

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
May 18, 2015 at 6:30 PM**

Present: Chairman Justine Courtemanche; Selectman Vincent Greco; Selectman Michael Crockwell

Staff: David Jodoin, Town Administrator

Excused: Vice Chairman Fred Kline; Selectman David Sheldon

1. CALL TO ORDER

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

2. CITIZENS COMMENT

None

3. SCHEDULED MEETINGS

Pembroke Water Commissioners – Debt Authorization

Kevin Brasley and Betty St. Germain, Pembroke Water Works, were present to request that the Selectmen sign the Revenue Note and other documentation for the Pembroke Hill Road project. Ms. St. Germain noted that the Town Clerk must also sign the documents. All Selectmen are required to sign and their signatures, as a group, must be notarized. Ms. St. Germain, Notary Public, witnessed signatures from the three Selectmen present and will follow up with the others as soon as possible.

Action: Selectmen Greco moved to sign the Pembroke Water Works' Debt Authorization documentation. Selectmen Crockwell seconded. Motion passed 3-0.

Recreation – Tennis Court Resurfacing Bid

Mr. Jodoin indicated that the tennis court surfacing was approved at Town Meeting for the amount of \$13,465. The bid from Vermont Tennis Court Surfacing was received in the amount of \$13,067. This cost includes \$250 for the keys, and \$500 for the youth lines.

Action: Selectman Greco moved to approve the tennis court resurfacing proposal from Vermont Tennis Court Surfacing in the amount of \$13,067. Selectman Crockwell seconded. Motion passed 3-0.

Lorraine Good - Girard Avenue

Mr. Jodoin provided historical information from past Town Meetings and deed recordings regarding the Girard Avenue roadway and a small strip of land that the Town has been plowing. There are some discrepancies and it is still unknown who owns the property in question. A Title Attorney could be hired to determine ownership; cost is unknown at this time. If Ms. Good agrees to grant an easement to the Town, it would require Town Meeting approval in March, 2016. The Town would also require Town Meeting approval if they wish to discontinue maintenance of the roadway. Ms. Good indicated that she would grant the easement. After a lengthy discussion, it was agreed to table this issue until a full Board of Selectmen is present. It is expected that this will be added to the June 1st agenda.

Action: Selectman Greco moved to table the Girard Avenue issue until such time as a full Board of Selectmen is present. Selectman Crockwell seconded. Motion passed 3-0.

4. OLD BUSINESS

DPW – Recycling Truck

Mr. Boisvert provided updated information on the bids for the new recycling truck. He recommended that the Town purchase a Peterbilt/Labrie from HP Fairfield (Labrie) in the amount of \$293,239 which includes a \$7,500 warranty. Further, \$2,500 is expected for trade-in value from the Sterling packer which brings the total cost to \$290,739. Additionally, it will cost \$2,500 to paint the cab of the truck red if the Selectmen wish to do so. Once the truck is ordered, it will take approximately two months for it to be ready for service. The Selectmen discussed the new truck bids e.g. specifications, as well as other options for selling the Sterling packer.

Action: Selectman Greco moved to purchase the new trash and recycling truck from HP Fairfield along with the 2 year warranty for the sum of \$293,239 less the trade amount for the Sterling packer in the amount of \$2,500 for a total cost not to exceed \$290,739. Selectman Crockwell seconded. Motion passed 3-0.

DPW – Paving

Mr. Jodoin explained that the Roads Committee is requesting that the Town apply the top coat to Noyes Street this year for an estimated cost of \$6,000 which was not included in the budget. Currently it is unknown if there will be enough funds in the budget to cover this expense and it will not be known if there are until the Pembroke Hill Road project is complete. No decision was made and it was agreed to add this item to the June 1st meeting agenda for further review.

The Roads Committee will be invited to this meeting. At this time the raising and lowering of sewer structures was discussed. Other than the sewer structures, no sewer work is expected to be done for the Pembroke Hill Road project. On June 1st, the Selectmen will also review a letter received from KV Partners regarding the drainage laterals on Pembroke Hill Road.

Survey Costs Village Lane

Mr. Jodoin indicated that a survey of Village Lane would cost \$3,200. Dana Carlucci would like to have a survey done at 4-6 Union Street for the drainage issue as well. If the Selectmen wish to survey 4-6 Union Street along with Village Lane, it would be cost efficient to do them at the same time at a total cost of approximately \$5,000. There was some discussion as to the possibility of sub-committee to research and review other similar issues in the downtown area. This item will be added to the June 1st agenda for further discussion.

5. NEW BUSINESS

2015 Tax Deeds

The Selectmen reviewed the 2015 Tax Deeds. This item will be added to the June 1st agenda at which time the Selectmen will decide on how they wish to proceed with Town owned land. Options include; list with realtor or send out to bid. If the Conservation Commission wishes to purchase any Town owned land, it would require Town Meeting approval.

Discussion of Cemetery Fees

The Selectmen reviewed correspondence received from the Cemetery Trustees to add fees to the Town Code to cover copying costs. The Selectmen had various questions pertaining to research time and copying. Mr. Jodoin will follow up with the Cemetery Commission and the Department of Public Works. This item will be added to a future meeting agenda for further discussion.

Manifest/Abatements

Action: Selectman Greco moved to approve the Manifest and Abatements as presented. Selectman Crockwell seconded. Motion passed 3-0.

Minutes 5/4/2015

Action: Selectman Crockwell moved to approve the minutes of 5/4/2015 as presented. Selectman Greco seconded. Motion passed 3-0.

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin reviewed the 2015 Annual Facility Report which requires approval.

Action: Selectman Greco moved to authorize the Town Administrator to sign the 2015 Annual Facility Report Release. Selectman Crockwell seconded. Motion passed 3-0.

Chairman Courtemanche signed Primex documentation that was approved at a prior meeting.

Chairman Courtemanche signed, and Selectman Crockwell and Selectman Greco initialed, the Hazard Mitigation Grant documentation letter that was approved at the May 4th meeting.

7. COMMITTEE REPORTS

Selectman Crockwell informed the Board that that the Noise Committee will be meeting on Tuesday, May 19th.

Selectman Crockwell indicated that the Conservation Commission is still looking to use rocks/boulders to define parking areas.

Selectman Greco stated that the Concert Series at Memorial Field will start on June 20th with a concert being held every Saturday evening. There was a brief discussion regarding increased lighting and police and fire coverage. Mr. Jodoin explained that coverage has not been necessary however if the concerts increase to larger events, police and fire should be involved in the discussion.

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 Greco, to enter into non-public session in accordance with RSA 91-A: 3 II (c) at 7:59 PM.

Roll Call Vote
Chairman Justine Courtemanche (yes)
Selectman Michael Crockwell (yes)
Selectman Vincent Greco (yes)
Vote: Unanimous

The Selectmen came out of non-public session at 8:12 PM.

10. ADJOURNMENT

Action: Selectman Crockwell moved to adjourn the meeting at 8:13 PM. Selectman Greco seconded. Motion passed 3-0.

Accepted by the Board of Selectmen

Justine Courtemanche, Chair