

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Wednesday May 7, 2008**

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

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. PUBLIC HEARINGS

Critical Infrastructure Protection Grant

Chief of Police, Scott Lane, reported to the Board of Selectmen that he along with Fire Chief Harold Paulsen and the staff at Associated Grocers of New England have worked together to develop strategies for protection of AGNE, which has been federally identified as a critical infrastructure as rural areas of the state rely on them for food distribution to local grocery stores. Chief Lane stated that the \$39,625 grant monies will be used for such items as thermal imaging equipment, night vision equipment, jersey barriers, road cones, and for training exercises. Training with AGNE will focus on containment of a potential ammonia leak from the facility. The grant is federally funded 100%.

Chairman Kline opened the hearing for public comment at 6:35 pm. There were no public comments. Chairman Kline closed the public hearing at 6:36 pm.

Action: Selectman Sheldon moved to accept the Critical Infrastructure Protection Grant funds. Selectman Courtemanche seconded. Motion passed 5-0.

E-911 Mapping

Fire Chief Harold Paulsen stated that he strongly supported having the 911 mapping done as it will be very beneficial to the town. Chief Paulsen explained that E-911 has a 50 foot numbering standard which varies from the town standard of 100 feet. He went on to explain the logic behind the 100 foot standard and how it works off of a grid system developed using the historical range road system. It was felt the numbering system, although different from the E-911 standard, is logical and works for emergency personnel. He felt that a problem area may be similar sounding street names. Selectman Preston asked if mutual aid responders would have any problems with the numbering system or street names. Chief Paulsen said he could only speak for the fire department but felt it should not be a problem because with mapping the call will be tracked by latitude and longitude for an exact location. Chief Paulsen explained that the mapping will be GIS based and they will work with a town representative to include additional information as requested. There will be complete discussions and hearings before any permanent changes are made.

4. CITIZEN'S COMMENT

Selectman Kline stepped down in order to address the Board as a member of the Old Home Day Committee. Mr. Kline submitted a letter from the OHD Committee requesting the annual donation of \$2,000 for the event and thanking the Board in advance for the police, public works and emergency services donated for the event.

Action: Selectman Sheldon moved to support Old Home Day with a donation of \$2,000 and the support services of the police, highway and fire departments as in past years. Selectman Courtemanche seconded. Motion passed 4-0. Selectman Kline abstained.

5. OLD BUSINESS

Perry Eaton Building Rental

Kevin Foss, Chair of the Pembroke Economic Development Committee, explained that he had just found out this was on the agenda and so is not fully prepared. Mr. Foss stated that the PEDC wanted to spend \$300 on a banner and other advertising for the office space at the Perry Eaton building. Mr. Foss said that other advertising could be local newspapers and also on the sign at the Police Department. They have also been advertising on Craigslist. Geoff Ruggles explained that he had been contacted by Tom Haley, Superintendent of Schools, who is interested in the building for extra space for alternative classes to be held. There was discussion whether a motion was needed to approve the expenditures. It was concluded that no motion was necessary as PEDC is using monies already in their budget. The Board thanked Mr. Foss and PEDC for their hard work and plans for leasing the Perry Eaton Building.

Public Works Garage Update

No further information was available for this meeting.

Landfill Closure

Mr. Ruggles and Reno Nadeau, Foreman, met with the engineer and have a list of items to be done. The main issue is compacting of the area, also an area of erosion has been found behind the garage that the Public Works Director, Jim Boisvert, has asked them to mitigate. This erosion situation was not part of the project. Another issue is the "dirty" dirt pile that will need to be sifted out and disposed of as determined. Selectman Lewis asked why an excavator needed to be rented as it should be able to be handled by the town's front end loader. Mr. Ruggles will check on this with Mr. Boisvert. Mr. Ruggles also explained that this project is already over-budget by approximately \$25,000 not including the dirt problem which is expected to cost approximately \$8,000. Because of the additional costs, Mr. Ruggles has asked the Roads Committee to earmark approximately \$40,000 of road funds that may need to be diverted to this project.

Pembroke Hill Traffic Study

Mr. Ruggles has reviewed the file and has not found any additional information. He also contacted members of the Study Committee, Norm Provencher and Butch Ayles, and neither had any additional information in their records. Meeting notes from the State of N.H. were reviewed and confirmed the State's position that the roundabout is the best option for that intersection. Mr. Ruggles is also waiting to hear back from the State Engineer who worked on this project .

Revised Board of Selectmen's Meeting Schedule

Mr. Ruggles reviewed the meeting schedule for 2008. He continued with the first and third weeks of each month for the regular meetings. Mr. Ruggles asked if the Board would want to continue with the first/third week meeting schedule with the possibility of having very busy agendas and therefore late meetings as it gets into budget season. The Board preferred the first/third week meeting schedule and would rather have later meetings, if needed, than to meet every week.

6. NEW BUSINESS

Committee Appointments

There was discussion regarding appointing family members to committees and if it could be considered a conflict of interest. It was recommended that information regarding conflict of interest situations be given out with the volunteer package. LGC will be contacted regarding this information. Selectman Sheldon pointed out that it is the responsibility of the Board of Selectmen to look into situations that may be considered a conflict of interest when making appointments.

Action: Selectman Preston moved to appoint:

Ayn Whytemare to the Conservation Commission

Ammy Heiser to the Conservation Commission

Stetson Heiser to the Conservation Commission

Brian Seaworth as an alternate on the Planning Board

Selectman Tina Courtemanche seconded. Motion passed 5-0.

Veterans Credits

Mr. Ruggles explained the situations regarding two veteran's credit applications that are different than normal applications and because of that he wanted to bring it to the attention of the Board. The first application regarded a homeowner who previously qualified and received the credit prior to last year when he put his property into a trust. The trust forms do not clearly show the owner as retaining equity in the property which is one of the criteria for the exemption. Upon further discussion the consensus of the Board of Selectmen is that this situation qualifies for the veteran's credit.

The second case is more involved. The assessor and assessing clerk have done a lot of investigation into this situation. The owner of this property lived in Pembroke for many years and then he took over management of the veterans campground in Weirs Beach. He then bought a seasonal motel in the Lakes Region and moved there when his children were grown. He now owns a recreational vehicle that is registered in Florida where he spends the winter. His daughter is living in the Pembroke property with her children. The owner lives at the Pembroke property in his RV during the warmer months. It was confirmed that he registers another vehicle in Pembroke, is registered to vote in Pembroke, and has a NH license. Mr. Ruggles explained that if the property owner rented out his house he would not qualify for the credit. Mr. Ruggles read the RSA which states that to qualify for the veteran's credit the property must be the "principal place of abode". Selectmen Sheldon and Courtemanche both felt that the Pembroke residence is clearly not his principal place of abode. Selectman Lewis asked for further information from the assessor as to BTLA rules on this situation and the actual time the property owner lived in Pembroke. She explained that we need to look out for the general tax dollars and the as there are children at this property going through the public school system at a cost to the taxpayers.

Action: Selectman Sheldon moved to deny the Veteran's Credit to Michael Young as it is not the principal place of abode. Selectman Courtemanche seconded. Motion passed 5-0.

Tax Deeding Properties Review

Mr. Ruggles reviewed the listing of properties to be deeded for non-payment of 2005 property taxes. He explained that it would not be advisable to deed some of the listed properties due to problems that would be costly to the Town. There was discussion of the properties that are in mobile home parks and the possibility of holding the park owner liable for the taxes due. Selectman Sheldon felt it is important to set some boundaries and recommended taking a property worth more than \$10,000 and evicting the owner. Selectman Sheldon asked if the property owners were sent a certified letter. Mr. Ruggles said Tax Collector, Nancy Kurinkas, sends a certified letter and will also go to the property personally to deliver the notice of deeding. There was further discussion of the properties to be deeded and it was recommended to deed the Wilkens Avenue property.

First Quarter Financial Report

Mr. Ruggles explained that the two main revenue sources, vehicle registration and interest on deposits have not done well for the first quarter and if that trend continues there could possibly be a \$60,000-\$100,000 revenue shortfall. Expenditures have been a little better with no area of significant overage other than the landfill closure.

Legion Square Park – Beautification Gift

The Suncook American Legion has asked permission to take over maintenance of the little park area in front of their building. They would like to seed the lawn and plant flowers.

Action: Selectman Lewis moved to accept the gift of beautification from the Suncook American Legion. Selectman Sheldon seconded. Motion passed 5-0.

Town Administrator's Report

Mr. Ruggles will be attending the upcoming Recreation Commission meeting that will discuss the youth soccer field and Old Home Day parking.

CNHRPC sent correspondence regarding their 2008 traffic count program and asking which roads the town would like to have counted this year. Selectman Lewis asked for it to be sent to the Roads Committee first and then to the Planning Board. Mr. Ruggles stated that he had just received the notice which has to be returned to CNHRPC by May 15th. Selectman Lewis asked that an email be sent to Roads Committee members to get this going quickly.

The Solid Waste Co-op will be meeting on 5/20 and will be discussing the plans for a single stream recycling center.

Mr. Ruggles explained the situation regarding the tax lien on the Route 106 Power Sports store. He had checked with the tax collector and the lien process cannot be stopped once initiated. He stated that the tax collector had sent several notices by certified and regular mail that had been returned as undeliverable. Selectman Lewis explained that she had received a call from the property owner who was very upset over the lien. He said that he had never received the second billing which is why it was not paid. The delivery problem was due to the address he had on the deed which he has now

changed at Town Hall. He had paid the first bill for 2007. Selectman Lewis realized the issue is with the Post Office and asked that the property owner be given copies of the returned mail and a letter explaining the situation. Selectman Sheldon did not have a problem with this but wanted to make sure correspondence does not indicate the town made any error or mistake in this situation.

Action: Selectman Sheldon moved to have the Town Administrator write a letter of explanation to the property owner. Selectman Courtemanche seconded. Motion passed 5-0.

Committee Reports

Recreation Commission – Selectman Sheldon reported that there is damage from a roof leak at Memorial Field.

Roads Committee – Selectman Kline explained that the hot top reclaimer is still not working and the company has been contacted regarding the problems with this machine. The Committee took a bus trip around Pembroke recently to review the status of the town roads. The State will be contacted regarding updating the state section of Broadway. Other issues discussed were the private culvert situation on North Pembroke Road and the paving tonnage bidding.

Minutes

Action: Selectman Lewis moved to accept the minutes of 4/16/08 as amended. Selectman Sheldon seconded. Motion passed 5-0

The minutes of 4/30/08 were not available at this meeting.

Manifest

Action: Selectman Lewis moved to approve the manifest. Selectman Sheldon seconded. Motion passed 5-0.

Property Tax Warrant

Action: Selectman Lewis moved to accept the Property Tax Warrant as presented. Selectman Sheldon seconded. Motion passed 5-0.

Tax Abatements

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

8. NON-PUBLIC SESSION

RSA 91-A:3 II, (a) Personnel Issues
RSA 91-A:3 II, (b) Hiring
RSA 91-A:3 II, (e) Pending Litigation

Action: Selectman Lewis moved to go into non-public session under the provisions of RSA 91-A:3 II, (a) Personnel Issues, RSA 91-A:3 II, (b) Hiring, and RSA 91-A:3 II, (e) Pending Litigation. 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 10:25 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 11:00 p.m.

9. ADJOURNMENT

Action: Selectman Lewis moved to adjourn. Selectman Sheldon seconded. Motion passed 5-0 and the meeting adjourned at 11:01 p.m.

Accepted by the Board of Selectmen

Fred L. Kline, Chair