

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
October 11, 2016 at 6:30 PM**

Present: Chairman Tina Courtemanche, 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:

Dana Carlucci was present to speak about a plan for DPW Heating. This will be discussed later in the meeting when Tom Hebert is present as well.

III. Scheduled Meetings:

A. Richard Berube-Certificate of Occupancy

Mr. Berube was present to discuss the status of getting his occupancy permit for his house. Due to a logger working in the area with equipment the binder could not be laid and set properly. Mr. Berube is looking for guidance in how to move forward.

Action: Selectman Greco moved to grant the Occupancy Permit to Richard Berube and allow the paving of the binder to be done in the spring of 2017. In addition the town will move forward with recommendation from the Department of Public Works and review the road in October of 2017 for acceptance. Motion seconded by Selectman Crockwell. Motion passed 4-0.

IV. Old Business:

A. Village Lane Survey:

Action: Selectman Sheldon moved to offer \$5000.00 in addition to repairing the retaining wall and putting up a fence for privacy. This amount is not to exceed \$10,000 total. Selectman Greco seconded the motion. Motion passed 4-0.

B. Salary Survey:

This is just to think about as the budget process is starting and this would have to be accounted for in the 2017 Budget,

C. Sidewalks-BP Station

Action: Selectman Sheldon made a motion to stripe the sidewalk area in front of the BP Gas Station and label it as no parking. Motion seconded by Selectman Crockwell. Motion passed 4-0.

Mr. and Mrs. Dick Chase were present to discuss their concerns with the parking of the cars at the BP Station. Concerns about safety were discussed in length and taken into consideration.

Jim Boisvert (DPW), Tom Hebert and Dana Carlucci were present to discuss the heating concerns at the DPW building. Options to increase heating would include increased infrared heating, spray foam or a waste oil heater. Jim Boisvert will contact the companies to meet and get specific information on all options. This will be tabled until more information can be presented to the Board.

V. New Business:

A. Acceptance of Donation in accordance with RSA 31:95-b III (b)-Amoskeag Rowing Club.

Action: Selectman Crockwell made a motion to accept the \$1000 donation from the Amoskeag Rowing Club in accordance with RSA 31:95-b III (b). Motion seconded by Selectman Greco. Motion passed 4-0.

B. Review contract with Keeler Realty RE: 4 Union St. Second Floor

Action: Selectman Sheldon moved to approve the exclusive right to lease agreement with Keeler Family Realtors in addition to allow David Jodoin Town Administrator to sign all necessary documents. Motion seconded by Selectman Crockwell. Motion passed 4-0.

C. Ratify Vote on Cease and Desist 107 Sheep Davis Road

Action: Selectman Sheldon moved to ratify the vote in regards to 107 Sheep Davis Road/ John's Wrecker Service. Motion seconded by Selectman Greco. Motion passed 4-0.

D. Board Appointments:

Selectman Sheldon moved to appoint Bob Bourque as an Alternate on the Planning Board. Motion seconded by Selectman Crockwell. Motion passed 4-0.

Selectman Sheldon moved to appoint Mark Simard as a full time member of the Zoning Board and Ann Bond as an Alternate on the Zoning Board. Motion seconded by Selectman Crockwell. Motion passed 4-0.

E. Authorization for Town Administrator to sign Gas easement with PPG Development.

Action: Selectman Sheldon moved to authorize the Town Administrator to sign the necessary gas easement for PPG development and Tennessee Gas Pipeline. Motion seconded by Selectman Greco. Motion passed 4-0.

F. Sign Election Notification:

Members of the Board of Selectman signed the Election Notification for Posting.

G. CNHRPC Appointment

Action: Selectman Greco moved to appoint Kathy Cruson as Pembroke's representative to the CNHRPC. Motion seconded by Selectman Crockwell. Motion passed 4-0.

H. Manifest/Abatements

Action: Selectman Sheldon moved to approve the manifest and abatements. Motion seconded by Selectman Crockwell. Motion 4-0.

I. Minutes 9/19/16

Action: Selectman Sheldon moved to approve the minutes from 9/19/16. Motion seconded by Selectman Greco. Motion passed 4-0.

VI. Town Administrators Report

1. The project on Pembroke Hill Road (Gladu) was completed and came in at \$1112.00 as a total price.
2. Grand Opening of the NH State Liquor Store is October 24, 2016 at 10am.
3. Emerson Mills Condominium is requesting a special meeting in regards to the Front St roadway and retaining wall. Members are attending November 7, 2016 meeting to discuss further.
4. The Fire Department will be holding a Hazardous-Materials training drill on October 23, 2016 at 8am.
5. A letter of resignation was received from Pat Crafts as Supervisor of the Checklist
6. Regatta is being held this weekend at Memorial Field
7. Bench for Eric Alley came to \$543.00 Recreation Department will pay \$300.00
8. Budget presentations for Ambulance and Fire Departments will be October 17th at 630pm, Police and DPW Budgets will be presented October 24, 2016 at 630pm
9. Allenstown Selectman are requesting a joint meeting in November to discuss the Charrette and the development of the Main Street area.
10. Interview and Background checks are in process for a potential Full Time Fire Fighter.

VII Committee Reports:

Selectman Crockwell: Gas at 4 Union St has been installed. Drainage issues are still being addressed however progress is being made.

Selectman Sheldon: No Report

Selectman Courtemanche: No Report

Selectman Greco:

Recreation-\$1000 was received as a donation from Amoskeag Rowing to the Recreation Department. The Eagle Scout Project of the gates at Memorial Field has been completed. Roads-Updated list of projects for 2017 was discussed. Also it was discussed the new Pembroke Meadows development would need two entrances for safety purposes.

VIII Other/Citizen Comment:

Action: Selectman Sheldon moved to appoint Selectman Greco-Selectman Representative for Planning until a new Selectman is found, and Selectman Crockwell-Selectman Alternate for the Planning Board. Motion seconded by Selectman Courtemanche. Motion passed 4-0.

Action: Selectman Sheldon moved to appoint Selectman Greco as Vice Chairperson of the Select board. Motion seconded by Selectman Crockwell. Motion passed 4-0.

Action: Selectman Sheldon moved to rename Soucook River Run in memory of Fred Kline. The new name of the road would read Kline Way. Motion seconded by Selectman Greco.

Discussion: A letter was received from PPG the owner of the property the road will run through. The letter states the support of renaming the name in memory of Fred Kline.

Motion passed 4-0.

IX. Adjourn-Motion made at 8:19pm by Selectmen Sheldon, seconded by Selectmen Greco.

Motion passed 4-0