MINUTES
BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
Wednesday, December 19, 2007, 6:30 PM

Present: Chairman Brian Tufts; Selectman Larry Preston; Selectman Cindy Lewis; Selectman David Sheldon (6:45 PM)

Staff: Geoff Ruggles, Town Administrator

Excused: Selectman Fred Kline

1. CALL TO ORDER

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

2. MEETINGS

Conservation Commission

Ms. Ammy Heiser, Chair and Mr. Stetson Heiser were present to discuss the following Conservation Commission issues:

Land Purchase

The Conservation Commission is interested in purchasing a piece of property owned by Ritchie White, located on the Soucook River. The property consists of 42 acres with 3200' of river frontage. The parcel is being offered to the town for the town's appraised value and meets the Conservation Commission's criteria for purchase. The Selectmen suggested that the Commission present the idea of purchasing the property at Town Meeting and to also check into purchasing additional land bordering Mr. White's property in an effort to acquire better access. It was decided that the Conservation Commission will meet with Mr. Ruggles to have a referendum drawn up on the future purchase of the property to present at town meeting. After town meeting and once the Commission is prepared for purchase, the Commission will hold a public hearing to move forward with the purchase if it is favorable to do so.

Town Code Amendments

The Conservation Commission is proposing that all but two sections of Chapter 66 of be repealed in an effort to transfer full authority over conservation lands to the Conservation Commission. In correspondence received from Jae Whitelaw, she recommends that Chapter 66 be repealed and a new Chapter 66 be adopted. Ms. Whitelaw further stated that this action be put to the voters at town meeting. Language for the warrant article was included in her correspondence. Mr. Ruggles will draft a warrant article on the proposed amendments. Chairman Tufts stated that the Conservation Commission will be expected to speak at town meeting regarding the warrant article.

Donation Acceptance

Ms. Heiser requested that the Board approve acceptance of donations to the Conservation Commission totaling $460. These donations are in memory of Ms. Carol Maslanka.

Action: Selectman Preston moved to approve the Conservation Commission to accept donations totaling $460. Selectman Lewis seconded. Motion passed 4-0.

Public Hearing - 7:00 PM - Ashley Drive Acceptance

Chairman Tufts opened the public hearing at 7:20 PM. The hearing was postponed from 7:00 PM in an effort to wait for citizens who may have been delayed due to inclement weather.

Mr. Ruggles gave an overview regarding Ashley Drive stating that all the work has been completed including the cul-de-sac, final paving and the planting of trees. The Board has already accepted the road easement deeds which have been recorded at the Merrimack Registry of Deeds. The road needs to be formally accepted.

Chairman Tufts closed the public hearing at 7:24 PM.

Action: Selectman Preston moved to accept Ashley Drive stating that this was an exception as the normal procedure is not to accept roads until the work is complete. Selectman Lewis seconded. Motion passed 4-0.

3. CITIZENS COMMENT

None

4. OLD BUSINESS

LCG Multi-year Contract

Mr. Ruggles recommended that the Board vote to participate in a multi-year program with LGC. Without the agreement, the Town could see a greater increase in it's rates. LGC informed Mr. Ruggles that there would be no penalty to the Town should they choose to switch carriers within the three year period due to cost savings.

Action: Selectman Lewis moved to sign a multi-year (three years) contract with LGC providing that a letter from LGC is received stating that there is no penalty should the Town choose to change carriers within the three year period. This exception must be received in writing before the contract is signed. Selectman Preston seconded. Motion passed 3-0.

5. NEW BUSINESS

2007 Encumbrances

Mr. Ruggles requested that the Board approve a total of $100,038 to be encumbered into the 2008 budget

for the completion of two projects that started in 2007 which will not be completed until 2008. The two projects are road repair/reconstruction (final coat on Church Road and Broadway engineering) - $57,495 and Solid Waste Facility (engineering and improvements to transfer station area) - $42,543.

> **Action:** Selectman Preston moved to encumber the above two items totaling $100,038 into 2008. Selectman Lewis seconded. Motion passed 3-0.

CDBG Grant - Administration Bids

Selectman Lewis stepped down from all discussions/decisions pertaining to the CDBG grant due to a conflict of interest.

Mr. Ruggles received a memo from Joia Hughes stating her receipt of two proposals for CDBG Administration. Ms. Hughes is familiar with both consultants and suggests Donna Lane for the Pembroke project as it is the lower bid.

> **Action:** Selectman Preston moved to accept the bid from Donna Lane as consultant on the Pembroke project as recommended by Joia Hughes. Selectman Sheldon seconded. Motion passed 3-0.

Police Grant Application

Mr. Ruggles received a memo from Chief Scott Lane requesting approval from the Board to apply for a grant from the NH Highway Safety Agency for funding for two Saturday DWI enforcement patrol nights during the upcoming holiday season.

> **Action:** Selectman Preston moved to approve and authorize Chairman Tufts to sign the NH Safety Agency grant application. Selectman Lewis seconded. Motion passed 3-0.

Recreation Facility Needs Report

The Recreational Needs Committee submitted their report identifying several areas where current and future needs exist including fields and facilities. They are also recommending that additional town owned land be identified that could be utilized for fields, specifically soccer fields.

After review and consideration of the report, Chairman Tufts would like Mr. Ruggles to draft a response to the Committee stating that there is no town owned land currently available for this purpose and that the average cost per field is approximately $1 million. Chairman Tufts would like a more specific and realistic list of recreational needs outlining priorities versus what currently exists and approximate costs associated with them.

He suggests that the Committee prepare a handout and recommendations to present at town meeting. The Selectmen discussed other possible solutions including improvements to Memorial Field and possibly creating a source of funding to purchase land for the additional fields and facilities in the future

Fee Schedule Review

The Selectman reviewed the fee schedule including changes and additions that were made by Mr. Ruggles, specifically to construction permits, tax map copies and license fees. Mr. Ruggles stated that a public hearing will be held to incorporate any changes that are made. The Selectmen discussed and decided on several changes to the schedule. Mr. Ruggles will make the changes in preparation for a public hearing.

Minutes

December 5, 2007

> **Action:** Selectman Preston moved to approve the minutes of December 5, 2007 as amended. Selectman Lewis seconded. Motion passed 3-0. Selectman Sheldon abstained.

Town Administrators Report

Mr. Ruggles distributed a calendar of scheduled BOS meetings and voting days. In addition, he stated that a work session may be scheduled for February 13th. Chairman Tufts asked if the Selectmen need to be present to close the polls on January 8th and March 11th. It was decided that at least three Selectmen will attend.

Congressman Hoades contacted Mr. Ruggles to inform him that he has secured a $150,000 grant for the Town of Pembroke to be used toward mitigation of the Suncook River flooding problem. The Selectmen briefly discussed the funds and how they may be utilized. Mr. Ruggles stated that there would be a press release on Thursday pertaining to the grant.

Mr. Ruggles informed the Board that the grant application for the pre-mitigation disaster funds that he has been working on will not be ready for submission to the State by the end of December. It is still possible to apply once all the information is complete.

Mr. Ruggles is in receipt of the actual bill for worker's compensation for 2008. It is higher than what was initially put in the budget however, it will be possible to find the funds in the budget to cover the increase.

See attached TA report for a complete list of updates.

Manifest

> **Action:** Selectman Lewis moved to approve the manifest as presented. Selectman Preston seconded. After a brief discussion regarding some issues contained in the manifest, specifically mileage reimbursement, it was decided to discuss the issues in a non-public session after which a vote would be taken.

Tax Abatements, Exemptions & Credits

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

Committee Reports

Selectman Preston is in receipt of correspondence from Barbara Natalizio regarding a request to create an expendable trust for all library books. Frank Davis has agreed to take the idea to the Trustees on Thursday and Ms. Natalizio to the Budget Committee. Ms. Natalizio is asking if the Board would be willing to put a warrant article on the warrant to create this expendable trust. Chairman Tufts asked for a definition of the expendable trust, how it works and what the restrictions would be. This trust would be separate from the Capital Reserve Fund that is being created for reference materials.

6. OTHER / CITIZENS COMMENT

None

7. NON-PUBLIC SESSION RSA 91-A:3 II (c) - Privacy

Action: Selectman Preston moved and seconded by Selectman Lewis to enter non-public session in accordance with RSA 91-A:3 II (c) - Privacy

Roll Call Vote:
Selectman Cindy Lewis, (yes)
Selectman Larry Preston (yes)
Selectman Dave Sheldon (yes)
Selectman Brian Tufts (yes)
Vote: Unanimous

The Board of Selectmen came out of non-public session at 9:05 PM.

Manifest

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

8. ADJOURNMENT

Action: Selectman Preston moved to adjourn the meeting at 9:08 PM. Selectmen Lewis seconded. Motion passed 4-0.

Accepted by the Board of Selectmen

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Brian Tufts, Chairman