

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

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**Present:** Vice Chairman David Sheldon; Selectman Cindy Lewis; Selectman Larry Preston; Selectman Tina Courtemanche

**Excused:** Chairman Fred Kline

**Staff:** David Jodoin, Town Administrator

**1. CALL TO ORDER**

Vice Chairman Sheldon called the meeting to order at 6:36 PM.

**2. CITIZEN COMMENT**

None

**3. SCHEDULED MEETINGS**

**Chief Lane – Dispatch Services, Street Lighting**

Chief Lane was present to discuss 2010 dispatch services and the proposal from Bow to receive these services. He gave an overview of past history including costs and his recommendations. The proposal with the Town of Bow is for a three year period at an annual cost of \$59,269 which is what Pembroke was assessed during 2007. Vice Chairman Sheldon suggested that a clause be added to the proposal to cap any increase. It is Chief Lane's recommendation that the Town of Pembroke contract with the Merrimack County Sheriffs Office for communications services starting January, 2010. The Selectmen agreed that before any decision is made, a proposal be obtained from Merrimack County by the end of August for review and decision. This item will also go before the CIP Committee.

Chief Lane also gave an overview of the Police Departments criteria used in making recommendations for requiring street lighting. He stated that in reviewing current literature on street lighting and crime prevention, he has found criteria that the department will use in the future to help make these decisions. He indicated that the literature is in agreement that street lighting reduces crime, most of the time. A lit cul-de-sac or dead-end street with no residents around to report wrong-doing, may attract undesirables. An unlit doorway at the rear of a commercial property with no one in sight to report wrong doing is safer than one that is lit; lighting in these circumstances only serves the perpetrator. Chief Lane stated that the Department will monitor street lighting more closely in the future and would recommend street lighting at an intersection versus a cul-de-sac.

### **Jason Hill – Holden Engineering – Belanger Drive Road Improvement**

Mr. Hill was present to discuss the proposed Pembroke Hill Road subdivision and upgrading Belanger Drive to Town standard. Holden Engineering met with a paving contractor and discussed cutting, removing and repairing portions of the road as well as laying a 1" surface overlay for 600 linear feet on the upper section of the road which will cost \$60,000. An under-drain on the upslope side of the road will also be needed to protect the new pavement which will cost \$25,000. Holden Engineering is willing to contribute to off-site improvements however the project is only a five-lot subdivision which does not provide a large enough base to spread the entire cost. Holden is possibly willing to pave the road if the Town would incur the cost of installing the under-drain.

The Selectmen discussed this proposal. According to Selectman Lewis at the last Planning Board meeting, the School Department cannot take this project on in a timely manner but are willing to turn the road over to the Town. Legal issues were briefly discussed. The Board agreed that this project is not cost efficient for the Town or in the Town's best interest. Selectman Preston thanked Mr. Hill for the updated information.

**Action:** Selectman Preston moved to deny the request from Holden Engineering for funding assistance to upgrade Belanger Drive. Selectman Lewis seconded. Motion passed 4-0.

## **4. OLD BUSINESS**

### **North Pembroke Road FEMA Project**

Mr. Jodoin reported on the FEMA project. He stated that the project is administratively complete and the total cost for the FEMA portion of the North Pembroke project is \$203,885 which includes the total bid from Merrill Construction (\$192,285) and engineering design costs (11,600). The reclaimed base course item totaling \$27,475 will be paid 100% by Town and a portion of the project is being funded with FEMA funds totaling \$150,000 with a Town match of \$50,000. Mr. Jodoin indicated that the original grant request quote on 3/21/2009 was \$203,900. According to Jim Boisvert, Public Works Director, the Town will also incur an expense of approximately \$276,000 to pave North Pembroke Road (bid awarded to Suburban Paving). Mr. Jodoin read into the record all quotes for construction (listed below) and recommended that the bid be awarded to Merrill Construction contingent upon availability of funds and wetlands permit.

Bids opened on 6/30/2009  
F.L. Merrill Construction - \$219,760  
CSSI – \$236,255  
Green and Russell, Inc. – \$239,955  
B.U.R. Construction, LLC – 4260,205  
J. Parker and Daughters Construction - \$260,465  
John H. Lyman & Sons, Inc. – \$268,675

The Board requested that Mr. Jodoin attempt to obtain additional cost savings for this project and that the issue be tabled until the next Board of Selectmen's meeting scheduled for July 20<sup>th</sup> at which time Mr. Jodoin will update the Board on any further cost savings.

### **Newsletter/Town Report**

Mr. Jodoin provided copies of expense reports outlining the costs associated with these items. Some options to reduce the number of copies ordered/printed/mailed were reviewed. Making the newsletter available on the new website versus mailing was discussed as well as reducing the amount of Town Reports that are ordered and adding it to the website as well. There is concern that not all residents use the internet. No decision was made however this will be addressed at a future meeting.

### **Generator**

Mr. Jodoin informed the Board that the current generator can not power the entire Public Works building. Mr. Jodoin provided the Selectmen with information he received regarding the 39 year old generator that Hooksett currently has for sale.

Jim Boisvert, Public Works Director was present to review three quotes obtained by A.L. McDonnell Co., Inc. for generator installation (listed below) and requested that no decision be made until the next Board of Selectmen meeting as he is working on a 50/50 match grant. The importance of an efficient generator was discussed.

Work to be done not including a new generator - \$7,180

Work to be done including propane operated generator - \$34,050

Work to be done including diesel operated generator - \$42,850

Mr. Boisvert clarified that the difference between propane and diesel is that the diesel powered generator will last longer. Once a decision is made as to which option is preferable, this item will go out to bid.

It was indicated that Hooksett's generator not be purchased due to possible inability to purchase parts.

### **Other**

An issue with the sprinkler system at the Safety Center was discussed. The Board requested that Mr. Boisvert follow up with the installer (Brigade Fire Protection, Inc.).

Mr. Boisvert reported that he has submitted/resubmitted various grant applications including Safe Routes to Schools (sidewalks).

The manhole covers project was briefly discussed.

Mr. Boisvert reported that roadside mowing and paving are behind schedule due to weather.

Mr. Jodoin reported that the new website should be on-line soon, hopefully by the end of July. The web address will still be "Pembroke-NH.com".

### **Performance Evaluations/Longevity**

Mr. Jodoin reviewed the Personnel Policies relating to performance evaluations, merit increases and longevity bonuses. He suggested that a change be made to section 175-34 – Longevity Incentive to change the sentence "The amount of the *merit* bonus will not be added to the employee's base pay." to "The amount of the *longevity* bonus will not be added to the employee's base pay.". The Selectmen agreed to this change. Mr. Jodoin indicated that the Board needs to decide if these bonuses will be paid in 2009.

**Action:** Selectman Preston moved to pay out the longevity bonuses.  
Selectman Courtemanche seconded. Motion passed 4-0.

## **5. NEW BUSINESS**

### **Deputy Treasurer Appointment**

**Action:** Selectman Preston moved to appoint Peggy Topliff as Deputy Treasurer.  
Selectman Courtemanche seconded. Motion passed 4-0.

### **CIP/2010 Budget Schedule**

Mr. Jodoin distributed a draft of the 2009/2010 CIP and Budget Schedule for review. He indicated that the CIP committee is in need of a chairman and members. All CIP items are due by July 17<sup>th</sup>. The schedules will be placed on the agenda for the next Board of Selectmen meeting scheduled for July 20<sup>th</sup> for further review. The new format was briefly discussed.

### **Manifest/Abatements**

**Action:** Selectman Lewis moved to approve the Manifest as presented and the abatements as recommended by the Assessor. Selectman Courtemanche seconded. Motion passed 4-0.

### **Minutes 6/15/2009**

**Action:** Selectman Lewis moved to approve the Minutes of 6/15/2009 as amended. Selectman Courtemanche seconded. Motion passed 4-0.

### **Non-Public Minutes 6/15/2009**

Postponed

## **6. TOWN ADMINISTRATOR REPORT**

Mr. Jodoin informed the Board that the current contract for audit is set to expire once the 2008 audit is received. Additionally, the contract with MRI for assessing expires in March, 2010. He asked if the Board wished to request RFP's for these services. The Selectmen discussed these issues as well as revaluations and agreed that RFP's should be prepared and asked for more information on future revaluations. Mr. Jodoin will follow up.

A letter was received by the Conservation Commission from resident Dale Robinson regarding Bragfield Pond in which he feels that the life of this pond is in jeopardy due to deterioration. He is requesting that immediate action be taken to preserve the pond and bring it back to a healthy condition. The Selectmen discussed this issue and agreed that it is not the responsibility of the Town to maintain the pond.

The Town locked in diesel fuel with Dennis Burke at 2.345 through the usage of 26,000 gallons.

The Town of Pembroke has applied to the State for a dredge and fill application for the North Pembroke FEMA work and also submitted an expedited wetlands permit.

Mr. Jodoin reviewed portions of the State budget as it pertains to the impact to Pembroke revenue.

MRI Internal Control services (financial policies and procedures for cash) were briefly discussed. The most current record of this service being performed is 2006 however no documentation can be located at Town Hall or LGC. Mr. Jodoin will invite MRI to a future Board of Selectmen meeting.

Mr. Jodoin has received complaints from Glass St. residents regarding the septic trucks. They had been re-routed from Ferry Street in Allentown to Glass Street due to complaints from residents on Ferry Street.

Mr. Jodoin included in the Selectmen's packets; correspondence from Randall Shaw regarding the National Guard proposal, letters from residents concerning the dam and river situation, letter from Pembroke Water Works concerning work in Sherwood Meadows, thank you letter from CAP for the annual appropriation, abutter notification for PSNH, costs associated with Pembroke Hill rotary.

Vice Chairman Sheldon suggested that the August meetings be changed from the 1<sup>st</sup> and 3<sup>rd</sup> Monday to the 2<sup>nd</sup> and 4<sup>th</sup> Monday due to vacations. No decision was made.

Mr. Jodoin will be on vacation from July 10<sup>th</sup> through July 17<sup>th</sup>. He will prepare the agenda for the next meeting by July 9<sup>th</sup>.

## 7. COMMITTEE REPORTS

Selectman Courtemanche reported that the Recreation Commission would like to change the lighting at Memorial Field to use floodlights.

Selectman Courtemanche announced that the Economic Development is in need of a chairman, members, and a recording secretary. She asked Alane Rapazza, who had previously recorded the EDC meetings, to return. Ms. Rapazza agreed and asked to be put back on the distribution list.

Mr. Jodoin reported briefly on the Solid Waste automated vehicle purchase as well as the carts.

## 8. OTHER/CITIZEN COMMENT

None

## 9. NON PUBLIC SESSION – RSA 91-A:3 II (b) The hiring of any person as a public employee.

**Action:** Selectman Courtemanche moved and seconded by Selectman Lewis to enter into non-public session in accordance with RSA 91-A:3 II (a) at 8:55 PM.

### Roll Call Vote:

Selectman David Sheldon (yes)

Selectman Cindy Lewis (yes)

Selectman Larry Preston (yes)

Selectman Tina Courtemanche (yes)

Vote: Unanimous

**NON PUBLIC SESSION – RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.**

**Action:** Selectman Courtemanche moved and seconded by Selectman Lewis to enter into non-public session in accordance with RSA 91-A:3 II (b) at 9:15 PM.

Roll Call Vote:

Selectman David Sheldon (yes)  
Selectman Cindy Lewis (yes)  
Selectman Larry Preston (yes)  
Selectman Tina Courtemanche (yes)  
Vote: Unanimous

The Selectmen came out of non-public session at 9:26 PM.

**10. ADJOURNMENT**

**Action:** Selectman Preston moved to adjourn the meeting at 9:27 PM. Selectman Courtemanche seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

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David Sheldon, Vice Chair