

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Monday, June 2, 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

Public Hearing - NH Fish & Game OHRV Grant - Chief Scott Lane

Chief Lane was present to review the NH Fish and Game OHRV Grant for \$9,000.00. This is the third year Pembroke will apply for this grant with a large portion of it being used for OHRV enforcement. Also covered by the grant will be Chief Lane's time to hold six OHRV classes for public safety personnel i.e., police, fire and EMS. Chief Lane explained that one six hour patrol is run each weekend by two officers and he also gave a brief summary on expenditures and enforcement issues from last year. Chief Lane requested that if the grant is approved, a letter be generated by the Town Administrator authorizing the Chair to sign as the contractor.

Chairman Kline opened the public hearing at 6:37 PM. There were no public comments and Chairman Kline closed the public hearing at 6:38 PM.

Action: Selectman Lewis moved to approve the NH Fish and Game OHRV grant and authorize the Chair to sign. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Ruggles will prepare a letter containing the required information.

Dispatch Contracts - Bow Police Department

Chief Lane received the dispatch contracts from the Bow Police Department. Mr. Ruggles explained that when the contracts were drawn up, Chief Lane's name was used as the authorized signature for the Town. Mr. Ruggles asked if the Board wished to authorize Chief Lane to sign or if the contracts should be amended to require the Board's signature instead.

Action: Selectman Preston moved to authorize Chief Lane to sign the contracts for dispatch services on behalf of the Board of Selectmen. Selectman Sheldon seconded. Motion passed 5-0.

There was some further discussion between the Selectmen and Chief Lane regarding other possible options for dispatch services in the future.

Chief Lane informed the Board that Josh Stone has submitted his resignation.

3. CITIZEN COMMENT

None

4. OLD BUSINESS

Tax Deeded Properties Update

Mr. Ruggles reviewed the two tax deeded properties (vacant lots) with unknown owners. He reported that, according to Water and Sewer, there are no lines or easements on the alleyway located downtown. He recommended accepting the deed and speaking to abutting property owners with regard to purchasing the land. The Selectmen discussed possible options and decided that more information is required before a decision can be made. Mr. Ruggles will follow up and report back to the Board. Mr. Ruggles also reported that he has reviewed the site plans on the second parcel of land in question and recommended that the Town not accept the tax deed at the present time. Selectman Lewis will contact Bartlett and Associates for additional information. Both items have been tabled until more information is obtained.

5. NEW BUSINESS

Hazardous Waste Day Collection Agreement

Mr. Ruggles is in receipt of a contract from Enviro-Safe Corporation which is the company that has overseen the semi-annual hazardous waste day collection in the past. Selectman Preston asked if there is a cap on the collection. Mr. Ruggles explained that the collection is monitored so that when it gets to the budgeted amount, the process will be shut down.

Action: Selectman Preston moved to approve the Hazardous Waste Day Collection Agreement and authorize the Chair to sign on behalf of the Board of Selectmen. Selectman Sheldon seconded. Motion passed 5-0.

2009-2011 Catch Basin Cleaning Bids

The Public Works department has provided four catch basin cleaning bids for 2009 through 2011. They include: New England Catch Basin Cleaners, LLC, \$60,227.93; Environmental Services, Inc., \$68,034.00; Smith Pipeline Services, \$52,751.00; and Bellemore Catch Basin Maintenance, \$58,995.00. Public Works recommends the lowest bidder, Smith Pipeline Services. Selectman Sheldon pointed out that there is a lower bid included on the proposal from Bellemore Catch Basin Maintenance totaling \$44,370.00 which uses the claw method versus the vacuum method as proposed above. It is unclear what method of cleaning the other companies use therefore before making a decision, the Selectmen would like clarification on the method of cleaning from all bidders. Mr. Ruggles will follow up with Public Works and report back to the Board.

Town Administrator's Report

Paulette Malo provided Mr. Ruggles with the contracts for the man-hole cover project. The contracts reference the Pembroke Sewer Department, 4 Union Street, and the signature line calls for signatures from the Pembroke Sewer Department. Mr. Ruggles asked if the Selectmen wish to authorize the Sewer Commissioners to sign or if they prefer it be changed to the Selectmen signing instead. The Selectmen agreed that the contracts should be changed.

The Recreation Committee was not able to meet due to a lack of quorum, again. Their next scheduled meeting is June 10, 2008 however, Mr. Ruggles will not be able to attend due to prior commitments with the Planning Board. The Selectmen agreed that this meeting should be rescheduled for a time that Mr. Ruggles can attend. The Selectmen discussed the lack of alternate members for this committee.

Mr. Ruggles updated the Selectmen on preliminary numbers for the wage & benefit study, his activities for the Planning Board and stated that he is in the process of developing a timeline for the 2009 budget.

On June 17th, FEMA will be conducting a site visit at North Pembroke Road and the 2007 audit is scheduled for the week of June 19th.

Mr. Ruggles received a call from the assistant superintendent of schools, who has requested a closer look at the Perry Eaton building for possible rental in September, 2009. Mr. Ruggles is providing them a tour on June 10th.

Mr. Ruggles has located the original order for the trees that were purchased and installed downtown. He has forwarded a copy to Jim Boisvert, Public Works Director, who will purchase two replacement trees.

Public Service attempted to put up a gate at White Sands and was unsuccessful as they hit ledge when reaching only 24" down where 36" is required for the gate posts. Public Service will have Dig Safe dig back further. The boulders will then have to be moved between the outcropping and the gate. The gate's proposed new location is causing some concern over parking. Mr. Ruggles also reported that the Conservation Commission had a clean-up day at the Range Roads area on Saturday May 31st and found a large amount of construction debris. They also found several tires which they are willing take to the transfer station providing they don't have to pay the fees to dump them.

Action: Selectman Sheldon moved to waive the fee's for the tires that are brought in by the Conservation Commission from the Range Roads area. Selectman Courtemanche seconded. Motion passed 5-0.

Mr. Ruggles conducted a study on cell phones for use by town employees. He explained different options that are available and the costs associated with them.

The Solid Waste Committee met last Thursday to review final layouts of the space available at the transfer station. The Committee discussed getting large roll-offs so that the packers could be emptied into them instead of going to Penacook every day. Another advantage would be the ability to off-load a split bodied truck mid day. Also discussed was the privatization of trash collection.

The majority of the Solid Waste Committee felt it would be advisable to put out an RFP and that even though this was done approximately two years ago and was proven ineffective, they would like the Board's approval to move forward with an RFP. Selectman Preston suggested that perhaps more detail is available now than two years ago and that the Committee should move forward with an RFP. Chairman Kline does not anticipate any cost savings. The Selectmen discussed the issues surrounding trash collection.

Action: Selectman Lewis moved to approve the Solid Waste Committee to move forward with an RFP. Selectman Courtemanche seconded. Motion passed 5-0.

See the attached task list for further updates.

Committee Reports

Chairman Kline questioned the budget allowance for the 250th Anniversary Committee. Mr. Ruggles will contact him with the information. Chairman Kline has some volunteers for the Committee and will be scheduling a meeting soon.

Minutes

May 21, 2008

Action: Selectman Sheldon moved to approve the minutes of May 21, 2008 as presented. Selectman Lewis seconded. Motion passed 5-0.

Manifest

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

Tax abatements, exemptions & credits

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

6. OTHER / CITIZEN COMMENT

Chairman Kline asked if anyone knew how to reach the family in town with the flooding/contractor issues. His understanding is that this family qualified and received a FEMA loan in which they paid to a contractor up front. It is believed that this contractor disappeared after receiving payment. Chairman Kline would like to be able to reach this family in the event he may have an opportunity to provide them contact with someone who can help. Mr. Ruggles will try to obtain the necessary information.

7. NON-PUBLIC SESSION RSA 91-A:3 II(a) - Personnel

Action: Selectman Lewis moved and seconded by Selectman Preston to enter non-public session in accordance with RSA 91-A:3 II(a) - Personnel at 8:35 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 8:49 PM.

8. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 8:50 PM. Selectman Lewis seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chairman