

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Wednesday, November 7, 2007 at 6:30 PM**

Present: Chairman Brian Tufts; Selectman Fred Kline; Selectman Larry Preston; Selectman David Sheldon
Selectman Cindy Lewis (arrived at 8:05 pm)

Staff: Geoff Ruggles, Interim Town Administrator

1. CALL TO ORDER

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

2. MEETINGS

Solid Waste Committee - draft advisory article on recycling for the warrant

Sally Hyland and Gerry Fleury were present to discuss a draft advisory warrant article on curbside recycling. This warrant article is expected to be proposed at the town meeting for a vote. The selectmen recommended two changes to the article when preparing a final draft. The selectmen also recommended that handouts outlining the program be distributed.

3. CITIZEN'S COMMENT

None

4. OLD BUSINESS

Townsend Property

Mr. Ruggles distributed a property tax/lien statement for the selectmen to review. Mr. Ruggles proposed that the town accept payment of \$16,003.00 in an effort to resolve the issue.

Action: Selectman Preston moved to accept the statement and proposed payment of \$16,003.00 for the Townsend property as presented. Selectman Kline seconded. Motion passed 4-0.

Revised Audio Tape Policy

Mr. Ruggles distributed a draft audio tape policy which highlighted changes made at a prior meeting. He stated that the policy has been reviewed by legal counsel.

Action: Selectman Sheldon moved to accept the audio tape policy as amended on the draft. Selectman Kline seconded. Motion passed 4-0.

Planner Position

Mr. Ruggles reviewed a preliminary job description for a Planning Technical Assistant including the salary range which is based on a secretary/clerk position. He made a cost comparison from the previous planner to the proposed position including hiring a certified planner one to two days per week. Mr. Ruggles also reviewed the 2008 budget for the position. The selectmen discussed the issue at length and agree that the position requires more than a clerical person. It was recommended and agreed that the title be changed to Town Planner using the new job description and the salary range be adjusted. Mr. Ruggles will run the ad accordingly.

Finance Positions

Mr. Ruggles requested authorization to advertise for the part-time bookkeeper position for the finance department and move the current bookkeeper to the accountant position. The board agreed with this and will move forward once it is discussed with the present bookkeeper.

2008 Budget Review

The selectmen discussed the budget.

5. NEW BUSINESS

Community Development Block Grant (CDBG) Contract

Action: Selectman Preston moved to authorize Chairman Tufts to sign the CDBG contract on behalf of the Board of Selectmen. Selectman Sheldon seconded. Motion passed 4-0.

Meeting Days

The selectmen discussed the possibility of moving the BOS meetings to Monday evenings. Selectman Sheldon stated that the meetings used to be held on Mondays and he is experiencing some scheduling conflicts on Wednesdays. The selectmen discussed how this change may affect other boards and committees along with other selectmen.

Action: Selectman Sheldon moved to change the meeting day from Wednesday to Monday. Selectman Kline seconded for discussion purposes. Motion failed 3-1.

Mr. Ruggles will check with other groups for scheduling conflicts if a change were to be made and Selectman Sheldon will re-address the issue at a future BOS meeting.

Minutes

October 24, 2007 - Postponed

Manifest

Action: Selectman Kline moved to approve the manifest as presented. Selectman Preston seconded. Motion passed 4-0.

Tax abatements, exemptions & credits

Action: Selectman Kline moved to accept as recommended by the assessor. Selectman Preston seconded. Motion passed 4-0.

Committee Reports

Selectman Kline discussed Third Range Road on behalf of the Roads Committee. The Roads Committee feels that Third Range Road should be opened versus the developer building a new road next to it and will be submitting a letter to the selectmen. The general feeling of the selectmen is that their decision on not opening that section of Third Range Road was appropriate based on the information they had at the time.

Selectman Kline reported that he has made some progress on the 250th anniversary celebration. He has been working on some things to present at the town meeting to promote excitement and enthusiasm for the celebration. He would like to hold the flag that was flown in 1759. Chairman Tufts suggested that Selectman Kline contact a congressman to get the information and possibly acquire an actual flag.

6. OTHER / CITIZENS COMMENT

There was a brief discussion on the trench box safety violation along with other safety concerns and upcoming inspections. Chairman Tufts wants to be sure that the appropriate and necessary actions are taken by the town regarding the violation. Mr. Ruggles will follow up.

Selectman Kline discussed the vault at the Perry Eaton building. Meet Me in Suncook and the Historical Society would like to use and make repairs to the vault. The tenant, Mr. Graziano, would also like to utilize the vault. It is unclear as to who should or should not have access to it. Mr. Ruggles will review Mr. Graziano's lease to determine if the vault is included in his leased space. If not, Selectman Kline would like to authorize use by the Historical Society and Meet Me in Suncook.

Selectman Kline contacted Verizon pertaining to municipal discounts. He gave Mr. Ruggles the local contact person at Verizon to follow up.

Town Administrator Report

Mr. Ruggles informed the board that Mr. Graziano has made his first payment.

There will be a public hearing next Wednesday regarding the Broadway reconstruction project. Mr. Ruggles will post notices and inform the residents in that area by mail. Chairman Tufts would like to limit the hearing to one hour.

Mr. Ruggles informed the board that Jennings Excavation, contractor for the landfill closure, is not working out due to contract and insurance issues. Jennings Excavation is looking to be paid for their costs to date. Mr. Ruggles will contact Mr. Jennings informing him that Pembroke will let them out of the contract but will assume no financial responsibility to them and will request that they pay the town of Pembroke legal and engineering costs that have been incurred.

Action: Selectman Preston moved to approve Mr. Ruggles to proceed in the manner outlined. The town will award the contract to the second highest bidder and Mr. Ruggles will contact Jennings Excavation to obtain engineering and legal fees to date. Selectman Kline seconded. Motion passed 4-0.

The signs are up at Haleighs Court and the silt should be taken care of Thursday, November 8th. The owner has one of the partial releases for the mortgage and will have the other one this week. He is asking if Pembroke will release the bond on Rosedale that is up for renewal as it is completed. It was decided that if the silt is not removed, the bond would not be released for Rosedale and the bond for Haleighs Court would be called in.

It was determined that the new cones will be covered under the insurance policy with a \$1,000 deductible.

The recreational facility needs committee met last Thursday and included representatives from youth soccer, little league and the school board. Mr. Ruggles feels that it was a productive meeting and they will meet again on December 3rd.

7. ADJOURNMENT

Action: Selectman Kline moved to adjourn the meeting at 10:05 PM. Selectmen Preston seconded. Motion passed 5-0.

Accepted by the Board of Selectmen

Brian Tufts, Chairman