

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
Wednesday, February 6, 2008 at 6:30 PM**

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**Present:** Chairman Brian Tufts; Selectman Larry Preston; Selectman Cindy Lewis

**Staff:** Geoff Ruggles, Town Administrator

**Excused:** Selectman Fred Kline; Selectman David Sheldon

**1. CALL TO ORDER**

Chairman Tufts called the meeting to order at 6:30 PM.

**2. MEETINGS**

**Public Hearing - Emergency Management Grant**

Chairman Tufts opened the public hearing at 6:31 PM.

Mr. Ruggles explained that this is a matching fund grant in the amount of \$10,000 with a total of \$5,000 coming from the State to provide funds for the hiring of a consultant for the Town to update its emergency operation plan. The Town's match is \$5,000 that will be in kind services of time including salary and benefit costs for the members of the committee that is formed to assist with the project. There will be no out of pocket expense to the Town. Selectman Preston asked who would form the sub-committee and if there were volunteers to provide the in kind services to match the \$5,000. Mr. Ruggles stated that the police chief, fire chief and public works director may get involved.

**Action:** Selectman Lewis moved to approve and authorize the Chair to sign the emergency management grant agreement. Selectman Preston seconded. Motion passed 3-0.

**Harvey Keye - NH To Do Magazine**

Mr. Keye gave a brief history on the NH To Do Magazine and explained that the magazine would be doing a six page review on Pembroke in the April issue. Mr. Keye expects that Pembroke businesses will buy ads, designed by the magazine, at a cost of \$80 per month for April, May and June. The Selectmen agreed that Mr. Keye should be referred to the Economic Development Committee. Mr. Ruggles will forward Mr. Keye the appropriate information.

**3. CITIZENS COMMENT**

None

#### 4. OLD BUSINESS

##### **Snow Removal Policy**

The Selectmen discussed the Snow Removal Policy dated January, 2008 and agreed on some minor changes.

**Action:** Selectman Preston moved to adopt the Snow Removal Policy dated January, 2008 with the agreed upon changes. Selectman Lewis seconded. Motion passed 3-0.

Selectman Preston opened a discussion regarding the parking regulations in the downtown area during the winter months. He feels that parking bans should be in place only during snow emergencies rather than what the policy presently states. Mr. Ruggles will get input from Mr. Boisvert and Chief Lane and follow up on how this change, if agreed upon, would be made i.e., town meeting or public hearing. Mr. Ruggles will report back to the Board.

#### 5. NEW BUSINESS

##### **Mortgage Discharge - Riverwood Drive**

Mr. Whittemore was present to request that the Board agree to release his mortgage on Riverwood Commercial Properties, Inc. as the road has been accepted by the town and the work is complete.

**Action:** Selectman Lewis moved to approve signing the Discharge of Mortgage on Riverwood Drive. Selectman Preston seconded. Motion passed 3-0.

##### **Appointments**

A letter from Bob Bourque, Planning Board Chairman, was received and recommends that the Board of Selectmen appoint Kathy Cruson and Kevin Krebs as regular members of the Planning Board.

**Action:** Selectman Lewis moved to appoint Kathy Cruson and Kevin Krebs as regular members of the Planning Board. Selectman Preston seconded. Motion passed 3-0.

##### **2007 Growth Management**

The Growth Management Ordinance Status of Growth in Pembroke report through December 1, 2007 was received from the Planning Board and reviewed by the Selectman. According to Bob Bourque, Planning Board Chair, this Report was refined in January, 2008 and it is their recommendation that the Growth Management Ordinance be continued through March 31, 2009 to enable them to study the effect of its repeal. The Planning Board intends to hire a planning consultant to assist with the analysis.

**Action:** Selectman Preston moved to accept the report. Selectman Lewis seconded. Motion passed 3-0.

### **Officer Hanson Deployment**

Officer Karl Hanson has been deployed to Iraq and is scheduled to report for active duty on February 11, 2008 for a period of one year. Chief Lane is requesting that the town assume the cost of Officer Hanson's portion of his family health care plan while he is deployed. Mr. Ruggles stated that if the town were to continue these benefits, the cost would be 15% in addition to the 85% already contributed by the Town. These benefits include health, disability, life and dental insurance which the town is not required to continue during military leave. There was also some question as to whether sick/vacation time would accrue during the leave. The Selectmen discussed this issue at length and agreed to cover the cost of the health benefits but sick and vacation time would not be accrued.

**Action:** Selectman Preston moved to approve the Town to pay Officer Hanson's 15% co-pay for family health care benefits, for a period of one year, while he is stationed in Iraq. Deployed officers, including Officer Hanson, will not accrue sick or vacation time while on leave. Selectman Lewis seconded. Motion passed 3-0.

### **Review of Fees**

#### **Police Special Detail**

The Selectmen reviewed the special detail rate increase requested by Chief Lane which will be in effect as of April 1<sup>st</sup>. The Board agreed to the increase with some minor adjustments. Mr. Ruggles will discuss the Board's recommendations with Chief Lane and schedule a public hearing.

**Action:** Selectman Preston moved to hold a public hearing on the special detail rate increase. Selectman Lewis seconded. Motion passed 3-0.

#### **Dog Fines**

The Selectman discussed increasing fines for certain dog violations.

**Action:** Selectman Preston moved to hold a public hearing on the increase in dog fines. Selectman Lewis seconded. Motion passed 3-0.

#### **2008 Budget Recommendations**

The Selectmen reviewed budget recommendations primarily CIP and the School Board. Mr. Ruggles suggested that the Board's recommendations on certain items be included in the budget.

#### **2008 Warrant Articles**

The Selectman discussed three warrant articles.

**Action:** Selectman Preston moved to recommend Article 9. Selectman Lewis seconded. Motion passed 3-0.

**Action:** Selectman Preston moved to recommend Article 12. Selectman Lewis seconded. Motion passed 3-0.

The Selectmen do not recommend approval of Petition Warrant Article 5 regarding trash pick-up.

## **Minutes**

### **January 23, 2008 - Public**

**Action:** Selectman Preston moved to approve the minutes of January 23, 2008 as amended. Selectman Lewis seconded. Motion passed 3-0.

## **Manifest**

**Action:** Selectman Preston moved to approve the manifest as presented. Selectman Lewis seconded. Motion passed 3-0.

## **Tax abatements, exemptions & credits**

**Action:** Selectman Preston moved to accept as recommended by the assessor. Selectman Lewis seconded. Motion passed 3-0.

## **Town Administrator's Report**

Mr. Ruggles reported that the Town of Pembroke won the lawsuit against Taylor Homes. He also updated the Board on other pending lawsuits.

A proposal was received from GSI for engineering services pertaining to the public works garage. The proposal includes test borings, soil boring layout and inspection and a geo-technical report. The total project budget is \$3,800.00.

There was a brief discussion on whether the Historical Society should be permitted access and use of the safe located at 4 Union Street. It has been determined that access is available through the sewer department. The Selectman agreed to permit the Historical Society use of the safe providing access is obtained only through the sewer department during regular business hours.

Mr. Ruggles informed the Board that Senator Sylvia Larsen and the NH Army National Guard plan to attend the next Board of Selectmen meeting on February 20<sup>th</sup>.

The Selectman reviewed the Acceptance of Audit Requirements, DR1695 (April 2007 Flood).

**Action:** Selectman Preston moved to approve the Acceptance of Audit Requirements, DR1695, (April 2007 Flood) and authorize the Chair to sign. Selectman Lewis seconded. Motion passed 3-0.

**Committee Reports**

Mr. Ruggles reported that the Solid Waste Committee reviewed the power point presentation that Sally Hyland plans to present to other committees and organizations regarding recycling. A few minor changes were made to the presentation and Ms. Hyland will continue working on updating the numbers.

**6. OTHER / CITIZENS COMMENT**

None

**7. ADJOURNMENT**

**Action:** Selectman Preston moved to adjourn the meeting at 9:26 PM. Selectman Lewis seconded. Motion passed 3-0.

Accepted by the Board of Selectmen

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Brian Tufts, Chairman