

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Wednesday, January 3, 2007**

Present: Selectman Larry Preston; Selectman Larry Young, Sr.; Selectman Brian Tufts; Selectman Dan Crean; and Selectman Fred Kline.

Staff: Troy R. Brown, Town Administrator; Linda A. Williams, Administrative Secretary.

1. CALL TO ORDER

Chairman Preston called the meeting to order at 6:30 P.M.

2. MEETINGS

Library representatives, Marie Brezosky, Patricia Fowler, Librarian Cindy Stosse and Heather Tiedes came to meet with the Board of Selectmen tonight, at the request of Mr. Brown, to clarify items in their proposed budget for 2007, specifically the need for a full time employee. Selectman Preston explained that the Board felt there was a difference with the budget information as presented to the Budget Committee and what was presented to the Board of Selectmen and he just wanted to clarify. Ms. Brezosky stated that if that happened it was certainly not intended. Ms. Stosse explained that after they presented their budget to the Selectmen they modified it based on feed back they received at that meeting. They trimmed their budget and came back with one recommendation which was to hire a full time assistant. Selectman Preston explained that he had misunderstood what this additional person was going to accomplish and thought the intent was to have the Library open for an additional 4 hours. Ms. Stosse explained that they would like to extend the library hours but mainly what is needed is the additional assistance. Ms. Stosse presented a listing of the assignments and tasks of the current library personnel. Selectman Preston asked for historical budget information to see how the budget had increased since opening three years ago. He thought it may have doubled in that time. Selectman Kline said that from the figures he has it looks like an increase of 30%. Ms. Stosse did not know what the figure was three years ago and explained that patronage and usage of the library has more than doubled and they turn away more people than they serve in the programs being offered. Ms. Tiedes explained that just like a business that expands they are expanding and more people are using their services and additional assistance is needed. Selectman Young stated the library facility is a great benefit to the Town and only questions the thinking that the library can only be run with full-time employees. Ms. Stosse explained the need for dependability that she does not find in most part time employees. Selectman Crean stated that the school district has eliminated a part time librarian and suggested contacting them regarding this person. It was explained the training for a school library and a public library are very different. Selectman Crean recommended this be reviewed and that it not be assumed that the only way to solve this problem is with a full time employee as there may be other options. He continued explaining that the Board is trying to solve budget problems and to keep the budget down for the taxpayers. Some increases may seem small but all together they raise the burden on the taxpayers and all possible ways to solve problems need to be looked into. Ms. Brezosky presented information about the importance of the library including an RSA that was pointed out to her by a member of the Budget Committee that compels the town to support the library. Ms. Stosse invited the Board to come and visit them at the library anytime and see what goes on.

Laura Scott, Director of Planning and Community Development

Growth Management Ordinance Review

Ms. Scott explained that the Growth Management Ordinance will sunset in 2008 if no action is taken but the Planning Board reviews it each year to decide if it should be kept. The Planning Board is proposing it be deleted from the Zoning Ordinance at Town Meeting and feel the voters should have the option of continuing it for another year. A public hearing on this is being held next week. Selectman Kline asked if the Growth Ordinance currently in place also restricts the number of lots to be developed in subdivisions. Ms. Scott stated that is correct and would go away if the Growth Management Ordinance is dropped. Selectman Crean stated that the Town does not have a Growth Management Ordinance all that the current ordinance does is restrict issuance of building permits and does nothing to manage growth. He went on to say the Town needs a growth management ordinance that actually addresses how the community grows and to do away with the current ordinance without a replacement for the future is not a good decision. There was further discussion of the defensibility of the current ordinance,

2007 Amendments to Zoning Ordinance

Ms. Scott reviewed the 2007 amendments to the Zoning Ordinance as proposed by the Planning Board. There is also a petition article that has been submitted regarding accessory housing units. There was discussion of certain items such as manufactured housing parks, aquifer district, updating of the definitions to comply with State laws, outdoor recreation areas, and open space

Licensing

While reviewing the Zoning Ordinances for amendment, it was discovered that the ordinance regarding licensing and fees charged to certain entities should not be in zoning. Licensing is not a zoning issue and instead should be a Town ordinance handled by the Board of Selectmen. Therefore the Planning Board is proposing deleting the licensing section from the Zoning Ordinances. Mr. Brown will discuss this with Department Heads and report back to the Board.

Citizens Comments

Dana Carlucci, on behalf of the Meet Me In Suncook Committee, asked about the status of the yearly contribution of \$1,000 that was budgeted for in 2006. Mr. Brown will look into the situation and asked Mr. Carlucci to have an officer of MMIS send a letter requesting the annual grant. Mr. Carlucci explained that has not been the method in the past and will relay the information to MMIS.

3. OLD BUSINESS

Supervisory Authority for Director of Planning and Community Development.

Mr. Brown explained the need for giving the Planning Director supervisory authority in the Planning and Land Use Department. It is his recommendation supervisory authority be given as it would take that responsibility of the day to day supervision of the department off of him allowing him to focus his time in other areas. Some of the duties to be undertaken by the supervisor would be to regulate the activity of the department, review the management of the department, manage the budget and assist with the development of the department budget. Selectman Young felt it is important to assess the needs of that department and also said it does not make sense to have people in that department reporting to the Town Administrator. In the past the planner was the department head and we need to get back to this for the future and he is in favor of the recommendation of Mr. Brown. Selectman Kline was in agreement with Selectman Young. Selectman Tufts felt he would be in agreement but would want to wait until the salary and benefit information is completed before making a decision. It is anticipated the salary and benefit information will be available by the end of January. It was asked

how the position of supervisor would differ from a department head. Mr. Brown compared a supervisor to the position of lieutenant in the PD or the foreman in DPW. A supervisor would have limited decision making authority and would come to the Town Administrator for final approvals in certain areas.

Action: Selectman Crean moved to defer action on assigning the Director of Planning and Community Development supervisory authority in the Planning and Land Use Department until the Wage and Salary Survey information is received. Selectman Tufts seconded. Motion passed 3-2. Selectmen Young and Kline were opposed.

4. NEW BUSINESS

Planning Board Recording Secretary

Mr. Brown explained that the current recording secretary for the Planning Board has given her notice. Jocelyn Carlucci has expressed her interest in taking over the position. Selectman Young stated that we are very fortunate to have someone in town who is interested in taking on this position and comes with the qualifications and experience of Mrs. Carlucci.

Action: Selectman Young moved to hire Jocelyn Carlucci as the Planning Board Recording Secretary at the stated rate of pay. Selectman Tufts seconded. Motion passed 5-0.

Resignations

William Faith and John Harrington have submitted their resignations as members of the Planning Board.

Action: Selectman Young moved to accept the resignation of William Faith effective immediately and to accept the resignation of John Harrington effective January 10, 2007. Selectman Tufts seconded. Motion passed 5-0.

Appointment

Action: Selectman Crean moved to appoint Reggie Baxter as an alternate member of the Economic Development Committee with a term to expire April 30, 2009. Selectman Young seconded. Motion passed 5-0.

Minutes

December 13, 2006 Public Minutes

Action: Selectman Tufts moved to approve the public minutes of December 6, 2006 as amended. Selectman Young seconded. Motion passed 5-0.

December 20, 2006 Public Minutes

Action: Selectman Young moved to approve the public minutes of December 20, 2006 as amended. Selectman Tufts seconded. Motion passed 5-0.

December 20, 2006 Non-public Minutes

Action: Selectman Tufts moved to approve the non-public minutes of December 20, 2006 as presented. Selectman Young seconded. Motion passed 5-0.

TA Report

A copy of the Wastewater Intermunicipal Agreement has been received from Sewer Commissioner Harold Thompson

The road deed for Cooperative Way has been signed. Only Haleigh's Court is still outstanding. There is a problem with a drainage swale on property abutting Haleigh's Court and is the reason for the delay. The developer has made some minimal effort to fix the situation but the repairs have not been sufficient and the developer has been given notice that the Town will be using his letter of credit to correct the situation.

The Capital Area Public Health Network will be holding a day long emergency exercise on January 24th.

Mr. Brown received a letter today from a party with a financial interest in 513 Jacks Drive. The party has notified the town that the property is being lived in without a certificate of occupancy and they will hold the town liable for allowing this occupancy and if anything happens to the property. Town counsel will be consulted on this situation.

A summary statement was received from Town counsel regarding Taylor Home vs. the Town of Pembroke. Mr. Brown explained that Walter Mitchell is representing the Town on this issue.

Manifest

Action: Selectman Crean moved to approve the manifest as presented. Selectman Tufts seconded. Motion passed 5-0.

Tax abatements, exemptions and credits.

Action: Selectman Crean moved to approve the tax abatements, exemptions and credits as recommended by the assessor. Selectman Kline seconded. Motion passed 5-0.

Committee Reports

Selectman Young submitted an agreement for work to be done on the heating system at the Perry Eaton Building. There are several offices that do not have heat due to the unusual set up of the original heating system. Dana Carlucci has submitted a bid to repair the heating to the offices for a price not to exceed \$1,100. Selectman Young is looking for authorization to sign the agreement with Mr. Carlucci.

Motion: Selectman Tufts moved to authorize Larry Young to sign the agreement with Carlucci Heating for repair of the heating system at the Perry Eaton. Selectman Kline seconded.

Discussion continued with Selectman Crean voicing his concern that this could be in violation of State statute regulating contracts with a person holding public office as Mr. Carlucci is a member of the EDC Committee and recommended getting additional bids. Selectman Kline questioned how the statute would enter into this situation. Selectman Young felt that considering the familiarity Mr. Carlucci has with the heating system the bid process should be waived. Selectman Crean said that the state statute could not be waived. Mr. Carlucci recommended several other companies who would be qualified to work on this type of system to request quotes from.

Motion Amended:

Selectman Tufts amended his motion to request a second bid on repair of the heating system at the Perry Eaton Building at an amount not to exceed \$1,100. Selectman Kline seconded. Motion passed 4-0. Selectman Young abstained.

Economic Development Committee has elected John Payne as chair and Mike Loso is the recording secretary. Selectman Kline said this is a very enthusiastic group that he is excited to be working with. There is concern with the committee that they will have diminished availability of the services of the town planner to assist them. The EDC is requesting clarification of the access allowed the EDC to the services of the planner.

Fred Kline as the Board of Selectmen's representative to the Roads Committee was concerned with the information of the minutes of December 20th that indicated monies for repair of the North Pembroke Road bridge could be taken from the roads budget. They feel that it should come from the bridge budget. Mr. Brown explained he is waiting to receive the repair bills and if a minor expense it would come from the road budget a larger expense would come from the bridge capital reserve fund.

CTAP – Mr. Brown asked to meet with the town representatives to the CTAP Committee, Fred Kline, representative and Laura Scott, alternate, to discuss the grants to the Town.

Wage and Salary Committee will meet on the 10th.

Selectman Kline asked the status of the request as noted in the minutes of December 13th that the memos written by Mr. Brown be reviewed to make sure they reflect the opinions of the Board of Selectmen and that a response be submitted. It was explained that no response has been submitted at this point but it would be addressed following discussions on the memos.

CATV Advisory Committee has not a received a response from Comcast at this point.

5. CITIZENS COMMENTS - None

NON-PUBLIC SESSION

RSA 91-A:3, (b)– Hiring

Action: Selectman Crean moved to go into non-public session under the provisions of RSA 91-A:3 (b). Selectman Young seconded. Sel. Preston -yes; Sel. Young-yes; Sel. Tufts-yes; Sel. Crean-yes; Sel. Kline-yes. Motion passed 5-0 and the Board went into non-public session at 8:56 p.m.

Action: Selectman Crean moved to come out of non-public session and hold the minutes confidential. Selectman Young seconded. Motion passed 5-0 and the Board came out of non-public session at 9:00 p.m.

6. ADJOURNMENT

Action: Selectman Crean moved to adjourn. Selectman Tufts seconded. Motion passed 5-0 and the meeting adjourned at 9:00 p.m.

Accepted by the Board of Selectmen

Larry J. Preston, Chair