectman Crockwell.

Discussion: Selectman Sheldon inquired if there is a monetary obligation with this application. Selectman Kline is requesting the fees be waived. Selectman Kline moved to amend his motion to read as follows:

Action: Selectman Kline moves to request permission to fill out the application for the reservation of sewerage space with the understanding there will be no financial obligation. Motion Seconded by Selectman Crockwell. Motion Passed 4-0.

c. Election Availability

- Selectman Greco and Sheldon will not be allowed to participate due to reelection bids.
- Selectman Crockwell will be available after 3pm
- Selectman Kline will be there both in the morning and the afternoon taking a break in the middle.
- Selectman Courtemanche will be available all day

d. Street info Attorney Dunn

- Letter from Attorney Dunn presented. No Action/Discussion

e. Manifest/Abatements

Action: Selectman Sheldon moved to approve the Manifest and Abatements. Motion seconded by Selectman Kline. Motion passed 4-0

f. Minutes 2/16/16, Non Public 2/16/16

Minute's amendment needed under committee reports. Selectman Crockwell's committee report should read that a message was sent to see if the meeting was still being held. No response from the message was received.

Action: Selectman Kline moved to accept the 2/16/16 minutes as amended. Motion seconded by Selectman Sheldon. Motion passed 4-0

VI. TOWN ADMINISTRATOR REPORT

- \$10,000 check was received from Advanced Excavating for the purchase of the 2003 Sterling trash truck
- Carl Barker submitted a letter of resignation that will be effective end of shift on 3/26/16.
- Police/Fire Chief's submitted letter to let the Town know that the house at 55 Sheep Davis Rd House has been donated for training. This building has been removed from the tax rolls.
- Trash Cart- Bins were discussed and the board agreed that they should be purchased in pairs.
- Record Retention/Scanning Bid will need to go out.
- TA request for day off 5/20/16
 - Action: Selectman Kline moved to approve the time off request for David Jodoin. Motion seconded by Selectman Sheldon. Motion passed 4-0.
- Action: Selectman Sheldon moved to allow David Jodoin to sign on the Board's behalf on the GIS Systems Service Maintenance Agreement and the PWIM Services Maintenance Agreement with CAI. Motion seconded by Selectman Crockwell. Motion passed 4-0.
- Website Concerns. Website not being updated promptly. Suggestion was made to look into other website maintenance options. David Jodoin to reach out to current website maintenance worker to discuss concerns and possibility of looking into new options.
- Little League Fundraiser Flyer included in packet

VII. COMMITTEE REPORTS

No New updates on Committee Reports

VIII. OTHER/CITIZEN COMMENT

Ann Bond was present to discuss getting more information on how to revamp the economic development committee. Selectman Kline agreed to look in to revamping the economic development committee and try to spur interest in the past members.

- X. *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, seconded by Selectman Kline, to enter in non-public session in accordance with RSA 91-A: 3 II(c) at 8:13pm.

Roll Call Vote

Chairman Courtemanche	Yes
Selectmen Kline	Yes
Selectmen Sheldon	Yes
Selectmen Crockwell	Yes

Motion Passed.

The Board came out of non public session at 8:23 PM.

Action: Selectman Sheldon moved, seconded by Selectman Kline, to seal the minutes of non-public session because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this Board.

Roll Call Vote

Chairman Courtemanche	Yes
Selectmen Kline	Yes
Selectmen Sheldon	Yes
Selectmen Crockwell	Yes

Motion Passed

XI. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn at 8:24 PM, seconded by Selectman Kline.

Motion passed.

Justine M. Courtemanche, Chair

Minutes transcribed by Stephanie Cheney