

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Monday, July 20, 2009 at 6:30 PM**

Present: Chairman Fred Kline; Selectman David Sheldon; Selectman Tina Courtemanche
Excused: Selectman Larry Preston; Selectman Cindy Lewis
Staff: David Jodoin, Town Administrator

1. CALL TO ORDER

Chairman Kline called the meeting to order at 6:30 PM.

2. CITIZEN COMMENT

None

3. SCHEDULED MEETINGS

Jonathan Adinolfo – Police Appointment

Sergeant Gaskell of the Pembroke Police Department was present to formally introduce Officer Jonathan Adinolfo to the Selectmen. Officer Adinolfo, who resides in Allenstown, recently joined the Police Department and brings with him several years of experience in law enforcement. He will be attending the Police Academy for a period of 12 weeks beginning in August.

Lonny Meloon – Bean Hill Road

Mr. Meloon was not present and considering there was not a full Board for this meeting, the Selectmen decided to postpone this matter until the next Board of Selectmen meeting scheduled for August 10th.

Action: Selectman Sheldon moved to table this issue until the next Board of Selectmen meeting scheduled for August 10th. Selectman Courtemanche seconded. Motion passed 3-0.

Mr. Jodoin will contact Mr. Meloon with this information.

Chairman Kline requested that the Selectmen keep the information supplied in this week's packet concerning this issue and bring to the next meeting so that it does not have to be re-copied. Mr. Jodoin will send an e-mail to this effect.

4. OLD BUSINESS

North Pembroke Road FEMA Project

Mr. Jodoin informed the Board that the expedited Wetlands Permit has been processed for expedited review. Mr. Jodoin read the correspondence into the record. Funding has been approved and the date for project completion is September 30, 2009. Any extension requests must be filed by July 30, 2009.

Mr. Jodoin informed the Board that KV Partners has agreed to contract with Pembroke for monitoring the project for an additional cost of \$3,400. Mr. Jodoin indicated that the Public Works Department could handle the monitoring by performing site visits and keeping a daily log in an effort to limit the expense.

Mr. Jodoin indicated that the Selectmen still needed to award the bid for the project and that any additional costs above the budgeted amount of \$200,000 would come out of Public Works road paving budget.

Action: Selectman Sheldon moved to award the bid to Merrill Construction in the amount of \$219,760, to move forward with the project, and to allow the Department of Public Works to monitor the project. Selectman Courtemanche seconded. Motion passed 3-0.

Mr. Jodoin will follow up with Public Works regarding monitoring the project.

Retaining Wall 4 Union Street

Mr. Jodoin spoke with Bob from Merrill and performed a site walk to review the entire wall. Bob has been having difficulties getting contractors to the site and to provide estimates. There are no quotes to repair the wall at this time but Bob will continue his efforts. This issue was postponed until the next Board of Selectmen meeting scheduled for August 10th.

2010 CIP Appointments

The Selectmen briefly discussed the CIP Committee.

Action: Selectman Sheldon moved to appoint Ms. Dianne Schuett and Mr. Bryan Christianson to the CIP Committee. Selectman Courtemanche seconded. Motion passed 3-0.

5. NEW BUSINESS

Revenue/Expense Reports

Mr. Jodoin distributed for the Selectmen's review, the current revenue and expense reports indicating that everything appears to be in-line. He also stated that the Public Works budget has been reconfigured for the 2010 budget process. Selectmen Courtemanche requested that these reports be copied double-sided in the future.

Manifest

Action: Selectman Sheldon moved to approve the Manifest as presented. Selectman Courtemanche seconded. Motion passed 3-0.

Abatements

Action: Selectman Sheldon moved to approve the Abatements as recommended by the Assessor. Selectman Courtemanche seconded. Motion passed 3-0.

Public Minutes 7/6/2009 / Non-Public Minutes 6/15/2009 and 7/6/2009

Action: Selectman Sheldon moved to table the minutes until the next scheduled meeting due to no quorum for the approval as Chairman Kline was not present at the meeting on 7/6/2009. Selectman Courtemanche seconded. Motion passed 3-0.

6. TOWN ADMINISTRATOR REPORT

MRI has performed the Internal Control Audit. They will be submitting a draft report before the final report. Once the final report is complete, the Board of Selectmen will have a chance to review and discuss the report and then decide if a meeting with MRI is necessary.

The bank conversion is moving forward. Deposits are being made at TD Banknorth and the process of closing the accounts with Citizens and moving them to TD Banknorth is underway. TD Banknorth has installed two scanners at the Town office which will allow checks received by the Clerks office and the Tax office to scan the checks they receive which will result in fewer trips to the bank.

Mr. Jodoin is in the process of creating a cash receipts policy.

Included in the Selectmen's packets for review was a spreadsheet from LGC showing where Pembroke falls with the loss in revenue on the State's new budget.

Also included in the packets was information regarding the Municipal Volunteer Awards. Any nominations are due by August 28, 2009. Chairman Kline requested that Mr. Jodoin contact all boards and committees (via e-mail) for input.

Mr. Jodoin has completed the Snow Removal Policy and is waiting for review and finalization from Jim Boisvert, Director of Public Works.

Mr. Jodoin asked the Selectmen if the Solid Waste Ordinance is complete and ready to be added to the Code Book. The general feeling of the Board was that it could be added to the Code Book "as is" but that any updates or changes can still be made if necessary.

The RFP's for the trash carts have been received. Mr. Jodoin will be attending the Solid Waste Committee meeting scheduled for July 23rd to review the RFP's and to further discuss the new truck purchase.

Correspondence from CNHRPC regarding land use grants was briefly discussed. Chairman Kline requested that this issue be reinforced with the Planning Board.

Correspondence from William Clark, 10 Bow Lane, who filed with DES for a minimum impact expedited application for wetlands, was discussed. He will be providing more information to the State.

LGC's proposed lawsuit against the State regarding the NH Retirement System was reviewed. LGC is asking towns to pay 1% of their annual fee to LGC. Pembroke's annual fee is \$4,700 which will make the contribution \$47.00.

Action: Selectman Sheldon moved to authorize payment of \$47.00 to LGC for their lawsuit against the State. Selectman Courtemanche seconded. Motion passed 3-0.

Mr. Jodoin has received two letters of resignation. Jim Edmonds, Pembroke Fire Department, will retire this year after 26 years of service. Tom Petit will retire from the Emergency Management Director position due to time constraints. Chairman Kline requested that Larry Young, Assistant Emergency Management Director, be contacted to inquire if he would be willing to take over the Director's position. Mr. Jodoin will follow up. The Board accepted both resignations with regret.

Correspondence sent to the Town Clerk regarding a petition from Fairpoint Communications for the licensing of one new pole on Borough Road was reviewed. If approved, Selectmen signatures are required.

Action: Selectman Sheldon moved to approve and sign the license application. Selectman Courtemanche seconded. Motion passed 3-0.

The Selectmen signed the license application.

The Selectman discussed correspondence sent to the Assessor by Paul Desrosiers, 325 Dearborn Road, regarding a letter he sent to the Assessor in May, 2008 which included information pertaining to wetlands on his property and his request for tax abatement. No action is required by the Selectmen.

Mr. Jodoin gave an overview of the Conservation Commission's proposed Buck Street land purchase.

The grant has tentatively been accepted. Formal funding is contingent upon the signing of a completed cooperative agreement between the United States Commodity (16 page document) and the coordinating entities. The Conservation Easement Deed (26 page document) is due by July 29, 2009 which will not be possible due to timing and the signatures required. Mr. Jodoin will contact the appropriate parties to attempt to obtain an extension to the deadline. Mr. Jodoin suggested that Legal review all information on this purchase. The Selectmen also discussed Public Hearings versus Town Meeting with regard to this purchase.

Mr. Jodoin informed the Board that Mr. Boisvert, Director of Public Works, met with Tina Amyot, 27 Donna Drive, regarding drainage issues at her property. Mr. Jodoin read into the record correspondence from Ms. Amyot which states her concerns over water and drainage issues on Donna Drive, in her yard, and in her basement. She is also concerned over the drainage from the new HUD housing being built on RT3 and the electrical problems that are now evident due to the water. Ms. Amyot's correspondence included photos and a proposal in the amount of \$6,500 to repair the water damage to her property. The Selectmen briefly discussed this issue and agreed that any action on this matter will be postponed until the next Board of Selectmen meeting scheduled for August 10th when a full Board is expected.

A Letter to the Editor of the Concord Monitor regarding the Suncook River was discussed. Chairman Kline stated that a date has not yet been set to reconvene the task force however there have been some on-site meetings with Merrill regarding other possible options which are similar to options already established by VHB (4A and 4B). Chairman Kline has been pursuing the reconvening of the task force and attempting to obtain an update from the USGS on the report being prepared regarding south of the falls area.

Salary versus hourly employees was briefly discussed as well as grade levels. More research is needed.

7. COMMITTEE REPORTS

Selectman Courtemanche reported that the next EDC meeting is scheduled for July 24th.

The CIP/Budget schedule has been finalized. The first CIP meeting (organizational) is scheduled for July 29th at 6:30 PM at Town Hall. Chairman Kline will not be present at the meeting. Alane Rapazza agreed to record the meetings and transcribe the minutes.

Selectman Sheldon reported that the most recent roads committee meeting went well.

Chairman Kline – Semi-Q

Meeting dates will change due to scheduling conflicts with the CIP meeting schedule.

There is a liability issue with the softball game. The Old Home Day (OHD) committee requested that the Semi-Q committee cover the cost of increasing the liability insurance for this event for a total of \$153.00.

Action: Selectman Sheldon moved to approve the payment of \$153.00 for additional liability insurance for the softball game. Selectman Courtemanche seconded. Motion passed 3-0.

The inventory of polo shirts is getting low and the Semi-Q committee is requesting to purchase an additional 19 shirts at a cost of \$400.

Action: Selectman Sheldon moved to approve the purchase of 20 polo shirts for an amount not to exceed \$425. Motion failed due to no quorum as Selectman Courtemanche must abstain as she is the vendor.

The Semi-Q committee would like to offer the OHD committee \$1,000 to help offset the costs of the parade and additional bands. No decision was made.

The cost of the fireworks for OHD is usually \$5,500. This year, due to the 250th anniversary, the OHD committee has expanded the amount of fireworks which will now cost approximately \$7,000. This fee will include a ground display which has been approved by the OHD committee.

Associated Grocers has committed to buy 20 November Ball tickets, a foursome for the golf tournament, sponsor a hole at the golf tournament, and will donate \$200 to offset the expense of the historic tours.

Selectman Sheldon has secured a donation of four silver-level seating Monarchs tickets (\$64 value) to be raffled off possibly at the golf tournament.

Some options for a parade float to commemorate the 250th anniversary were discussed. Pat Fowler, Mr. & Mrs. Beaudet and Mrs. Hill have agreed to work on the float. The possibility of town employees being involved was briefly discussed.

8. OTHER/CITIZEN COMMENT

Selectman Sheldon brought up for discussion, the possibility of changing the Board of Selectmen meeting scheduled for August 3rd to August 10th due to scheduling conflicts. The Selectmen were in favor of this and agreed that the August 17th meeting will remain the same.

Action: Selectman Sheldon moved to change the next Board of Selectmen meeting from August 3rd to August 10th. The meeting scheduled for August 17th will remain the same. Selectman Courtemanche seconded. Motion passed 3-0.

The first Board of Selectmen meeting in September will be held Tuesday, September 8th due to the Labor Day holiday on Monday September 7th.

9. NON PUBLIC SESSION

None

10. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 7:55 PM. Selectman Courtemanche seconded. Motion passed 3-0.

Accepted by the Board of Selectmen

Fred Kline, Chair