

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

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**Present:** Chairman Fred Kline; Selectman Larry Preston; Selectman David Sheldon (7:35 PM);  
Selectman Tina Courtemanche

**Excused:** Selectman Cindy Lewis

**Staff:** Carol Murray, Interim Town Administrator; James Boisvert, Public Works Director

**1. CALL TO ORDER**

Chairman Fred Kline called the meeting to order at 6:34 PM.

**2. MEETINGS**

**3. CITIZEN COMMENT**

Denise Reed, 100 Glass Street, was present to discuss her concerns over parking issues at and near her residence. She explained that when the parking ban comes into effect, she has no where to park her car as the municipal lots are generally full. Mr. Boisvert stated that there are three additional parking spaces now available at the Perry Eaton Building. Selectman Preston stated that the Perry Eaton Parking lot was designated as municipal parking with the understanding that it may change again based on the needs of current and new tenants of the building. Ms. Carlucci suggested that residents in the area may have space available they may be willing to rent. The Selectmen discussed several options and agreed to look into this matter further. Chairman Kline suggested that Ms. Reed consider joining the Economic Development Committee where she could submit ideas on the parking issues in the downtown area.

**4. OLD BUSINESS**

**Road Maintenance Schedule**

**Nixon Road** - A letter to Mr. Boisvert was received from Mr. & Mrs. William Bonney, 452 Nixon Road, expressing their opposition to the paving of Nixon Road. This letter is also signed by Mr. & Mrs. Mark LePage, 442 Nixon Road, and Michael Bergeron, 448 Nixon Road, and requests a certain amount of work to be done to the road. Mr. Boisvert reported that the requested work has been completed. A letter to the Board of Selectmen dated July 9, 2008 from the Roads Committee states that they met on July 8, 2008 and voted to keep the 2008 paving schedule in tact as approved by the Board of Selectmen but requests that the Board of Selectmen decide whether or not Nixon Road should be paved. After a brief discussion, it was decided to remove Nixon Road from the 2008 list of roads to be paved.

**Action:** Selectman Preston moved to remove Nixon Road from the 2008 list of roads to be paved. Selectman Courtemanche seconded. Motion passed 3-0.

**Crack Sealing Proposal** - A letter from the Roads Committee including an itemized cost estimate of various roads in Pembroke that need to be repaired and/or sealed was discussed. The Roads Committee recommends that the Board of Selectmen create a new line item in the budget or a capital reserve account for crack repair/sealing. The Selectmen agreed to do one of the roads on the list, possibly Borough Road, if the budget allows.

### **Broadway Reconstruction Project**

Chairman Kline reported that the Roads Committee recommends that the engineering portion of this project be done all at once versus in two phases. The Selectman discussed the overall project and decided to put it on hold until more information is obtained and all the Selectmen are present.

### **Tri-Town Proposal**

An e-mail was received from Kelley Collins, Allenstown Town Administrator, stating that the Allenstown Selectmen have no issues with the relocation of Tri-Town to the Safety Center. It is unclear if Hooksett was contacted. Ms. Murray will contact them for feedback.

**Action:** Chairman Kline moved to authorize Chief Paulsen to continue discussions regarding Tri-Town's proposed relocation to the Safety Center and to continue working with Ms. Murray and the Board of Selectman with regard to the details of the move. Additionally, Ms. Murray will contact Hooksett for their input. Selectman Courtemanche seconded. Motion passed 3-0.

## **5. NEW BUSINESS**

### **Road Bonds**

#### **Associated Grocers of New England, Inc. - Cooperative Way**

Associated Grocers is requesting the release of the road bond for Cooperative Way. Mr. Boisvert has inspected the road and culverts, has no outstanding issues and concurs with releasing the bond.

**Action:** Selectman Preston moved to approve the release of the bond for Cooperative Way. Selectman Courtemanche seconded. Motion passed 3-0.

#### **Pembroke Crossing - Sand Road**

TD BankNorth has notified Pembroke that they will not renew the letter of credit for the remaining site work at Pembroke Crossing. A letter from Mike Vignali, KV Partners, states that there are still issues remaining at the site. An e-mail from Mr. Vignali, including a bond reduction estimate, recommends a two year road maintenance bond prior to the Town accepting the roadway due to the fact that the final coat of paving was done in wet conditions.

**Action:** Selectman Preston moved to send a letter to Pembroke Crossing stating that Pembroke requires a two year road bond and a new letter of credit to replace the letter of credit that will expire October 12, 2008. This letter must be received by October 1, 2008 or the current letter of credit will be called. Selectman Courtemanche seconded. Motion passed 3-0.

Selectman Sheldon entered the meeting at 7:35 PM.

#### **Lease Agreements - 4 Union Street**

Jocelyn Carlucci presented the lease agreement she prepared for the new tenant at 4 Union Street, Shirley Sullivan. A floor plan and certificate of insurance will be attached to the lease. The Selectmen discussed a minor adjustment to the lease with regard to the late payment penalty and Chairman Kline wrote in the revision. Ms. Carlucci explained that she has also prepared a lease agreement for the current tenants at 4 Union Street, Jennifer Murray and a joint lessor, as they were not given a lease upon renting their portion of the building on April 1, 2008. This lease will be effective for one year beginning April 1, 2008 and they will be responsible to submit a security deposit upon signing the lease agreement. Chairman Kline wrote in the revision regarding the late payment penalty on the lease.

**Action:** Selectman Sheldon moved to accept both lease agreements as modified in handwriting by Chairman Kline and authorize the Chair to sign. Selectman Courtemanche seconded. Motion passed 4-0.

Ms. Carlucci gave an explanation of a lock/key issue at the Perry Eaton building. It appears that some doors need to be re-keyed or have new locks installed, and a new master key system put in place. She is in receipt of an estimate from ABC Glass for \$600.00 to re-key the building. There was some question as to what brand and type of locks would be used. The Selectmen agreed that more information is needed before a decision is made. Selectman Preston agreed to work with Ms. Carlucci to resolve the issue.

#### **Appointments**

The following appointments are to replace Geoff Ruggles:

##### **CRSW/RRC - James Boisvert (formally alternate member)**

**Action:** Selectman Preston moved to appoint Mr. James Boisvert as a permanent member of the CRSW/RRC. Selectman Courtemanche seconded. Motion passed 4-0.

Mr. Boisvert recommends Ms. Sally Hyland as the alternate member and will contact her for input.

##### **Facilities & Grounds Committee - Reno Nadeau**

**Action:** Selectman Sheldon moved to appoint Mr. Reno Nadeau as a member of the Facilities and Grounds Committee. Selectman Courtemanche seconded. Motion passed 4-0.

##### **Suncook River Restoration Task Force - Fred Kline**

**Action:** Selectman Preston moved to appoint Chairman Fred Kline as a member of the Suncook River Restoration Task Force. Selectman Courtemanche seconded. Motion passed 4-0.

### **SVRA – Joint Health Insurance Contract**

If the Town wishes to be rated jointly, they must notify LGC by August 1, 2008. The Selectmen discussed the current and proposed rates along with an alternate proposal received from Primex on July 16<sup>th</sup>.

**Action:** Selectman Preston moved to authorize the Chair to sign the joint health insurance contract with LGC. Selectman Sheldon seconded. Motion passed 4-0.

### **PSNH - Pole Attachments**

PSNH is requesting that Pembroke sign a pole attachment agreement in order to allow the Women's Club to continue flying the American flags along Pembroke Street. The agreement is for temporary attachments for no longer than six months at a time. Selectman Preston believes that there is already an agreement in place between the Town and PSNH. In addition to the agreement, PSNH has safety concerns regarding the current flags. The current flag poles are metal and need to be removed immediately as they are a safety hazard. PSNH requires that any attachment be of non-conductive material. Also, there are two flags located within 10 feet of PSNH lines which is an OSHA violation. Additionally, there is the issue of flying the flags at night without illumination. PSNH is aware of the cost to correct these issues and may be able to assist with a small grant. Geoff Ruggles discussed these issues with Elizabeth LaRocca at PSNH and suggests that if it is cost prohibitive to replace all the poles that they be replaced for the village area northward, preferably on poles with street lights, and as funds become available flags could be extended northward. Chairman Kline will contact Lorette Girard, Women's Club, to obtain information on any prior agreements with PSNH and to request that the flags be removed.

### **BTLA Hearing Notice**

BTLA has set the date for the 2006 tax abatement hearings for Tuesday, December 9, 2008 at 9:00 AM. According to Geoff Ruggles, Assessors Joe Lessard and Don Ingalls are suggesting that the Town get independent fee appraisals for Associated Grocers and E&B Realty at a cost of approximately \$10,000. Ms. Murray feels that it would be money well spent and agreed to gather more information on this process along with obtaining a list of fee appraisers so that a competitive quote can be obtained. It is her opinion that this be sent out to bid versus an RFP.

### **Copier Leases - Town Hall, Public Works**

The current copier leases will expire in August. The Department of Public Works has provided a spreadsheet which includes three copier lease quotes for Town Hall and Public Works. A copy of the Toshiba quote, which is the recommended bidder, is included and will provide a substantial savings. The Selectman would like to see the other quotes for comparison and noted that there appears to be a discrepancy between the spreadsheet total and the actual quote from Toshiba. There was also some question as to how many copies are actually made at Town Hall. Mr. Boisvert will follow up and report back to the Board at the next meeting.

### **Second Quarter Financial Report**

The quarterly financial reports were reviewed. Revenues have improved and the town is on target to collect the anticipated revenues for the year. While the budget remains tight, there should be a small amount of funds remaining at the end of the year. All departments are watching their budgets closely.

### **Interim TA Coverage Analysis**

Based on budget and anticipated costs through July 18, 2008, there are funds in the salary account to cover an Interim Town Administrator for approximately 26 hours per week for the remainder of the year.

### **Recreation - Little Field Irrigation**

Rose Galligan contacted Selectman Sheldon and expressed her concern that Suncook Little League has expanded their irrigation system to the outfield. Apparently this was done without the Recreation Commission's or Water Works' knowledge. Selectman Preston stated that it was made clear last fall that no improvements to town owned property will be made without first coming before the Board of Selectmen. Selectman Sheldon will follow up as to when it was done and how much irrigation was added.

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

Public Works is discontinuing all cell phones for non-supervisory positions and going back to using pagers.

The School District is not going to have as much surplus at the end of 2008 as they initially anticipated. They estimate it to be in the \$20,000 range.

Review of the Town Administrator's task list was postponed until the next meeting.

### **Committee Reports**

Selectman Courtemanche stated that she will join the Emergency Management Committee as the representative for the Board of Selectmen.

Chairman Kline reported that the Reclaimer that was sent back to the manufacturer for repair has now been shipped to Tennessee for OEM upgrades due to defects. Chairman Kline will keep the Board informed as he receives further updates.

Selectman Preston informed the Board that the Solid Waste Committee's RFP for the new trash vehicle has become obsolete. The Committee is looking at new trucks and determining which truck would best suit Pembroke's needs. The cost of a new truck will be approximately \$310,000. They are also working on determining if Pembroke has the space and means to consolidate waste at the town facility before hauling it to Penacook versus contracting it out which may be more cost effective. Additionally, the Committee is obtaining pricing for the containers and deciding whether or not the Town should incur the entire cost or if the residents should be responsible for partial payment. The Committee is in the process of preparing recommendations to bring to the CIP Committee.

Chairman Kline reported that a proposed schedule for the CIP Committee has been sent out to the department heads. Chairman Kline plans to notify the current representatives that the first meeting will be scheduled for July 30, 2008. Bill Stanyan plans to attend the first meeting but will then resign as Chairman. A Planning Board representative is needed for the Committee. Mr. Boisvert requested that the Roads Committee, Solid Waste Committee and the Public Works Department attend the September 3<sup>rd</sup> meeting.

### **Minutes**

**Action:** Selectman Sheldon moved to approve the minutes of July 7, 2008 as amended. Selectman Courtemanche seconded. Motion passed 4-0.

### **Manifest**

**Action:** Selectman Sheldon moved to approve the manifest as presented. Selectman Courtemanche seconded. Motion passed 4-0.

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

**Action:** Selectman Preston moved to accept as recommended by the assessor. Selectman Sheldon seconded. Motion passed 4-0.

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

Selectman Courtemanche questioned who the contact person is for 4 Union Street in case of an emergency. It was stated that the contact person in the past has been the Town Administrator who would forward the calls to the appropriate department. Since Pembroke is currently employing an Interim Town Administrator, it is unclear who the contact person should be. A recommendation is needed from the Building and Maintenance Committee.

Selectman Preston expressed concern that Sally Hyland, Solid Waste Committee, was charged for a booth at Old Home Day. It was the general feeling of the Board that there was some miscommunication. Chairman Kline will follow up.

The Selectmen have been invited to attend a public hearing in Bow on September 4, 2008 regarding modifications that are planned at the Bow Power Plant and the impact these modifications may have on the Town. Selectman Preston suggested that a copy of the notice be sent to the Planning Board and Ms. Murray suggested that the Board of Selectman assign a representative to attend the hearing. Ms. Murray will obtain more information on the hearing and add this item to the agenda for the next meeting.

Mr. Boisvert stated that the cost of salt has gone up approximately \$10 per ton which will impact the Public Works Department's budget.

Selectman Preston requested that the issue of the survey work to be done on North Pembroke Road is put on the agenda for the next meeting.

The Selectmen briefly discussed the Wage and Benefit Study.

Selectman Sheldon informed the Board that Terrace Lane has been removed from the tax map in error. The Selectman agreed that it should be added back to the tax map as a private way.

Selectman Preston questioned if correspondence has been sent regarding the joint assessor issue. Ms. Murray is not aware of any correspondence to date but will follow up and report back to the Board.

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

**Action:** Selectman Sheldon moved and seconded by Selectman Preston to enter non-public session in accordance with RSA 91-A:3 II(a) - Personnel at 9:35 PM.

Roll Call Vote:

Selectman Fred Kline (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 10:20 PM.

**8. ADJOURNMENT**

**Action:** Selectman Preston moved to adjourn the meeting at 10:20 PM. Selectman Courtemanche seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

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Fred Kline, Chairman