

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
DECEMBER 2, 2019 at 6:30 PM**

Present: Chairman Tina Courtemanche, Selectman Ann Bond, Selectmen Richard Bean

Staff: Town Administrator David Jodoin

Excused: Selectman Sandy Goulet and Selectman Michael Crockwell

I. Call to Order:

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

II. Citizen Comment:

None

III. Scheduled Meetings:

Library Trustees – Little Library Program

Sue Whitbeck, Co-Chair of the Library Trustees, and Tim Sheehan, Library Director, discussed the little library program with the Board. Sue stated they are looking for permission to put a little library at the park on the corner of Broadway and Route 3. The little library would be positioned closer to Broadway to discourage people from pulling over on Route 3. The library trustees and staff would monitor and take care of the little library. There have not been any known issues with vandalisms at existing little libraries in surrounding towns but if vandalism should happen, they will take care of it. Tim stated that he drives by everyday on his way to work and will monitor it closely.

Selectman Bean stated that in the pricing of the little library seemed very reasonable. Sue shared that the old principal of Three Rivers School built the library and did not charge for it.

Selectman Bond asked if it will be on a free-standing pole. Sue stated that it will be a pole with braces.

Selectman Bean clarified that this will be a book exchange where people can go and put a book in and take one out. Sue and Tim agreed that it is.

Selectman Courtemanche stated that it is a great idea as long as it does not become the responsibility of DPW. Sue stated that they will just need their help putting in the pole.

Selectman Bean made a motion to move forward with the little library. Selectman Bond seconded the motion. Motion passed 3-0.

IV. Old Business:

Upper Beacon Range Road Opening

Bill Evans met with the Board to discuss the opening of approximately 300 feet of Upper Beacon Road that is currently Class VI. Selectman Courtemanche asked if anyone had a chance to go up and look at the property. Selectman Bean stated that he had and it was clearly marked with flags. Bill clarified that it is not marked with flags but with two stakes in the ground that are painted orange and the stone wall is also marked in orange. Selectman Courtemanche saw the same flags as well so they will go back up and look for the correct markers. Bill stated that towards the bottom of Beacon Hill after the curve the first stake in the ground is approximately 140 feet after the pavement ends and the second stake is a little further down to mark what would be the entrance to the development.

David asked if there is any other way he would use to get onto the property rather than opening that amount of the Class VI portion of the road. Bill stated that if he was to enter off Third Range Road, he would still need to open a portion of the class VI section of the road. He would like to leave the balance of the land to conservation and not develop more than necessary or break it up with long winding roads. Selectman Bean asked how much property would be donated to the Conservation Commission. Bill stated that it would be an estimated 22 acres. Selectman Bean asked if he would be able to create a double driveway at the stake that is 140-feet from the pavement so they wouldn't have to open as much of the road. Bill stated that he could look into that.

Bill shared that when the land was purchased in 1985 the road was a class IV road and was closed during a town meeting in the late 80's. David stated that it was closed in 1990 at Town Meeting for unknown reasons. The Board thinks that it was likely due to the reconfiguring of Route 106.

Selectman Courtemanche stated that she would rather wait to vote on accepting the petition until there is a full board and until they have a chance to go look at the correct stakes.

David asked Bill what kind of time frame he is looking for for the process to begin. Bill stated that he would like to get the ball rolling on the road issue with the Selectman so he can move on to the next steps of the process.

V. New Business:

Selectman Bond made a motion to accept the manifests and abatements as presented. Selectman Bean seconded the motion. Motion passed 3-0.

Minutes of November 18, 2019 were tabled until the December 16, 2019 meeting.

VI. Town Administrator Report:

Selectman Bond made a motion authorize the Board to sign the Eversource/PSNH utility settlement agreement for all tax years except 2018 and 2019. Selectman Bean seconded the motion. Motion passed 3-0.

David presented the Selectman with a Notice of Default on the tax deeded property.

David received a letter regarding land for sale at 245 Pembroke Hill Road. The land could be used for future expansion at the Hill School. The letter was also sent to the School District.

David met with the City of Concord regarding the North Pembroke Road bridge. The costs came in higher than expected. The City has to go back and look at their CIP to see if they are able to fund anymore of the project. Selectman Bean asked what the cost split is. David stated that the State is paying 80% and the remaining 20% is split between Concord and Pembroke. Pembroke and Concord agreed that Concord would manage the project and take care of all the documents and contribute \$40,000. Pembroke agreed to fund the remaining \$330,000. The costs then went up \$380,000. The Town has already \$380,000 set aside, however, now the cost is looking to be \$40-50,000 higher than that. The project has not been put out to bid yet so the final costs have not been solidified. They are looking to have the bids go out in March/April and the work to begin in the fall of 2020.

David received a quote from Richard D. Bartlett & Associates, LLC for the survey and pinning of Howard Street and the Town owned property. The quote is \$8,200 for the survey and \$150 per steel pin and \$225 per granite post. It could be done by January 31, 2020. Selectman Courtemanche asked if there is money in the budget for it. David stated that there is still money in the contracted services line and the bottom line of the budget would be fine. David stated that other communities set aside money to survey an area of the town every year and that may be something to consider moving forward, especially with Conservation land or roadway questions.

Selectman Bean made a motion to accept the proposal and to waive bid requirements and authorize David to sign an agreement with Richard D. Bartlett & Associates, LLC for the survey and pinning of Howard Street to Broadway and the Town owned land. Selectman Bond seconded the motion. Motion passed 3-0.

Library and Police are coming to Budget Committee on Thursday to discuss their budgets.

VII. Committee Reports:

Selectman Bean – Roads Committee is meeting tomorrow night.

Selectman Bond – Planning Board discussed the San-Ken Homes project and it was determined to be a development of regional impact so they did not discuss it further. They will be contacting the surrounding towns. Selectman Bond attended a Zoning Board meeting and they discussed the sewer agreement with Allenstown. David suggested sitting down with the Sewer Commission to see exactly what the agreement says.

Selectman Courtemanche – Budget Committee met with the Fire Department and Tri-Town Ambulance. Selectman Bond asked if the new ambulance came in. David stated that the older vehicle was refurbished and on the road.

VIII. Other/Citizen Comment:

None

IX. Non-Public Session

Selectman Bond made a motion to go into non-Public Session in Accordance with 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 at 7:28 pm. Selectman Bean seconded the motion.

Roll Call Vote:

Selectman Bean
Selectman Bond
Selectman Courtemanche

The Board came out of non-public session at 8:04 PM

The Board reviewed the Town Clerks merit request. The Board felt that since this was budgeted and approved by the voters it did not require the Board to vote.

X. Adjourn:

Motion by Selectmen Bond, seconded by Selectmen Bean to adjourn at 8:05 PM.
Motion Passes 3-0.

Justine M. Courtemanche, Chairman

For more detailed information, the meetings are now taped and can be seen on www.townhallstreams.com click on Pembroke NH and look for the day of the meeting under the month.