

**MINUTES**  
**BOARD OF SELECTMEN**  
**TOWN OF PEMBROKE, NH**  
**Wednesday, February 21, 2007**

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

**Staff:** Troy R. Brown, Town Administrator; Geoff Ruggles, Finance Director  
Linda A. Williams, Administrative Secretary.

## **1. CALL TO ORDER**

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

## **2. MEETINGS**

### **North Pembroke Road Bridge Weight Limits**

Emile Lacerte, Public Works Director, explained that the bridge will soon be posted with a 15 ton weight limit. Pembroke and Concord worked together to come to this weight limit. Mr. Lacerte explained that the trucks from Merrill will not be able to use the bridge at the 15 ton level and will have to find alternate routes most likely using Borough Road. Mr. Brown explained that there has been further deterioration of the bridge and it is very fragile right now and this limit will allow it to sustain residential traffic until long-term repairs are made. Deterioration of the alternate routes the trucks will be using was discussed as was the effect of increased truck traffic on neighborhoods. Mr. Brown explained that the State is reviewing various options for repair in the short term. They have decided on three options, repair the decking, use a Bailey Bridge or repair the deck and post it as a stop and yield as a one lane bridge. The Bailey Bridge option could be available in June 2007 if it is determined there is enough access for installation. Selectman Tufts recommended asking the town engineers for feedback on the capacity of Borough Road and other alternate routes to handle the truck traffic. Pending this information it was suggested those roads may have to be limited for usage and a roadway bond may be required for exception to the limitation.

Selectman Preston opened the hearing for public comment at 6:45 p.m. There was no public comment. Mr. Brown asked the Board upon posting of the bridge for 15 tons to also have identified who may have the authority to grant exemptions to any limitations on the alternate routes. The public hearing was closed at 6:46 p.m.

**Action:** Selectman Tufts moved to post the North Pembroke Road Bridge to 15 tons with the Board of Selectmen as the agents to waive the exemptions. Selectman Young seconded. Motion passed 5-0.

### **Adoption of Investment Policy Resolution 2007-01**

Selectman Preston opened the public hearing at 6:50 p.m.

Geoff Ruggles reviewed the changes to the previous policy and the change to the listing of banks approved by the State. There was discussion of some of the language in the policy and minor changes were recommended. As there was no public comment Selectman Preston closed the public hearing at 6:55 p.m.

**Action:** Selectman Crean move to adopt Investment Policy Resolution 2007-01 as amended. Selectman Kline seconded. Motion passed 5-0.

## **MEETINGS**

### **2006 Year End Financial Review**

Mr. Ruggles reviewed the year end information and changes from projections were discussed. Mr. Brown pointed out that the main reason for unexpected balances was because of the staffing shortages throughout the year and also the light winter. If not for these factors the year end figures may have been different.

### **2006 Performance Report Review**

Mr. Ruggles reviewed the listing of merit and longevity increases for town staff. Total average increase was 1.8%.

### **2007 Vacation and Sick Leave Balances**

Mr. Ruggles reviewed the balances of town staff for vacation and sick leave. The policy for carry-over and pay-back of vacation and sick time was discussed. Selectman Preston asked if there is any need for a policy regarding exempt employees and if they should accrue sick time. This will be looked into within the next few months. Mr. Ruggles was asked to explain what involvement his department has with the Water and Sewer Departments. Mr. Ruggles explained that he has no involvement with the Water Department. The Sewer Department's only employee is paid through the town payroll system but with Sewer Department funds. The Sewer Department cuts their own accounts payable checks which the Treasurer signs.

### **Comcast Agreement** – Brian Christensen, Comcast Representative; Butch Ayles, CATV Advisory Committee Member

Selectman Crean, Chair of the CATV Advisory Committee, thanked Mr. Christensen, Mr. Ayles and all the members of the CATV Advisory Committee for all the work they have done. The Committee members and Mr. Christensen have spend a lot of time working on the ways to configure the agreement and have tried to create a short term agreement as the landscape for cable television franchises may change in the near future due to pending federal legislation. Selectman Crean reviewed the terms of the agreement. The term of the agreement is for five years and should be finalized within the next several weeks. Selectman Crean and the CATV Committee feel this is a good agreement for cable subscribers and Comcast.

### **Strong Foundations Charter School** -Beth McClure, Director and Jenna Michaud, Board Member

Beth McClure introduced herself and Ms. Michaud whose two children will be attending the school. Ms. McClure explained that they are looking into purchasing the former Animation Station building on River Road. The mission of the charter school is to double the reading proficiency levels of children. Ms. McClure is a tutor and saw the need to address reading challenges at an early age so a child can succeed throughout their school years. The school will be funded through a start-up grant and state funding of \$3,598.00 per student. It was mentioned that there is a town code regarding non-profits being located in the Pembroke business district. Ms. McClure said she had discussed this with the Town Planner and the school would be allowed as it is governmental use and is allowed per RSA. Other issues discussed were school hours, transportation, special need students, and after school programs.

## **CITIZENS COMMENT**

None

## **OLD BUSINESS**

### **Recreation Needs Study Committee Resolution 2007-02**

Selectman Crean had concerns regarding allowing members from other towns to have voting rights on this committee. Selectman Preston explained that since this committee is only advisory it should not be a problem. Selectman Crean felt that since the facilities belong to and are insured by Pembroke it would be better to have three voting members that are town residents and the other out of town members could be advisory and non-voting. Selectman Preston understood Selectman Crean's concerns but felt that committee votes would be non-binding and that members who are willing to serve on a committee should have the right to vote. Selectman Kline felt that it is good to have multiple groups included in this committee so that needs can be addressed and resources directed for best use. Selectman Kline also asked if the sunset clause should remain June or should be extended to September to allow more time for the committee to prepare their report. Mr. Brown felt that this committee would be able to quickly compile an inventory of what the recreational needs are and work together on coordination of the current facilities.

**Action:** Selectman Tufts moved to approve the Recreation Needs Study Committee Resolution 2007-02. Selectman Kline seconded. Motion passed 4-1. Selectman Crean voted no.

### **NHRS Resolution**

**Action:** Selectman Crean moved approval of Resolution 2007-03 regarding municipal representation on the NHRS Board. Selectman Tufts seconded. Motion passed 5-0.

### **2007 Warrant Approval**

Selectman Preston assigned various articles to each selectman for explanation at Town Meeting. Selectman Young asked why this was being handled this way as previously the Town Administrator had been in charge of giving the explanations. It was felt that it is important for the Selectmen to also be involved with this process. Selectman Crean asked that a handout also be prepared explaining the points of the articles.

**Action:** Selectman Tufts moved to approve the 2007 Warrant. Selectman Kline seconded. Motion passed 5-0.

### **Property Value Updates**

Mr. Brown explained that per the meeting with Joe Lessard last year, Mr. Lessard has submitted a proposal to perform a revaluation of the Town. Mr. Brown did not feel it was necessary at this time as a total reval was done in 2004. The Board concurred.

## **NEW BUSINESS**

### **Town Meeting Polling Hours**

**Action:** Selectman Kline moved to make the Town Meeting Polling Hours 11:00 am to 7:00 p.m. at the Village School. Selectman Young seconded. Motion passed 5-0.

### **Candidate Forum**

Selectman Crean suggested holding a forum for residents to meet the candidates running for selectman. Mr. Brown will organize this event. A date of Thursday March 8<sup>th</sup> at the library was recommended.

### **Letters of Credit**

Selectman Kline had a question regarding language in the statute as to the designee of the Planning Board and if that designee would be the Board of Selectmen. Selectman Crean believed that Selectman Kline was correct regarding the designee. Selectman Crean felt that when a question is asked of Town counsel it is important to see the question in the context it was presented to counsel to make sure the correct question was asked. Selectman Crean stated that the reference to the Levasser case is incorrect as that case has no bearing on this issue. Selectman Kline asked for more information regarding this before a decision is made.

### **Appointments**

Jeff Staples – ZBA Alternate Member

Selectman Crean felt that it is important to have more detailed information regarding appointees. He recommended a resume be submitted with the volunteer interest form. It was noted that there are other contractors on the Zoning Board and adding a third may not be advisable. Selectman Preston asked if the ZBA Committee should be asked to reconsider this recommendation.

**Action:** Selectman Crean moved to deny appointment of Jeff Staples as an alternate member of the Zoning Board of Adjustment as the Board of Selectmen are seeking a more balanced membership on the ZBA. Selectman Young seconded. Motion passed 5-0.

Kathy Cruson – Planning Board Alternate Member

**Action:** Selectman Crean moved to defer action on the appointment of Kathy Cruson pending further background information. Selectman Tufts seconded. Motion passed 5-0.

Vincent Greco – Local Health Officer

**Action:** Selectman Crean moved to re-appoint Vincent Greco as Local Health Officer with a term to expire January 25, 2010. Selectman Young seconded. Motion passed 5-0.

### **Minutes**

January 31, 2007 Public Minutes

**Action:** Selectman Kline moved to accept the public minutes of 1/31/07 as amended. Selectman Crean seconded. Motion passed 5-0.

February 7, 2007 Public Minutes

**Action:** Selectman Kline moved to accept the public minutes of 2/7/07 as amended. Selectman Crean seconded. Motion passed 5-0.

February 7, 2007 Non-public Minutes

Selectman Kline recommended it be noted in these minutes that the Board entered into non-public session to discuss the minutes of a prior non-public meeting. The rest of the Board did not concur .

**Action:** Selectman Crean moved to accept the non-public minutes of 2/7/07 as presented. Selectman Young seconded. Motion passed 4-1. Selectman Kline voted no.

### **TA Report**

Mr. Brown recently met with Dan Scott of Pembroke 600 and the State of NH regarding the development plans in the TIF District.

The Town Report newsletter will be going out the end of the week.

The banners for the Village area are being repaired and when received will be put up.

Double Decker Bridge – The lower deck has been closed permanently due to structural problems recently noticed. The new bridge is expected to be opening in August 2007 and to be fully completed by the end of October.

### **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 Young seconded. Motion passed 5-0.

### **Committee Reports**

Planning Board – The Town Planner has done a lot of work identifying town properties and next year there should be a list of properties recommended to be sold.

EDC – At their recent meeting they had a representative from SCORE give a presentation.

Conservation Commission – Will be meeting on Monday and are working on the handout for town meeting

Northeast Resource Recovery Association will be meeting on February 28<sup>th</sup> and Selectman Crean will be attending.

### **7. ADJOURNMENT**

**Action:** Selectman Crean moved to adjourn. Selectman Kline seconded. Motion passed 5-0 and the meeting adjourned at 9:56 p.m.

Accepted by the Board of Selectmen

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Larry J. Preston, Chair