

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Wednesday, November 28, 2007 at 6:30 PM**

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

Staff: Geoff Ruggles, Town Administrator

Excused: Selectman Fred Kline

1. CALL TO ORDER

Chairman Tufts called the meeting to order at 6:00 PM.

2. NON-PUBLIC SESSION – RSA 91-A:3, II (a) Personnel Evaluation

Selectman Sheldon moved and seconded by Selectman Lewis to enter non-public session in accordance with RSA 91-A: 3, II (a) - Personnel Evaluation at 6:00 P.M.

Roll Call Vote:

Chairman Brian Tufts (yes)

Selectman Cindy Lewis (yes)

Selectman Larry Preston (yes)

Selectman David Sheldon (yes)

Vote: Unanimous

Selectman Sheldon moved and seconded by Selectman Preston to come out of non-public session at 6:40 PM and *seal the minutes confidential as they deal with personnel matters.*

Vote: Unanimous

3. NEW BUSINESS

Minutes

November 14, 2007

Action: Selectman Preston moved to approve the minutes of November 14, 2007 as presented. Selectman Sheldon seconded. Motion passed 4-0.

Manifest

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

Tax abatements, exemptions & credits

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

Town Administrator

Action: Selectman Sheldon moved to appoint Mr. Geoff Ruggles as the permanent Town Administrator. Selectman Lewis seconded. Motion passed 4-0.

Town Administrator Report

Mr. Ruggles reviewed the status of Jennings Excavation. He has met with RD Edmonds, the next lowest bidder, regarding pre-construction. There are a few issues being worked out and Mr. Ruggles will report back to the Board when the items are finalized.

A & B Lumber is still in process.

The next Recreational Needs Committee will be scheduled for December 10th. Memorial Field improvements are on hold for the winter. The board would like Mr. Ruggles to locate any improvement plans that may have been submitted in the past.

Mr. Ruggles and the Selectmen discussed the Wage and Benefit Study and what it should include. Mr. Ruggles will keep the Board updated on his progress.

The FEMA grant application is due to FEMA on January 31, 2008 and must be submitted by the State which means Mr. Ruggles must submit the application to the State by December 31st.

Selectman Preston opened a discussion regarding the under-sized culvert on North Pembroke Road that caused a wash-out. He feels that a resolution must be made soon before it happens again. There is some question as to who is responsible to upgrade the culvert. Mr. Ruggles will follow up.

There was discussion of a town garage in need of structural repair. Selectman Lewis suggested that Mr. Ruggles contact GSI of Goffstown/Weare for assistance. He will follow up and report back with his findings.

Mr. Ruggles updated the Board on the safe at the Perry Eaton building. It appears that Mr. Graziano has jurisdiction over the area where the safe is located. They are not necessarily entitled to use of the safe however the town would not be able to use it either as they would not be permitted access to that area of the building. Mr. Ruggles was informed by Dana Carlucci that there is another safe that may be available. Mr. Ruggles will follow up.

There was a brief discussion on the Broadway reconstruction project and the issue of plan modification.

The North Pembroke Bridge was discussed. Mr. Ruggles will verify that E2 signs will be posted.

Mr. Ruggles informed the Board that he has a request from Robert Saulnier, 451 Cross Country Road, to place underground utilities beginning from the pole closest to his driveway (approx. 35 ft.). The lines would cross the abutting property and the town easement. PSNH has requested that Mr. Saulnier obtains signed applications for easements from the Town and the abutting property owner, Mr. & Mrs. Ricard. The Selectman would like Jim Boisvert, Public Works Director, to review the area before a final decision is made.

Action: Selectman Preston moved to grant use of the town easement subject to any conflicts that Mr. Boisvert may locate. Selectman Sheldon seconded. Motion passed 3-1. Chairman Tufts was opposed as he would like the area to be inspected and review the results before the request is granted.

Selectmen Preston would like Mr. Ruggles to purchase updated copies of the Know the Territory handbooks for the Selectmen.

See attached TA report for a complete list of updates.

Committee Reports

None

4. MEETINGS

Public Hearing - Road Acceptance - Haleighs Court and Wellington Way

This public hearing, which was originally scheduled for 7:00 PM, was started late in an effort to wait for any citizens that may have been detained. There were no citizens present.

Chairman Tufts called the Public Hearing to order at 8:00 PM.

Selectman Lewis asked if all work has been completed. Mr. Ruggles confirmed and assured the Board that it has.

Chairman Tufts closed to public hearing at 8:02 PM.

Action: Selectman Sheldon moved to approve the acceptance of Haleighs Court and Wellington Way. Selectman Lewis seconded. Motion passed 4-0.

5. CITIZEN'S COMMENT

None

6. OLD BUSINESS

2007 Financial Review

Mr. Ruggles and the Selectmen briefly discussed the quarterly financial reports

Personnel Policy Review

The following items were reviewed:

175-14 B - No change.

175-20 - No change.

175-21 - Change Washington's Birthday to President's Day.

Action: Selectman Preston moved to change the name of the Washington's Birthday holiday to President's Day to coincide with State and Federal holidays. Selectman Sheldon seconded. Motion passed 4-0.

175-28 - Add that employees who elect not to take the health insurance will be reimbursed 10% of the town's cost for their health care coverage and that the funds will be included in their regularly scheduled pay period. Selectman Preston clarified that an employee can not opt out of the insurance coverage without proof of coverage elsewhere.

Action: Selectman Preston moved to amend the personnel policy to offer 10% of the town's cost back to the employee providing they can prove insurance coverage from another source. The 10% shall be paid each pay period. Selectman Sheldon seconded. Motion passed 4-0.

Chairman Tufts made the following comments:

175-5 C - "Selectmen's Office" should be changed to "Town Office". This should also be changed any where else it appears in the policy.

175-6 A - Re-word the statement regarding advertising available positions in local newspapers etc. so that the Town is required to do so only on an as needed basis.

175-9/175-38 - These two items should be consolidated as they refer to the same issue.

175-10 B - Re-word the statement regarding the Board of Selectmen determining merit pay increases, adding that this determination for individual employees can be assigned to an authorized agent i.e., town administrator or department head.

175-12 C - Selectmen's Office" should be changed to "Town Office".

175-15.1 D - Review the "Network Administrator" title with the possibility of changing it to a more familiar one such as Town Administrator.

175-16 E - The word "we" in the first sentence should be changed to "Town Administrator".

175-19 - Review whether or not department heads should approve leaves of absence or whether they should be recommended by department heads and approved by the Selectmen.

175-29 - Clarify breaks times.

Any and all language changes should be brought before Board for approval.

7. OTHER / CITIZENS COMMENT

The Selectmen discussed the issue of hanging the holiday banners and if the town should authorize Comcast to hang them. They reviewed a liability statement from Comcast, requiring Chairman Tufts signature, that states Pembroke would assume all liability for Comcast employees while the work was in process. Selectman Sheldon suggested renting the equipment and having Public Works hang the banners. Chairman Tufts requested a vote from the Board on signing the waiver. Selectman Preston feels that timing is an issue with Christmas in the Village being held on Sunday and that the waiver should be signed but would include only this year.

Action: Selectman Preston moved to authorize signature of the liability statement from Comcast with a ten day time limit and that consideration and plans be made to have this done by the Town in the future. Selectman Lewis seconded. Motion failed 2-2. Chairman Tufts and Selectman Sheldon were opposed.

Mr. Ruggles will contact Mr. Boisvert for assistance.

The upcoming holidays were discussed relating to how long the workday should be on December 24th and December 31st. Several options were discussed and it was decided to close the town offices at 2:00 PM on December 24th and at 3:00 PM on December 31st. It was suggested that Mr. Ruggles post notices to this effect including a notice in the Hooksett Banner.

8. ADJOURNMENT

Action: Selectman Sheldon moved to adjourn the meeting at 9:05 PM. Selectmen Lewis seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

Brian Tufts, Chairman