

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
July 5, 2016 at 6:30 PM**

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

**Staff:** Town Administrator David Jodoin

**I. Call to Order:**

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

**II. Citizens Comments:**

No Citizen Comment

**III. Scheduled Meetings:**

**A. Tom Serafin-Elections**

Tom Serafin was present to discuss the current policy that applies to the elections. The School Board was looking for the Selectman's input on the policy to see if it was something that was needed or could it be eliminated.. After discussion it was agreed upon the policy was not necessary for the School Board to have.

While present, discussion started about the Board of Selectman's concerns and questions for the School Board. Tom Serafin stated that there was an exploratory committee being formed to discuss the possibility of closing the Village School. This committee will be formed in the next couple of weeks and will be open to public to be able to join and give input. The Board of Selectman also requested setting up a meeting with the School Board to discuss concerns that the Board of Selectmen have concerning the recent issues that have appeared in the paper.

**B. Library Trustees-Air Conditioning**

Current HVAC system is not working correctly therefore not allowing for the conference room to be cooled . The current system has a condenser that is not working and the parts to replace are no longer available. In order to upgrade the system, new condensers will need to be installed and the old lines purged. The rear meeting room should now have air conditioning.

Action: Motion made by Selectmen Sheldon to withdraw funds from the Town Building Capital Reserve Fund in the amount of \$13,500.00 to have G & O Heating and Air Conditioning Inc. repair the HVAC System. Motion seconded by Selectman Kline. Motion Passed 5-0.

**C. Continued Public Hearing-Town Code Chapter 133 Solid Waste.**

Open Public Hearing at 7:38pm

No Public Comment  
Closed Public Hearing at 7:39pm

Action: Selectman Kline moved to approve the Solid Waste Management Policy as amended. Motion seconded by Selectman Sheldon. Motion Passed 5-0.

#### **IV. Old Business:**

##### **A. Village Lane Survey**

David Jodoin has reached out the current property owner. Current owner has not talked to their lawyer as of yet. Town will proceed with talking to the Town attorney that has been working on this and start drafting letters.

##### **B. Parking Issues**

The company that will be completing the striping work is in the town working on other roads as well as Village Lane. They will not be painting on Maple and Pine St for now.

Action: Motion made by Selectman Sheldon to remove the parking spot in front of the Maple St property. Motion seconded by Selectman Crockwell. Motion passed 4-1 Selectman Kline opposed.

##### **C. Ratify Vote**

Action: Motion made by Selectman Kline to authorize the Chief of Police to sign the OHRV Grant. Motion seconded by Selectman Crockwell. Motion passed 5-0.

#### **V. New Business:**

##### **A. Engagement Letter-TIF Bond**

Packet is done except the town is still waiting on the information from the school. As soon as this is returned the packet can be submitted in hopes of having funding by the beginning of August.

Action: Motion made by Selectman Kline to Authorize the Town Administrator to sign the engagement letter. Motion seconded by Selectman Sheldon. Motion passed 5-0.

##### **B. Regatta**

Action: Motion made by Selectman Sheldon to approve the Large Gathering Ordinance for the Regatta. Motion seconded by Selectman Kline. Motion passed 5-0.

##### **C. NE Documents-Scanning**

This was in the 2016 Budget to start the process of converting the old files from storage upstairs.

Action: Motion made by Selectman Sheldon to award the bid to NE Documents and proceed with scanning not exceeding \$20,000. Selectman Greco seconded the motion. Motion passed 5-0.

##### **D. Signage**

There was a general discussion about the installation of signs in Town. The Board agreed that any sign request should come before the Board of Selectman.

Action: Motion made by Selectman Sheldon to approve the Neighborhood Crime Watch sign on Alexander Drive. Motion seconded by Selectman Crockwell. Motion passed 3-1-1. Selectman Kline opposed and Selectman Courtemanche Abstained.

#### E. Transportation Alternative Plan

School Board is in agreement that they would be responsible for the 20% match i.e. \$80,000.

#### F. NHMA Floor Policies

Selectman Greco was nominated and accepted the responsibility of voting on the Town's behalf. Discussion on how the vote should be cast will be had at the next meeting.

#### G. Manifest and Abatements:

Action: Selectman Sheldon moved to approve the manifest and abatements. Action seconded by Selectman Kline. Motion Passed 5-0.

#### H. Minutes 6/20/16, Non Public 6/6/16

Action: Selectman Sheldon moved to approve the minutes for 6/20/16. Motion seconded by Selectman Crockwell. Motion Passed 5-0.

Action: Selectman Kline moved to approve the nonpublic minutes from 6/6/16. Selectman Crockwell seconded the motion. Motion passed 4-0 with Selectman Sheldon abstaining.

Action: Selectman Kline moved to release the nonpublic minutes from 4/4/16. Motion seconded by Selectman Greco. Motion passed 5-0.

### **VI. Town Administrators Report:**

#### A. Old Cruiser

Action: Motion made by Selectman Sheldon to give the car to salvage after stripping all of the usable parts first. Motion seconded by Selectman Crockwell. Motion passed 5-0.

#### B. Union

Will have initial meeting at 6pm 7/18/16 at 6pm if all can attend

### **VII. Committee Reports:**

Selectman Crockwell- No Report

Selectman Greco-

Recreation: Bathrooms to be cleaned by Little League as they were left a mess. Concert attendance is down, and a list of improvements was made to keep buildings at code by Everett.

Selectman Sheldon-No Report

Selectman Courtemanche- No Report

Selectman Kline-

TIF-Another meeting was held and the General Contractor feels comfortable with the price of \$3.5 million to complete the project

Action: Selectman Crockwell moved to allow the Town Administrator to award the bid to and sign the contract with American Excavating. Motion seconded by Selectman Sheldon. Motion passed 5-0.

#### **VIII. Other Citizen Comment**

None

#### **IX. Adjourn**

Action: Motion to adjourn made by Selectman Sheldon. Motion seconded by Selectman Kline. Motion passed 5-0.

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Tina M Courtemanche-Chairman