

**MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Wednesday, December 6, 2006**

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

Staff: Troy R. Brown, Town Administrator; Linda A. Williams, Administrative Secretary.

1. CALL TO ORDER

Chairman Preston called the meeting to order at 6:00 P.M.

2. NON-PUBLIC SESSION

RSA 91-A:3, II (a)– Employee Review

Action: Selectman Crean moved to go into non-public session under the provisions of RSA 91-A:3 (a). Selectman Young seconded. Sel. Preston -yes; Sel. Young-yes; Sel. Tufts-yes; Sel. Crean-yes; Sel. Kline-yes. Motion passed 5-0 and the Board went into non-public session at 6:00 p.m.

Action: Selectman Crean moved to come out of non-public session and hold the minutes confidential. Selectman Kline seconded. Motion passed 5-0 and the Board came out of non-public session at 6:40 p.m.

3. MEETINGS

Community Action Program Elderly Housing Project – Ralph Littlefield

Mr. Littlefield, Director of CAP, presented information regarding the elderly housing project planned for the French property at 409 Pembroke Street. The late Mrs. French was a lifelong citizen of Pembroke and donated her property to be used to provide this facility for the elderly. Members of the French family have been working to help develop this project. Mr. Littlefield explained that CAP has secured funding through the HUD 202 program for 23 units of elderly housing. CAP will be the sponsor of the development and the property will be owned by a private non-profit single asset corporation with a Board of local citizens who will oversee and manage the property. The project will be tax exempt and a PILOT agreement will be made with the Town. Mr. Littlefield stated that they plan to start the process of talking to the various town departments as to what the Town would like to see in this project. He explained that the site is in the historic overlay district and the preliminary plan for the project is to have a colonial front L-shaped building that will fit within the existing footprint of the buildings located on the property. They will be having informational meetings at the library starting in January 2007. Mr. Littlefield stated that per the requirements from HUD they will start construction within the next 18 months.

Roads Committee

Roads committee members, Oscar Plourde, Paulette Malo, Roland Lemoine and Floyd Smith were in attendance. Emile Lacerte, Public Works Director, and Floyd Smith presented the information for the 2007 road projects and the level of priority of each project.

2006 Road Construction Encumbrance

Troy Brown explained that he and Finance Director, Geoff Ruggles, estimate the unexpended balance on roads will be between \$215,000 and \$220,000 to be encumbered. Floyd Smith stated the amount they are asking to encumber is \$213,962. Emile Lacerte explained that work will be done on North Pembroke, Dearborn, Whittemore and Prospect Roads. Selectman Preston asked if everyone on the Committee was in agreement regarding the projects. The Roads Committee members in attendance indicated they were in agreement. There was discussion of the cost of the work to be done on Church Road which was estimated to cost approximately \$250,000 when completed. Mr. Brown explained that the budgeted amount for Church Road only included \$1,500 for engineering but there is a 10% contingency that could be used if necessary.

2007 Road Improvement Projects

Floyd Smith presented the recommended listing of road projects for 2007 and reviewed the cost estimates. It was noted that the 5 road projects recommended by the Roads Committee are expected to exceed the budgeted amount. The five road projects are Church, Pembroke Hill, Woodlawn Ridge, Brickett, 4th Range and Smith Avenue. There was some confusion as to the total amount estimated to be needed for 2007 road projects. It was explained that the first project will be Church Road and then the other four projects would follow as prioritized. The total cost will be approximately \$382,000 and the 2007 budget amount is \$290,000. Selectman Preston asked if all Roads Committee members were in agreement regarding these projects and their priority listing. The members in attendance indicated they were. Selectman Preston clarified the funding issue explaining that with these projects the lower priority items may not be done if funding is depleted on the higher priority items.

Action: Selectman Crean moved to encumber the required amount of \$213,962 in accordance with the memo from the Public Works Department and to approve entry into the paving contract. Selectman Kline seconded. Motion passed 5-0.

Action: Selectman Crean moved to approve in concept the road reconstruction plan for 2007 subject to Road Committee action. Selectman Young seconded. Motion passed 5-0.

2007 Sidewalk Improvement Plan

Mr. Brown explained that there is approximately \$60,000 that will be available in 2007 for sidewalk improvements. Selectman Preston asked if the Roads Committee is in agreement on the recommended sidewalk projects. The Roads Committee members indicated they were.

Action: Selectman Tufts moved to approve the sidewalk improvement recommendations as presented. Selectman Crean seconded. Motion passed 5-0.

4. CITIZENS COMMENTS

Roland Lemoine, resident and Planning Board member, invited the new code enforcement officer, Michael Pelsor, to come to the next Planning Board meeting to get to know the Board members. Troy Brown will relay this invitation to Mr. Pelsor but he was concerned about the overtime expense this would cause to the Planning and Land Use Department.

5. OLD BUSINESS

Domestic Partners Coverage for Health/Dental Benefits

There was discussion that although this coverage is not yet required to be offered it should be offered to town employees as it most likely will be required in the future. Selectman Young felt that it would not be a recruitment tool and should not be offered since it is not required.

Action: Selectman Crean moved to offer health and dental insurance benefits to domestic partners of town employees. Selectman Tufts seconded. Motion passed 4-1. Selectman Young objected.

Planning and Land Use Department Head Position

Selectman Kline asked if it was appropriate to have this discussion as it was not listed on the agenda and Laura Scott is not in attendance tonight. He explained that Ms. Scott had asked to be informed when this item would be brought up again so that she could attend. The next agenda for the Board of Selectmen will include this item and also the Town Planners vacation time request.

Salary and Benefits Survey

The Salary and Benefits Report was discussed as to the information that was provided and the information that needs to be included. It was felt that the information regarding salaries was lacking but could be used. Additional information is needed before any decisions could be made. Mr. Brown will set up a meeting of the Wage and Benefit Survey Committee to work on compilation of the additional information which are staffing levels in comparative towns, benefits, organizational chart, supervisory authority and hours of operation. Annual Reports will also be requested from the towns to be surveyed.

Recreation Commission

Mr. Brown reviewed the draft of revisions to the Recreation Commission. Mr. Brown also reviewed this information with Rose Galligan, Recreation Commission Chair. The Recreation Commission will be put on the next agenda and an invitation and information package will be sent to the Commission members this week.

Warrant Articles

Mr. Brown presented the draft of the proposed warrant articles for the March 2007 Town Meeting. The Board reviewed and revised the draft articles. Mr. Brown will modify and prepare another draft.

6. NEW BUSINESS

TA Report

Church Road - Selectman Kline stepped down on this issue. Letters were sent to the property owners on Church Road regarding the additional land from the straightening the curve. The property owners are very upset about this issue and they want to have a discussion with the Board. Fred Kline, resident of Church Road, commented that on his property there were two corner markers that were destroyed and he would like those replaced and he wants to work on a ROW with the Town to settle this situation. Mr. Brown explained that there are three properties

that have gained additional land, one property owner has a rip-rap swale on his land, and Mr. Kline's property did not gain land. Per Mr. Brown the surveying cost is approximately \$3,000. Selectman Crean said one resolution may be for the property owners to pay for the surveying costs and the town to pay for the legal costs. Selectman Crean recommended clarifying the status of any problems with the Church Road land and notifying the property owners who do not want to take the land as to what may occur.

Dedication of the town report was discussed

Photograph of the Board for the Town Report will be taken on 12/20

Town Counsel for union negotiations will come to meet with the Board within the next two weeks. A time of 5:30-6:00 pm will be scheduled to meet with counsel.

Workers compensation claim form information for losses starting 2002 was received from the insurance provider and submitted for review.

Budget Committee meetings started last Thursday. There was one error discovered on the calculation for sick leave which will increase the budget approximately \$20,000.

Met this week with Tri-Town Ambulance and Allenstown representatives. Additional meetings will be held and Mr. Brown should have information to bring to the Board in January.

The Plan New Hampshire application is due again in February.

Economic Development Committee

Selectman Kline explained that EDC is in the process of preparing an updated business directory and they want to encumber the 2006 funds. Mr. Brown explained that they would need a signed contract in order to encumber the funds. Selectman Kline will poll EDC members on this item. Selectman Kline also wanted to explain that the Town Planner has been assisting EDC but her time spent assisting has been minimal and should not have an effect on her work priorities. It was explained that Ms. Scott's assistance to EDC should take place during normal working hours after she is finished with her priorities and should not include evening meetings, conferences, etc.

November 29, 2006 Non-Public Minutes

Action: Selectman Young moved to approve the non-public minutes as prepared by Selectman Crean. Selectman Tufts seconded. Motion passed 5-0.

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 Tufts seconded. Motion passed 5-0.

Committee Reports

CTAP – no activity

Budget Committee – First meeting was last week no action taken.

CATV received information and hopes to have an agreement by December 13th.

Conservation Commission will be meeting in December

Transfer Station Meeting will be scheduled for January 2007

I-93 Committee is not making any forward motion.

7. NON-PUBLIC SESSION

RSA 91-A:3, II (a)– Employee Review

Action: Selectman Crean moved to go into non-public session under the provisions of RSA 91-A:3 (a). Selectman Young seconded. Sel. Preston -yes; Sel. Young-yes; Sel. Tufts-yes; Sel. Crean-yes; Sel. Kline-yes. Motion passed 5-0 and the Board went into non-public session at 9:45 p.m.

Action: Selectman Crean moved to come out of non-public session and hold the minutes confidential. Selectman Kline seconded. Motion passed 5-0 and the Board came out of non-public session at 10:21 p.m.

8. ADJOURNMENT

Action: Selectman Crean moved to adjourn. Selectman Kline seconded. Motion passed 5-0 and the meeting adjourned at 10:21 p.m.

Accepted by the Board of Selectmen

Larry J. Preston, Chair