

**BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
June 18, 2018 at 6:30 PM**

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

Staff: Town Administrator David Jodoin

**I. Call to Order:**

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

**II. Citizen Comment:**

None

**III. Scheduled Meetings:**

- A. Public Hearing-Energy Committee Report and discussion on street light removal and conversion.

Dan Creen from the Energy Committee was present to give a background on the street light conversion and removal. The cost of the conversion before rebates with all the current lights included is approximately \$93,383.00 with \$24,000 in rebates. The Energy Committee however is recommending to remove some street lights as after looking at all of them they found approximately 100 lights that could be removed.

Open Public Hearing at 6:56pm

Kevin Foss from Buck St requested that the light chosen as the replacement be of a warmer color and of at least 3000 lumens as it doesn't reflect off glasses as much.

Close Public Hearing at 6:58pm

The Board would prefer to have the proposed plan for the light removal reviewed by the Police and Fire Departments prior to making a decision.

- B. Public Hearing-Change in Municipal Code Chapter 191-1 B Parking Lot B ( Union Street)

Open Public Hearing at 7pm

Dana Carlucci looked to clarify what the intention of this code change would be. David Jodoin Town Administrator stated that the intentions were to change the parking lot at

Union St to Tenant Parking Only with it no longer being a municipal lot.

Mr. Carlucci went on to state that the Master Plan states in 20 different places that the development and promotion of the downtown businesses is what the residents want. This would include the availability of parking. The following sections of the Master Plan were referenced:

12-18, 12-2, 11-32, 11-8, 10-2, 7-35, 5-24, 6-19, 5-15, 5-4, 5-3, 3-37, 3-29, 3-2, 13-3, 13-4, 13-6, 13-14 (2) sections, 13-15. In addition Mr. Carlucci stated that he has managed the property since 2006 as the building was taken on as a project. Improvements of the building have been made yearly up until this year and feels this building was signed for public use. Therefore he would be against any restricted parking other than by the fence. In addition he encourages the Board of Selectman to speak with the Mike Tardif from Central NH Planning about the parking as he just finished a study on Downtown Development for both Pembroke and Allenstown.

Gerry Belanger-Meet Me in Suncook was present to discuss his concern as there is little to no parking for those that use the Union St Building for Meetings. He states that the signs that are posted state two different things. One that there is no parking from 6am-10pm and one that states no parking from 12pm-6am. Is there only 2 hours of parking available a day? D. Jodoin explained that the 6-10 is reserved for tenant parking only and after 12 midnight anyone can park there as long as they move their cars by 6AM.

Jacques Despres-Jacques Pastries expressed that he felt no one parks in the parking lot even during the day. He at most sees 2-3 cars there at a time wasting other spots. He feels no one will get up at 6am to move their cars.

Concerns were discussed with lifting the restriction completely including but not limited to filling the lot completely not allowing any parking for tenants, cars not moving for snow removal and the liability the town would have if it wasn't cleared and someone got hurt.

Public Hearing closed at 8:13pm, this matter will be continued to July and people should check the website- short recess taken.

Meeting Resumes at 8:17pm

Selectman Bond wanted to know what the next steps for the Energy Committee would be. Selectman Courtemanche states she would like the Police and Fire Department to review the proposed removals before going further. The Board agreed to table until input from the Emergency Personnel is received.

Selectman Greco moved to restrict parking at 4 Union St from 12pm-6am and to otherwise open parking to the public. Selectman Sheldon moved to amend the motion to state that the 4 spaces by the fence be restricted parking for tenants 24 hours per day, in addition there would be one handicap spot that is to be moved from near the fence to an alternative spot. Otherwise allowing the remaining spots to be open to the public first

come first serve.

Before a decision is made the Board made the determination to reach out to the tenants one last time for input and request DPW's input in regards to the maintenance of the lot.

#### IV. Old Business:

##### A. Roads Committee Comments-Center Road

The Roads Committee came back with the recommendation not to take over Center Road. David Jodoin states as it stands the town is not responsible for the maintenance however a questions was posed of what would happen if the road was damaged by a town truck.

Selectman Bond requested to know if the Conservation Commission was still looking to purchase this property. David Jodoin stated that as of right now the Conservation Commission is on hold to see what the property owner comes back with based on the Selectmen's concerns.

#### V. New Business:

##### A. OHRV Grant

Selectman Sheldon moved to authorize Chief Dwayne Gilman to enter into the State of NH Fish and Game OHRV contract on behalf of the Town of Pembroke. Motion seconded by Selectman Greco. Motion passed 5-0

##### B. Execute agreement with KV Partners MS4 Permit

Selectman Sheldon moved to authorize the Town Administrator to sign the MS4 Permit with KV Partners. Motion seconded by Selectman Greco. Motion passed 5-0

##### C. Police Chief requests to expend funds from the small equipment fund

Conversation was had about if these were just bought. David Jodoin to look into and get back to the Board. Motion tabled until next meeting

##### D. Paving Bids

Roads Committee recommends holding off until the construction is done to ensure all funds are available.

##### E. Manifest and Abatements:

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

F. Minutes:

Selectman Greco moved to approve the minutes from 6/4/18 as presented. Motion seconded by Selectman Sheldon.

Discussion: Typo under scheduled meetings 3<sup>rd</sup> line should read to sell

Motion passed as amended 5-0.

VI. Town Administrator Report

- 2018 Unlicensed dog report from the Town Clerk will be going to Police Department tomorrow
- School Board Letter was CC'd to the Town of Pembroke informing everyone in the delay with the 2018 School District Meeting Minutes. These would be from Cindy Menard District Clerk.
- MS4 Storm Water Assistance

Selectman Sheldon moved to authorize the signature of the MS4 Storm Water Assistance Paperwork. Motion seconded by Selectman Bond. Motion passed 5-0.

- Thank you to Selectman Sheldon for his Service to the Town
- Salary Study-Request to do this for all departments in the Town. Funds could be found in the budget from savings in salary on vacant positions.

Selectman Sheldon moved to move forward with a complete Salary Study and to waive the bid requirements and award the contract to Municipal Resource Inc. out of Meredith NH. Motion seconded by Selectman Crockwell. Motion passed 5-0.

VII. Committee Reports

- Selectman Bond-Didn't make the last meeting
- Selectman Crockwell-None
- Selectman Sheldon-None
- Selectman Courtemanche-None
- Selectman Greco-None

VIII. Other/ Citizen Comments

- Employee Appreciation Luncheon will be August 18<sup>th</sup> at Memorial Field. David Jodoin to confirm with Rose Gilligan on Date and Time.

Motion by Selectmen Sheldon to enter non public session in accordance with RSA RSA 91-A: 3 II (b) HIRING PUBLIC PERSONNEL, seconded by Selectmen Greco.

Roll call Vote:

Chairman Courtemanche	Yes
Selectmen Greco	Yes
Selectmen Sheldon	Yes
Selectmen Crockwell	Yes
Selectmen Bond	Yes

The Board came out of non public session at 9:18 PM.

Motion by Selectmen Sheldon, seconded by Selectmen Greco to authorize the Town Administrator to offer the Full time Highway Driver position to Jason Bouffard. Motion passed 5-0.

Motion by selectmen Sheldon to enter non public session 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.

Roll call Vote:

Chairman Courtemanche	Yes
Selectmen Greco	Yes
Selectmen Sheldon	Yes
Selectmen Crockwell	Yes
Selectmen Bond	Yes

The Board came out of non public session at 9:42 PM.

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

Roll Call Vote to seal the minutes

Chairman Courtemanche	Yes
Selectmen Greco	Yes
Selectmen Sheldon	Yes
Selectmen Crockwell	Yes
Selectmen Bond	Yes

Selectmen Sheldon made a statement that affective immediately he was resigning his position as

Selectmen. The Board thanked him for his years of service to the Town and wished him well.

Motion by Selectmen Crockwell to appoint Sandy Goulet to fill the remainder of Selectmen Sheldon's term, seconded by Selectmen Greco. Motion passed 4-0.

Motion to adjourn by Selectmen Crockwell, seconded by Selectmen Greco. Motion passed 4-0

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Justine M. Courtemanche, Chairman