

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
August 3, 2015 at 6:30 PM**

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

Staff: David Jodoin, Town Administrator

Excused: Selectman Vincent Greco; 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

Bob Bourque and Brian Seaworth – Noise Committee Report

The Board discussed proposed changes to the Noise Ordinance as well as the noise study performed by Clean Energy. The Selectmen were in favor of the changes and requested that Mr. Bourque update the Ordinance with the changes. The Ordinance will then go to the Town attorney for review. Mr. Bourque requested that the Board review the document prior to Town Meeting.

Public Hearing – RSA 41:14–a – Acquisition or Sale of Land, Building, or Both.

Chairman Courtemanche opened the public hearing at 7:03 PM and asked for public comments.

Mr. Jodoin explained that this issue pertains to the slope and drainage easement Clean Energy/Quitclaim Deed Whitehouse Place. He has met with the Conservation Commission and the Planning Board who have no interest in the land. The Selectmen will hold a special meeting on August 10th at which time the second public hearing will be held.

There being no further comments, Chairman Courtemanche stated that this public hearing will be continued to August 10th.

4. OLD BUSINESS

Broadway Issue

The Selectmen discussed the issue on Broadway in which a resident voiced his concerns with the condition of his property after the Broadway project was complete. Mr. Jodoin is in receipt of pricing from the Department of Public Works. There is no granite curbing available at the Department of Public Works therefore new pieces must be purchased at a cost of \$300, not including installation. Further, the cost to sod the area in question will cost \$445.60 or \$175 to install loam, erosion matting, and seed.

Action: Selectman Kline moved to approve the purchase and installation of granite curbing at the residence in question in an amount not to exceed \$1,000. This item should have been installed during construction. Selectman Crockwell seconded. Motion passed 3-0.

Action: Selectman Kline moved to deny the groundwork at the residence in question as it is the homeowner's responsibility to maintain his front yard. Selectman Crockwell seconded. Motion passed 3-0.

Pembroke Street Mailboxes

Mr. Jodoin indicated that the Postmaster has approved the removal and relocation of the mailboxes or other structures on Pembroke Street that are impeding safe passage. He has drafted a letter to residents to serve as notice that no obstruction whatsoever within the sidewalk that will prohibit wheelchair accessibility is permitted. If the obstruction is not removed by the homeowner, it will be removed by the Department of Public Works. The Town of Pembroke will install new posts as well as new mailboxes if necessary.

After discussion, it was agreed to add to the letter that if the homeowner does not remove the obstruction, the Town will remove it but will not be liable for any damage caused during removal. Mr. Jodoin will update the letter.

Town Owned Land

The Selectmen discussed several parcels of Town owned land.

Action: Selectman Kline moved to authorize the Town Administrator to sell properties, through realtor, Keller Williams, as discussed including; Dearborn Road, Ricker Road, 6th Range, 7th Range, Cross Country Road, and North Pembroke Road. Selectman Crockwell seconded. Motion passed 3-0.

5. NEW BUSINESS

Legion Request

Kimberly Lafleur and Dianne Lamoureux were present to request Board approval, as required by the Liquor Commission, to allow patrons to bring their own liquor during an outdoor event they are holding in their parking lot on October 10, 2015.

Ms. Lafleur explained that the NH Liquor Commission is also requiring a Permit of Assembly from the Fire Department as well as a written diagram and explanation. The event will take place from 1:00 PM-8:00 PM and they are expecting 50 people at the most. It is possible that there will be live music outside from 1:00 PM – 4:00 PM and dinner will be served outside at 6:00 PM after which patrons will move inside. The area will be entirely fenced off with orange snow/construction fencing, stakes, and large cones. The only entrance to the event will be through the American Legion; entering from the outside will not be permitted. There will be no bar set up however there will be a bartender on premises observing the event area. The event is not near the street or public sidewalks.

After discussion, the Board agreed to authorize the event and provide their approval in writing.

Action: Selectman Crockwell moved to approve the American Legion's event being held on October 10, 2015 and to allow patrons to consume liquor outside contingent upon the following; proper fencing will be installed, alcohol will be consumed in the fenced-in area only, an observer will be stationed outside throughout the event, the only entrance will be through the American Legion entrance. Selectman Crockwell further moved to authorize the Town Administrator to write and sign the authorization letter on behalf of the Board of Selectmen. Selectman Kline seconded. Motion passed 3-0.

Ms. Lafleur will update Mr. Jodoin once she meets with the Fire Department. At that time, Mr. Jodoin will coordinate the approval letter with Chief Paulsen.

Large Gathering Permit Amoskeag Rowing

The Amoskeag Rowing Club will be in to meet with the Town Department Heads 3-4 weeks prior to the event, as they have in the past, to coordinate the event.

Action: Selectman Kline moved to approve the large gathering permit for the Amoskeag Rowing Club. Selectman Crockwell seconded. Motion passed 3-0.

The Selectmen signed this document as well as the large gathering permit for Grace Capital Church which was approved at a prior meeting.

Large Gathering Permit Old Home Day

Action: Selectman Kline moved to approve the large gathering permit for Old Home Day and to waive the fee. Selectman Crockwell seconded. Motion passed 2-1. Selectman Kline voted no.

The Selectmen signed the document.

Appointments

Action: Selectman Kline moved to appoint Mark Simard and Bill Faith as alternates to the Zoning Board of Adjustment. Selectman Crockwell seconded. Motion passed 3-0.

Manifest/Abatements

The Selectmen questioned the cost of chainsaw oil and believes it to be too high. They asked Mr. Jodoin to contact the Director of Public Works and request that they shop for best prices on supplies.

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

Minutes 7/20/2015

Tabled

6. TOWN ADMINISTRATOR REPORT

Mr. Jodoin stated that the survey of the downtown area which pertains to parking issues will hopefully be available for discussion at the next regularly scheduled Board of Selectmen meeting.

Based on a complaint from a resident in the downtown area, the Selectmen discussed the Police Department's process of chalk marking tires to determine the amount of time a vehicle is parked in a timed parking spot. The Board is in agreement with the process.

Chief Gilman will be invited to attend the next meeting to discussed the above two issues.

Mr. Jodoin stated that there are three permanent easements within the Pembroke Hill Road project area in which the homeowners are entitled to compensation based on the calculations used by the State of NH for takings. The Town attorney agreed with the decrease of assessed valuation of these properties; and Assessing determined the amount of compensation due.

Action: Selectman Crockwell moved to approve the following compensation; Machon - 513 SF - \$1,261.98, Gladu - 561 SF - \$1,380.06, and Marcotte - 310 SF - \$762.60. Selectman Kline seconded. Motion passed 3-0.

7. COMMITTEE REPORTS

Selectman Kline reported that the TIF meeting with Fish and Game went well.

Chairman Courtemanche reported that the CIP Committee met with Water (no requests), Sewer (bond), Police (cruiser and TASERS), and the Town (front entrance and elevator). The Committee will hold their public hearing on August 5th.

8. OTHER/CITIZEN COMMENT

There was a brief discussion regarding the installation of [Donated By] signs at Memorial Field and other Town property. This item will be added to the agenda for the next regularly scheduled Board of Selectmen meeting.

Chairman Courtemanche asked Mr. Jodoin to obtain maintenance costs for the DPW's Trackless. Mr. Jodoin will follow up with the Director of Public Works.

Chairman Courtemanche asked if it would be possible to edge sidewalks (away from road on grass side) where the grass is encroaching on the sidewalks on Pembroke Street. Mr. Jodoin will consult with the Department of Public Works.

9. NON PUBLIC RSA 91-A: 3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Action: Selectman Kline moved, seconded by Selectman Crockwell, to enter into non-public session in accordance with RSA 91-A: 3 II (a) at 8:04 PM.

Roll Call Vote

Chairman Justine Courtemanche (yes)

Vice Chairman Fred Kline (yes)

Selectman Michael Crockwell (yes)

Vote: Unanimous

The Selectmen came out of non-public session at 8:12 PM and noted that the minutes had been sealed.

10. ADJOURNMENT

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

Accepted by the Board of Selectmen

Justine Courtemanche, Chair