

**MINUTES  
BOARD OF SELECTMEN  
TOWN OF PEMBROKE, NH  
Wednesday, October 3, 2007  
6:30 PM**

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

**Staff:** Geoff Ruggles, Interim Town Administrator

**1. CALL TO ORDER**

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

**2. MEETINGS**

**North Pembroke Road Subdivision Easement Acceptance**

Mr. Ruggles reviewed a memo from Laura Scott indicating that the Planning Board has voted to conditionally approve the North Pembroke Road Major Subdivision. According to the memo, all of the conditions have been met, the plans reviewed and signed off by the Engineer, and all necessary documents have been signed by Legal. The Chairman of the Planning Board has also signed off on the plan and necessary documents. Copies of the memo and all documents were distributed to the Selectmen for review.

Selectman Lewis indicated that the normal procedure is to not accept the deed for the road until the project is complete. Selectman Preston agreed, stating that acceptance of the deed means that the Town would ultimately own the land whether the road is completed or not. Chairman Tufts commented on the responsibility of maintaining the road once the deed is signed.

Chairman Tufts explained that the financial guarantee can be accepted at this point, in order for construction to begin, but that all other items not be accepted until the work is completed. Mr. Ruggles stated that in the past, the easement for the road could be accepted but not the deed.

Chairman Tufts brought up the name of the road for discussion (Mathew Reed Avenue). He stated that in the past, it has been the policy of Pembroke that a street named after a specific individual would not be accepted. Mr. Denis Aubin, spoke with regard to the naming of the road. He stated that no department or review pertaining to this project had any objection to the name. Chairman Tufts disputed this as he had discussed the issue with the Conservation Committee. Mr. Aubin feels that the name should be accepted as it is not abusive or degrading and that all necessary departments have already signed off on documents that state the name as Mathew Reed Avenue. Mr. Stephen Cormier also spoke to the Board explaining that the Planning Board signed the plan without objection to the name of the road. He stated that he had no specific knowledge of any policy or regulation pertaining to this issue. Selectman Preston stated that final approval for names of roads lies with the Board of Selectmen. It is unknown at this time if there is any documentation regarding any policy or code on the naming of roads.

Selectmen Sheldon's opinion is that an exception could be made in this case given all the work that has already been done however, something pertaining to the road naming issue should be documented and followed from this point on. Verification would be needed from the police and fire departments that there are no conflicts with the name.

**Action:** Selectman Sheldon moved to accept the name of the road as written, Mathew Reed Avenue, with verification from the police and fire departments and any other necessary departments, that there are no conflicts. Selectmen Kline seconded. Motion passed 4-1. Chairman Tufts was opposed.

Chairman Tufts noted that two changes need to be made to the Letter of Credit. The Selectmen discussed and decided on the following changes to page 2, paragraph 2 of the Letter of Credit: change "Director of Planning may release funds" to "The Board of Selectmen may release funds" and to remove the number "95%".

**Action:** Selectman Kline moved to accept the Irrevocable Letter of Credit for the North Pembroke Road Subdivision project with the above changes. Selectman Sheldon seconded. Motion passed 5-0.

The issue of naming roads and the possibility of adding a policy to the Town Code will be addressed at the next regularly scheduled BOS meeting.

#### **CIP Committee - 2008-2013 CIP Plan**

Mr. Bill Stanyan, Chair, Capital Improvement Program, was present to give a detailed review of CIP's plan and schedule for 2008 - 2013 (adopted 9/24/07). A copy of the Plan was distributed to the Selectmen for their review.

There was some discussion regarding the Library. Selectman Preston explained to the Board that CIP voted under the assumption that the Library would come in with a different proposal. They came in with a CIP project of \$10,000 that had been changed at the last minute to \$3,500. After meeting with them, CIP strongly suggested that rather than come in with a proposal for a \$10,000 or \$3,500 CIP project, they restructure it and ask for a Capital Reserve Fund to be started. In lieu of this, the library trustees have come in to discuss the issue and explain why they are asking to change from a CIP project to a CRF of \$10,000 to be spread out over a three year period. Mr. Stanyan explained that this project was given a low priority by CIP because they knew it may change. CIP is in favor of the library starting a CRF.

Selectman Lewis inquired if there has been any changes to the life-cycle of police cruisers. Mr. Stanyan stated that they have made recommendations but no changes have been made.

#### **Planning Board - Planner Position Input**

A letter dated 9/27/07 from Mr. Dan Crean was distributed to the Board. This letter identified Mr. Crean's observations and input on the Planner position. Also distributed to the Selectmen was a letter from Ms. Laura Scott outlining her job duties over the past two years.

Several members of the Planning Board were present to provide their input and recommendations for the position. The Selectmen, Mr. Ruggles and the members of the Planning Board discussed several different options at length. Mr. Ruggles stated that he received four applications from the advertisement he placed and that none of them had the appropriate qualifications for the position as it presently exists. Mr. Ruggles would like some direction on hiring a temp for the position and if possible, whether the Board is inclined to move forward with the writing/rewriting of some of the zoning ordinances. Mr. Ruggles feels that an expert planner would only be required one day per week. Chairman Tufts suggests hiring a temporary planner as a short term solution and continue discussions for a long term solution.

**3. Citizen's Comment**

None

**4. OLD BUSINESS**

**2008 Budget Review - Library Trustees**

Present for the 2008 budget review were the following Library Trustees: Mr. Frank Davis, Chair; Cindy Stosse, Director; Heather Tiddes, Assistant Director; Rosemary Nunnally, Alternate Trustee. Ms. Stokes discussed the youth programs that are offered two mornings per week. Mr. Davis explained the overall personnel and staffing positions as they pertain to the budget. He also reviewed increases and decreases in their budget as compared to 2007. He stated that due to an error in their 2007 budget, they are behind but have a few ideas on how to make it up, one being to close the Library for a few days during the Thanksgiving holiday. Mr. Davis then went on to review the other areas of their budget including; utilities, heat and fuel, building maintenance, dues and subscriptions, other supplies, postage, equipment maintenance, books and periodicals, office supplies, AV supplies, furniture, software maintenance, advertising and fundraising, and community programs.

Mr. Davis discussed the problem of peeling paint around the perimeter of the Library. Mr. Ruggles will follow up with the siding representative as per the suggestion of Selectman Preston.

Ms. Stokes explained the CIP projects including the library equipment (copy machine) and computer upgrades. The leased copy machine will be paid for at the end of the plan. The Library now has 4 computer terminals for adults with a total of 7 terminals. Mr. Davis discussed the warrant article to establish a CRF for the purchase and procurement of reference books and to raise and appropriate the sum of \$3,500. The Selectmen received a copy of the request to review. Selectman Preston stated that CIP is in favor of creating a CRF that could continually be funded through town meeting.

**5. NEW BUSINESS**

**Trailer Donation**

**Action:** Selectman Kline moved to approve the donation of a surplus utility trailer to Cub Scout Pack 270. Selectman Sheldon seconded. Motion passed 5-0.

## **Appointments**

### **9-1-1 ALI Database Liaisons**

**Elaine Wesson - Primary**  
**Geoff Ruggles - Secondary**

### **Concord Regional Solid Waste / Resource Recovery Cooperative**

**Geoff Ruggles - Representative**  
**Jim Boisvert - Alternate**

**Action:** Selectman Preston moved to approve the above appointments. Selectman Kline seconded. Motion passed 5-0.

## **Minutes**

### **September 26, 2007 public**

**Action:** Selectman Kline moved to approve the public minutes of 9/26/07 as amended. Selectman Sheldon seconded. Motion passed 4-0. Chairman Tufts abstained.

## **Town Administrators Report**

Mr. Ruggles reviewed the attached Town Administrators report.

The issue of physical improvements to Memorial Field was discussed in more detail. The Selectmen would like Mr. Ruggles to meet with the Recreation Committee and Youth Soccer to resolve any conflicts concerning what improvements should be done. Should Mr. Ruggles have any problems coming to a resolution between the two parties, he will bring it before the Board of Selectmen for review.

## **Manifest**

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

## **Tax abatements, exemptions & credits**

**Action:** Selectman Kline moved to accept as recommended by the assessor. Selectman Lewis seconded. Motion passed 5-0.

### **Committee Reports**

Selectman Kline discussed the issue of opening Third Range Road that was denied by the Board. The developer has decided to build a road next to Third Range Road. The Roads Committee has written a letter to the Board stating their disagreement with not opening Third Range Road and not opening it is not in the best interest of the Town. There has been some discussion with the Roads Committee and the developer regarding off-site improvements on Beacon Hill Rd. These improvements would include removing what is there and putting down a new bed. This would be done at the builders expense with the exception of the hot-top.

Selectman Lewis would like to invite Mr. Jim Boisvert, Public Works Director, to a BOS meeting to discuss his responsibilities are with regard to maintenance of certain cul-de-sacs and other similar pieces of property.

### **6. OTHER / CITIZENS COMMENT**

None

### **7. ADJOURNMENT**

**Action:** Selectman Sheldon moved to adjourn the meeting at 9:47 P.M. Selectmen Preston seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

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Brian Tufts, Chairman