

MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Wednesday, April 18, 2007

Present: Selectman Larry Preston; Selectman Brian Tufts; Selectman Fred Kline;
Selectman Cindy Lewis; and Selectman David Sheldon

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

1. CALL TO ORDER

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

2. MEETINGS

First Quarter Financial Review

Geoff Ruggles reviewed the budget figures through the first quarter of 2007. He explained that revenues are tracking better than the same period last year. Property taxes liened are approximately \$50,000 higher than last year. Also interest received on fund balances was lower than last year. Expenditures for the first quarter were lower than the same period last year but due to the recent flooding event that is expected to change. It was asked if the recent flooding would have any effect on the planned road projects as happened following the flood of 2006. Mr. Ruggles felt that since this flood occurred a month earlier and with the FEMA application experience from 2006 it should go smoother and quicker. Also some of the funds for certain projects have been encumbered and therefore those projects will go forward as planned. It may be necessary to evaluate some of the shim and overlay projects as the season progresses.

KV Partners, Roads Committee and Solid Waste Committee

Ray Korber and Mike Vignale of KB Partners met with the Selectmen, Roads Committee and Solid Waste Committee members to go over the plans for each of the engineering projects under consideration.

Public Works Facility Master Plan Contract

Solid Waste Committee members Sally Hyland, Gerry Fleury, Public Works Director Jim Boisvert were in attendance. Mr. Brown explained that KV Partners was asked to develop a master plan for the location of the sand/salt shed and planning for future needs of the recycling facility at the DPW area. Mr. Brown spoke with Ray Korber regarding this and explained that Mr. Korber has structured the contract on the hourly basis as it may be determined that the planned facility cannot be built at the site of the DPW due to the size of the lot. Mr. Brown had made it clear to Mr. Korber that his intent is to take this project in small steps. Mr. Korber detailed the scope of the project. The original contract information was put together last August. At that time there was not a good plan for what was needed for the facility and was unclear what would be required so some items on the contract may not be necessary. To determine what is needed, town staff will be interviewed for input as to how the facility should be structured for best usage for residents and staff. Alternatives for the salt/sand shed will be looked into and where the structure would be located. Mr. Korber will develop a site plan for the project including expected costs that can be shown to the community. He will put together a fee estimate and suggested that a solid waste engineer and structural engineer should also be consulted. Gerry Fleury explained that he has spent several weeks watching the recycling process at the transfer station. He felt that curbside recycling should be looked into because streets near the transfer station would not be able to handle increased traffic should recycling be mandatory. There

was further discussion regarding the facility and what would be needed. It was suggested that Mr. Boisvert have time to review the contract since he has just started at Public Works. Mr. Brown felt that the first step is fact finding and recommended getting going on this so that there is no further delay. Mr. Korber explained that there are certain tasks that they can get started on and come back to the Board with their findings and to see if the Board wants to proceed further. Selectman Preston did not want any further delay and recommended moving forward with the approval process and to make a commitment this evening.

Action: Selectman Preston moved to authorize the first part of the Public Works Facility Master Plan contract with KV Partners to be phased in by task with approval to proceed to the next task. Selectman Kline seconded. Motion passed 5-0.

Broadway Preliminary Engineering Contract

Roads Committee members in attendance were Paulette Malo, Henry Malo, Floyd Smith, Oscar Plourde and Burton Curley. Mr. Brown explained that the Board of Selectmen and Roads Committee took a bus tour of the Broadway, Maple, Pine and Prospect Street area last year to evaluate the work that needed to be done. Ray Vignale said that there were some plans that were done several years ago regarding work to be done on some of the streets viewed on the bus tour. There is no design plan on Broadway. Mr. Vignale explained that there is a lot of work that will need to be done on Broadway and that this would be a great opportunity to do something that would be an attractive entry into the Village area. Mr. Vignale explained the scope of their contract and that they have planned for three public meetings to present the project to the Town. There was discussion of ideas and plans for the Broadway area and it was recommended that it should stay a residential area. Selectman Lewis asked if the previous plans from Keach Nordstrom could be used for the project. Mr. Vignale said that they hope to use them as much as possible for the preliminary planning. There was discussion of how the tie in to the DOT part of Broadway would be handled. Mr. Vignale will be discussing this with DOT. It was also explained that the costs for Broadway are expected to be high due to the work that will be needed. Selectman Preston asked if the Roads Committee was committed to this project. Roads Committee members indicated that they were.

Action: Selectman Kline moved to approve the contract with KV Partners for preliminary engineering on Broadway, Maple, Pine and Prospect Streets. Selectman Sheldon seconded. Motion passed 5-0.

Church Road Project

Mr. Brown explained that work to be done on Church Road will be handled through a contractor and due to budgetary constraints he wanted to discuss this issue. Mr. Brown explained that one item that would be costly is the headwalls on the culverts and if they should be precast or cast in place. There was discussion as to size and construction of the headwalls and how a change in size may affect the wetlands permit now in place. Further information will be gathered regarding this project.

Plasawa Hill Road Petition re: Curbside Trash Pickup

Mr. Brown explained that he had received a petition from the residents on Plasawa Hill Road and they were looking to have curbside pickup of their trash. Currently they have to bring their trash to the bottom of their road. Public Works has looked into this problem and there are concerns regarding getting the packer up the road which is narrow at the top and there is no good place to turn around at the end which is dirt and not well maintained. Selectman Sheldon asked if the trash could be picked up in the one ton truck and transferred into the packer. Selectman Lewis explained that in the planning process it was agreed to that there would not be curbside pickup on that road.

Selectman Sheldon felt this is now becoming a health hazard and an eyesore and should be addressed. It was recommended looking into what other locations in town have this same problem. Mark Cronis, Plasawa Hill Road resident, explained that this situation is getting worse with hazardous waste being left at the end of the road and additional trash being left by out of town people who pass that way. He stated it is unbearable for the neighborhood to have this mess at the end of the roadway. A containment system was suggested. Selectman Tufts said this issue will be looked into and also other areas in town with this problem to see what could be done and what the costs would be. Jim Boisvert said that he had a crew going to Plasawa Hill Road tomorrow to reshape the turn around and will then have a better idea as to what could be done.

Floods Update

Mr. Brown updated the Board regarding the damage from the April 16th flooding. There was much damage to Church Road and North Pembroke Road. On Bachelder Road there was road damage and many homes were flooded again. Some homeowners on Bachelder Road are very frustrated and are asking the federal government to relocate them. FEMA will also be contacted regarding relocation. The numbers to contact for assistance are being posted on the website and are available at Town Hall. Regarding repairs to North Pembroke Road which was washed out due to failure of driveway culverts, Mr. Merrill has been authorized to repair the roadway so that it is passable. He has had his crew working on it and is doing a great job. It was recommended that the culvert failure situation be looked into and may need to be addressed through the driveway permit process. Mr. Boisvert explained that his department is working on compilation of information and estimated costs to repair damaged areas for submission to FEMA. Memorial Field is still to be looked at and expect to find more erosion there. Also the Clock Tower roof leaked and lots of water came into the restaurant below.

3. OLD BUSINESS

Church Road Property Transfer and Easement Cost Estimate

Selectman Kline asked why there were two easements. Mr. Brown explained that there are two easements one on the Cremeno property and one on the Kline property. Selectman Tufts recommended Selectman Kline step down on this issue due to the potential conflict of interest. Selectman Kline was glad to step down but did not feel it was necessary since the dollar amount for this item was voted on at Town meeting and he had no monetary profit to make from anything to do with this issue. Mr. Kline, 310 Church Road, explained that he had another idea as to how to handle this situation without doing an easement to his property, he recommended instead transferring it to the Town of Pembroke. Selectman Lewis said that a lot line adjustment with the Town should be done to handle Mr. Kline's situation. Mr. Brown will be sending bills to the property owners soon. He explained that the total cost for this has increased to \$4,000. It was also recommended that pins be used instead of granite bounds if possible.

4. NEW BUSINESS

2004 Property Tax Liens

Mr. Brown stated that 2004 property taxes still unpaid at April 30, 2007 will be liened by the Tax Collector. If the Board does not want to lien certain properties the Tax Collector needs to be notified. The Board reviewed the list of properties to be liened and deleted certain properties. Properties to be deeded are Anderson, Brown, LTC Properties, Laflamme, Marcoux, and Tremblay

Line Striping Bid

Action: Selectman Preston moved to accept the line striping bid from low bidder Seal Tech Asphalt Coatings. Selectman Kline seconded. Motion passed 5-0.

Acceptance of Unanticipated Funds.

A donation of \$150 has been received from the Men's Club. Selectman Sheldon asked if they are covered by the Town's insurance when they use the school facilities. Mr. Brown explained that they would come under the umbrella of the Town's insurance if they meet certain criteria. Mr. Brown explained that you must be able to demonstrate custody, care and control of the club in order to have them covered by Town insurance.

Action: Selectman Sheldon moved to accept the \$150 from the Men's Club. Selectman Preston seconded. Motion passed 5-0.

Appointments

Selectman Tufts stated that these appointments are off the table.

TA Report

NIMS Training will be held tomorrow at the Safety Center from 4-7 p.m.

A Selectperson's Institute is being held and if anyone is interested let the TA know.

LGC training will be held for Town staff at the Safety Center. The seminar will be on Sexual Harassment and Ergonomics.

A meeting is being coordinated with Town staff and PSNH at the White Sands Conservation Area.

A public hearing on the changes to the solid waste fees will be scheduled in May.

Minutes

April 4, 2007 Public Minutes

Action: Selectman Kline moved to approve the public minutes of 4/4/07 as amended. Selectman Sheldon seconded. Motion passed 5-0.

April 4, 2007 Non-public Minutes

Action: Selectman Lewis moved to approve the non-public minutes of 4/4/07 as presented. Selectman Kline seconded. Motion passed 5-0.

Manifest

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

Tax Abatements, Exemptions and Credits

Action: Selectman Kline moved to accept the tax abatements, exemptions and credits as approved by the assessor. Selectman Lewis seconded. Motion passed 5-0.

Committee reports

None

5. CITIZENS COMMENTS

None

6. NON-PUBLIC SESSION

RSA 91-A:3 II, (a)– Employee Review

Action: Selectman Kline moved to go into non-public session under the provisions of RSA 91-A:3 II (a). Selectman Sheldon seconded. Sel. Preston -yes; Sel. Tufts-yes; Sel. Kline-yes; Sel. Lewis-yes; Sel. Sheldon-yes. Motion passed 5-0 and the Board went into non-public session at 9:25 p.m.

Action: Selectman Kline moved to come out of non-public session and seal the minutes confidential as they deal with a personnel matter that could adversely effect an employee's reputation. Selectman Sheldon seconded. Motion passed 5-0 and the Board came out of non-public session at 9:55 p.m.

7. ADJOURNMENT

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

Accepted by the Board of Selectmen

Brian B. Tufts, Chair