

MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Tuesday, September 2, 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

Tom Petit - National Incident Management System (NIMS)

The adoption of NIMS was discussed. Mr. Petit explained that this is part of the update of the Emergency Management Plan and must be formally adopted by the Town of Pembroke by the end of September, 2008. After review of the generic document supplied by Mr. Petit, the Selectmen agreed that once some minor changes are made to the language of the document, including proper signature lines, it can be adopted at the next Board of Selectmen meeting. Mr. Petit and the Selectmen also discussed NIMS training and certification for public officials who are responsible for emergency management including; Board of Selectmen, Town Administrator, Police Chief, Fire Chief, Public Works, Water Works, Sewer and School officials. This would be computer based training and should be completed by next fall. Additionally, Mr. Petit suggested that a back up emergency center be established in the event the safety center becomes compromised. He also suggested that WEB EOC (Emergency Operations Center) be reviewed next year.

There was a brief discussion regarding parking on voting days and the option of making some roads "one-way" for the day. There will not be enough time to arrange this for September but it will be addressed for November. A public hearing will be required.

3. PUBLIC HEARING - CHANGES AT MEMORIAL FIELD

Chairman Kline called the public hearing to order at 7:15 PM and read Section C of RSA 36-6 which states "Property and Equipment. The Commission may recommend the acceptance of real property, including land or buildings, but may not acquire such property without approval of the Board of Selectmen, if authorized, or the Town Meeting. For property with a greater value, the Commission shall obtain prior permission of the Board of Selectmen, and the Selectmen shall hold a public hearing on donations if required by applicable law or ordinance". Chairman Kline then read Section II of RSA 31:95-e which states "Prior to the acceptance of any such gift with a value of over \$500, the Selectmen or Commissioners shall hold a public hearing on the proposed acceptance. For gifts with a value of \$500 or less, a public hearing on the proposed acceptance shall be at the discretion of the Selectmen or Commissioners".

Chairman Kline directed all persons to identify themselves for the record and address any questions to the Chair. He explained that the Selectmen are in possession of the following documents; a two page document, dated August 28th, from Suncook Youth Soccer outlining their proposed changes to the soccer field, a drawing of the area in which the improvements will take place, correspondence initiated by Suncook Youth Soccer regarding what can or cannot be pulled from the river for watering, a draft of the minutes from the last Recreation Commission meeting dated July 28, 2008, and a memo from Geoff Ruggles, prior to his departure, outlining the work he had done for this effort. Chairman Kline asked that Suncook Youth Soccer begin by giving a brief summary of their proposed improvements, highlighting key points.

Brady Sarafin, President, Suncook Youth Soccer, explained that through donations and Suncook Youth Soccer funds, they would like to improve the conditions of the main soccer field which would cover a 60 x 120 yard area. It would encompass one of the baseball fields that is currently used by Suncook Little League and a church league. They would shim the entire space, leveling it with existing top soil, bring in fill (3/8" loam) as needed, hydro-seed and water as necessary. Their goal is start this project late October and their only requirement is that the area not be used for parking specifically, during Old Home Day and the Regatta held by the Amoskeag Rowing Club. Mr. Sarafin understands that the Rowing Club is willing to amend their parking so as to not disturb the soccer field. Mr. Sarafin stressed that the field is in dire need of repair.

Chairman Kline and Mr. Sarafin briefly discussed the materials that would be used as well as watering. Mr. Sarafin stated that Lou Cote spoke with Chief Lane who said he is willing to allow Suncook Youth Soccer the use of their float pump, hoses and nozzles. Chairman Kline noted that per the correspondence from DES, water can be pulled out of the river as long as it does not exceed 140,000 gallons per week.

Rose Galligan, Recreation Commission, gave a brief overview of the Commission's concerns over the proposed improvements. She stated that the Commission feels the entire field should be improved, not just a small portion. Other concerns include the size of the screened loam (they would prefer 1/4" or less), drainage, watering, machinery to be used and the time of year the planting would take place. Ms. Galligan met with Mr. Ross, Northeast Laser Grading, who recommends a quick fix, filling in low spots and laser grading the whole area which would ensure proper pitch and run off. Mr. Ross will charge \$1,200 per day for the quick fix which does not include loam. Ms. Galligan estimates that the entire project will cost approximately \$8,000 and it is their opinion that planting should take place early fall. This may be possible this year if Suncook Youth Soccer could move their games to another location. Additionally, if the project is done with laser grading and good quality loam, the Recreation Commission would like to contribute toward the overall project. Chairman Kline read into the record, notes from Dave Seavey outlining his opinions on the work to be done.

There was an in depth discussion over the amount and size of screened loam to be used 3/4", 3/8", 1/4" or lower, and the method in which it is screened. Mr. Robert Caruso reviewed the process of screening loam and explained that it can be purchased already screened or can be screened on site. Ms. Galligan would prefer to purchase it pre-screened to eliminate the possibility of rocks.

Mr. Dan Beaudet spoke about soil, laser grading compaction and watering. He recommends purchasing 1/4" or less pre-screened loam and using Northeast Laser Grading to eliminate compaction/down pressure.

Frequent watering would be required. It is his opinion that parking on the field will not cause considerable damage and feels that people and organizations should not be told that they cannot use the field in the manner with which they are accustomed. Additionally, Mr. Beudet feels that Memorial Field is all things to all people and recommends repairing it but that a great deal of money should not be spent.

Steven Fowler, Chairman, Old Home Day Committee, stated that the Committee has discussed the parking issue and feels that taking the parking area away for Old Home Day would dramatically impact the event. He feels it would also impact the Regatta. He stated that he respects the hard work volunteers have put into the project to date and understands the concern over damaging a new field. He apologized for any damage that has been caused in the past and explained that they do what they can to clean up after the event and repair any damage. He stated that should they be allowed to continue to use the field for parking, he would certainly want to be aware of any damage that was done. He feels that improvements should be made to the field for safety purposes and inquired about ways to repair damage that may be caused by an event such as Old Home Day.

Chairman Kline discussed the possibility of the 250th anniversary celebration altering Old Home Day next year. He also asked if Suncook Little League would be willing to skip using the field in question for one season. Ms. Galligan said she does not see any issues if they are given adequate notice. Ms. Galligan then spoke about available funds for the project.

Selectman Lewis stated that the Rowing Club will be using the field for parking during the Regatta this year.

Chairman Kline explained that he has the impression that the Town will not deny parking on the field for Old Home Day and the Regatta on a permanent basis and that if this is a deal breaker, the issue can be closed. Chairman Kline asked Mr. Sarafin if it would in fact be a deal breaker if the Selectmen cannot promise no-parking. Selectman Lewis stated that there is no point in planting without a no-parking promise for at least one year.

Mr. Sarafin said that he would have to go back to his Board for their input and recommendations. Ms. Galligan requested that the two groups get together in the near future to discuss the issues in more detail.

Lou Cote, Suncook Youth Soccer, suggested the possibility of alternate parking and using the field for vendors instead. Mr. Fowler stated that the places the vendors would be taken out of would not be conducive for parking and the gain would be much less than what would be lost. Selectman Sheldon expressed concern over traffic flow if alternate parking was used.

Dana Carlucci gave an overview on the Regatta. He explained that when the Regatta comes to town, they put a lot of money into the local businesses who are the ones who support athletic fields and sponsor teams that use the fields. Mr. Carlucci feels that the Regatta is an important event in town. His opinion is that Memorial Field is not set up to accommodate the growth of Suncook Youth Soccer and spoke briefly about conservation land that may be available to create new fields.

Mr. Sarafin closed by stating that Suncook Youth Soccer is not looking to control the space exclusively, they simply want to improve the condition of the field where the children play soccer. It would be ideal if parking on the field was prohibited.

There would be no cost impact to the town as Suncook Youth Soccer would incur all expenses. Additionally, enhancing the field would benefit the town by making it safer and more appealing. They are hoping to begin work late fall so it would limit the amount of time the field will be unavailable for use.

Ms. Galligan closed by stating that the Recreation Commission would like to enhance what Soccer is proposing and can possibly save them money. Mr. Cote asked Ms. Galligan if the time frame Suncook Youth Soccer is proposing can be accomplished. Ms. Galligan would prefer to do more research first and have more discussions before a decision is made. She stated that this year is a possibility but next year might be better.

Chairman Kline closed the public hearing at 8:29 PM.

The Selectman discussed the issues at length and reached the following decision:

Action: Selectman Preston moved to accept the donation of screened loam (¼" or less) from Suncook Youth Soccer and authorize the Recreation Commission to finance \$1,200 for a laser grader to spread the loam. Suncook Youth Soccer will be responsible to oversee the project, seeding, watering, fertilizing, and the town will do whatever is within its means to avoid parking on the field in 2009. The Board of Selectmen will give Suncook Youth Soccer permission to withdraw water from the Merrimack River under the rate of 140,000 gallons per week, per DES regulations, and work will begin on or before October 27, 2008. Selectman Lewis seconded. Motion passed 5-0.

4. CITIZEN COMMENTS

None

5. NEW BUSINESS

Minutes - August 18, 2008

Postponed

Jocelyn Carlucci - 4 Union St. Potential Tenants

Logan Mechanical, a heating and air conditioning business, is interested in renting the front left room nearest the stairs at the Perry Eaton Building. They have completed the application and Ms. Carlucci has checked their references which were positive. Ms. Carlucci was concerned at first that there may be a conflict with mixing different types of businesses and that noise generated by Logan Mechanical may cause a conflict. Upon further review however, Ms. Carlucci learned that the noise would be limited and would occur mostly at times opposite the other tenant's schedules. She feels there would be no conflicts between the businesses. The rent is \$225 per month and she has instructed them that there would be no parking available to them for their large trucks.

Ms. Carlucci also inquired again as to the key issue at 4 Union Street. She reminded the Board that ABC Glass has given a quote of \$600 to re-key the building. The Selectmen discussed this issue including where the funds would be taken from. Selectman Preston suggested that the funds be taken out of EDC's budget.

Action: Selectman Preston moved to authorize ABC Glass to change the locks at 4 Union Street for an amount not to exceed \$600. Selectman Lewis seconded. Motion passed 4-1. Chairman Kline voted no.

Interim Town Administrator's Report

There has been no response from the owner of the condemned building and the certified letter sent to him has not been picked up. This property continues to be a safety/health hazard. The Selectmen discussed the value of the property and whether or not there is a mortgage. Selectman Preston suggested that a lien be placed on the property, that it is boarded up and the owner be advised of the Town's actions. Additionally, Selectman Preston suggested that the Town hire a company who deals with these issues to secure the building and clean up the hazardous areas on the property. Ms. Murray will follow up and obtain pricing and a timeframe for this service. She will also request that the Pembroke Health Officer visit the property.

The Selectmen discussed the DOL COPS grant. This grant cannot be reopened to allow the town to be reimbursed as it was closed by the DC office. The reimbursement deadline was missed by approximately six weeks. Ms. Murray will draft a letter congressionally, on behalf of the Board, to request assistance with this issue.

The move of Tri-Town Ambulance was discussed in detail. Selectman Sheldon requested that Chief Paulsen be invited to an upcoming Board of Selectmen meeting to discuss some particulars of the move including clarification of any fees to Tri-Town such as rent and utility usage. Selectman Lewis inquired as to where Tri-Town's extra ambulance will be stored once they are completely relocated. Ms. Murray indicated that Chief Lane is temporarily covering for Chief Paulsen and she will invite Chief Lane to the next meeting.

The firefighter that has been taking care of the American flags is out of work for an unknown period of time. Selectman Preston suggested contacting the fire department to ask for assistance in taking down the flags. Chairman Kline stated that this and other flag issues still need to be addressed and should be added to a future meeting agenda.

There was a brief discussion regarding paving Church Road and the landfill closure.

After a brief discussion regarding direct interaction with the Town Attorney and the Town Engineer by various departments, Selectman Preston reminded the Board that anytime the attorney or engineer needs to be contacted, it must first go through the Town Administrator. Ms. Murray will draft a letter to all department heads and board chairs to this effect.

There is no signed contract in place with Waste Management for burnable/non-burnable. They have sent a contract to be signed. Ms. Murray suggested going out to bid and the Selectmen agreed. An RFP will be sent out.

Fuel costs were reviewed.

The house on Howard Street that sustained water damage has not heard from LGC's insurance adjuster. The status of the home is unclear. Ms. Murray will obtain an update and report back to the Board.

The Town Hall basement is drying out but the expired food has not been removed. Selectman Preston will follow up with Muriel Preavey on Wednesday.

See attached Interim Town Administrator's Report for more information.

Work Session

Chairman Kline requested that Ms. Murray schedule a work session to discuss the overall structure of Town Hall including finance support for the budget process. Selectman Preston asked that this work session include the Town Administrator position. The work session will be scheduled for Monday, September 9th at 7:00 PM. Selectmen Sheldon will be unable to attend due to a prior commitment.

Town Picnic

Selectman Preston began a discussion regarding the town picnic explaining that there is some sentiment that it not be done in the future. Selectman Preston is under the impression, and Selectman Lewis agreed, that the decision not to continue the picnic was made two years ago and it is unclear why it continues to be held. Selectman Sheldon suggested that an employee appreciation day still be held but that the Selectmen should run the event rather than the Town Hall. The costs associated with the picnic was discussed including the half day of salary paid to all town employees as well as other ways employee appreciation has been shown in the past. No decision was made regarding the picnic and it will be added as an action item for the next meeting. Selectman Courtemanche requested that Ms. Murray obtain the total cost of the picnic including the half day salaries paid to town employees.

Access to French-Dearborn Cemetery

Correspondence was received on August 29, 2008 from Mr. Ryan Cheney requesting that the Board of Selectmen establish a temporary right of way to allow access to the French-Dearborn Cemetery located off Borough Road, within the property located at 743 Borough Road, currently owned by Mr. and Mrs. Peter Foster. The Cemetery is set back from the road and has no direct access from Borough Road. The purpose of the visit is to create written and photographic documentation of the current condition of the cemetery. The Requester can show that he is a descendant of Andrew French and William French, both which lay at rest in the cemetery. The Requester asks that access be granted for Requester plus one, on a Thursday or Friday between the hours of 9:00 AM and 5:00 PM for a period of up to four hours. Should inclement weather cause the cancellation of said visit, Requester asks that access be allowed for the same time period one week from the originally scheduled date.

Action: Selectman Sheldon moved to approve access to French-Dearborn Cemetery for the Requester plus one on a Thursday or Friday between the hours of 9:00 AM and 5:00 PM for a period of up to four hours. Should inclement weather cause the cancellation of said visit, Requester will be allowed access for the same time period one week from the originally scheduled date. Selectman Preston seconded. Motion passed 5-0.

Committee Reports

Selectman Courtemanche reported that there was no EDC meeting due to a lack of quorum.

Selectman Sheldon discussed the Recreation Commission's revolving fund and inquired if it can be used for the needed roof repair or improvements to Memorial Field. Ms. Murray will follow up.

Selectman Lewis reported that Stephanie was not present at the last Planning Board meeting due to vacation but that she had someone take her place. Selectman Lewis stated that in the future, the Planning Board will no longer allow Regional Planning to substitute anyone due to vacation as it is not cost efficient and a substitute is not familiar with the issues.

Selectman Lewis stated that it is unclear where Pembroke 600 stands but their deadline has passed and they have not provided any updates. Ms. Murray will draft a letter.

Chairman Kline reported that CIP will be meeting with Public Works and the Roads Committee on Wednesday night. He also indicated that CIP has discussed the roof repair needed at Memorial Field.

Chairman Kline spoke with a school representative regarding the machinery that was purchased. Apparently it was not a gator but a tractor. This prompted a brief discussion of surplus funding, capital reserve funds and budget issues.

The first meeting of the Semiquincentennial Committee was held and Chairman Kline stated for the record that he must commend the dedication of Selectman Lewis for her efforts in getting people involved on this committee. Chairman Kline indicated that tentative plans are being made including a Ball in November and the possibility of making Old Home Day a three day event. Another possibility discussed was the Selectmen serving breakfast before Town Meeting. Chairman Kline opened a discussion regarding the budget for the celebration. He would like to know how much funding the Selectmen will authorize for the celebration. There is presently \$2,500 in the budget and Chairman Kline would like to see this increased to \$50,000. He indicated that there is an atmosphere of fundraising and gifts from companies and he is not suggesting that this entire amount will be used. Selectman Preston does not feel this will go over well at Town Meeting and that the majority of the funding should come from the private sector. Selectman Lewis agrees with Selectman Preston. Selectman Sheldon feels \$25,000 is a more reasonable number and that the biggest expense will be activities at Memorial Field for the three day event and the parade. Selectman Courtemanche stated that seed money will be needed to accomplish such a large event and that she could support \$25,000. After more discussion regarding the multiple events, the general feeling was that the Selectman could support \$12,000-\$25,000.

Chairman Kline opened a discussion pertaining to Selectmen interactions with town employees. Additionally, a recent conversation between Selectman Preston and Chief Lane, which inadvertently caused some conflict, was addressed. It was agreed that there was a miscommunication between the two parties. Chairman Kline stated that all selectmen have different views on whether or how much they, as elected officials, should speak with town employees.

Manifest

Action: Selectman Lewis moved to approve the manifest as presented. 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 COMMENTS

None

7. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 10:50 PM. Selectman Preston seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Fred Kline, Chairman