

**MINUTES**  
**BOARD OF SELECTMEN**  
**TOWN OF PEMBROKE, NH**  
**Monday, August 18, 2008 at 6:30 PM**

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**Present:** Chairman Fred Kline; Selectman Cindy Lewis (7:00 PM); Selectman David Sheldon;  
Selectman Tina Courtemanche

**Excused:** Selectman Larry Preston

**Staff:** Carol Murray, Interim Town Administrator

**1. CALL TO ORDER**

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

**2. MEETINGS**

**Don Lyford - Department of Transportation - Pembroke Hill Road/Route 3**

Mr. Lyford and Mr. John Butler, DOT, reviewed preliminary plans for the roundabout option and the three lane option for this intersection. It was determined last year by the DOT that the roundabout was the best and safest option. Mr. Lyford reminded the Board that a public hearing was held last August and that the response to the roundabout from the town was unfavorable. Mr. Lyford stated that the research on the intersection, including traffic counts, was done approximately four years ago. Other alternatives for improving the intersection were discussed as well as the need for a crosswalk on Route 3. Mr. Lyford agreed to look into updating traffic counts and additionally, Ms. Murray will ask Sharon Wason, CNHRPC if she has updated traffic counts. Ms. Ann Bond, Michol Rd., was present to discuss her concerns regarding the need for school children to cross RT 3 safely. She feels that a crosswalk is needed on RT 3 near Donna Drive. She also questioned the Board as to why there are no school zone signs with flashing lights on RT3 for Pembroke Academy. Ms. Bond will follow up with DOT to apply for the signs.

Chairman Kline inquired as to the grant money for the intersection and if it is limited to a roundabout or if it can be used for any improvements to the intersection. Mr. Lyford explained that it is open to interpretation however, he feels that any improvements to the intersection could be considered and that the decision ultimately lies with the DOT Commissioner. Chairman Kline requested that the Department of Transportation come back again with additional/alternate concepts. Mr. Lyford and Mr. Butler agreed to get updated traffic counts and to take another look at the warrants.

**PSNH - Clean Air Act - Bow Power Plant**

Mr. William Smagula, Director, PSNH Generation and Ms. Elizabeth LaRocca, Community Relations Manager, Southern Division, distributed a packet and gave a detailed presentation on the Clean Air Project being done at the Bow Power Plant. Ms. LaRocca began with an overview explaining that this is a large capital project which is a long construction project and will have noise impacts.

She stated that they have agreed to ensure that all Bow and neighboring town officials and planning representatives are briefed on the overall project. She explained that they are in the permitting process and to date, have held two public hearings with limited attendance. Mr. Smagula gave a detailed presentation on the project including purpose, background, timeline, and estimated costs associated with the project. The Clean Air Project includes three major components - a scrubber system that will capture mercury and sulfur dioxide from fuel combustion gases prior to emission, one new chimney (445') that will replace the use of two existing chimneys and a new state-of-the-art waste water treatment facility. This will result in a significant reduction of emissions of mercury (at least 80%) and sulfur dioxide (approx. 90%) at the Merrimack Station in Bow. The project began in 2006, permitting and engineering design began in early 2008, and the project will be operating by July, 2013.

Mr. Smagula and the Selectmen discussed a variety of topics including the quantity of steam, air quality and particles, noise levels and the impact to power costs. Chairman Kline inquired as to the option of a balloon test which would provide a visual of the height of the new chimney. Ms. LaRocca explained that this would not be feasible due to the height of the chimney.

Mr. Smagula explained that they will keep the Board informed and updated. Ms. LaRocca stated that a tour of the facility can be arranged for Town Officials.

#### **Sharon Wason - CNHRPC Executive Director**

Ms. Wason gave an overview on CTAP activities. The Year One Local Discretionary Grant must be completed by May, 2009 and she provided recommendations for Phase 2 of the discretionary /collaborative grants. There will be a CTAP community meeting in 6-8 weeks which will provide an assessment/overview on the CTAP road map, where the town stands, and what opportunities the town could take advantage of. Ms. Wason reviewed a DOT Safe Routes to School program. This is a reimbursement program and pays 100%. The town would initially pay for planning, reconstruction of sidewalks, bike rodeos, helmets, water bottles, t-shirts, surveys, etc. and then submit evidence/invoices for reimbursement. The concept behind this grant is to help children in grades K-8, living within a two mile radius of public or parochial schools, learn healthy lifestyles to enable them to walk or bike to school safely.

Chairman Kline asked Ms. Wason about assistance with traffic studies for the Pembroke Hill Road/RT 3 intersection and the surrounding area and requested copies of the report done last year. She will forward additional copies of the RT3 traffic study that was done last summer as well as the appropriate documentation and forms for a new study.

### **3. CITIZEN COMMENT**

None

### **4. OLD BUSINESS**

#### **Pembroke Crossing Road Bond**

Ms. Murray reported that Continental Paving will be requesting a reduction to \$15,000 for a one year maintenance bond.

### **Department of Labor Safety Audit**

Ms. Murray stated that all policies and procedures have been updated and she has signed off on the audit. The file was closed effective August 7, 2008. Pembroke is in full compliance but must continue to adhere to all requirements in the safety plan. Ms. Murray will be performing spot checks.

### **Committee Reports**

#### **Planning Board**

Ms. Murray stated that the Planning Board has completed the selection process for a consultant. Jeff Taylor has been selected as the consultant for growth management and cluster ordinances. Chairman Kline stated that he has coordinated a workshop on Impact Fee's that now needs to be scheduled.

#### **CIP**

All meetings have been set up and a public hearing on the program will be held September 10<sup>th</sup>.

Chairman Kline reported that the CIP met with the School Board last week. There were some comments/questions on the purchase of a tractor. There was also discussion regarding Village and Hill schools switching grades. It was determined that there are no expenditures for this from CIP's perspective. Positive feedback was received for the Honeywell project.

#### **Other**

The Conservation Commission will be invited to attend the next Board of Selectmen meeting to discuss issues pertaining to the dead tree located on Academy Road.

Pembroke Youth Soccer has submitted plans for improvements at Memorial Field.

Chairman Kline stated that the Recreation Committee needs to bring recommendations to the Board of Selectmen for review. The next Recreation Committee meeting will be held August 25<sup>th</sup>. Selectman Sheldon will follow up.

The first meeting for the 250<sup>th</sup> Anniversary Committee will be held at 7:00 PM on Tuesday, August 19<sup>th</sup> at Town Hall.

## **5. NEW BUSINESS**

### **Minutes**

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

**Action:** Selectman Lewis moved to approve the minutes of August 11, 2008 as presented. Selectman Sheldon seconded. Motion passed 4-0.

### **Manifest**

**Action:** Selectman Courtemanche moved to approve the manifest as presented. Selectman Sheldon seconded. Motion passed 3-0. Selectman Lewis abstained.

### **Work Session Agenda for August 25, 2008**

Selectman Sheldon is concerned that this meeting conflicts with another meeting he has scheduled with the Recreation Committee. It was decided to table this work session until the outcome of the non-public session being held at the close of this meeting.

### **CIP Appointments - Rosemarie Michaud, William Hamilton**

**Action:** Selectman Sheldon moved to approve the re-appointment of Rosemarie Michaud to CIP. Selectman Courtemanche seconded. Motion passed 4-0.

**Action:** Selectman Sheldon moved to approve the appointment of William Hamilton to CIP. Selectman Lewis seconded. Motion passed 4-0.

### **MS-1 Extension Request Form**

**Action:** Selectman Lewis moved to sign the MS-1 Extension Request Form. Selectman Sheldon seconded. Motion passed 4-0.

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

Ms. Murray has sent out a new mileage reimbursement form to all departments instructing them that it is now the only form that will be accepted for mileage reimbursement.

The Selectmen discussed the issue of the Howard Street resident that recently sustained water damage.

Jim Boisvert, Public Works Director, has requested that the Board extend the mowing contract, including a \$500 increase, without going out for re-bid. Mr. Boisvert stated that the contractor provided good service and there have been no complaints or issues. Selectman Lewis would like more information on the frequency of mowing and how the increase will affect the budget.

**Action:** Selectman Sheldon moved to extend the mowing contract for one year, including a \$500 increase, without going out for re-bid. Selectman Lewis seconded. Motion passed 4-0.

There was some discussion regarding the graffiti that has recently appeared at locations throughout town. Ms. Murray will follow up with Mr. Boisvert to ensure it is taken care of before Old Home Day.

Ms. Murray received a call that the School Department has named a building after an individual. The issue of naming roads and town owned buildings was discussed. Chairman Kline stated that there are certain exceptions to the ordinance as it pertains to naming roads and buildings. He will review the ordinance and forward a copy to the school department.

Ms. Murray prepared a letter, on behalf of the Board, pertaining to the salt bids issue. It was decided that the letter be sent to all recommended recipients.

Drainage issues at Town Hall were discussed. The Town Engineer prepared a sketch of what a perimeter drain cross section would look like. This drain may solve some of the present water problems. The basement at Town Hall has mold and is still wet. One pump is not working and the other is working inefficiently. Mr. Carlucci was present and stated that he has made recommendations regarding different aspects on what should be done. Selectman Lewis inquired as to the storm drain that runs from the basement to the road and if there may be a problem with it. She will follow up.

There are several emergency food ration items in the basement that have expired. It was agreed that the food needs to be disposed of as soon as possible. Ms. Murray will follow up with Mr. Boisvert for disposal. Additionally, Ms. Murray will speak with the Welfare Department to coordinate a plan to purchase and store new food in a location other than the basement, possibly the food pantry. Selectman Lewis inquired as to when walls were put up and the basement started being used for storage. She explained that storage was not the intended purpose for the basement because it is below the water table. The only items that are to be in the basement are the frames for the voting booths and the boiler.

Selectman Lewis inquired as to the stone/rip-wrap on Church Road and if the size is what was specified by the engineers as there is no way to maintain the ditches. Chairman Kline has been told that the creek on Church Road runs all year and because of the volume water, that size must be used. He has also seen this size being used in other locations throughout Pembroke and surrounding towns. Selectman Lewis is also concerned about the standing water. Ms. Murray will follow up.

Chairman Kline inquired as to whom is responsible for cleaning up behind the rock wall located at 338 Church Road. Ms. Murray will follow up with Mr. Boisvert.

See the attached Town Administrator Report for additional information.

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

Ms. Ann Bond inquired as to the process of joining a committee, specifically the Recreation Committee. Chairman Kline explained that there is a volunteer interest form for town boards, committees and commissions that needs to be filled out and brought before the Board for approval. The forms can be obtained at Town Hall.

Mr. Dana Carlucci presented Old Home Day posters for display that he received from Associated Grocers. Ms. Murray will see that they get posted.

Mr. Carlucci inquired as to whether the highway department will be doing any clean-up/weeding for the Main Street area before Old Home Day. Ms. Murray will contact Mr. Boisvert to arrange clean up.

Mr. Carlucci suggested an ordinance that would require homeowners in the downtown area to maintain sidewalks (not including snow removal) in front of their property.

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

**Action:** Selectman Sheldon moved and seconded by Selectman Lewis to enter non-public session in accordance with RSA 91-A:3 II(a) - Personnel at 9:55 PM.

Roll Call Vote:

Selectman Fred Kline (yes)

Selectman Cindy Lewis (yes)

Selectman David Sheldon (yes)

Selectman Tina Courtemanche (yes)

Vote: Unanimous

**Action:** Selectman Sheldon moved to come out of non-public session at 10:45 PM and seal the minutes confidential as they deal with personnel matters.

**8. ADJOURNMENT**

**Action:** Selectman Sheldon moved to adjourn the meeting at 10:46 PM. Selectman Courtemanche seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

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Fred Kline, Chairman