

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Wednesday April 16, 2008**

Present: Selectman Fred Kline; Selectman Larry Preston; Selectman; Selectman Cindy Lewis; Selectman David Sheldon; and Selectman Tina Courtemarche,

Staff: Geoff Ruggles, Town Administrator; Linda A. Williams, Administrative Secretary

1. CALL TO ORDER

Chairman Kline called the meeting to order at 6:30 P.M.

2. MEETINGS

NH-E911 – Bruce Cheney, Director

Mr. Cheney, Director of the N.H. Division of Emergency Services and the Bureau of Emergency Communications and Mike Kelleher, Field Representative, came before the Board to explain the mapping and addressing services provided through their agency. These services will enable the town to provide the highest level of 911 response to its residents and are provided at no cost. Mr. Cheney explained how the emergency 911 response system works and the importance of addressing being clear with no street names that can be confused and numbering in a sequential order that makes sense. He gave an example of a tragic fire in a N.H. town that due to there being three similar street names it delayed response in a fire and resulted in loss of lives. It is this type of situation that Mr. Cheney's department will point out and help the town to correct. His department has already updated the centerline information for Pembroke which is used to respond to cell phone calls and is accurate to within 10 meters of the caller. The next project will be the collection of the street information to get accurate information as to addresses. When completed the town will receive maps of the streets. The information will also be provided in an electronic format which the town would be able to update for other purposes. Mr. Cheney explained that this project is anticipated to take a couple of weeks for his department to collect the data and identify any issues. They will then meet with a town representative to confirm their information and discuss changes to be made. After the initial mapping is completed new roads can be easily updated and new maps will be provided by the agency. Mr. Cheney also explained that his office is available to provide direction to planning boards for street naming and numbering.

Action: Selectman Preston moved to agree to participate in the NH-911 mapping project. Selectman Sheldon seconded. Motion passed 5-0.

Pembroke Sewer Commission

Selectman Kline welcomed Sewer Commissioners Harold Paulsen and Paulette Malo and explained that they had been invited to meet with the Board to give an update on the status of the situation regarding the sewer plant update. Selectman Kline asked what the next step is after two years of a vote in Allentown not to update the plant. Ms. Malo explained that the Sewer Commission is waiting for final legal advice from their attorney who is going over the intermunicipal sewer agreement with Allentown and should be submitting recommendations soon as to how to proceed. Ms. Malo also asked if the Board would like to attend a joint meeting to be set up with the Allentown Sewer Commission and Board of Selectmen. There was interest in attending a joint meeting if recommendations for moving forward are to be discussed. Ms. Malo stated that the information from their lawyer will provide those recommendations.

NEW BUSINESS

Roads Committee Ordinance Review

Action: Selectman Sheldon moved to accept the lawyer's version to amend Chapter 179 of the Roads Committee Ordinance. Selectman Lewis seconded. Motion passed 5-0.

Appointments

Action: Selectman Preston moved to appoint:

Oscar Plourde to the Roads Committee
James Garvin to the Cemetery Commission
John Theurner as the Forest Fire Warden

Selectman Lewis seconded. Motion passed 5-0.

Selectman Preston asked if the appointments to CNHRPC should include the planner position. Selectman Lewis said that it is not recommended that the planner be appointed to this group.

Action: Selectman Preston moved to appoint to CNHRPC Fred Kline as selectman's representative and Cathy Cruson as Planning Board Representative. Selectman Lewis seconded. Motion passed 5-0.

Town Clock Donation - \$100 from Meet Me in Suncook

Action: Selectman Sheldon moved to accept the donation of \$100 to the Town Clock Fund from Meet Me In Suncook in the memory of George Rainville and that a thank you letter be sent to MMIS. Selectman Courtemanche seconded. Motion passed 5-0.

Sewer Project Engineering Firm Selection

Mr. Ruggles explained that he and Ms. Malo had interviewed three firms out of the 6 firms submitting quotes to the Sewer Department for sewer grant project. Of the three interviewed all were well qualified and had the necessary expertise to handle the project. The firm of Tate and Howard was recommended as they have the most in-depth knowledge of the sewer system as they are the engineers used by the Sewer Department and will be able to get going on this as soon as possible.

Action: Selectman Preston moved to accept the engineering firm of Tate and Howard for the Sewer Grant Project. Selectman Sheldon seconded. Motion passed 5-0.

CITIZENS COMMENT

None

Public Works Garage Update

Information is still being gathered and will be discussed at a subsequent meeting.

Planner Position

Mr. Ruggles explained that he met with the Planning Board and they felt that as there are not a lot of projects coming in right now they feel comfortable with continuing with the services of the interim planner from CNHRPC. The situation will be revisited every few months to see if there is any change.

Community Action Program PILOT Letter

Mr. Ruggles had received a request from Mike Coleman explaining that HUD will need a letter from the Town agreeing to the tax exempt PILOT agreement with them.

Action: Selectman Preston moved to sign the Community Action Program PILOT letter. Selectman Sheldon seconded. Motion passed 5-0.

Minutes

Selectman Preston clarified that his position regarding the bidding process for the police cruiser was just to ensure the Board is being responsible regarding the bidding process. He did not feel the minutes needed to be amended.

Action: Selectman Preston moved to have the minutes of April 2, 2008 approved as presented. Selectman Lewis seconded. Motion passed 5-0.

TA report

A letter regarding the environmental impact report for release of CDBG grant monies was received and will need to be signed in order to receive the funds.

Action: Selectman Preston moved to have Chairman Fred Kline sign on behalf of the Board of Selectmen. Selectman Lewis seconded. Motion passed 5-0.

The Planning Board has asked Mr. Ruggles to compile names of consultants to rewrite the Open Space Ordinance and have also asked if CTAP funds can be used for this purpose. Mr. Ruggles has contacted Sharon Wason at CNHRPC and she will contact the person in charge of the CTAP funds. Ms. Wason anticipated that the funds could be used for that purpose. It was also suggested that the remaining funds be used for an economic development study.

Mr. Ruggles explained that he is looking into reorganization of the Buildings and Grounds Committee and has spoken with Reno Nadeau, DPW Foreman, regarding the changes.

Mr. Ruggles would also like to find a part time handyman to take care of building maintenance. This would be in addition to the part time janitor currently handling the cleaning part.

OTHER/CITIZENS COMMENT

Laura Scott, former town planner for Pembroke, explained that she had just been served with papers naming her, the Town of Pembroke, and Troy Brown, former town administrator in a lawsuit being filed by A & B Lumber. Ms. Scott asked if she would be covered by the Town's attorney as she was an employee at the time and also asked for access to the files on this should she need information. Chairman Kline asked that Mr. Ruggles looking into the situation and respond to Ms. Scott regarding her questions. Ms. Scott made copies of the papers and distributed them to the Board.

Abatements

Action: Selectman Lewis moved to approve the abatements and exemptions as recommended by the assessor. Selectman Sheldon seconded. Motion passed 5-0.

Manifest

Action: Selectman Lewis moved to approve the manifest. Selectman Sheldon seconded. Motion passed 4-0. Selectman Kline abstained as he had not had a chance to review it.

Committee Reports

Selectman Courtemanche attended the Conservation Commission meeting this week and they had two questions for the Board. 1. Does a conservation easement need to be open to the public or can it be open at the owner's discretion? Consensus was that the meaning of the easement is that the property be freely open to the public. 2. Does it have to be decided at town meeting if the Commission wants to use monies in the conservation fund or is the Board of Selectman able to authorize dispensation of these funds. It was explained that the Board of Selectmen can authorize use of the conservation funds but Board members stated that they would prefer the decision be made at Town Meeting.

Board of Selectmen Meeting Day Change

Action: Selectman Sheldon moved to change the regular meeting date of the Board of Selectmen to the first and third Monday of each month with the change to begin June 2008. Selectman Courtemanche seconded. Motion passed 4-1. Selectman Kline opposed.

8. NON-PUBLIC SESSION

RSA 91-A:3 II, (a)–

Action: Selectman Lewis moved to go into non-public session under the provisions of RSA 91-A:3 II (a). Selectman Sheldon seconded. Sel. Courtemanche -yes; Sel. Sheldon-yes; Sel. Lewis-yes; Sel. Kline-yes; Sel. Preston-yes, Motion passed 5-0 and the Board went into non-public session at 9:04 p.m.

Action: Selectman Lewis moved to come out of non-public session and seal the minutes confidential as they deal with a personnel matter that could adversely effect an employee's reputation. Selectman Sheldon seconded. Motion passed 5-0 and the Board came out of non-public session at 9:40 p.m.

9. ADJOURNMENT

Action: Selectman Lewis moved to adjourn. Selectman Preston seconded. Motion passed 5-0 and the meeting adjourned at 9:41 p.m.

Accepted by the Board of Selectmen

Fred L. Kline, Chair