

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
Wednesday, May 21, 2008 at 6:30 PM**

---

**Present:** Chairman Fred Kline; Selectman Larry Preston; Selectman Cindy Lewis; Selectman David Sheldon; Selectman Tina Courtemanche

**Staff:** Geoff Ruggles, Town Administrator

**1. CALL TO ORDER**

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

**2. MEETINGS**

None

**3. CITIZEN COMMENT**

None

**4. OLD BUSINESS**

**Tax Deeded Properties Update**

Mr. Ruggles updated the Board on the four tax deeded properties that they requested additional information on including two mobile homes which he does not recommend the town take over and two parcels of land with unknown ownership.

One of the mobile home owners has made a \$400 payment and plans to make further arrangements for future payments. The other mobile home owner has abandoned the home and has left it in a vast state of disrepair. Everett Hodge has spoken with the park owner who is filing a claim to obtain ownership of the home so it can be removed. Mr. Ruggles will contact the park owner in an effort to negotiate back taxes.

**Action:** Selectman Lewis moved to waive acceptance of the tax deeds for the above mentioned mobile homes. Selectman Sheldon seconded. Motion passed 5-0.

More information is needed on the parcels of land specifically water and sewer easements. Mr. Ruggles will review the site plans and report back to the Board. Selectman Lewis stated that Jacques Despres may be interested in purchasing one of the parcels in question as it is near his place of business and he currently maintains it.

## 5. NEW BUSINESS

### **Appointments - CNHRPC - Kathy Cruson, Fred Kline**

**Action:** Selectman Lewis moved to appoint Kathy Cruson and Fred Kline to the CNHRPC. Selectman Sheldon seconded. Motion passed 5-0.

### **Snowmobile Access Permit**

**Action:** Selectman Lewis moved to approve the snowmobile access permit for one year. Selectman Sheldon seconded. Motion passed 5-0.

### **Downtown Tree Replacement and Tree Guard Donation**

Jacques Despres has offered to donate funds for the purchase of two tree fences. It has been determined that the sidewalk plow will have no problem getting around it. Mr. Despres feels that once he purchases and installs the two fences, other business owners will follow suit. Selectman Preston suggested that the PEDC offer business owners a 50% cost incentive if they will purchase a tree fence.

**Action:** Selectman Sheldon moved to allow Jacques Despres to install two tree fences. Selectman Lewis seconded. Motion passed 5-0.

The Selectmen discussed replacement of two trees in the downtown area that are damaged. Selectman Preston suggested that Mr. Ruggles review minutes from prior PEDC meetings to find out the cost of the trees and where they were purchased. Mr. Ruggles should also confirm the types of trees purchased so that the replacement trees will be similar.

### **Hazard Mitigation Plan Updating**

Mr. Ruggles is in receipt of an e-mail from Stephanie Alexander informing him that Pembroke's Hazard Mitigation Plan will expire in May, 2009. NH Homeland Security Emergency Management plans to provide CNHRPC \$2,500 to update Pembroke's plan but the grant requires a match of \$2,500 from the Town. CNHRPC no longer accepts an in-kind match and it is not a project CTAP will fund. Ms. Alexander also suggested that without an updated plan, Pembroke would be left vulnerable in its inability to apply for pre-mitigation projects and receive disaster funding. Mr. Ruggles reported that FEMA has changed the guidelines and the format on what is to be included along with maps that cannot be done in-house. Tom Petit was in attendance and shared information he received from a FEMA representative who explained that other options should be explored before having CNHRPC update the plan. FEMA is trying to negotiate an acceptable fee for communities and there is a gap in what FEMA thinks the cost should be versus CNHRPC. Mr. Petit also discussed funding and in-kind services that may be available. The Selectmen agreed to put this issue on hold for one month so that more information can be obtained and other options explored for updating the plan.

**Action:** Selectman Sheldon moved to table discussions on updating the Hazard Mitigation Plan for one month. Selectman Lewis seconded. Motion passed 5-0.

The Selectmen agreed to add this to the BOS meeting agenda for June 16, 2008.

### **Assessment Review Request**

Mr. Ruggles is in receipt of a letter dated April 22, 2008 from Paul Desrosiers, 325 Dearborn Road, regarding the denial of his appeal to the Board of Tax and Land Appeals. Mr. Desrosiers requests that the assessor walk the property again as his land is currently at its normal (wetlands) condition.

Mr. Ruggles prepared a response to this letter, on behalf of the Board of Selectmen, stating that the assessor, Mr. Don Ingalls, revisited his property on April 29, 2008, following two days of rain. Mr. Ruggles reviewed what Mr. Ingalls observed and explained that to reduce an assessment, there must be evidence that the property does not represent the fair market value. Mr. Ruggles further stated that no evidence has been provided to show that Mr. Desrosiers' current assessment does not represent the fair market value of his property. Mr. Ruggles informed Mr. Desrosiers that this is the basis for the Board of Selectman to deny his original abatement request and for the Board of Land and Tax Appeals to deny his appeals.

**Action:** Selectman Sheldon moved to accept the assessor's recommendation to deny Mr. Desrosiers request for abatement. Selectman Courtemanche seconded. Motion passed 5-0.

The Selectmen signed the response letter to Mr. Desrosiers.

### **Town Administrator's Report**

The Recreation Commission was unable to hold their meeting on Monday due to a lack of quorum therefore no decision was made regarding the loom and seed request made by youth soccer. The meeting was rescheduled to next Wednesday providing a quorum will be present. Rose Galligan would like Dave Seavey to review the plan before any recommendations are made however, Mr. Ruggles has been unable to reach him so it is unknown if he will attend the meeting. Chairman Kline's opinion is that sprinklers be used on a temporary basis, supplementing the lack of rain, to establish the lawn. Selectman Preston suggested contacting the water department for input. Chairman Kline stated that once the Recreation Commission outlines a plan, they will need to come before the Board with their recommendations.

The Selectmen are invited to attend a briefing regarding the upcoming sobriety checkpoint.

Mr. Ruggles received information from DOT explaining that there was a slight error in the calculation for the highway block grant for this year. However, this will have no impact based on what Mr. Ruggles anticipated receiving.

There was a brief discussion on the TAC Committee. Stephanie Alexander has requested that this committee be reconvened.

**Action:** Selectman Preston moved to appoint Selectman Lewis as a member of the TAC Committee and Geoff Ruggles as an alternate member. Selectman Sheldon seconded. Motion passed 5-0.

Phase one of the landfill closure is complete and has cost the town approximately \$35,000 more than originally anticipated. Most of the finishing work for phase 2, before the cap is put on, can be done by Public Works but a grader will need to be rented. The expenses for the phase two budget of \$100,000 can be reduced to cover the over-expenditures of phase one. Mr. Ruggles will meet with Mr. Boisvert to review the plan for phase 2. Selectman Lewis questioned capping this year when it has not been through a complete cycle of weather conditions specifically, winter. Mr. Ruggles will address this issue and review options for waiting until next year to cap it.

Mr. Ruggles is in receipt of an e-mail from Don Lyford, DOT, which includes information regarding the RT3/Pembroke Hill traffic study and round-about. It was agreed that Mr. Lyford be invited to an upcoming Board of Selectmen meeting to discuss this in more detail.

An e-mail received from Michael Williams states that Hooksett's new ambulance service will be in effect beginning May 22, 2008. It will be staffed 24/7 to provide mutual aid. Chairman Kline stated that it appears clear that Pembroke should rekindle the efforts between Pembroke and Allentown to work with Tri-Town on plans for the future.

Mr. Ruggles gave an update on the new recycling center in Concord.

Jim Boisvert has informed Mr. Ruggles that Rymes Oil is interested in purchasing Soucook Lane and gating it off in an effort to secure the area. Rymes Oil owns all of the abutting property. Selectman Lewis discussed concern over a pumping station located on Soucook Lane. Mr. Ruggles will check into this issue and possibly obtain information from the Planning Board. Mr. Ruggles will also write a letter of response to Mr. Rymes, on behalf of the Board, explaining that his request is being reviewed.

Selectman Preston asked for updates on items from the last meeting.

Perry Eaton Building - Tom Haley is not in a position to rent the office space right now. There is a possibility of it being added into their budget for next year.

Dirt pile at landfill - Has not yet been removed but is in process.

Roof leak at Memorial Field - Nothing has been done to date however, Mr. Ruggles will check with Rose Galligan to see if she would like assistance from Reno Nadeau to repair the leak.

Norm Provencher entered the meeting. Selectman Lewis questioned him about temporarily running sprinklers at Memorial Field. Mr. Provencher stated that it has been allowed in the past but he would have to confirm it with the commissioners. Selectman Preston asked Mr. Provencher his opinion of reconvening a committee to explore options regarding Pembroke Hill Road. Mr. Provencher stated that to his knowledge, the final decision for Pembroke Hill Road was a round-bout or nothing at all.

Hot Top Reclaimer - Chairman Kline stated that the machine is still broken, does not reclaim hot top and that there was some misinformation that took place regarding the purchase. Chairman Kline suggests sending the machine back for a refund as the general opinion is that it is underpowered and cannot handle what was originally anticipated. Selectman Preston suggested that a representative from the company where the machine was purchased is asked to come out and demonstrate how it functions. On May 7<sup>th</sup>, the machine was sent back to the factory to be examined. Mr. Ruggles will follow up and report back to the Board.

### **Committee Reports**

PEDC - Selectman Courtemanche reported that the PEDC is working on the issue of the downtown dumpsters and plans to meet with business owners for their input. They have confirmed that the trees at the Welcome to Pembroke sign will be replaced by Caruso Landscaping. The mulching around the downtown trees has been completed and they are checking with DOT on the sign that belongs at the bridge.

Conservation Commission - Selectman Sheldon reported that there is some question regarding access to easements. The Commission would like clarification if the Board is concerned about only the easements they are going to purchase or do they include those that are donated. Selectman Preston questioned why the Town would want to accept a landlocked piece of property. Selectman Lewis stated that 99% of the time, the town requires access to all easements but that rare exceptions can be made.

Planning Board - Selectman Lewis reported that Mr. Ruggles is now doing work sessions for the Planning Board. The agenda at the last meeting was not completed as the discussion pertaining to ordinances took longer than anticipated. Selectman Lewis has concerns over attendance at the meetings and the lack of alternate members.

### **Minutes**

#### **April 30, 2008**

**Action:** Selectman Preston moved to approve the minutes of April 30, 2008 as amended. Selectman Sheldon seconded. Motion passed 5-0.

#### **May 7, 2008**

**Action:** Selectman Preston moved to approve the minutes of May 7, 2008 as amended. Selectman Lewis seconded. Motion passed 5-0.

### **Manifest**

**Action:** Selectman Courtemanche moved to approve the manifest as presented. Selectman Lewis seconded. Motion passed 5-0.

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

**Action:** Selectman Courtemanche moved to accept as recommended by the assessor. Selectman Sheldon seconded. Motion passed 5-0.

## **6. OTHER / CITIZEN COMMENT**

Tom Petit suggested that the Selectmen begin looking into polling places for the fall as parking continues to be a problem. Selectman Preston suggested that Mr. Ruggles meet with Jim Boisvert, Scott Lane and perhaps Harold Paulsen and come to the Board with recommendations. Mr. Ruggles will follow up.

**7. NON-PUBLIC SESSION RSA 91-A:3 II(e) - Pending Litigation**

**Action:** Selectman Preston moved and seconded by Selectman Lewis to enter non-public session in accordance with RSA 91-A:3 II(e) - Pending Litigation at 9:00 PM.

Roll Call Vote:

Selectman Fred Kline (yes)

Selectman Cindy Lewis, (yes)

Selectman Larry Preston (yes)

Selectman David Sheldon (yes)

Selectman Tina Courtemanche (yes)

Vote: Unanimous

The Board of Selectmen came out of non-public session at 9:15 PM.

**8. ADJOURNMENT**

**Action:** Selectman Preston moved to adjourn the meeting at 9:20 PM. Selectman Lewis seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

---

Fred Kline, Chairman