

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Monday, June 16, 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 6:31 PM.

2. MEETINGS

Public Hearing - Comcast Technology Grant

Mr. Ruggles is in receipt of a check from Comcast in the amount of \$3,000 as part of the Franchise Agreement. This check is the second of five yearly checks that Pembroke will receive.

Chairman Kline opened the public hearing at 6:35 PM. There were no public comments therefore, the public hearing was closed at 6:36 PM.

Action: Selectman Sheldon moved to accept the funds from Comcast. Selectman Lewis seconded. Motion passed 5-0.

Jim Boisvert - Public Works Director

Catch Basin Cleaning Bids

Mr. Boisvert and the Selectmen discussed the catch basin cleaning bids including pricing and the different methods used for cleaning. Pembroke has been using the vacuum method for approximately 15 years and it is Mr. Boisvert's opinion that the vacuum method is more efficient than the claw method and recommends awarding the contract to the lowest bidder, Smith Pipeline Services. Selectman Sheldon feels that more information should be obtained from all bidders on the claw method to provide possible cost savings.

Action: Selectman Preston moved to accept the three year contract bid from Smith Pipeline Services for a total of \$52,751.00. Selectman Lewis seconded. Motion passed 4-1. Selectman Sheldon was opposed.

Road & Sidewalk Paving Bids

Mr. Boisvert presented four road and sidewalk paving bids: Pike Industries, \$452,900.00; Suburban Paving, \$419,930.00/26,187.09; Brox Industries, \$414,890.00/28,227.00; Continental, \$451,150.00. Pike Industries and Continental did not bid on sidewalk paving.

Mr. Boisvert stated that the Road's Committee has recommended that the Town award this contract to Brox Industries, Inc. as they are the lowest bidder for the entire project. Paving should begin within the next two weeks.

There was discussion regarding the condition of the sidewalks and the ADA requirements for improvements.

Mr. Boisvert presented the 2008 road reconstruction and paving calculations including the primary roads to be paved as recommended by the Road's Committee. Several issues pertaining to certain roads specifically Nixon Road, Hardy Road, Donna Drive and Nadine Road were discussed. Selectman Lewis questioned the cost efficiency of paving Nixon and Hardy which are currently unpaved and have very few residences. Mr. Boisvert stated that paving these roads would be more cost efficient than the yearly upkeep and maintenance of the roads. Additionally, given the limited travel on these roads, the pavement should last approximately 30 years.

Selectman Lewis stated it is her understanding that the Sewer Department will not be raising the manhole covers on Donna Drive and Nadine Road in preparation for paving. She is also concerned over the use of rings for the manholes and the fact that these roads have been on the list for four years. The Selectmen discussed using town funds to raise the covers along with the option of paving over them should the Sewer Department not raise them. Mr. Boisvert said he could supply the number of manholes located in this area and the costs associated with it. The Selectmen discussed the options at length and decided that it is the Sewer Department's responsibility to raise the manhole covers.

Action: Selectman Preston moved to approve the list of roads to be paved and award the contract to the lowest bidder, Brox Industries, Inc. The sewer mains will be paved over unless the Sewer Department raises the covers. Selectman Sheldon seconded. Motion passed 5-0.

Broadway Reconstruction Final Design Proposal

This item was previously listed as New Business however, the Selectmen wished to include Mr. Boisvert in the discussion while he was present.

Mr. Ruggles stated that Mike Vignale, KV Partners, has submitted a task order to provide professional engineering services for the final design of the roadway improvement projects which include; Broadway, Pine, Maple, Pleasant and Prospect streets. Mr. Ruggles explained that the cost of this project is \$44,400 if done all at once but it could also be done in two phases with the fees totaling \$16,800/phase one and \$33,100/phase two for a total of \$49,900. The work will commence on June 15, 2008 and be substantially completed by November 15, 2008.

The Selectmen discussed the cost of the entire project (approximately \$1.4 million) and the possibility of budgeting the project in phases over a 2-3 year period. Mr. Boisvert stated that there would be no other roadwork being done while this project is underway. Chairman Kline suggested that if the town is to complete the entire project in phases, the engineering services should perhaps be done in phases as well. Selectmen Lewis is in agreement with the phasing option and feels that more work needs to be done to the project design.

There was some concern over the lack of roadwork being done while this project is active. Chairman Kline stated that the Road's Committee's opinion is that if the roads continue to be maintained as they have been recently and until the new project starts, it should be acceptable to postpone any other road work while the Broadway reconstruction project is being completed. Mr. Boisvert explained that there is a portion of Broadway that is not included in the plan as it is State owned however, once Pembroke updates its portion of the road, the state will upgrade their portion.

Chairman Kline will be meeting with the Roads Committee on July 8th and requested that Mr. Boisvert add this issue to their agenda. Mr. Ruggles will invite Mr. Vignale to the Board of Selectman meeting scheduled for July 21st for further discussion on the project.

3. CITIZEN COMMENT

None

4. OLD BUSINESS

Tax Deeded Properties Update

Mr. Ruggles reported that he spoke with Jae Whitelaw about taking the alleyway for tax deed. Selectman Lewis spoke with Bartlett and Associates who told her that the other piece of property in questions was left out of the site plan and that there is no benefit to the town to update the plan. Selectman Preston feels that it would not be cost effective for the town to provide any further follow-up. Selectman Lewis is concerned that this issue will arise every year. Mr. Ruggles stated that the Selectmen could decide that the property has no value and therefore, no taxes will be incurred. The Selectmen decided not to accept the tax deeds for either parcel of land.

Hazard Mitigation Plan Update

Mr. Ruggles has received additional information on the proposal to update the Hazard Mitigation Plan and reported that he spoke to Nancy St. Lauren who stated that the State has been working with Regional Planning and the State will fund the entire \$5,000 to update Pembroke's Hazard Mitigation Plan should the Town decide to do so. Ms. St. Lauren also suggested that this update be done after the Emergency Management Plan is complete.

5. NEW BUSINESS

Preliminary 2009 Budget Process Timeline

Mr. Ruggles presented a timeline for the preliminary 2009 budget process.

Telecommunications Bid Proposal

Mr. Ruggles presented a telecommunications analysis that shows considerable savings should the Town decide to switch to BayRing Communications versus Verizon. The current amount being paid per month is \$1,641.23. BayRing's proposal is \$1,253.91 per month and requires a three-year contract.

Selectman Courtemanche asked if the town will be locked into a certain number of lines. Mr. Ruggles does not think so but will confirm with BayRing.

Action: Selectman Sheldon moved to accept the proposal from BayRing Communications and the three year contract required. Selectman Preston seconded. Motion passed 5-0.

CDBG Project Semi-Annual Report

Mr. Ruggles reviewed the semi-annual report for the CDBG project. The administrator and the engineer have been hired, the environmental review has been completed and the design project is behind schedule.

Action: Selectman Preston moved to accept and authorize the Chair to sign the grants. Selectman Courtemanche seconded. Motion passed 5-0.

Town Administrator's Report

Mr. Ruggles reviewed a document from LGC regarding a joint health insurance proposal with Pembroke, Chichester, Epsom, Pittsfield and Barnstead. This arrangement allows multiple members to combine their claims to create a single rating entity. Pembroke would realize a savings of approximately \$150/single person, \$250/two person and \$350/family under the Matthew Thornton plan, which most people are on. Mr. Ruggles has not calculated the total savings but estimates it to be in the \$20,000-\$30,000 range. Each town needs to agree to be rated jointly and a two year commitment is required. There are risks involved with rates being raised. Selectman Preston suggested that Mr. Ruggles submit the proposal to Primex for bidding purposes. Mr. Ruggles stated that timing may be an issue as Pembroke must notify LGC within 120 days before the beginning of the pool year which would be the end of August. Selectman Preston is meeting with several town representatives on Thursday and will get input from them on the proposal.

Dana Carlucci joined the meeting at Chairman Kline's request. On June 10th, Mr. Ruggles and Mr. Carlucci gave a tour of the Perry Eaton Building to school representatives. The school's intended use for the building is an alternative high school. They are interested in renting part of the first floor and the entire second floor and would likely want to reconfigure some rooms. There would be approximately 12-15 high school students who would spend a portion of their day receiving classroom instruction then going out to perform internships. Firm numbers for the rental were not discussed. Mr. Carlucci is concerned over the intended use of the building. He stated that in speaking with Mr. Tom Haley, he is under the impression that up to 22 students and 6-7 adults could be involved in the program and possibly all be there at the same time twice per day. Some students would be bussed to the building and others will have their own transportation. Additionally, Mr. Carlucci has concerns regarding the obstruction to the current business owners occupying the building and the lack of parking available. Mr. Carlucci stated that the building was originally intended for an economic stimulus for the downtown area and spoke about ADA regulations and how some changes may affect the building. He also suggested that another option for the alternative high school is the old Bill Marston residence that is located on school property and currently houses sports equipment.

The Selectmen discussed other options and ideas for the building. No decision was made however, since the school is not planning to rent the building until the 2009-2010 school year, the town will continue to advertise the space available.

Selectman Sheldon suggested that should the building not be rented by the time the school department is ready, the school will need to rent the entire building as it would not be feasible for any other businesses to be located there. Mr. Ruggles will write a letter to the school department outlining the Board's feedback on their intended use for the building.

The Planning Board met last week and provided Mr. Ruggles with guidelines for sending letters to prospective consultants for the open space and growth management ordinances. Mr. Ruggles has sent the letters but has not received any responses yet.

The gate at White Sands is in and locked. There were some issues relating to the gate and parking. The Conservation Commission has made pamphlets which are located in real estate boxes near the gate and they are holding a public input meeting on June 23rd.

The replacement trees for downtown have been purchased and will be installed as soon as Dig-Safe marks the area.

The Selectmen are invited to attend a meeting with Concord Regional Solid Waste on Tuesday morning at 9:00 AM. Liz Bedard is getting a group together of anyone interested in purchasing packers or automated trash trucks. A vehicle will be available as an example.

Mr. Ruggles received a call from Mike Kelleher, E911, requesting a data base which he provided to him. Pembroke is on the list for the spring of next year.

Committee Reports

Selectman Sheldon was unable to attend the last Recreation Committee meeting. Mr. Ruggles reported that the Committee met last Tuesday but he also was unable to attend. Selectman Preston stated that he spoke to someone who did attend the meeting and it is his impression that the meeting went well and they understand that any work on Memorial Field will now need to be done in the fall.

Chairman Kline has received assistance from Ginger Kozlowski, Hooksett Banner, who would like to run continuous articles covering the upcoming 250th anniversary celebration. He is in receipt of several photos' and information on items that were used for the 200th celebration. Chairman Kline stated that he will spend approximately \$100 to advertise the first meeting.

Chairman Kline is waiting for word on the discretionary grants and is applying for a grant writing grant in the amount of \$1,200.

CNHRPC held a meeting in which Chairman Kline attended and was made a member of the Executive Council.

Minutes

Action: Selectman Lewis moved to approve the minutes of June 2, 2008 as amended. Selectman Sheldon seconded. Motion passed 5-0.

Manifest

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

Tax abatements, exemptions & credits

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

6. OTHER / CITIZEN COMMENT

None

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

Action: Selectman Preston moved and seconded by Selectman Courtemanche to enter non-public session in accordance with RSA 91-A:3 II(a) - Personnel at 9:15 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 9:29 PM.

8. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 9:30 PM. Selectman Courtemanche seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chairman