

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
March 16, 2015 at 6:30 PM**

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

Staff: David Jodoin, Town Administrator

Excused: Chairman Justine Courtemanche

1. CALL TO ORDER

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

2. CITIZENS COMMENT

None

3. SCHEDULED MEETINGS

None

4. OLD BUSINESS

Safety Center Roof Design Bids

The Selectmen and Chief Paulsen discussed the repair/replacement of the Safety Center roof (Fire side). The Selectmen have requested bids from Architects to design a new roofing system. This has been sent out to bid twice and response was received from only two bidders whose bids contained a large variance monetarily. Chief Paulsen provided information regarding the current and prior issues with the roof. Further, he presented a complete review of what work he felt needed to be done including the door entrance on the South side of the building, and possibly move the parking area which will require pavement and drainage. Chief Paulsen agreed to oversee the project.

Action: Selectman Sheldon moved to award the bid to Advanced Roof Management in the amount of \$10,800 for Design only and to decide at a later date on the Construction Management portion of the bid in the amount of \$4,500. Selectman Greco seconded. No vote was taken and the motion and second were withdrawn.

It was agreed that the Town will contact the two companies that did work at 4 Union Street to review. Mr. Jodoin will follow up.

Action: Selectman Sheldon moved to table this item until more information is obtained. Selectman Crockwell seconded. Motion passed 4-0.

Emergency Management Plan FEMA Grant

Action: Selectman Kline moved to approve and sign the Hazard Mitigation Grant #4139DR-NH3P in the amount of \$7,500 with an amount of \$2,500 in-kind match. Selectman Sheldon seconded. Motion passed 4-0.

Proposed Changes to Town Code

The Board briefly discussed proposed changes to the Town Code specifically snow removal policies, and posting no overnight parking in the diagonal spaces abutting the Methodist Church. This will be discussed further with Chief Gilman at the next Board of Selectmen meeting.

5. NEW BUSINESS

Election of Chairman and Vice Chairman

Action: Selectman Greco moved to elect Selectman Courtemanche as Chair of the Board of Selectman. Selectman Crockwell seconded. Motion passed 4-0.

Action: Selectman Crockwell moved to elect Selectman Kline as Vice Chair of the Board of Selectman. Selectman Greco seconded. Motion passed 4-0.

Committee Assignments

Chairman Courtemanche - Budget Committee; CIP Alternate
Vice Chairman Kline - TIF Committee; Planning; Safe Routes to School
Selectman Sheldon - Budget Alternate; Energy
Selectman Greco – Roads; Recreation; Planning Alternate
Selectman Crockwell – Conservation; CIP

Manifest/Abatements

Action: Selectman Sheldon moved to approve the Manifest and Abatements as presented. Selectman Greco seconded. Motion passed 4-0.

Minutes 3/2/2015

Action: Selectman Sheldon moved to approve the minutes of 3/2/2015 as presented. Selectman Greco seconded. Motion passed 4-0.

6. TOWN ADMINISTRATOR REPORT

The Selectmen discussed potential timber value on Town owned land and requested that Mr. Jodoin contact Ron Klemarczyk, Forest Resource Consultant, for input.

The MS-232 was briefly reviewed.

Action: Selectman Crockwell moved to approve the NH DRA MS-232 forms as presented. Selectman Sheldon seconded. Motion passed 4-0.

Mr. Jodoin received correspondence from DOT regarding the installation of a crosswalk from Academy Road to Cross Road. The Board requested that Mr. Jodoin contact Safe Routes to School for input however the Selectman agreed to accept responsibility to maintain the crosswalk should the project proceed.

Action: Selectman Crockwell moved to accept responsibility to maintain, including plowing, the crosswalk from Academy Road to Cross Road. Selectman Sheldon seconded. Motion passed 4-0.

7. COMMITTEE REPORTS

Selectman Kline provided a brief update on the most recent TIF meeting.

8. OTHER/CITIZEN COMMENT

None

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 7:26 PM.

Roll Call Vote

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 7:45 PM.

Action: Selectman Kline moved to continue FMLA protection for Stephanie Verdile until June 2, 2015 due to extenuating medical circumstances. Selectman Greco seconded. Motion passed 4-0.

10. ADJOURNMENT

Action: Selectman Greco moved to adjourn the meeting at 7:47 PM. Selectman Crockwell seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

Fred Kline, Vice Chair