

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
May 4, 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

NH Trail Dawgs Annual Permit

Kevin Gagne, NH Train Dawgs, was present to request authorization to continue to use the Range Roads. Further they requested that the Selectmen approve and sign the necessary application and other documentation so they can proceed in applying for the Grant in Aid project from the State of NH. The grant would be used for excavation, equipment, and materials. Town approval is required as the land is Town owned. Mr. Gagne updated the Board on the work they intend to perform on the Range Roads this summer including repairing culverts and areas with washouts.

Action: Selectman Kline moved to approve, and authorize the Town Administrator to sign, the annual permit for NH Trail Dawgs to use the Range Roads, pending proof of insurance; and to authorize the Town Administrator to sign the Grant in Aid application. Selectman Sheldon seconded. Motion passed 5-0.

Mr. Gagne indicated that he will provide the Town with an updated copy of their certificate of insurance.

John Duggan – Trash Removal Village Lane

John Duggan, Resident, was present discuss potential trash removal issues on Village Lane. The Selectmen explained that they recently received information verifying that the Town owns the roadway. The Board re-iterated that due to safety issues, they have instructed the Department of Public Works not to back up on Village Lane. If the roadway is blocked, the trash vehicle will not enter and will not return until the following week.

The Board discussed the possibility of having a survey done to determine property boundaries however they are in the process of obtaining more information, including cost, before a decision is made. Mr. Duggan requested that the Selectmen continue working toward a resolution.

Jim Boisvert – Truck Bids

Jim Boisvert, Director of Public Works, requested that this issue be tabled until he is able to obtain additional information on the truck from Quebec. He stated that he would prefer to keep all vehicles in the fleet after the new one is purchased due to issues at the Transfer Station; having all four vehicles would assist with a smoother operation. The maintenance cost of each vehicle was discussed however the Selectmen reminded Mr. Boisvert that the Selectmen assured the voters at Town Meeting that the current recycling truck would remain in the fleet but one of the others would be disposed of. The option of purchasing compactors was discussed and Mr. Boisvert agreed to obtain pricing.

Action: Selectman Kline moved to table the truck bids until such time as Mr. Boisvert has obtained complete information. Selectman Greco seconded. Motion passed 5-0.

4. OLD BUSINESS

Girard Ave Right of Way

The Selectmen discussed the issue regarding the Girard Avenue Right of Way. The issue pertains to a new resident who purchased a piece of property in which the driveway exits to another resident's property. She has requested that the Town pave the roadway. The property is not owned by the Town however, the Town has been maintaining it e.g. snow removal, etc. for several years. This issue will escalate once construction begins on the Pembroke Hill Road project. Adverse Possession was briefly discussed as was the possibility of the new resident, or the Town, obtaining an easement from the property owner. It is not possible for the driveway to be moved to another location due to the grade of the property. The Board requested that Mr. Jodoin contact Legal in order to obtain answers on how the Town should proceed.

Action: Selectman Kline moved to authorize Mr. Jodoin to attempt to secure an easement from the property owner so the Town can maintain the roadway and the drainage pipe. Selectman Crockwell seconded. Motion passed 5-0.

Village Lane

The Selectmen briefly reviewed the deeds for Village Lane.

Also discussed were the issues surrounding parking, deliveries, and trash pick-up. Mr. Jodoin is working to obtain survey information and costs. This issue will be discussed at a future meeting once Mr. Jodoin has received the information. Chairman Courtemanche suggested the possibility of creating a reserve fund to set aside monies to cover survey work. Selectman Kline suggested the possibility of having more extensive surveys performed as well as the option of forming a sub-committee or reconvening the EDC Committee for review of the village area.

5. NEW BUSINESS

Division 5 Resurfacing/Crosswalk Maintenance

This agreement pertains to the Town maintaining the crosswalk and sidewalks on Academy Road.

Action: Selectman moved to authorize the Town Administrator to sign the Academy Road Crosswalk Agreement with the State of NH DOT. Selectman seconded. Motion passed 5-0.

Execute Contracts with KV Partners; Pembroke Hill; Beacon Hill; East View

Action: Selectman Kline moved to authorize the Town Administrator to sign the engineer contracts with KV Partners for Upper Beacon Hill, Pembroke Hill and Eastview Drive. Selectman Greco seconded. Motion passed 5-0.

Primex Contribution Assurance Program (CAP)

The Selectmen briefly reviewed the CAP Agreement. Mr. Jodoin noted that LGC is no longer covering property liability.

Resolved: To hereby accept the offer to the New Hampshire Public Risk Management Exchange Primex to enter into its Property & Liability Contribution Assurance program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the property liability contribution assurance program. The coverage provided by Primex in each year of membership shall be set forth in the coverage documents of Primex.

Action: Selectman Sheldon moved to authorize the Town Administrator to sign the CAP Agreement with Primex for 2016 and 2017. Selectman Greco seconded. Motion passed 5-0.

FORECO Letter

Correspondence from FORECO regarding potential clearing projects at the Buck Street Cemetery and along Whittemore Drive was briefly discussed. Mr. Boisvert indicated that he is waiting for more information regarding clearance to the property. This will be discussed again at an upcoming meeting.

Manifest/Abatements

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

Minutes 4/20/2015

Action: Selectman Kline moved to approve the minutes of 4/20/2015 as presented. Selectman Crockwell seconded. Motion passed 5-0.

6. TOWN ADMINISTRATOR REPORT

A presentation regarding the Affordable Care Act is being held at the LGC offices on Thursday, May 14th at 5:00 PM.

The Lakes Region Mutual Fire Aid has requested local GIS data.

Action: Selectman Kline moved to authorize the Town Administrator to sign the GIS Data Release Form for the Lakes Region Mutual Fire Aid. Selectman Sheldon seconded. Motion passed 5-0.

The Selectmen signed a previously approved pole agreement.

Mr. Jodoin informed the Board that language changes were made to the Hazard Mitigation Plan by the State and the amendments must be approved.

Action: Selectman Greco moved to authorize the Town Administrator to send verification to Parker Moore that the Town of Pembroke agrees to the changes in the Hazard Mitigation Plan document. Selectman Kline seconded. Motion passed 5-0.

Allenstown has invited Pembroke officials to their ground breaking ceremony for the new Boys and Girls Club located at 8 Whitten Street. The ceremony will be held June 16th at 5:30 PM.

Mr. Jodoin will be meeting with Legal to finalize the personnel plan. He will then meet with department heads for input. He will then bring all comments received to the Selectmen for review. He requested that the Selectmen consider a final decision on the mandatory 5 vacation days in a row issue. Further, he suggested for consistency that the Board re-visit the idea of time clocks, and a 30 minute mandatory lunch for all staff with the exception of emergency personnel.

The Welcome to Pembroke sign that was damaged during the winter will be repaired.

The summer picnic was discussed. Selectman Sheldon agreed to work out a plan for the best way to inform employees of the event.

Mr. Jodoin generally cautioned the Selectmen about speaking individually versus as a Board regarding personnel issues or where it may be viewed by others as making decisions on an individual basis. If something were to happen, the Selectman acting in an individual capacity will not be covered by the Town's insurance.

Mr. Jodoin requested vacation days for May 7th and 8th.

Action: Selectman Kline moved to approve Mr. Jodoin's requested vacation days and authorize the Chair to sign. Selectman Sheldon seconded. Motion passed 5-0.

7. COMMITTEE REPORTS

Selectman Kline reported on the most recent TIF meeting. He indicated that the assessments are lower than expected. Further, the Committee was able to obtain a grant application which he forwarded to CNHRPC. The deadline for the application is June 15, 2015. Selectman Kline intends to contact other recipients of the grant to better determine timing.

Selectman Kline reminded the Board that the Conservation Commission will be presenting information on Conservation land in Pembroke to the Planning Board at their next 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 Kline, to enter into non-public session in accordance with RSA 91-A: 3 II (c) at 7:58 PM.

Roll Call Vote

Chairman Justine Courtemanche (yes)

Vice Chairman Fred Kline (yes)

Selectman David Sheldon (yes)

Selectman Michael Crockwell (yes)

Selectman Vincent Greco (yes)

Vote: Unanimous

The Selectmen came out of non-public session at 9:25 PM and noted the minutes had been sealed.

10. **ADJOURNMENT**

Action: Selectman Sheldon moved to adjourn the meeting at 9:26 PM. Selectman Greco seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Justine Courtemanche, Chair