

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Monday, July 7, 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

Municipal Resources, Inc. – Administrative Services

Mr. Ruggles stated that MRI has sent correspondence pertaining to their services and recruitment of an Interim Town Administrator for Pembroke. MRI will assign Ms. Carol Murray, a qualified and experienced public administrator, as Pembroke's Interim Town Administrator. Ms. Murray was present and gave a brief overview on her recent work history. It is anticipated that Ms. Murray will commit up to 24 hours per week until the selection of a new full-time Town Administrator is made. The Selectmen reviewed coverage and support for Mr. Ruggles' responsibilities as well as budgetary issues. Chairman Kline stated that it is necessary for the Board to move forward immediately as Mr. Ruggles' last day is July 18, 2008.

Action: Selectman Lewis moved to accept the proposal from Municipal Resources, Inc., and approve the assignment of Ms. Carol Murray as Pembroke's Interim Town Administrator with a commitment of 24 hours per week. Selectman Sheldon seconded. Motion passed 5-0.

Chief Scott Lane

J-ONE Computer Grant

Chief Lane reviewed the J-ONE project stating that it has been in existence for several years and its purpose is to streamline data involved in the criminal justice system. The mission of J-ONE is "Improve the effectiveness and efficiency of New Hampshire's criminal justice agencies and the judiciary through the capture of data at its source, to facilitate the distribution of criminal justice data to authorize users and provide individual case and statistical data electronically." The Department of Safety is soliciting Pembroke's interest to participate in the project by offering a connection to the SPOTS system. The installation, equipment, one year of service and user training and certification will be free for one year. The actual cost for this service is over \$7,000. The subsequent yearly cost will be approximately \$4,500.

Bicycle Auction

Chief Lane will use East Bay Auction Services for several tools and unclaimed bicycles acquired by the police department.

Action: Selectman Lewis moved to approve the bicycle auction. Selectman Courtemanche seconded. Motion passed 5-0.

Trailer Donation

Chief Lane informed the Board that Linda Mantor plans to donate a trailer to the Pembroke Police Department for use in supporting the DARE program. It is Chief Lane's intention to keep it at the Safety Center and use it to collect aluminum cans for recycling. Dan Stauffacher has volunteered to make a cage for the trailer.

Action: Selectman Sheldon moved to accept the donation of the trailer from Linda Mantor and the construction of the cage by Dan Stauffacher. Selectman Lewis seconded. Motion passed 5-0.

Chief Harold Paulsen – Tri-Town Proposal

Chief Paulsen presented and outlined a request from Tri-Town Volunteer Ambulance to move their on-duty ambulance and staff to the Pembroke Safety Center. The move would assist them in reducing their annual heating costs and would eliminate the need to make modifications at their present facility. Tri-Town will keep their facilities on Central Street to house their spare unit(s). Chief Paulsen supports this request and explained that the impact on operations and expenses would be very minimal with electricity being the only area affected. He stated that there is space available to Tri-Town without impacting the operations of the fire department. The Selectmen reviewed issues surrounding this request i.e., insurance, staffing, cost impacts and lease options. Also discussed was obtaining input from Allentown and Hooksett on the proposed request. Chief Paulsen stated that the next step is for the Board to approve the concept so that he can move forward with the request. Mr. Ruggles will obtain a statement from Tri-Town and draft a letter to Allentown and Hooksett. Chairman Kline stated that any feedback will be taken into consideration from the Board before a decision is made.

Action: Selectman Lewis moved to send letters to Allentown and Hooksett, including the request received by Chief Paulsen, stating that Pembroke has been approached with the request from Tri-Town and would like their input within two weeks. Selectman Sheldon seconded. Motion passed 5-0.

This issue will be added to the agenda for the Board of Selectmen meeting scheduled for July 21st.

Selectman Preston questioned Chief Paulsen regarding the temperature kept at the fire station when the facilities are not occupied (heated in the winter/air conditioned in the summer). Chief Paulsen explained that the facilities must be continually kept at moderately comfortable temperatures as it is never known when the building will be in use due to sporadic schedules and calls for service. He assured the Board that the temperature in the building is kept to a minimum degree.

Shirley Sullivan – Perry Eaton Building Lease

Ms. Jocelyn Carlucci was present to review a lease agreement between the Town of Pembroke and Ms. Shirley Sullivan, Massage Therapist, for rental of space located at 4 Union Street. Ms. Sullivan has completed a rental application and favorable references have been verified. Ms. Carlucci recommends renting space to Ms. Sullivan and has prepared a lease agreement along with a floor plan of the building. Ms. Sullivan is interested in renting one room on the first floor (Space B) for a total of \$200 per month to begin August 1, 2008 and continue for a period of one year to expire on July 31, 2009. A \$200 security deposit will be due upon execution of the lease. It was noted by Selectman Courtemanche that there is no mention in the lease for penalty of non-payment of rent. Ms. Carlucci will revise the lease to include a non-payment penalty clause and will also add the square footage of each room to the floor plan.

Action: Selectman Preston moved to enter into a lease agreement with Ms. Shirley Sullivan, Massage Therapist, for \$200 per month for the rental of one room, identified as Space B, located at 4 Union Street. Selectman Lewis seconded. Motion passed 5-0.

This item will be put on the agenda for the next Board of Selectmen meeting scheduled for July 21st for lease review and approval.

3. CITIZEN COMMENT

None

4. OLD BUSINESS

North Pembroke Rd. FEMA Grant

E-mails between Mike Vignale, KV Partners and Timothy Peloquin, Promised Land Survey, LLC, was received by Mr. Ruggles and reviewed. The e-mails pertain to the Town replacing a culvert on private property and securing a drainage easement. A preliminary agreement with the property owner has been received and a contract is needed with a surveyor to draw up plans for the easements. A survey needs to be completed so that the appropriate documents can be prepared. Selectman Lewis stated that a recent survey has already been completed and she will follow up.

Household Hazardous Waste Day - Contract

A letter addressed to Reno Nadeau, dated June 18, 2008, from Triumvirate Environmental was reviewed. Triumvirate Environmental, Inc. indicates that they have acquired Enviro-Safe Corporation and have agreed to abide by and comply with all the terms and conditions in the HHW Collection Agreement scheduled for September 20, 2008. Triumvirate requires consent to the assignment of the agreement and has included a consent form for signature requesting that it be returned by June 23, 2008.

Action: Selectman Preston moved to authorize the Chair to sign the consent to the assignment of the agreement. Selectman Sheldon seconded. Motion passed 5-0.

5. NEW BUSINESS

Large Gathering Permit – Amoskeag Rowing Club Regatta

The Amoskeag Rowing Club has requested the use of Memorial Field on October 11, 2008 for their 2008 NH Championships. The event will take place between 7:00 AM and 4:00 PM and they anticipate approximately 1500 people in attendance.

Action: Selectman Preston moved to authorize a large gathering permit for the Amoskeag Rowing Club for October 11, 2008. Selectman Sheldon seconded. Motion passed 5-0.

SVRA – Joint Assessing Services

Selectman Preston asked that the Selectmen to send a letter of interest/intent to Keith Gagnon, DRA Assessment Monitor, for possibly obtaining a joint assessor for several towns which would provide a cost savings to the Town.

Action: Selectman Sheldon moved to authorize Mr. Ruggles to send a letter of interest to Keith Gagnon, DRA Assessment Monitor. Selectman Preston seconded. Motion passed 5-0.

Town Administrator's Report

Mr. Ruggles gave a detailed review of the Town Administrator Task List (attached).

Chairman Kline placed a telephone call to Bill Stanyon asking if he will be available to Chair the CIP Committee this year. Mr. Stanyon stated that he would not be available but offered to help in getting the committee started. Mr. Ruggles will follow up.

The Selectmen discussed the recycling efforts including vehicle purchase and the intended RFP.

Mr. Ruggles agreed to complete reformatting the current town website on a consultant basis. It was suggested that Linda Williams possibly maintain the site once it is complete.

The asphalt re-claimer has been sent back to the manufacturer to be refurbished/repared.

The cost to raise the manhole covers on Donna Drive and Nadine Road will be approximately \$4,300. There was a brief discussion of paving over the manholes and using the rings that will be available once the manhole project in the downtown area is complete. The rings would be used, as needed, until the covers are replaced at a future date.

Committee Reports

Selectman Courtemanche reported that Laura Scott attended the last Economic Development Committee meeting and suggested that perhaps the Committee would be interested in looking into the Community Revitalization Business Tax Relief Incentive Program. Mr. Ruggles explained that the EDC has approved the program and it must now be approved at Town Meeting. There was a brief discussion on staff/consultant support for the EDC as well as the direction of the committee in general.

Selectman Sheldon reported that the Recreation Commission is postponing their meeting for one week. Due to scheduling conflicts, he will not be able to attend.

Chairman Kline reported that he secured a workshop on impact fees for the Planning Board. There will be no charge for the workshop.

Minutes

Action: Selectman Preston moved to approve the minutes of June 16, 2008 as amended. Selectman Courtemanche 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 Courtemanche seconded. Motion passed 5-0.

6. OTHER / CITIZEN COMMENT

Mr. Ruggles in receipt of an e-mail from David Richards, Cemetery Commission Chair, outlining repairs that are needed at some of Pembroke's cemeteries. He included the approximate costs and is requesting expeditious approval for an amount totaling no more than \$2,400.

Action: Selectman Preston moved to approve an amount of \$2,400 for cemetery repairs. Selectman Sheldon seconded. Motion passed 5-0.

A letter addressed to Chairman Kline from the Allenstown's Selectmen's Office, pertaining to police dispatch services, was reviewed. The Allenstown Board of Selectman suggests that Pembroke, Allenstown and Epsom work collectively to evaluate potential solutions to the dispatch issue. They suggest forming a committee consisting of the three police chiefs, a representative from each Board of Selectmen and the State Representatives that serve the three towns. Selectman Sheldon volunteered to represent the Pembroke Board of Selectman on this committee.

Action: Selectman Lewis moved to approve Selectman Sheldon as the Pembroke Board of Selectmen representative on the proposed committee. Selectman Preston seconded. Motion passed 5-0.

Mr. Ruggles will draft and send a letter to the Allenstown Board of Selectman to this effect.

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

Action: Selectman Sheldon moved and seconded by Selectman Courtemanche to enter non-public session in accordance with RSA 91-A:3 II(a) - Personnel at 9:45 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 10:34 PM.

NON-PUBLIC SESSION RSA 91-A:3 II(e) - Legal

Action: Selectman Sheldon moved and seconded by Selectman Lewis to enter non-public session in accordance with RSA 91-A:3 II(e) - Legal at 10:34 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 10:38 PM.

8. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 10:40 PM. Selectman Lewis seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chairman