

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
April 16, 2018 at 6:30 PM**

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Present: Chairperson Tina Courtemanche, Selectman David Sheldon, Selectman Michael Crockwell, Selectman Ann Bond, Selectman Vincent Greco

Staff: Town Administrator David Jodoin

**I. Call to Order:**

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

**II. Citizen Comment:**

Kevin Gagne was present to request the Selectman's approval in applying for a grant that would fund replacing some culverts along the trails. In addition he is requesting the trail permit for the year. In the past this was done in the spring and would like to get it back on track for this timeframe.

Action: Selectman Greco moved to approve the application for grant aid and to also approve Snowmobile Trail Permission for the upcoming year. Motion seconded by Selectman Crockwell. Motion passed 5-0.

**III. Scheduled Meetings:**

A. 4 Union St

Jim Boisvert was present to request the amount of \$10430.00 to resurface and repair the upper parking lot and the road down to the sewer department. This does not include the area in front of the sewer department due to concerns that the roller may cause damage through vibration to the retaining wall. Damage was done in years past where snow was piled there. Tom Hebert has spoken to those that would be doing the masonry/concrete work and they are willing to patch however he is unsure it will last. The building Committee will re-visit the wall issue.

The money for this project will come out of the Roads and Paving Line. However the concrete work that would need to be done will come out the operating budget. Jim Boisvert to speak with Advanced Excavating to get pricing to pave right up to the doorway.

Action: Selectman Greco moved to accept the amount of 10,430.00 from Advanced Excavating to resurface 4 Union St and waive the bidding process. Motion seconded by Selectman Sheldon. Motion passed 5-0.

B. Disposal of Old Cruiser:

Action: Selectman Sheldon moved to salvage the cruiser and deposit the money received from this into the general operating fund. Motion seconded by Selectman Greco. Motion passed 5-0.

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

A. Ratify the Vote on cruiser purchase

Action: Selectman Sheldon made a motion to ratify the vote on the cruiser purchase from MacMulkin Chevrolet in the amount of \$34,565 and to waive the bid requirements since this is the State bid and authorize the Chief to move forward with the purchase. Motion seconded by Selectman Bond. Motion passed 5-0.

B. Approve Rebids on 4 Union St repairs

Action: Selectman Sheldon moved to approve the contract with New Heights Roofing for repair work at 4 Union Street with a sum not to exceed \$19,400. Money will come from the Town Building Capital Reserve Fund. Motion seconded by Selectman Greco. Motion passed 5-0.

C. Tax deeds:

Updated list given to Selectman. The Board will need to decide on May 7<sup>th</sup> which property they will take by deed.

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

A. Approve Utility Assessing Contract with George Sansoucy

Action: Selectman Sheldon moved to approve the motion to approve the 2018 Utility Assessment contract with George Sansoucy and to authorize the Town Administrator to sign. Motion seconded by Selectman Bond. Motion passed 5-0.

B. Manifest/Abatements:

Action: Selectman Sheldon moved to approve the manifest and abatements as presented. Motion seconded by Selectman Greco. Motion passed 5-0

C. Minutes

Action: Selectman Greco moved to approve the minutes from 3/19/18. Selectman Crockwell seconded the motion. Motion passed 5-0.

Action: Selectman Crockwell moved to approve the no public minutes from 3/19/18. Selectman Bond seconded the motion. Motion passed 5-0.

D. Appointments:

Selectman Sheldon moved to appoint the following people to committees/ boards stated:

Zoning Board Alt- Robert Bourque  
Zoning Board –Paul Paradis  
Zoning Board- Rick Frederickson  
Zoning Board Alt- Robin Lounsbury  
Cemetery Commission- David Richards  
Cemetery Commission-Ellen Paulsen

Energy Committee- Daniel Crean  
Planning Board Alt-Robert Bourque  
Planning Board Alt-Timothy Goldthwaite  
Planning Board-Richard Bean  
Recreation-Sharon Morris  
Recreation Alt-Sam Barker  
Roads- Burton Curley  
Zoning Board-Tom Hebert

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

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

1. Problems finding Public Works Driver , position will be re-advertised
2. Equipment Purchase for the cruiser-will ask Chief Gilman to come in next meeting
3. City of Concord hired a new engineer. They are submitting for DOT approval, I will be meeting with them to discuss North Pembroke Road bridge shortly
4. Discussed the Salary study – A new detailed comprehensive study is estimated to cost between 15-17 thousand dollars. This would look at all pay scales, job descriptions and compare to persons actual job. The need is there but the Board needs to be committed to implementing the findings and not just let it be a document that collects dust. Will wait for board to discuss and digest.

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

- Selectman Crockwell-No Report
- Selectman Sheldon-No Report
- Selectman Bond-Planning; Discussed the applications that were before the Board
- Selectman Greco-No Report
- Selectman Courtemanche- No Report

#### **VIII. General Citizen Comment/Other:**

None

Motion by Selectmen Sheldon to adjourn at 7:45 PM, seconded by Selectmen Greco.

Vote unanimous

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Justine M. Courtemanche