

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Monday, August 4, 2008 at 6:30 PM**

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

Staff: Carol Murray, Interim 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

Road Bonds

Ms. Murray informed the Board that she sent a letter to TD Banknorth to release the letter of credit for Associated Grocers of New England, Inc. for construction of Cooperative Way. Additionally, a letter was sent to Pembroke Crossing outlining the requirements for completion of a new letter of credit and a two year road maintenance bond. There has been no response to date. Ms. Murray will keep the Board informed.

Tri-Town Proposal

Ms. Murray reported that a signed letter from the Allenstown Board of Selectmen was received stating that they do not have any issues pertaining to the relocation of Tri-Town Ambulance to the Safety Center. She contacted Hooksett who didn't offer any input other than their desire to have their own service. Fire Chief Paulsen is coordinating Tri-Town's relocation.

Action: Selectman Lewis moved to authorize Fire Chief Paulsen to move forward with plans to assist Tri-Town Ambulance in relocating to the Pembroke Safety Center. Selectman Sheldon seconded. Motion passed 5-0.

Selectman Preston reported that Chief Paulsen contacted him in an effort to give him a better understanding of the operations at the Safety Center specifically utility usage. Ms. Murray then pointed out that the electric bill for the safety center appears high. It was suggested that it would be beneficial to perform an energy survey for all town owned buildings. Additionally, a memo should be sent out to all departments outlining the Selectmen's concerns and informing them that the Town will be investigating electricity usage. Street lights were also discussed as well as some options for cost savings. It was decided to turn this issue over to the Energy Committee for review. Selectman Preston will follow up.

Appointments

The Selectmen reviewed a list of boards and committees and the selectmen assigned to them. A few updates/additions were made. Selectman Lewis stated that she has not received any correspondence from the CNHRPC TAC Committee. Ms. Murray will add this to the agenda for the next meeting as Sharon Wason, CNHRPC Executive Director, will be present. Ms. Wason is scheduled to appear at 7:00 PM.

Committee Reports

Selectman Sheldon reported that he has obtained more information regarding the additional irrigation at Memorial Field. He was informed that John Graziano, Little League President, authorized Caruso Landscaping to install an additional zone including four sprinkler heads to the little league field. Appropriate action for this disregard of procedure was discussed but no decision was made. Ms. Murray will investigate any prior decisions and/or actions made at prior meetings and will report back to the Board.

Selectmen Sheldon also reported that the Conservation Commission has an issue pertaining to a dying tree located on town property on Academy Road. This tree is leaning over and appears as though it may fall on a nearby home. The homeowner has volunteered to take the tree down and in exchange, would keep the wood. The Conservation Commission's position is to have the tree cut down and allow it to remain on the ground in what would be considered its natural state. It is Selectman Sheldon's understanding that cutting down this tree may cost approximately \$800. Selectman Preston stated that the Town has no control over Conservation property and expressed concern over using taxpayer funds for this purpose. Ms. Murray will invite the Conservation Commission to the next Board of Selectmen meeting to review this issue in more detail. They will be scheduled to appear at 6:30 PM.

Selectman Preston informed the Board of concerns he has received from residents regarding the removal of trees on Fourth Range Road between Church and Dudley Roads. These and other concerns surrounding this issue were discussed i.e. who is removing the trees and why, what is being done with the wood, if the stumps are being removed and how property owners are notified that the work is being done. Selectman Lewis suggested that a policy be put in place for disposal of this type of item. Ms. Murray will follow up and report back to the Board.

Selectman Preston reported on the Solid Waste Committee. It appears that it is more cost efficient to transport the solid waste/recycling to Casella Waste Services in Allenstown for consolidation and transport rather than consolidating at, and transporting from the Pembroke facility.

Recommendations are being prepared for CIP. Selectman Lewis would like more information on costs associated with solid waste and recycling removal as well as the purchase of the new packer. The overall recycling program was discussed as well as the RFP that became obsolete and trash removal personnel. Selectman Preston will not be able to attend the next Solid Waste Committee meeting being held on August 14th. He encouraged the other Selectmen to attend in his place.

Chairman Kline reported on the Suncook River Avulsion Task Force. He informed the Board that the state is now focusing on the area south of the falls to the mouth of the Merrimack which encompasses Pembroke and Allenstown. Sediment tests are being performed and a final report may be available by March, 2009. The original study which was from the falls north to the RT4 Bridge indicates that Option 3 will be used and the river will not be returned to its original state. State workers have been doing research on how to fund this option which will cost approximately \$2.5 million. The area through the sandpit will be stabilized, large amounts of silt will be removed in Epsom and cross vein devices will be used for the undercuts. It is anticipated that work will begin next fall. Due to the strong undercut heading toward the RT 4 Bridge, Chairman Kline suggested to the task force that DOT be contacted for possible funding on one cross vein to be installed immediately which would cost approximately \$70,000 and would be more cost efficient than replacing the RT 4 Bridge should the river wash it out.

Chairman Kline is still working on following up on the flag pole issue. Ms. Murray is unable to locate the original pole attachment agreement between the Town and PSNH.

The first meeting for the 250th anniversary celebration will be held at Town Hall on August 19th at 7:00 PM. Chairman Kline suggested that sub-committees be formed within the Committee to handle the multiple functions that will be necessary. He also suggested allocating an amount in the budget to cover up-front expenses that will be incurred relating to the celebration.

Chairman Kline reported that the manhole covers on Donna Drive have been paved over. He informed the Board that the Sewer Commission offered the Roads Committee several options for raising the covers before paving took place including borrowing rings from Hooksett and returning them once the village area project is complete. The Roads Committee still chose to pave over them.

5. NEW BUSINESS

Budget Format

Natasha Gapanova, Town Accountant, was present and gave a detailed overview on a new budget format including balance sheets; revenue expenditure report, estimated vs. actual; expenditure report, budget vs. actual; employee review list; 2009 budget proposal; and individual departmental budgets. Ms. Gapanova informed the Board that the 2009 budget proposal has been prepared in Advanced Data Systems (ADS) vs. Access because it includes a budget development module and is connected to the general ledger. The Selectmen requested that Ms. Gapanova include the 2006 actual expenditures to the spreadsheet.

While reviewing the expenditures portion of the budget, Ms. Gapanova pointed out that software maintenance is close to or over budget for almost every department.

She explained that the software engineer is contracted to perform two service calls per month for four hours each at \$80 per hour. The engineer also performs service calls as needed at a cost of \$90 per hour. To date, the total paid to Veterans Technology is approximately \$12,000. The Selectmen agreed that the contract needs to be reviewed and that a point of contact assigned to handle all calls for computer support rather than employees placing the service calls directly.

Ms. Murray stated that she has been unable to locate the contract but will follow up with the company. She will also send a memo to all departments alerting them to this issue.

Ms. Gapanova reviewed the U.S. Department of Labor Consumer Price Index using October 2007 and September 2008. She stated that in order to move forward on the wage calculation report, she needs the estimated COLA amount. The Selectmen agreed that COLA should be estimated at 3.5%.

Chairman Kline read a letter he received regarding expenses for the perpetual care of cemetery plots. The distribution records of the Pembroke cemetery trust for perpetual care revealed that the town is entitled to recover 2.47867% of cemetery care expenses for calendar years 2003 through 2008. In order to receive payment, the Town Administrator may only complete the voucher (copy attached) along with a statement of expenses attributed to each eligible year. Ms. Murray and Ms. Gapanova will follow up.

Selectman Preston questioned if Citizen's Bank is the best choice for the Town. Mileage for trips to the bank was discussed. Ms. Murray will look into combining these trips and suggested that procedures be put in place regarding mileage reimbursement and the secure handling of money including bank deposits.

Chairman Kline stated that the first CIP meeting was held last week and he was elected Interim Chairman. It became clear at the meeting that the Committee is in need of members and staff assistance. Ms. Gapanova volunteered to help the committee with the finance portion including their database and can be available to attend meetings as needed.

Excavations

A letter from Mary Pinkham-Langer, C.N.H.A., NH Department of Revenue Administration, addressed to Elaine Wesson was discussed. The letter outlines the statutory requirements and recommendations for getting the excavations into compliance. The letter is a summary only and nothing contained in the letter should be construed as a legal opinion. Additionally, there are attached suggestions pertaining to the Town's Chapter 197 Earth Excavation and Reclamation Articles. Ms. Murray stated that this issue needs to be addressed but no action needs to be taken at this time. She will periodically add it to future meeting agendas.

Regional Planning

Sharon Wason, CNHRPC, will be attending the next Board of Selectmen meeting to discuss CTAP and safe routes to school along with any other issues the Selectmen wish to discuss.

Pembroke Hill Road/US Route 3

Don Lyford, DOT Project Manager, will be attending the next Board of Selectmen meeting to discuss options on the construction of this intersection.

Condemned Property

A letter and photographs that were sent to Lance Tremblay, 34 Dover Street, Manchester, NH from Everett Hodge were reviewed. The letter contains information pertaining to Mr. Hodge's findings during his inspection of Mr. Tremblay's property located at 307-2 Dearborn Road on July 30, 2008. Mr. Hodge informed Mr. Tremblay that he posted a Condemned Notice on the property acting under the authority granted to him by RSA 674:52-a, and that no one is allowed to occupy the property until all of the health hazards have been removed. Mr. Tremblay must contact Mr. Hodge's office no later than August 5th to discuss the process of cleaning up the property. He must also have the property secured and the outside rubbish removed by August 5th. Additionally, the property must be totally cleaned of all rubbish no later than August 29th or further action will be taken by the Town of Pembroke.

Ms. Murray stated that the process performed by Mr. Hodge was exceptional however, the police were not notified of his intended action. Ms. Murray feels that this type of situation is a public safety risk and is unsafe for Mr. Hodge to perform this action without police support. Ms. Murray plans to implement a procedure so that the police department will be notified when a property is to be condemned.

Public Works Winter Salt

The State bid for winter salt was done without including the towns. It is believed that this bidding process provided the State with a cost savings. Jim Boisvert now has an agreement for the same price from two companies. Selectman Preston suggested sending a letter to the appropriate people outlining the Selectmen's disagreement with the policy of not including the towns when obtaining winter salt bids. Ms. Murray will follow up.

Highway Garage

The monitoring of the building was discussed. Selectman Lewis gave a short summary of the damage to the building and stated that she would like to see the data obtained from the monitoring device. Selectman Sheldon expressed concern over safety issues with the building. Selectman Lewis does not feel that there are any safety concerns right now but that there will come a time when there will be. She will follow up with GSI.

Town Administrator's Report

Ms. Murray would like to begin holding weekly staff meetings with department heads. The Selectmen are in favor of this and gave their approval.

The issue of securing Town Hall at the end of the workday is cause for concern as well as the amount of master keys that have been distributed.

Ms. Murray would like to see a written procedure for exiting the building as well as the implementation of a new security system. The issue of insuring bank deposits was also discussed.

Ms. Murray informed the Board that on Friday night, a fire truck went off the road due to a narrow roadway and a soft shoulder. The truck did not roll or sustain much damage but still had to be pulled out by a special equipped tow truck. An accident report was not completed immediately but the insurance company was notified.

Ms. Murray reported that she received a phone call from a resident at 1 Howard Street who complained that the drainage is very poor on her road and caused her basement, which she is using as a bedroom, to flood. She has sustained severe water damage due to 6" of standing water. The resident also stated that she was not happy with the initial response she received from Public Works. Ms. Murray stated that Brox had done a poor job reclaiming Howard Street and it is in need of additional repair. The Selectmen discussed options of the town helping this resident with cleanup as time is crucial due to the speed in which mold can form. The Selectmen also discussed any possible additional liability to the town. Selectman Sheldon feels that the Town needs to be pro-active. More information is needed pertaining to this issue but it was agreed that the Town will assist the resident with cleanup.

Action: Selectman Preston motioned to move forward with contacting a professional i.e., Serv-Pro, to assist the resident in getting the wet material out of her basement and cleaning it up. The contracted amount shall not exceed \$1,500.00. Selectman Sheldon seconded. Motion passed 5-0.

The Broadway reconstruction project was briefly discussed.

See the attached Town Administrator Report for additional information.

Minutes

Action: Selectman Preston moved to approve the minutes of July 21, 2008 as presented. Selectman Sheldon seconded. Motion passed 4-0. Selectman Lewis abstained as she was not present at the meeting.

Manifest

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

Tax abatements, exemptions & credits

Action: Selectman Preston moved to accept as recommended by the assessor. Selectman Sheldon 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 Sheldon to enter non-public session in accordance with RSA 91-A:3 II(a) - Personnel at 10:17 PM.

Roll Call Vote:

Selectman Fred Kline (yes)

Selectman Larry Preston (yes)

Selectman Cindy Lewis (yes)

Selectman David Sheldon (yes)

Selectman Tina Courtemanche (yes)

Vote: Unanimous

The Board of Selectmen came out of non-public session at 11:46 PM.

8. ADJOURNMENT

Action: Chairman Kline moved to adjourn the meeting at 11:48 PM. Selectman Sheldon seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chairman

Interim Town Administrator Report for August 4, 2008 meeting

The bids for the copiers, Public Works has all their information together, but recent calls to Town Hall show that the companies are anxious to offer “deals”. Before going further, Linda will follow up and be sure that there isn’t a “newer, better” price.

Jim has secured salt for the same price as the state received and added 300 tons over last year’s amount. This assures supply and the extra doesn’t have to be ordered if supply is sufficient toward the end of the season.

Request from Sewer to install additional no parking signs at White Sands, 3 are in place, the plan called for 7. Jim to coordinate with Conservation/sewer.

Copies of the Legislative Bulletin from LGC are included in the packet for your use. That also has the information on study committees and how to volunteer.

The planning board has requested that PSNH/Bow float a balloon to show the height of the stack under the proposed Clean Air Act project.

Route 3 corridor study-I have a copy of the final report. I also have the CTAP community assessment for Pembroke which is black/white so it can be copied. The corridor study relies on color codes for the traffic information and other charts, so it would not copy well.

Security at town hall... needs to move ahead, the economy has created some desperate acts. The wires that the tornado brought down were being stolen after the storm. Several US cities are experiencing serious problems with manhole covers being stolen. (Philadelphia has tried several things to stop this, but without success.)

The department heads have started working on their 2009 budgets. Energy costs will be a moving target, so as budget preparation moves through the process these will have to be watched to be sure the most current costs are used. Interest income is running below what was projected for 2008. The budget remains tight, but should be sufficient to get through the year. The department heads are watching their expenses closely and have a good understanding of the fiscal constraints.