

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
November 21, 2016 at 6:30 PM**

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Present: Chairman Tina Courtemanche, Selectman Michael Crockwell, Selectman Vincent Greco, Selectman David Sheldon, Selectman Bob Samson

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 Comments

**III. Scheduled Meetings:**

A. Phil St. Cyr-Primex Prime Award

This award was presented to the Town of Pembroke for Risk Management.

B. Kevin Gagne-NH Trail Dawgs

Mike Poulin was present to request the use of the Range Roads for the Trail Dawgs Snowmobile Club. Discussion was had in regards to damage to the pavement that is done on Thompson Rd. This area is going to be built up with gravel to ensure further damage is not done by the Club prior to the trails opening.

Action: Selectman Crockwell moved to approve the Trail Dawgs use of the Range Roads in the town. Selectman Greco seconded the motion. Motion passed 5-0.

Edward Kinney was also preset from the Trail Dawgs requesting the weight limit on the Range Roads be extended. Currently they are closed to a certain weight February 15-May 15. Mr. Kinney is looking to have this extended so it would start December 15<sup>th</sup> and run through May 15<sup>th</sup>. Currently the Conservation Commission is who put the restrictions on the road therefore this should be brought before them. Mr. Kinney was directed to contact the Conservation Commission to request the above proposal.

**IV. Old Business:**

None

**V. New Business:**

A. Renovation of Tax Office bid

Proposal will move interior door to where the glass window is for better security and separation of offices. This will be funded out of the Building Capital Reserve Fund

Action: Selectman Sheldon moved to proceed with the Tax Office renovations and to award the bid to Homecraft Contractors not to exceed \$2750.00. Motion seconded by Selectman Greco. Motion passed 5-0.

B. Manifest/Abatelements:

Action: Selectman Sheldon moved to approve the manifest and abatelements as presented.

Motion seconded by Selectman Greco. Motion passed 5-0.

C. Minutes 10/24/16 and 11/7/16

Action: Selectman Greco moved to approve the minutes for 10/24/16 and 11/7/16 as presented. Motion seconded by Selectman Sheldon.

Discussion: In 10/24/16 minutes a spelling correction in Selectman Samson's name needs to be made. Also relook at verbiage in the first sentence in the Police Section. It is currently missing a word.

Motion passed as amended 5-0.

VI. Town Administrator's Report

A. Littlefield Condominium Letter:

Roads will now follow the emergency parking ban guidelines per the Selectman. In addition signage will be placed in the area. Town Administrator will draft a letter to the Condominium Association.

B. Letter received from Xfinity

C. Letter received from Three Rivers School

D. Library Update:

Pat Crafts resigned position

Linda Proulx to be the replacement Library Trustee until the end of Pat Crafts Term.

Lisa Abbott is requested to be an Alternate Library Trustee

Action: Selectman Crockwell moved to accept the resignation of Pat Crafts and the Appointments of Linda Proulx and Lisa Abbott. Motion seconded by Selectman Greco.

Motion passed 5-0.

## VII. Committee Reports

Selectman Samson:

Planning Board will be meeting at Pembroke Academy on 11/22/16 for the Public Hearing on John's trucking.

Selectman Crockwell:

Building and Grounds Committee met with the representatives from the radiant heat and waste oil furnace companies. Quotes on different types of furnaces are being gathered and an update will be given when all information is in.

Selectman Sheldon:

No Report

Selectman Courtemanche:

Budget Committee met with Energy Committee, Ambulance and Town Administration.

Selectman Greco:

No Report

## VIII. Other Citizen Comments:

None

## IX. Non Public Session:

Motion by Selectmen Samson to enter non public session at 7:05 PM in accordance with 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* seconded by selectmen Crockwell.

Roll Call Vote:

Chairman Courtemanche	YES
Selectmen Greco	YES
Selectmen Sheldon	YES
Selectmen Crockwell	YES

Selectmen Samson                      YES

The Board came out of non public session at 7:15 PM.

Motion by Selectmen Sheldon, seconded by Selectmen Greco to seal the minutes because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Roll Call Vote:

Chairman Courtemanche	YES
Selectmen Greco	YES
Selectmen Sheldon	YES
Selectmen Crockwell	YES
Selectmen Samson	YES

X. Adjourn

Motion to adjourn by Selectmen Samson at 7:16 PM seconded by Selectmen Crockwell. Motion passed 5-0.

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Justine M. Courtemanche, Chairman