

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
September 8, 2015 at 6:30 PM**

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**Present:** Chairman Justine Courtemanche; Vice Chairman Fred Kline; Selectman David Sheldon;  
Selectman Michael Crockwell

**Staff:** David Jodoin, Town Administrator

**Excused:** Selectman Vincent Greco

**1. CALL TO ORDER**

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

**2. CITIZENS COMMENT**

None

**3. SCHEDULED MEETINGS**

**Gerry Fleury – 2016 CIP Presentation**

Gerry Fleury, Chair, CIP Committee, provided a detailed review of the CIP Committee's 2016 - 2020 Capital Improvement Program Report. CIP member Larry Young, Planning Board Rep. was also in attendance. Mr. Fleury explained that it is not the committee's role to approve or deny a CIP request but rather to prioritize/rank all items presented. He further noted that the School Board submitted a CIP list prepared by the previous Facilities Director therefore changes may be made to their CIP plan.

Listed below is the ranking determined by the CIP Committee.

<b>Capital Project</b>	<b>Requested for 2016</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Municipal Facilities CRF Request	50,000	3	3	1
<i>Town Hall – Front Door</i>	<i>(8,000)</i>	3	2	2
<i>Town Hall – Elevator</i>	<i>(25,000)</i>	2	4	1
<i>DPW – Heating System</i>	<i>(21,028)</i>	4	3	0
<i>DPW – Foundation Repairs</i>	<i>(74,700)</i>	0	1	6
Property Revaluation/Update CRF Request	32,500	4	3	0

<b>Capital Project</b>	<b>Requested for 2016</b>		<b>High</b>	<b>Med</b>	<b>Low</b>
Municipal Technology CRF Request	20,000		5	2	0
Cemetery CRF Request	25,000		0	3	4
<i>Pembroke Street Cemetery</i>	<i>(11,000 )</i>		2	5	0
<i>Pembroke Hill Cemetery</i>	<i>(4,000)</i>		3	1	3
<i>Survey</i>	<i>(5,000)</i>		3	2	2
Fire Major Equip. CRF Request	150,000	4	3	0	
Fire Small Equip CRF Request	20,000		6	1	0
Police Cruiser CRF Request	60,000		4	2	1
<i>Cruiser Replacement</i>	<i>(27,772)</i>		5	1	1
Police Small Equip CRF Request	13,500		4	3	0
<i>Tasers</i>	<i>(13,535)</i>		4	3	0
Highway Major Equip CRF Request	250,000	3	4	0	
<i>6 Wheeler</i>	<i>(175,000)</i>		4	3	0
Roads					
<i>Roads Reconstruction/Repair</i>	<i>(282,759)</i>		7	0	0
Recreation Facilities CRF Request	15,000		0	4	3
<i>Fencing</i>	<i>(8,410)</i>		0	4	3
<i>Bathrooms</i>	<i>(23,600)</i>		0	1	6
<i>Playground Renovations</i>	<i>(18,100)</i>		2	3	2
Library Media CRF Request	No requests				
School District					
<i>Roof Replacement</i>	<i>(117,000)</i>		4	3	0
<i>TRS Lockers</i>	<i>(40,000)</i>		1	6	0
<i>TRS Bleachers</i>	<i>(55,000)</i>		0	5	2

Water and Sewer were not voted on as they are funded through user fees and are not part of the CIP process. However, Paulette Malo, Sewer Commission, provided a detailed overview of their plan to replace the Bow Lane Pump Station.

Following Mr. Fleury's presentation, there was a brief discussion regarding the School District's Honeywell project. Selectman Kline asked if the School District has realized savings from the project. Mr. Fleury replied that there were some wiring difficulties that could have jeopardized the anticipated savings.

There was a brief discussion regarding the Town's CRF Request for Property Revaluation/Update in the amount of \$32,500. Selectman Kline noted, based on CIP's vote (4 high, 3 medium), that State Law requires that the revaluation be completed every five years.

#### **4. NON PUBLIC SESSION - RSA 91-A:2 (b) Consultation with Legal Counsel**

**Action:** Selectman Kline moved, seconded by Selectman Crockwell, to enter into non-public session in accordance with RSA 91-A:2 (b) at 7:10 PM.

Roll Call Vote

Chairman Justine Courtemanche (yes)

Vice Chairman Fred Kline (yes)

Selectman David Sheldon (yes)

Selectman Michael Crockwell (yes)

Vote: Unanimous

The Selectmen came out of non-public session at 8:01 PM, and Chairman Courtemanche reconvened the public meeting.

**Action:** Selectman Sheldon moved to support the ZBA and authorize the engagement of Attorney Chris Cole to represent the ZBA. Selectman Crockwell seconded.  
Motion passed 4-0.

*Selectman Greco briefly joined then exited the meeting during non-public session.*

#### **5. OLD BUSINESS**

Mr. Jodoin informed the Selectmen that the survey for 6 Union Street has been finalized however there are some items remaining for Village Lane that have not yet been completed. The wall at Union Street was briefly discussed and Mr. Jodoin noted that it is owned and was paid for by the Town.

#### **6. NEW BUSINESS**

**Winter Sand Bids**

**Action:** Selectman Sheldon moved to award the delivered sand bid to Plourde Sand and Gravel in the amount of \$5.25 per ton; and to award the bid to FL Merrill for sand picked up at their location in the amount of \$3.50 per ton. Selectman Crockwell seconded. Motion passed 4-0.

### **Manifest/Warrants**

Chairman Courtemanche questioned the purchase of an architectural mailbox under Road Maintenance and Improvement. Mr. Jodoin replied that it is to replace the mailbox at Town Hall and was listed as Road Maintenance and Improvement in error. He will adjust this purchase to be withdrawn from Town Hall Maintenance.

**Action:** Selectman Kline moved to approve the Manifest and Warrants as amended. Selectman Sheldon seconded. Motion passed 4-0.

### **Minutes 8/17/15; Non Public 8/10/15**

**Action:** Selectman Kline moved to approve the minutes of 8/17/2015 as presented. Selectman Crockwell seconded. Motion passed 4-0. Selectman Sheldon abstained as he was not present at the meeting.

**Action:** Selectman Kline moved to approve the non-public minutes of 8/10/2015 as presented. Selectman Sheldon seconded. Motion passed 4-0.

## **7. TOWN ADMINISTRATOR REPORT**

The Board discussed the need for the Hazard Mitigation Update and appointed the following individuals as committee members. The first meeting is scheduled for September 22<sup>nd</sup> at 9:00 AM at the Safety Center.

EMD Director/Fire Chief/Staff Coordinator  
Town Administrator  
Police Chief  
EMS Director  
DPW Director  
Building/CEO  
Town Planner  
Selectman  
Planning Board  
Conservation Commission  
Pembroke Water Works  
Pembroke Sewer

Harold Paulsen  
David Jodoin  
Dwayne Gilman  
Chris Gamache  
James Boisvert  
Everett Hodge  
Stephanie Verdile  
Doc Greco  
Alan Topliff  
Ammy Heiser  
Matt Gagne  
Paulette Malo

**Action:** Selectman Kline moved to appoint the above individuals to the Hazard Mitigation Update Committee. Selectman Sheldon seconded. Motion passed 4-0.

Mr. Jodoin informed the Selectmen that assessing is in need of a new computer.

Mr. Jodoin indicated that the Selectmen need to approve and sign the State of New Hampshire MS-1 Form.

**Action:** Selectman Kline moved to approve the State of New Hampshire MS-1 Form as presented. Selectman Sheldon seconded. Motion passed 4-0.

Mr. Jodoin will be meeting with the State at the end of the week regarding additional funding for the Safe Routes to School project.

The Union Street lease for the Sewer Department has expired.

The Selectmen discussed the Metropolitan Planning Organization.

**Action:** Selectman Sheldon moved to nominate Selectman Kline as the Town Representative for the SNHPC MPO (Southern NH Planning Commission Metropolitan Planning Organization). Selectman Crockwell seconded. Motion passed 4-0.

## **8. COMMITTEE REPORTS**

Selectman Sheldon spoke briefly to the costs associated with the employee appreciation day.

Selectman Kline spoke on TIF, primarily the Alteration of Terrain Permit that the Town has applied for through the State which involves several State departments. Currently, future development is an issue. The application will be expiring soon in which case a new application will have to be filed unless an extension is granted.

## **9. OTHER/CITIZEN COMMENT**

Selectman Kline, Church Street, speaking as a resident, indicated that he and some of his neighbors are considering having a Block Party which would require blocking off the end portion of Cross Road. Mr. Jodoin suggested that a large gathering permit be filed and that Police, Fire, and Ambulance be involved. Selectman Kline should also consider potential parking issues as well as bathroom facilities.

**10. ADJOURNMENT**

**Action:** Selectman Kline moved to adjourn the meeting at 8:36 PM. Selectman Sheldon seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

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Justine Courtemanche, Chair